

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MAY 8, 2007
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

4-10 Minutes of the regular Committee of the Whole meeting held April 10, 2007.

COMMUNICATIONS/CORRESPONDENCE

11 **Mike Hooper, Nanaimo Airport**, re Challenges and Growth Opportunities at the Nanaimo Airport.

12-14 **Judy Dobrowolski, British Columbia Transmission Corporation**, re Central Vancouver Island Transmission Reinforcement Project.

15 **Dr. Kathryn Gemmell**, re Water Conservation.

BUSINESS ARISING FROM THE MINUTES

CORPORATE ADMINISTRATION SERVICES

FINANCE & INFORMATION SERVICES

16-18 Nanaimo Regional Hospital District – Resolution to Provide for Temporary Borrowing to Meet Expenditures for 2007.

19-28 Nanaimo Regional Hospital District - 2006 Audited Financial Statements.

29-31 Annual Report of Directors' and Committee Members' 2006 Remuneration and Expenses.

. Duke Point Sewer Local Service Area Development Cost Charges Bylaw. (To be circulated)

32-38 Duke Point Sewer Local Service Area Connection Agreement.

Duke Point Sewer Local Service Area Amendment Bylaw No. 1004.02. (To be circulated)

DEVELOPMENT SERVICES

EMERGENCY PLANNING

- 39-41 Hazardous Materials – Recent Marine Spill in Nanaimo Harbour.
- 42-47 License of Use Agreement to Use the Bowser Legion as an Emergency Reception Center.

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 48-49 Kiwanis Soroptomists Suites Application for Development Cost Charge Reduction.

SOLID WASTE

- 50-52 Regional Landfill Interim Closure 2007 Construction Award and Award of Consulting Services.
- 53-57 Illegal Dumping Prevention Program Enforcement Activities.

UTILITIES

- 58-59 Water Service Areas -- Security Review.

RECREATION AND PARKS SERVICES

TRANSPORTATION SERVICES

COMMISSION, ADVISORY & SELECT COMMITTEE

Area 'A' Parks and Open Space Advisory Committee.

- 60-61 Minutes of the Area 'A' Parks and Open Space Advisory Committee meeting held March 15, 2007. (for information)

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

- 62-63 Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held March 5, 2007. (for information)

Area 'F' Parks and Open Space Advisory Committee.

64-65

Minutes of the Area 'F' Parks and Open Space Advisory Committee meeting held April 16, 2007. (for information)

Verbal Reports As Available:

Arrowsmith Water Service Management Committee

Deep Bay Harbour Authority

Island Corridor Foundation

Mt. Arrowsmith Biosphere Foundation

Municipal Finance Authority

Municipal Insurance Association

North Island 911 Corporation

Oceanside Tourism Association

Regional Library Board

Regional Transportation Advisory Committee

Treaty Advisory Committee

Vancouver Island Health Authority – Joint Capital Planning Committee

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

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

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, APRIL 10, 2007 AT 7:25 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Alternate	
Director M. Unger	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director J. Manhas	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
J. Finnie	General Manager of Environmental Services
D. Trudeau	General Manager of Transportation Services
N. Avery	General Manager of Finance & Information Services
T. Osborne	General Manager of Recreation & Parks
G. Garbutt	Manager of Current Planning
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Unger to the meeting.

DELEGATIONS

Tom Bird, Brian Dane, Ian Birtwell, re Island Scallops Proposal.

Mr. K. Kirkwood presented an overview of the Nile Creek Enhancement Society and their efforts to restore fish habitat areas within the Regional District and formally invited the Board to visit their site. Mr. Bird raised the Society's concerns with respect to the Island Scallops proposal and its impact on biological, environmental, commercial resources and community socio-economics and requested a letter of support to have a full review done by Transport Canada of the proposal.

LATE DELEGATIONS

MOVED Director Bartram, SECONDED Director Holme, that a late delegation be permitted to address the Committee.

CARRIED

Barb Bunting, re Island Scallops Proposal.

Ms. Bunting provided information on their proposal to change the method of farming for Island Scallops within their existing license.

MOVED Director Bartram, SECONDED Director Westbrook, that RDN staff be directed to send a letter to Provincial and Federal authorities acknowledging that although it is outside local government jurisdiction, we request that a full environmental assessment of Island Scallops' proposal to farm scallops off the east coast of Vancouver Island be carried out and that we be advised of the results.

CARRIED

MINUTES

MOVED Director Manhas, SECONDED Director Young, that the minutes of the Committee of the Whole meeting held March 13, 2007 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

James Warren, Comox Strathcona Regional District, re Local Calling Area Expansion – Southern Baynes Sound and Northern Portions of the Regional District of Nanaimo.

MOVED Director Bartram, SECONDED Director Brennan, that the correspondence from the Comox Strathcona Regional District regarding support for the expansion of the CSRD local calling area be received.

CARRIED

Douglas Backhouse, Island Corridor Foundation, re Grant-in-Aid Application Request to Offset Property Taxes to RDN.

MOVED Director Bartram, SECONDED Director Brennan, that the correspondence from the Island Corridor Foundation regarding a request for funds to offset property taxes paid to the Regional District of Nanaimo in 2007 be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

FINANCE & INFORMATION SERVICES

2006 Consolidated Financial Statements.

MOVED Director Manhas, SECONDED Director Bartram, that the 2006 Consolidated Financial Statements and associated financial schedules be received.

CARRIED

Southern Community Sewer Service Area Capital Charge Bylaw No. 1257.

MOVED Director McNabb, SECONDED Director Holdom, that "Southern Community Sewer Service Area Capital Charge Bylaw No. 1257, 2007" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that "Southern Community Sewer Service Area Capital Charge Bylaw No. 1257, 2007" having received three readings be adopted.

CARRIED

District of Lantzville Sewer Benefiting Area Bylaw No. 1527.

MOVED Director McNabb, SECONDED Director Horle, that "District of Lantzville Sewer Benefiting Area Bylaw No. 1527, 2007" be introduced for three readings and be forwarded to the District of Lantzville for consent.

CARRIED

City of Nanaimo Municipal Benefiting Area Amendment Bylaw No. 1216.03.

MOVED Director Holdom, SECONDED Director Brennan, that "City of Nanaimo Municipal Benefiting Area Amendment Bylaw No. 1216.03, 2007" be introduced for three readings and be forwarded to the City of Nanaimo for consent.

CARRIED

Duke Point Sewer Local Service Area Capital Charge Bylaw No. 1523.

MOVED Director Brennan, SECONDED Director Holdom, that "Duke Point Sewer Local Service Area Capital Charge Bylaw No. 1523, 2007" be introduced and read three times.

CARRIED

MOVED Director Brennan, SECONDED Director Holdom, that "Duke Point Sewer Local Service Area Capital Charge Bylaw No. 1523, 2007" having received three readings be adopted.

CARRIED

DEVELOPMENT SERVICES

PLANNING

2006 Statistics Canada Census Information.

MOVED Director McNabb, SECONDED Director Bartram, that the 2006 Statistics Canada Census information be received for information.

CARRIED

ENVIRONMENTAL SERVICES

SOLID WASTE

Rubber Tire Wheel Loader for Church Road Transfer Station – Tender.

MOVED Director McNabb, SECONDED Director Biggemann, that Great West Equipment be awarded the supply of a Volvo L70E Rubber Tire Wheel Loader for the Church Road Transfer Station for a net cost of \$146,800.

CARRIED

UTILITIES

Water Service Areas – User Rate Review – Bylaw Nos. 1468.03, 619.14, 1172.08, 1383.04, 700.15, 1434.03 and 1097.10.

MOVED Director Holmc, SECONDED Director McNabb, that Bylaws No. 1468.03, 619.14, 1172.08, 1383.04, 700.15, 1434.03 and 1097.10 be rescinded at third reading.

CARRIED

Bylaw No. 1468.03.

MOVED Director Holme, SECONDED Director McNabb, that "Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.03, 2007" be given third reading as amended.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that "Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.03, 2007" be adopted.

CARRIED

Bylaw No. 619.14.

MOVED Director Holme, SECONDED Director McNabb, that "French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.14, 2007" be given third reading as amended.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that "French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.14, 2007" be adopted.

CARRIED

Bylaw No. 1172.08.

MOVED Director Holme, SECONDED Director McNabb, that "San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.08, 2007" be given third reading as amended.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that "San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.08, 2007" be adopted.

CARRIED

Bylaw No. 1383.04.

MOVED Director Holme, SECONDED Director McNabb, that "Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.04, 2007" be given third reading as amended.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that "Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.04, 2007" be adopted.

CARRIED

Bylaw No. 700.15.

MOVED Director Holme, SECONDED Director McNabb, that "Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.15, 2007" be given third reading as amended.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that "Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.15, 2007" be adopted.

CARRIED

Bylaw No. 1434.03.

MOVED Director Holme, SECONDED Director McNabb, that "Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.03, 2007" be given third reading as amended.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that "Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.03, 2007" be adopted.

CARRIED

Bylaw No. 1097.10.

MOVED Director Holme, SECONDED Director McNabb, that "Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.10, 2007" be given third reading as amended.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that "Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.10, 2007" be adopted.

CARRIED

RECREATION AND PARKS SERVICES

Nanaimo and District Track and Field -- Letter of Support.

MOVED Director McNabb, SECONDED Director Herle, that the letter of support to the Nanaimo and District Track and Field Club for track upgrades at the Rotary Bowl be referred to the City of Nanaimo.

CARRIED

TRANSPORTATION SERVICES

2007/2008 Annual Operating Agreement -- RDN/BC Transit.

MOVED Director McNabb, SECONDED Director Brennan, that the 2007/2008 Annual Operating Agreement (AOA) with BC Transit be approved.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

MOVED Director Holdom, SECONDED Director Bartram, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held March 15, 2007 be received for information.

CARRIED

Transit Select Committee.

MOVED Director McNabb, SECONDED Director Herle, that the minutes of the Transit Select Committee meeting held March 22, 2007 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Herle, that staff be directed to advise BC Transit that the RDN is interested in taking advantage of the increased funding for expansion and that staff be directed to bring back options to the Board that provide detailed information on the financial impacts to the participants.

CARRIED

Drinking Water Watershed Protection Stewardship Committee.

MOVED Director Bartram, SECONDED Director Westbrook, that the minutes of the Drinking Water Watershed Protection Stewardship Committee meeting held February 7, 2007 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Herle, that the minutes of the District 69 Recreation Commission meeting held March 15, 2007 be received for information.

CARRIED

Area 'A' Recreation and Culture Services Master Plan Project Advisory Committee.

MOVED Director Burnett, SECONDED Director Young, that the minutes of the Area 'A' Recreation and Culture Services Master Plan Project Advisory Committee meetings held March 12 and April 2, 2007 be received for information.

CARRIED

Area 'E' Parks and Open Spaces Advisory Committee.

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Area 'E' Parks and Open Spaces Advisory Committee meeting held February 5, 2007 be received for information.

CARRIED

Area 'H' Parks and Open Spaces Advisory Committee.

MOVED Director Bartram, SECONDED Director Biggemann, that the minutes of the Area 'H' Parks and Open Spaces Advisory Committee meeting held February 16, 2007 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Comox Strathcona Regional District Local Calling Area Expansion.

MOVED Director Bartram, SECONDED Director Herle, that the RDN support the CSRD in determining the cost of expanding a local calling area to include southern Baynes Sound and northern portions of the Regional District of Nanaimo and that staff advise the CSRD Board of the RDN Board's decision.

CARRIED

Request to Offset Property Taxes to RDN – Island Corridor Foundation.

MOVED Director Westbrook, SECONDED Director Brennan, that the Island Corridor Foundation's request for a grant-in-aid to offset property taxes paid to the Regional District of Nanaimo in 2007 be referred to the Regional Parks and Trails Advisory Committee and further that the Island Corridor Foundation submit a business plan.

CARRIED

The Chairperson was requested to bring forward an update verbal report on the Island Corridor Foundation. Mr. Backhouse, Executive Director of Island Corridor Foundation will be invited to attend an upcoming Committee of the Whole meeting.

Volunteer Appreciation Week.

The Chairperson thanked on behalf of the Board, all the volunteers who dedicate their time to numerous tasks within the Regional District of Nanaimo and encouraged others to come forward.

Procedure Bylaw.

MOVED Director McNabb, SECONDED Director Manhas, that staff review the procedure bylaw with particular emphasis on the Electoral Area Planning Committee time allotment for delegations and report back to the Board.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:17 PM

CHAIRPERSON

Burgoyne, Linda

From: Lynn Behnke
Sent: Friday, April 20, 2007 3:38 PM
To: Burgoyne, Linda
Cc: 'Mike Hooper'
Subject: Board Presentation

RDN		
CAC		GMF&IS
GMDS		GMR&PS
GMES		GMVS
APR 20 2007		
SMCA		
CHAIR		BOARD

Nanaimo Airport requests an opportunity to present to the Board at the meeting scheduled for May 8, 2007 at 1900hrs.

Mike Hooper, CEO of the Nanaimo Airport Commission will deliver a ten minute presentation covering challenges and growth opportunities at the airport and the benefits to the regional economy. The Airport will request a letter of support from the Board, to be used in application for grant funding.

An electronic copy of his presentation will be delivered to the District offices by April 30th.

Please advise if there is any other information that you require.
Thank you in advance for your confirmation of this date and time.

Regards
Lynn

Lynn Behnke, Airport Administrator - Nanaimo
 ph 250 245-2157 ext 239 fx 250 245-4308
 email lbehnke@nanaimoairport.com



**British Columbia Transmission
CORPORATION™**

RDN			
CAO		GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
APR 24 2007			
SMCA			
CHAIR		BOARD	

Judy Dobrowolski
Community Relations Coordinator
judy.dobrowolski@bctc.com

April 23, 2007

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

Attention: Ms. Nancy Tonn

Sent via e-mail: ntonn@rdn.bc.ca

Re: Central Vancouver Island Transmission Reinforcement Project – Meeting Request

Further to our telephone conversation, I am formally requesting permission for B.C. Transmission Corporation to present the Central Vancouver Island Transmission Reinforcement Project to the Committee Of The Whole on May 8, 2007. A brief summary of the project follows:

Overview

Electricity demand in central Vancouver Island is increasing. As a result, parts of the regional transmission system, specifically the transmission lines that serve the area between Nanaimo and Qualicum Beach, are at capacity and are even overloaded under certain conditions. In order to provide a continued safe and reliable supply of electricity to this rapidly growing region, BC Transmission Corporation (BCTC) has identified the need for improvements to the regional transmission system in this area.

Project Description

After consideration of a number of alternatives, BCTC is proposing to build a new 230 kV double-circuit transmission line that will tap into the 230 kV transmission lines approximately 15 km inland, and connect to the existing 138 kV transmission lines that provide electricity to communities between Qualicum Beach and Nanaimo. The new transmission line will involve a new substation where the new line taps off from the existing 230 kV transmission lines, and will connect to the 138 kV transmission system over one of the following routing options:

- Option A – Lantzville Substation
This option would require expansion of the Lantzville Substation and upgrades to existing transmission lines that run between Lantzville Substation and Jingle Pot Substation in Nanaimo
- Option B – Jingle Pot Substation in Nanaimo
This option would require expansion of Jingle Pot Substation
- Option C – a new substation to the west of the existing Harewood Substation in Nanaimo.

A map of the routing options is attached.

The Need for the Project

Very little new transmission infrastructure has been constructed on Vancouver Island in the past twenty years. BCTC has extended the life of existing transmission assets and maximized available capacity by

British Columbia Transmission Corporation
Suite 1100 – 1055 Dunsmuir Street
PO Box 49260, Bentall IV
Vancouver, BC V7X 1V5
www.bctc.com

implementing new technologies and innovative solutions; however, these measures can no longer be relied upon to meet the demand for electricity. A significant reinforcement to the central Vancouver Island system is required by 2010. The Central Vancouver Island Transmission Reinforcement Project will help ensure that the communities of this region have a secure and reliable supply of power well into the future.

BCTC will not decide on a preferred routing option until community consultation, First Nations consultation and environmental studies are completed. The British Columbia Utilities Commission (BCUC) is responsible for the regulation of BC's electric utilities. Whatever routing option is preferred, the project will require the approval of the BCUC before it can be built. The BCUC's primary responsibility is the regulation of energy utilities under its jurisdiction to ensure that the rates charged for energy are fair, just and reasonable, and that utilities provide safe, adequate and secure service to their customers. For more information on the BCUC, visit their website at www.bcuc.com.

Consultation

Consultation with communities, First Nations and the public is an important component of this project. Over the coming weeks we will talk with municipal and regional district officials and staff, First Nations, property owners, environmental and recreational groups and other interested parties. We will also be holding a community open house in Nanaimo on May 9 to provide information about the need to reinforce the system and the routing options under consideration. Details about the open house are as follows:

Wednesday, May 9, 2007
Coast Bastion Inn, Port Alberni and Chemainus Room
11 Bastion Street, Nanaimo

Drop-in anytime between 4:30 p.m. and 8:30 p.m.

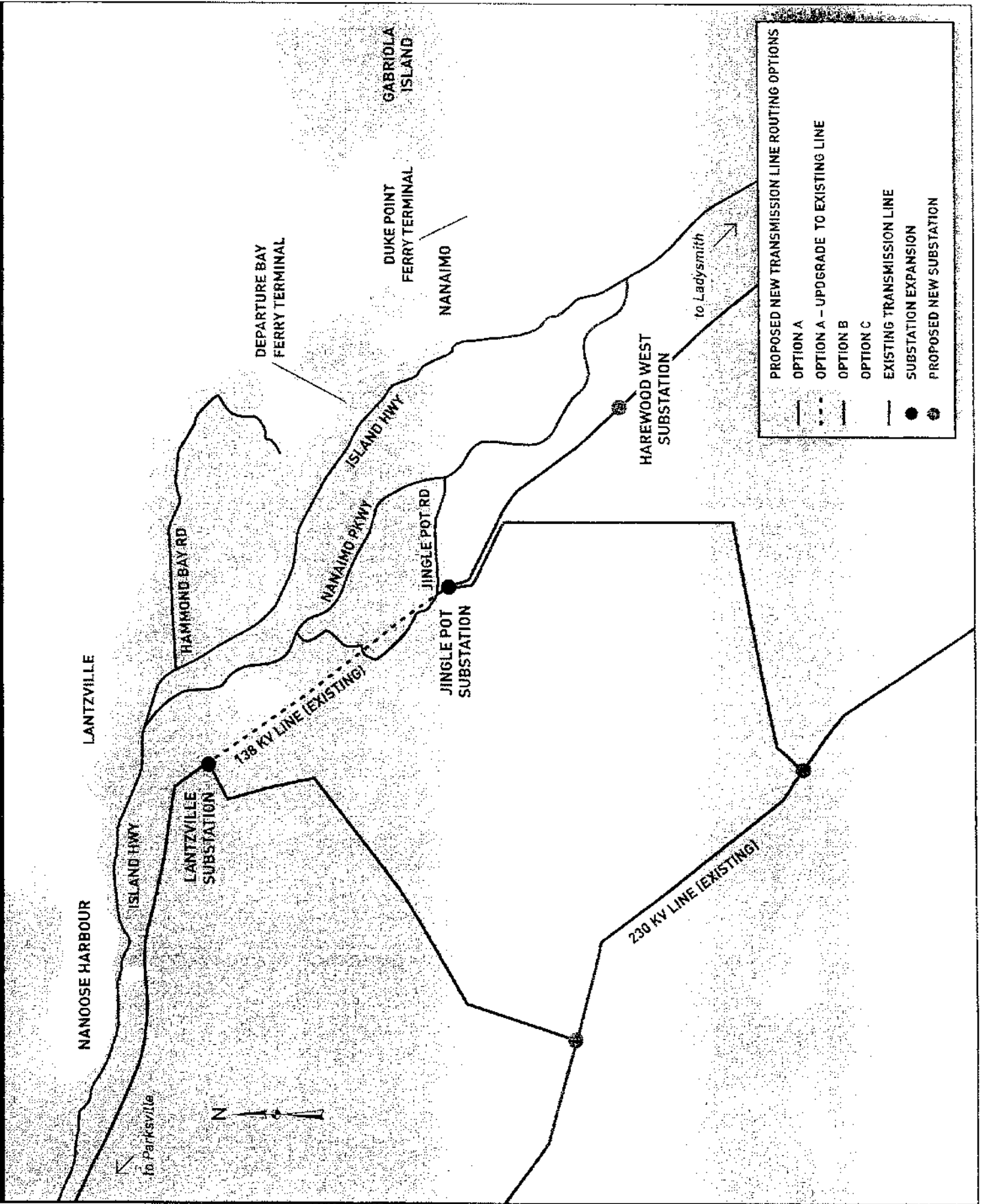
If you have any questions or require further information, please call me at 604.699.7646 (direct line), 1.866.647.3334 (toll-free) or e-mail me at judy.dobrowolski@bctc.com.

Sincerely,

Judy Dobrowolski
Community Relations Coordinator
BC Transmission Corporation

British Columbia Transmission Corporation is the Crown corporation responsible for the operation, maintenance and planning of the province's publicly owned high voltage electrical transmission system.

Central Vancouver Island Transmission Reinforcement Project - Proposed Routing Options



Burgoyne, Linda

From: Kathryn Gemmell
Sent: Tuesday, May 01, 2007 12:38 PM
To: Burgoyne, Linda
Subject: Next meeting

Hello Linda,

I'd like to appear as a delegation for the next Dist 69 meeting May 8th.

I would be speaking about a special project on water conservation in Oceanside.

The presentation would be about silent leaky toilets in community and a way to address this issue.

Dr. Kathryn Gemmell
250-248-9228



RDN	
CAO <i>CM</i>	GMF&IS
GMDS	GMR&PS
GMES	GMTC
APR 24 2007	
SMCP	<i>cow</i> ✓
CRANK	BOARD

**NANAIMO REGIONAL
HOSPITAL DISTRICT
MEMORANDUM**

TO: C. Mason
Chief Administrative Officer

DATE: April 9, 2007

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

SUBJECT: A resolution to provide for temporary borrowing to meet expenditures for 2007

PURPOSE

To obtain approval of a resolution to authorize a temporary borrowing limit for 2007.

BACKGROUND

Section 31 of the *Hospital District Act* permits temporary borrowing to meet anticipated operating expenditures of the Hospital District, including amounts necessary for debt principal and interest payments. It is anticipated that as the Health Region submits grant reimbursement requests, there may be a requirement to provide for cash flow prior to the August 1st receipt of 2007 property taxes. The resolution attached provides the Hospital District the ability to utilize a revolving line of credit in the amount of \$2,000,000 for 2007 (unchanged from 2006).

ALTERNATIVES

1. Adopt the resolution.
2. Do not adopt the resolution.

FINANCIAL IMPLICATIONS

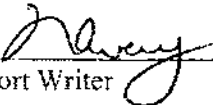
At present the Hospital District bank account stands at about \$3.5 million. Debt servicing costs up to August 1st total \$900,000 dollars however approximately \$2.2 million dollars remain outstanding for prior years' capital grant commitments and we have authorized a commitment of \$2.4 million dollars for capital expenditures in 2007. While staff do not expect to require significant amounts of the line of credit, it will support temporary fluctuations in the cash balances as capital grant reimbursements are processed.

SUMMARY/CONCLUSIONS

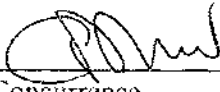
Pursuant to authority granted by the *Hospital District Act*, staff have prepared a short term borrowing resolution to provide for cash flow requirements prior to receiving tax monies on August 1st, 2007.

RECOMMENDATION

That a short term borrowing authority to a maximum of \$2,000,000 in the form of the resolution attached, be adopted.



Report Writer



C.A.O. Concurrence

COMMENTS:

NANAIMO REGIONAL HOSPITAL DISTRICT

RESOLUTION

Short Term Borrowing for 2007

WHEREAS pursuant to Section 31 of the *Hospital District Act*, the Board may by resolution, borrow temporarily for purposes other than capital expenditures and for such sums as the Board may deem necessary to meet current operating expenditures for the year, including the amounts required for debt principal and interest falling due within the year ;

AND WHEREAS pursuant to Section 25 of the Act, member municipalities and the Province are not required to make payment for amounts requisitioned by a District until August 1st, of each year;

AND WHEREAS estimated expenditures in the amount of \$2,000,000.00 may be required to be paid before payment of such revenues are received;

NOW THEREFORE BE IT RESOLVED that the Board of the Nanaimo Regional Hospital District may borrow pursuant to Section 31 of the *Hospital District Act*, a sum not exceeding \$2,000,000.00 in 2007 for the purpose of paying the above mentioned expenditures.

DATED at Nanaimo, B. C. this 22nd day of May, 2007



**REGIONAL
DISTRICT
OF NANAIMO**

RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMS
APR 17 2007	
SMCA	
CHAIR	BOARD

**NANAIMO REGIONAL
HOSPITAL DISTRICT
MEMORANDUM**

TO: C. Mason
Chief Administrative Officer

DATE: April 9, 2007

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

FILE:

SUBJECT: 2006 Audited Financial Statements

PURPOSE

To present the 2006 audited financial results for the Nanaimo Regional Hospital District.

BACKGROUND

The *Hospital District Act* requires a Regional Hospital District to prepare audited financial statements. This report will comment briefly on highlights of the 2006 financial report.

Auditor Opinion Letter (Page 2)

The Regional Hospital District, in the same manner as the Regional District maintains a system of internal accounting controls designed to provide reasonable assurance of the safekeeping of assets, the propriety of expenditures and revenues, and the accuracy of the financial records. The audit firm of Meyers Norris Penny LLP is responsible for reporting to the Board the results of their audit. As in prior years, the auditor's report is unqualified, assuring readers that based on the audit procedures conducted, the financial statements are considered to be free of material errors and are prepared in accordance with generally accepted accounting standards.

Consolidated Statement of Financial Position (Page 3)

This statement identifies the asset and liability balances as at December 31, 2006.

Cash balances and outstanding long term debt amounts are self explanatory.

Hospital construction advances and short term debt are amounts paid for capital projects or capital equipment and the interim financing secured from the Municipal Finance Authority. Short term debt is converted to long term debenture debt periodically as the project or equipment expenditures reach a conclusion. The primary project underway at this time is the construction of the obstetrics expansion at the Nanaimo Regional General Hospital, known as Phase II.

The Consolidated Equity position of the Regional Hospital District includes surplus current year amounts which will be carried forward to offset expenditures in future years (Revenue Fund) and Reserve Funds. The Reserve Funds represent the amount remaining from capital equipment grants approved through the annual budget process. All of the funds are committed based on plans submitted by the Health Region. The 2006 budget approval was \$2,004,800.

Consolidated Statement of Financial Activities (Page 4)

This statement includes all of the transactions associated with the approved annual budget (Revenue Fund), capital financing (Capital Fund) and equipment grants (Reserve Fund). The 2006 results were in line with the budget with the exception of interest on long term debt. The Hospital District took advantage of low short term interest rates and deferred entering into long term debt for the Phase II construction project.

Schedule of Revenue Fund Activities (Page 8)

The Hospital District provides a share of the funding for capital projects and equipment to the Vancouver Island Health Authority. About 36% of annual expenditures are direct grants for capital items acquired throughout the year and the balance covers financing costs for short term and long term debt.

An accumulated Revenue Fund surplus of \$1,233,802 (2005, \$1,117,673) is on hand at the end of 2006. This surplus will be expended in part on capital items identified by the Vancouver Island Health Authority in 2007 with the remainder being carried forward in anticipation of the final long term borrowing for the Phase II project. The total project commitment is \$12.8 million dollars.

Schedule of Reserve Fund Activities (Page 9)


This schedule provides a summary of the amounts raised for capital expenditures approved within the annual budget and the expenditure of those funds during the year. At December 31, 2006, \$2.6 million remains committed but not fully expended.

SUMMARY


The Regional Hospital District is required to prepare annual audited financial statements. This report summarizes the results of the audited statements for the year ended December 31, 2006.

RECOMMENDATION

That the report on the 2006 audited financial statements of the Nanaimo Regional Hospital District be received.



Report Writer



C.A.O. Concurrence

COMMENTS:

To the Members of the Board of the Nanaimo Regional Hospital District

We have audited the consolidated statement of financial position of Nanaimo Regional Hospital District as at December 31, 2006 and the consolidated statements of financial activities and changes in financial position for the year then ended. These consolidated financial statements are the responsibility of the Hospital District's management. Our responsibility is to express an opinion on these consolidated financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Hospital District as at December 31, 2006 and the results of its financial activities and changes in financial positions for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information, including schedules presented on pages 8 through 11, is presented for purposes of additional analysis. This supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Meyer Harris Penny LLP

Nanaimo, British Columbia


March 19, 2007

Chartered Accountants

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2006**

	<u>2006</u>	<u>2005</u>
Financial Assets		
Cash	\$ 3,860,285	\$ 4,237,525
Accounts receivable	14,218	11,720
Health Authority Capital Advances	6,876,163	4,683,036
	<u>10,750,666</u>	<u>8,932,281</u>
Financial Liabilities		
Short term debt (Note 2)	6,876,163	3,176,623
Accounts payable	28,539	2,116,112
Accrued liabilities	123,958	173,751
Long term debt (Schedule D, Note 3)	12,445,458	13,819,901
	<u>19,474,118</u>	<u>19,286,387</u>
Net Financial Liabilities/Net Equity	<u>\$ (8,723,452)</u>	<u>\$ (10,354,106)</u>
Consolidated Equity Position		
Revenue fund (Schedule A)	\$ 1,233,802	\$ 1,117,673
Reserve fund (Schedule B)	2,612,162	2,521,873
Consolidated Financial Equity (Pg 4)	3,845,964	3,639,546
Capital fund (Schedule C)	(12,445,458)	(13,819,901)
	<u>(8,599,494)</u>	<u>(10,180,355)</u>
Unfunded liabilities(Note 4)	(123,958)	(173,751)
	<u>(8,723,452)</u>	<u>(10,354,106)</u>
Net Equity	<u>\$ (8,723,452)</u>	<u>\$ (10,354,106)</u>

Approved:



 General Manager Finance & Information Services

See accompanying notes to consolidated financial statements

NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2006

	<u>Budget</u>	<u>2006</u>	<u>2005</u>
Revenues			
Property tax revenues	\$ 5,232,920	\$ 5,232,920	\$ 5,031,655
Grants-in-lieu of taxes	26,000	27,760	29,424
Interest on investments	53,000	120,828	92,549
Other revenue	-	302,415	22,625
	<u>5,311,920</u>	<u>5,683,923</u>	<u>5,176,253</u>
Expenditures			
Administration	8,495	8,495	8,325
Debt issuing costs	63,850	5,048	75,024
Grants to health care facilities	2,004,800	1,914,511	1,612,508
Short term loan interest and bank charges	242,905	231,392	117,434
Long term debt interest	2,489,090	1,605,345	1,641,918
Health Authority advances converted to long term debt	-	288,478	4,212,091
	<u>4,809,140</u>	<u>4,053,269</u>	<u>7,667,300</u>
Net Revenues (Expenditures)	<u>502,780</u>	<u>1,630,654</u>	<u>(2,491,047)</u>
Financing activities:			
Long term debt issued	-	288,478	4,287,115
Debt principal repayments	(992,750)	(992,747)	(826,585)
Debt actuarial adjustments	-	(670,174)	(609,485)
Increase (decrease) in financing obligations	<u>(992,750)</u>	<u>(1,374,443)</u>	<u>2,851,045</u>
Unfunded expenditures:			
Long-term debt interest (Note 4)	-	(49,793)	12,302
Change in Financial Equity	(489,970)	206,418	372,300
Consolidated Financial Equity, beginning(Pg 3)	<u>3,639,546</u>	<u>3,639,546</u>	<u>3,267,246</u>
Consolidated Financial Equity, ending(Pg 3)	<u>\$ 3,149,576</u>	<u>\$ 3,845,964</u>	<u>\$ 3,639,546</u>

Approved:


General Manager Finance & Information Services

See accompanying notes to consolidated financial statements

NANAIMO REGIONAL HOSPITAL DISTRICT
 SCHEDULE OF REVENUE FUND ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2006

SCHEDULE A

	<u>Budget</u>	<u>2006</u>	<u>2005</u>
Revenues			
Property tax revenues	\$ 5,232,920	\$ 5,232,920	\$ 5,031,655
Grants-in-lieu of taxes	26,000	27,760	29,424
Interest on investments	53,000	120,828	92,549
Other revenue	-	302,414	22,625
	<u>5,311,920</u>	<u>5,683,922</u>	<u>5,176,253</u>
 Expenditures			
Administration	8,495	8,495	8,325
Debt issuing costs	63,850	5,048	75,024
Short term loan interest and bank charges	306,755	236,440	117,434
Long term debt interest	2,489,090	2,320,263	2,164,077
	<u>2,868,190</u>	<u>2,570,246</u>	<u>2,364,860</u>
 Operating Surplus	 <u>2,443,730</u>	 <u>3,113,676</u>	 <u>2,811,393</u>
Transfer to Reserve Fund (Pg 9)	2,004,800	2,004,800	2,133,575
Debt principal repayment	992,750	992,747	826,585
	<u>2,997,550</u>	<u>2,997,547</u>	<u>2,960,160</u>
 Current Year Surplus (Deficit)	 (553,820)	 116,129	 (148,767)
Prior years' surplus	<u>1,290,950</u>	<u>1,117,673</u>	<u>1,266,440</u>
 Total Operating Surplus	 <u>\$ 737,130</u>	 <u>\$ 1,233,802</u>	 <u>\$ 1,117,673</u>

See accompanying notes to consolidated financial statements

NANAIMO REGIONAL HOSPITAL DISTRICT
 SCHEDULE OF RESERVE FUND ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2006

SCHEDULE B

	<u>2006</u>	<u>2005</u>
FUND BALANCE, BEGINNING	\$ 2,521,873	\$ 2,000,806
Add:		
Transfer from Revenue Fund (Page 8)	2,004,800	2,133,575
Less:		
Grants to Vancouver Island Health Authority	<u>1,914,511</u>	<u>1,612,508</u>
FUND BALANCE, ENDING (Note 5)	<u>\$ 2,612,162</u>	<u>\$ 2,521,873</u>

See accompanying notes to consolidated financial statements



MEYERS NORRIS PENNY LLP

March 19, 2007

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

Re: **Audit Findings Report to the Board of Directors**
Year ending December 31, 2006

Dear Board of Directors:

We are pleased to submit to you this report for discussion of our audit of the consolidated financial statements of Nanaimo Regional Hospital District (the "Hospital District") for the year ended December 31, 2006. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

1. The Audit

Our responsibility, as auditor of Nanaimo Regional Hospital District, is to report to the Board on the fair presentation of the 2006 financial statements, in accordance with Canadian generally accepted accounting principles. To properly discharge this responsibility, we designed our audit process to assess the risk of material misstatement within the statements by examining and assessing the effectiveness of Nanaimo Regional Hospital District's controls and accounting systems and the evidence supporting the amounts and disclosures in the statements, including the appropriateness of accounting principles and significant estimates made by management.

Wherever possible, we relied on the effectiveness of controls within the reporting systems in order to reduce the extent of our audit testing. Our audit procedures, consisting of separate examination of all individually significant transactions and year-end balances, were concentrated in areas where risks were identified and therefore differences were most likely to arise.

Management has provided us with written representations, acknowledging, among other things, their responsibility for the implementation and maintenance of appropriate reporting systems and controls including those designed to detect and prevent fraud, and to ensure the appropriateness of the amounts recorded in the accounting records, and the amounts and disclosures in the financial statements.

2. Audit Results

We have satisfactorily completed our audit and are prepared to sign our Auditors' Report after the Board of Directors's review and approval of the financial statements. A substantive approach was used in auditing Nanaimo Regional Hospital District's financial statements; thus, the Hospital District's controls were not relied upon. Final materiality calculated and used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was \$100,000. The audit report will provide an unqualified opinion to the Members of the Board. Key matters noted during our audit are summarized in the table below.

SUBJECTS	2006	2005
Illegal or fraudulent acts	None noted	None noted
Fraud by employees/management with key roles in control activities	None noted	None noted
Differences that may: - Cause future statements to be materially misstated - Indicate significant weaknesses in controls	None None	None None
Irregularities having a material financial statement effect	None	None
Limitations placed on the scope of our audit	None	None
Significant transactions not in the ordinary course of business	None	None
Unusual significant transactions given the entity and its environment	None	None
Non-monetary transactions	None	None
Transactions that increase risk	None	None
Concerns with management breach of corporate conduct	None	None
Conflicts of interest	None	None
Disagreements with management	None	None
Matters influencing audit appointment	None	None
Difficulties encountered during the audit	None	None
Disagreements with management's accounting estimates	None	None
Disagreements with management's adoption of accounting policies or emphasis on the need for a particular accounting treatment	None	None
Significant weaknesses in the entity's risk assessment process within the design and/or implementation of controls	None	None
Material weaknesses in controls resulting from inappropriate response by management regarding implementing controls over significant risks	None	None
Matters giving rise to questions regarding the honesty and integrity of management	None	None

There were no unadjusted differences of any significance noted.

3. Auditor Independence

We confirm to the Board of Directors that we are independent of Nanaimo Regional Hospital District. Our letter to the Board of Directors discussing our independence is included as Appendix A to this report.

We would like to take this opportunity to formally acknowledge the excellent cooperation and assistance we received from Nancy Avery of Nanaimo Regional Hospital District.

The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from, or relevant to, our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising and, in particular, we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Yours truly,

Meyers Norris Penny LLP

MEYERS NORRIS PENNY LLP

APPENDIX A

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

Dear Board of Directors:

We have been engaged to audit the consolidated financial statements of Nanaimo Regional Hospital District ("the Hospital District") for the year ending December 31, 2006.

CICA Handbook 5751, *Communications With Those Having Oversight Responsibility for the Financial Reporting Process* ("the Standard"), requires that we communicate at least annually with you regarding all relationships between the Hospital District and Meyers Norris Penny LLP that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

Total fees charged to the Hospital District for audit services during the period January 1, 2006 to March 19, 2007 were \$1,880.

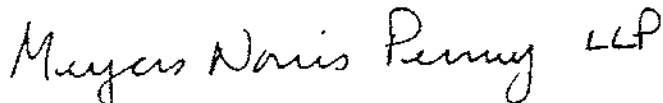
We are not aware of any relationship between the Hospital District and Meyers Norris Penny LLP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2006 to March 19, 2007.

Generally Accepted Auditing Standards require that we confirm our independence to the Board of Directors. Accordingly, we hereby confirm that Meyers Norris Penny LLP is independent with respect to the Hospital District within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of BC as of March 19, 2007.

This report is intended solely for the use of the Board of Directors, management and others within the Hospital District and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Yours truly,



MEYERS NORRIS PENNY LLP

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encls.



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GMES	GMTS
APR 30 2007	
SMCA	COO ✓
CHAIR	BOARD

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: April 27, 2007

FROM: W. Thexton
Acting General Manager of Finance and Information Services

FILE:

SUBJECT: Annual Report of Directors' and Committee Members' 2006 Remuneration and Expenses

PURPOSE

To report on the remuneration and expenses paid on behalf of Board Directors, alternate Directors and Committee members in 2006.

BACKGROUND

Section 814.1 of the *Local Government Act* requires that annually, a report listing the amount of remuneration and expenses paid to a Board or Committee member be prepared and considered by the Board. Copies of the listing must be available to the public from the date of consideration for a period of one year. The attached report has been prepared from the 2006 audited records of the Regional District.

Following Board practice, remuneration rates are reviewed and established by an independent committee, for the three year period between elections. Remuneration rates for other comparable jurisdictions are surveyed as part of the review process. The 2006 remuneration rates were effective December 2005 as recommended by the Board Remuneration Committee (2005) and established by bylaws 1078.05 and 1317.01. An elected Director's remuneration includes a base amount for attendance at regular Board and Standing Committee meetings, plus per meeting stipends for attending additional select committee, advisory committee, public hearing or information meetings. The Regional District also reimburses members for mileage, ferry fares, business meals, communication costs and attendance at the annual UBCM, AVICC and FCM conventions.

The Regional District's remuneration bylaw provides that one third of all remuneration amounts paid to Board members or their alternates are a tax-exempt allowance for the purpose of carrying out their duties as an elected member. The basic annual remuneration rates for 2006 were as follows:

Member	Base Remuneration	Allowance	Total
Municipal Director	\$9,000		\$9,000
Electoral Area Director	\$9,000	\$5,000	\$14,000
Chairperson	\$9,000	\$11,695	\$20,695
Other Public/Advisory Committee Meetings	\$65 per meeting attended		\$65 per meeting attended

The amount expended for Board meeting attendances and expenses in 2006 was \$268,801 (2005 - \$223,548). The total remuneration and expenses paid for all Directors and/or Committee members was higher in 2006 (\$274,594) than in 2005 (\$230,481) due mainly to the revised remuneration rates which came into effect in December 2005.

ALTERNATIVES

There are no alternatives to this provision of the Act.

FINANCIAL IMPLICATIONS

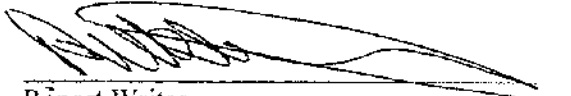
There are no financial implications.

SUMMARY/CONCLUSIONS

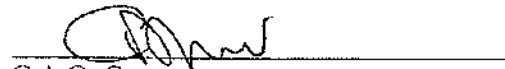
The attached remuneration and expense report is submitted in compliance with Section 814.1 of the *Local Government Act*.

RECOMMENDATION

That the 2006 report on remuneration and expenses for Board and Committee members be received.



Report Writer



C.A.O. Concurrence

COMMENTS:

REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2006

Area	Name	Remuneration				Out of Pocket		Total 2006	Total 2005
		Taxable Payroll	Exempt Allowance	Total 2006	Total 2005	Expenses Reimbursed			
						2006	2005		
2006 Board G (Chairperson)	Stanhope, J.	\$ 18,441.43	\$ 9,220.71	\$ 27,662.14	\$ 23,632.50	\$ 14,983.95	\$ 12,299.30	\$ 42,646.09	\$ 35,931.80
	Burnett, J.	\$ 12,872.28	\$ 6,436.14	\$ 19,308.42	\$ 615.00	\$ 4,956.22	\$ 194.32	\$ 24,264.64	\$ 809.32
	Kreiberg, H.	\$ 11,025.61	\$ 5,512.81	\$ 16,538.42	\$ 14,141.75	\$ 2,011.69	\$ 903.34	\$ 18,550.11	\$ 15,045.09
	Sperling, B.	\$ 11,002.28	\$ 5,501.14	\$ 16,503.42	\$ 9,934.75	\$ 5,347.61	-	\$ 21,851.03	\$ 9,934.75
	Lund, G.	\$ 10,603.31	\$ 5,301.65	\$ 15,904.96	\$ 11,954.75	\$ 2,814.43	-	\$ 14,869.18	\$ 14,869.18
	Young, M.	\$ 10,639.97	\$ 5,319.99	\$ 15,959.96	\$ 10,174.75	\$ 1,084.14	-	\$ 11,258.89	\$ 11,258.89
	Hamilton, E.	\$ 12,811.83	\$ 6,405.91	\$ 19,217.74	\$ 9,762.58	\$ 5,940.58	-	\$ 19,195.18	\$ 15,703.16
	Haima, D.	\$ 6,086.60	\$ 3,043.30	\$ 9,129.90	\$ 198.68	\$ 3,280.22	-	\$ 20,594.84	\$ 255.44
	Holme, G.	\$ 5,999.93	\$ 2,999.97	\$ 8,999.90	\$ 7,939.88	\$ 4,634.88	-	\$ 17,793.64	\$ 19,983.13
	Bibby, P.	\$ 6,759.93	\$ 3,379.97	\$ 10,139.90	\$ 9,939.88	\$ 9,356.82	-	\$ 28,574.56	\$ 17,793.64
	Biggemann, L.	\$ 6,794.03	\$ 3,397.02	\$ 10,191.05	\$ 12,417.84	\$ 4,634.88	-	\$ 20,594.84	\$ 19,983.13
	Hairne, C.	\$ 6,769.93	\$ 3,384.97	\$ 10,154.90	\$ 12,885.14	\$ 9,356.82	-	\$ 28,574.56	\$ 17,793.64
	Korpan, G.	\$ 6,230.70	\$ 3,115.35	\$ 9,346.05	\$ 9,939.88	\$ 109.35	-	\$ 10,562.33	\$ 10,638.03
	McNabb, L.	\$ 6,577.37	\$ 3,288.68	\$ 9,866.05	\$ 1,066.14	\$ 349.54	-	\$ 10,215.59	\$ 1,066.14
	Brennan, D.	\$ 3,707.40	\$ 1,853.70	\$ 5,561.10	\$ 3,654.56	-	-	\$ 9,455.40	\$ 1,066.14
	Holdom, B.	\$ 3,583.30	\$ 1,791.65	\$ 5,374.95	\$ 9,174.50	\$ 405.83	-	\$ 5,966.93	\$ 3,675.82
	Holdom, B.	\$ 6,566.60	\$ 3,283.30	\$ 9,849.90	\$ 8,859.88	\$ 404.91	-	\$ 5,779.86	\$ 3,920.01
Bestwick, B.	\$ 146,972.50	\$ 73,486.26	\$ 220,458.76	\$ 183,078.25	\$ 934.50	\$ 40,470.17	\$ 268,800.98	\$ 10,143.56	
Manhas, C.									
Canteleon, R.									
Krall, T.									
Sherry, L.									
Johnston, B.									
Herle, S.									
Longmuir, R.									
Westbroek, T.									
Board Alternates	Jepson, R.	\$ 250.00	\$ 125.00	\$ 375.00	\$ 525.00	\$ 221.88	\$ 115.14	\$ 596.88	\$ 525.00
	Webster, H.	\$ 93.33	\$ 46.67	\$ 140.00	\$ 1670.87	\$ 29.72	\$ 38.70	\$ 188.70	\$ 1,786.01
	Van Eynde, F.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 75.00	\$ 946.41	\$ 175.75	\$ 1,021.41	\$ 75.00
	Niwa, D.	\$ 200.00	\$ 100.00	\$ 300.00	\$ 450.00	\$ 201.66	\$ 385.29	\$ 501.66	\$ 520.75
	Chase, J.	\$ 150.00	\$ 75.00	\$ 225.00	\$ 525.00	-	-	\$ 225.00	\$ 835.29
	Heenan, D.	\$ 550.00	\$ 275.00	\$ 825.00	-	-	-	\$ 825.00	\$ 525.00
	Dempsey, B.	\$ 293.33	\$ 146.67	\$ 440.00	\$ 1,746.52	-	-	\$ 440.00	-
	Sherry, L.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 75.00	\$ 50.34	-	\$ 200.34	\$ 75.00
	Cameron, J.	\$ 150.00	\$ 75.00	\$ 225.00	\$ 75.00	\$ 229.78	-	\$ 454.78	-
	Unger, M.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 345.00	-	-	\$ 75.00	\$ 50.47
	Tyndall, D.	\$ 2,036.66	\$ 1,018.34	\$ 3,055.00	\$ 75.00	-	\$ 154.22	\$ 499.22	\$ 499.22
	Lefebvre, M.						\$ 30.28	\$ 105.28	\$ 105.28
	Demmon, F.								
	Avis, B.								
	Wilson, J.								
	Tanner, S.								
	Kruyt, A.								
Other Committees	Little, John	\$ -	\$ -	\$ -	\$ -	\$ 335.07	\$ -	\$ 335.07	\$ -
	Procter, M.	\$ -	\$ -	\$ -	\$ -	\$ 539.12	\$ -	\$ 539.12	\$ -
	Coath, B.	\$ -	\$ -	\$ -	\$ -	\$ 148.60	\$ -	\$ 148.60	\$ -
	Wilson, Jack	\$ -	\$ -	\$ -	\$ -	\$ 35.47	\$ -	\$ 35.47	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 1,058.26	\$ -	\$ 1,058.26	\$ -
TOTAL	\$ 149,009.16	\$ 74,504.60	\$ 223,513.76	\$ 189,050.64	\$ 51,080.27	\$ 41,420.02	\$ 274,594.03	\$ 230,480.66	



RDN			
CAO		GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
APR 24 2007			
SMCA			
CHARR		BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: April 21, 2007

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

FILE:

SUBJECT: Duke Point Sewer Local Service Area Connection Agreement

PURPOSE:

To obtain Board support for an agreement outlining conditions for the connection of properties outside of the Duke Point industrial park.

BACKGROUND:

The Duke Point Treatment Plant is the subject of a prior agreement whereby the Regional District acknowledges that the plant is reserved for the sole use of properties within the Duke Point Industrial Park in the City of Nanaimo. At present there is considerable excess operating capacity at the plant and in the last year the City has agreed to permit certain properties within the urban containment boundaries of Electoral Area 'A' (Cedar Sewer Service) to be connected to the Duke Point plant for sewage treatment purposes. To date the following has occurred:

1. The boundaries and participants in the Southern Community Sewer Service have been amended to remove Electoral Area 'A'.
2. The boundaries and participants in the Duke Point Sewer Service have been amended to add properties within the Cedar Sewer Service area in Electoral Area 'A'.
3. A bylaw to amend the formula for allocating the annual costs for the Duke Point Sewer Service has been introduced for adoption.
4. A capital charge and development cost charges bylaws for the purposes of contributions to the future expansion of the Duke Point treatment plant have been introduced for adoption.

Attached to this report is a supplementary agreement outlining the understanding between the Regional District and the City of Nanaimo with respect to the future use of the Duke Point treatment plant. The agreement reiterates that there is an original capacity of the plant which is reserved for use by the City of Nanaimo and that a restricted number of connections is available within Electoral Area 'A'. The Regional District is committed to the extent it is able within its legislative authority to collect funds for the expansion of the plant as a result of using some of the current capacity. Only properties within the urban containment boundaries of Electoral Area 'A' may be connected to the treatment plant, unless there is a health or environmental reason. Connection of a property as a result of a health or environmental reason will not facilitate additional development beyond the zoning applicable at the time the property is approved for a connection. Under the agreement the City also acknowledges that once the Duke Point

plant is expanded there is no further reserved capacity and that the Regional District will operate the plant and allocate costs as fits the circumstances at that time.

ALTERNATIVES:

1. Approve the agreement as presented.
2. Amend the agreement and approve an amended agreement.
3. Do not approve the agreement and direct it back to staff for further consideration.

FINANCIAL IMPLICATIONS:

Alternative 1

Within the overall context of all of the bylaws noted above and the agreement attached to this report staff anticipate that all costs to operate the plant will be appropriately distributed between current and future users. City of Nanaimo staff have been consulted on all of the documents and have indicated their concurrence.

Alternatives 2 or 3

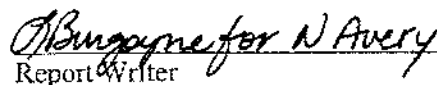
The agreement on its own will not affect the outcome of the bylaws should they be adopted. The agreement does however ensure that all parties have a clear understanding of the conditions under which sewage treatment will be available to Electoral Area 'A'.

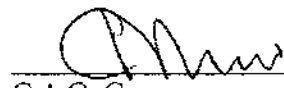
SUMMARY/CONCLUSIONS:

A number of bylaws have been introduced with regard to changes being made to the Duke Point Sewer Service, which will allow properties within Electoral Area 'A' access to wastewater treatment and the installation of a community sewer collector system. The agreement attached to this report, formalizes the understanding between the City of Nanaimo and the Regional District regarding the original reserved capacity of the Duke Point Treatment Plant and establishes that the urban containment boundary and growth strategy principles will be followed as the serviced areas in Electoral Area 'A' are expanded. The agreement has been reviewed by City of Nanaimo staff and meets with their approval.

RECOMMENDATION:

That the Board approve the attached agreement regarding the future use of the Duke Point treatment plant by properties in Electoral Area 'A' and authorize the Chair and Senior Manager Corporate Administration to execute the agreement.


Report Writer


C.A.O. Concurrence

COMMENTS:

DUKE POINT SEWER SERVICE CONNECTION AGREEMENT

THIS AGREEMENT made this day of , 2007

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road,
Nanaimo, British Columbia, V9T 6N2
(hereinafter called the "RDN")

OF THE FIRST PART

AND:

CITY OF NANAIMO
455 Wallace Street
Nanaimo, British Columbia, V9R 5J6
(hereinafter called "the City")

OF THE SECOND PART

WHEREAS:

- A. The RDN established by its Bylaw No. 1004 a service for the collection, conveyance and treatment of sewage within the City of Nanaimo, known as the Duke Point Sewer Service;
- B. The RDN and the City have by way of agreement dated August 12, 1998 provided that the Capacity of the Duke Point treatment plant shall be reserved for the benefit of properties within the City of Nanaimo as shown outlined on Schedule A attached hereto;
- C. The volume of sewage flow from properties outlined on Schedule A is currently less than 10% of the total Capacity;
- D. The RDN has been advised by its consultants, Associated Engineering Ltd., that the Duke Point Treatment plant can, if Surcharged, treat sewage flows for an additional 222 Equivalent Single Family Units per day.

NOW, THEREFORE, in consideration of the premises and the covenants made herein the parties covenant and agree as follows:

1. **Definitions**

In this Agreement the following words shall have the following meanings:

- (i) **“Capacity”** means the capacity of the Duke Point wastewater treatment plant at the time that this agreement is executed, estimated to be 910 cu m per day or sewage from 1,011 Equivalent Single Family Units per day.
- (ii) **“Equivalent Single Family Units”** is the measure of the volume of sewage which may be treated at the Duke Point Treatment plant expressed as single family units. A single family unit contains 2.4 persons, which represents the number of persons in a typical household in the RDN. The number of Equivalent Single Family Units for the Duke Point treatment plant has been confirmed by the RDN’s consultants at the date of this agreement, known as Associated Engineering Ltd.
- (iii) **“Equivalent Population Units”** means;
 - a. for the Duke Point treatment plant the capacity of 1,011 units times 2.4 persons or 2,426
 - b. for a Service Area the Surcharge capacity of 222 units times 2.4 persons or 533
- (iv) **“Sewer Collection Area”** means a sewer collection service area created by the RDN within the Urban Containment Boundary of Electoral Area ‘A’.
- (v) **“Surcharge”** means the use of engineering methods to increase the Capacity of the Duke Point Treatment Plant without physically expanding the plant to treat an additional 210 cu m per day which is equivalent to 222 Equivalent Single Family Units per day.

2. **Connection of Properties**

- a) The City will allow the connection of properties within Electoral Area ‘A’ as described in this agreement.
- b) Electoral Area ‘A’ has been removed as a participant in the Southern Community Sewer Service and has been added as a participant in the Duke Point Sewer Service; and
- c) The RDN has, with the consent of the City adopted Bylaw No. 1004.01 which extends the boundaries of the Duke Point Sewer Local Service Area to include properties in a Sewer Collection Area known as the “Cedar Sewer Service Area” established under the RDN’s Bylaw No. 1445.
- d) The Duke Point treatment plant Capacity is hereby reserved for the properties outlined on Schedule A attached to this agreement. The Capacity is agreed to be equal to 1,011 Equivalent Single Family Units or 2,426 Equivalent Population Units.
- e) The RDN may connect Sewer Collection Areas to the Duke Point Sewer Service up to a maximum of 222 Equivalent Single Family Units, which is hereby agreed to be equal to 533 Equivalent Population Units.

- f) Notwithstanding 2(e) above, connection of properties outside of the Electoral Area 'A' Urban Containment Boundary, may be approved by the RDN Board only for health and environmental reasons and such connection will not facilitate additional development of the property beyond the zoning applicable to the property at the time of its inclusion within a Sewer Collection Area.

OTHER CONSIDERATIONS

3. Cost Recovery

- a) The RDN will ensure, to the maximum extent possible within its legislative authority, that properties within the Sewer Collection Area pay the costs of expanding the Duke Point Treatment plant beyond its current Capacity.
- b) Any Sewer Collection Area will be solely responsible for the costs associated with connecting to the Duke Point Sewer Service facilities.
- c) The Regional District of Nanaimo shall install some form of meter that measures the flow of sewage from any Sewer Collection Area connected to the Duke Point treatment plant.
- d) The apportionment of annual costs among properties connected to the Duke Point treatment plant shall be defined under Bylaw 1004 and any subsequent amendment.
- e) Upon the expansion of the Duke Point treatment plant beyond its current Capacity, the City acknowledges that there is no further reserved Capacity for those properties outlined on Schedule A and that thereafter all costs will be apportioned as provided in any cost recovery methods established by the RDN from time to time.

4 General

- a) Time shall be of the essence for this Agreement.
- b) Nothing in this Agreement shall be interpreted as prejudicing or affecting the rights and powers of the RDN in the exercise of its functions under any public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed.
- c) This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.

- d) 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 shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- e) The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- f) Wherever the singular masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- g) No remedy under this Agreement shall be deemed exclusive but shall, where possible, be cumulative with all other remedies at law or in equity.
- h) This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties have hereto affixed their hands and seals the day, month and year first above written.

For the **REGIONAL DISTRICT OF NANAIMO**

_____)
 Chairperson)
 _____)
 Senior Manager Corporate Administration)

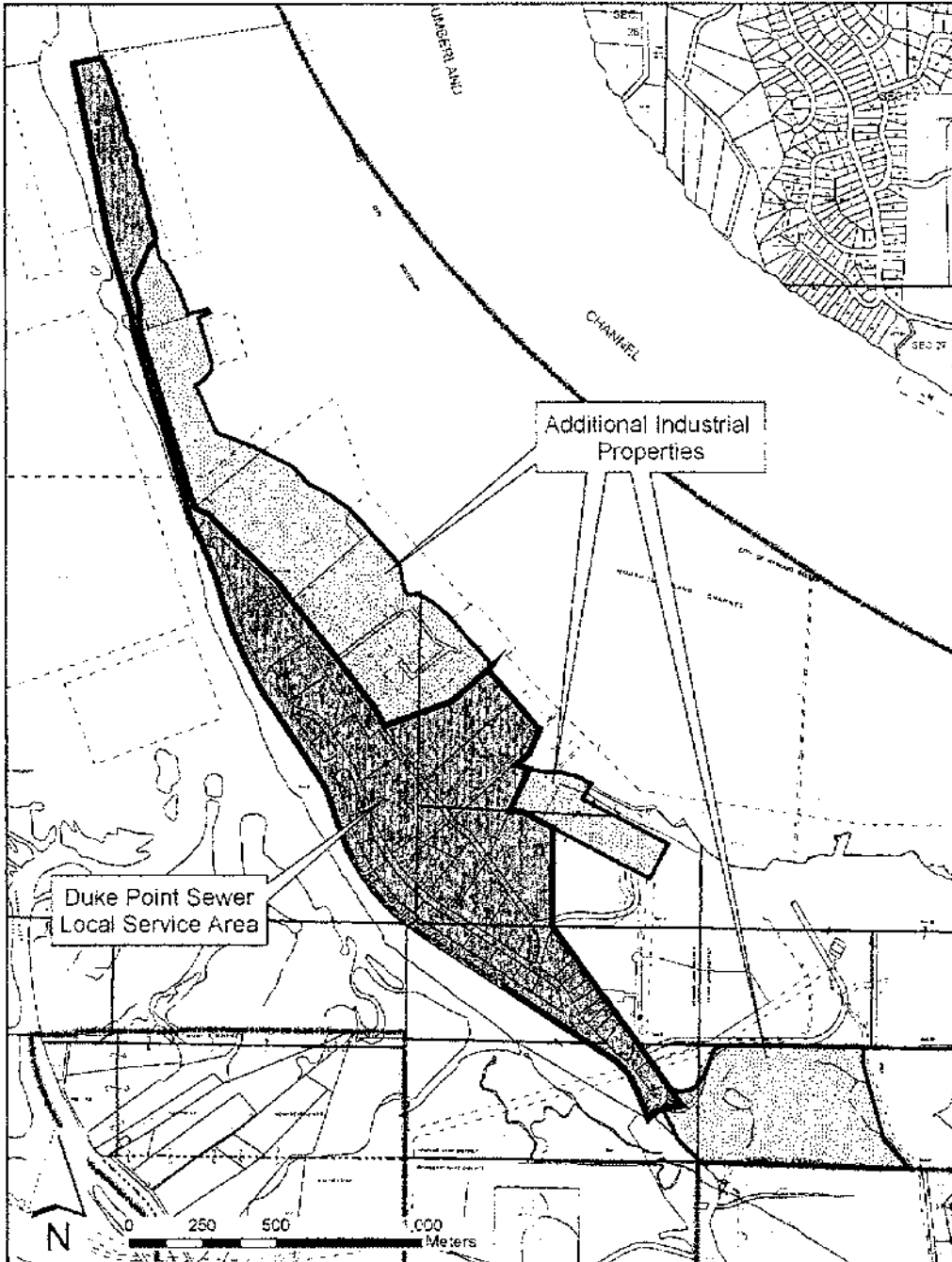
For the **CITY OF NANAIMO**

_____)
 Mayor)
 _____)
 Authorized Signatory)

SCHEDULE A

DUKE POINT SEWER SERVICE CONNECTION AGREEMENT

Industrial properties within the City of Nanaimo which are and may be connected to the Duke Point treatment plant





RON	
CAO	GMF&IS
GMDS	GMR&FS
GMES	GMTS
APR 30 2007	
SMCA	COW ✓
CHAIR	BOARD

MEMORANDUM

TO: Paul Thorkeisson, General Manager
Development Services **DATE:** 18 April 2007

FROM: Jani Thomas,
Emergency Planning **FILE:** 7130-05 HAZMAT

SUBJECT: Hazardous Materials - Recent Marine Spill in Nanaimo Harbour

PURPOSE

To provide information on hazardous materials (HAZMAT) spills, and related legislation, jurisdiction, roles and responsibilities, and local response capability.

BACKGROUND

On 24 May 2007, PEP received information regarding a small spill in the Nanaimo Harbour. This report responds to an inquiry about those events, and provides a brief overview of HAZMAT related regulations and response capability.

Upon being notified of the spill, the Ministry of Environment Emergency Response Officer attended the Harbour and noted the spill was small and unrecoverable. If the spill was recoverable, the Harbour Master, who has jurisdiction over Nanaimo Harbour, would have commenced remediation efforts. Should recovery efforts have exceeded the capacity of the Port Authority, the Coast Guard would have assisted the Harbour Master. If the spill originated from a fish boat pumping its bilge, Environment Canada and the Department of Fisheries and Oceans could have undertaken enforcement action to protect the environment. In this particular incident, the source of the spill was not identified.

The Marine Environment

At sea, the Federal Department of Transport Canada (TC) maintains authority and jurisdiction over navigation and shipping in Canada. The *Pollutant Discharge Reporting Regulations* addresses marine spills within waters under Canadian jurisdiction. The reporting body under the TC guideline is the Canadian Coast Guard (CCG), which falls directly under the authority of the Federal Department of Fisheries and Oceans (DFO). In a marine spill, the *Canada Shipping Act* requires shippers to have clean up capability, or they must have a company under a response contract. Burrard Clean Operations/Western Canada Marine Response Corporation, along with other spill response agencies is under contract by shippers if they do not have spill response capability. Burrard Clean has established caches of spill response incident command post equipment up and down the coast line of BC as part of their strategic planning process. This equipment has been accessed by the province during several terrestrial spill events.

Burrard Clean can be reached via their 24 hour emergency number, (604) 294-4009, and their 24 hour reporting line for marine oil or other spills is 1-800-663-3456 – this number reaches the Provincial Emergency Program, who acts as dispatch for *all* spills within the Province.

Nanaimo Port Authority

The Nanaimo Port Authority (NPO) maintains jurisdiction over activities in the Nanaimo Harbour. The NPO authority stems from the *Port Authorities Operations Regulation* and serves to prohibit activities, identify requirements for notification and has enforcement/remediation powers over activities within the Port. With regard to spills, the Regulation prohibits actions that:

6. (a) “jeopardize the safety or health of persons in the port; or
- (h) adversely affect soil, air or water quality”.

The NPA has the ability to enforce on spillers and can compel them to make every effort to clean up and remediate a spill, or the NPA will conduct the removal at the expense of the person, using their response contract company, Burrard Clean. The Regional District of Nanaimo has contingency plans for marine and terrestrial HAZMAT spills within the overall Emergency Plan, and has a copy of the NPA Emergency Plan. RDN response planning is consistent with those of its *Emergency Management Agreement* municipal partners.

The Ministry of Environment (MoE) regulates spill reporting via the *Environmental Management Act*, specifically, the *Spill Reporting Regulation*, which establishes amounts of substances spilled that require reporting under the Act. MoE manages marine and terrestrial spills via the *British Columbia Marine Oil Spill Response Plan* (updated January 2007). This plan identifies MoE as the key/lead agency in coordinating the provincial response.

Local Spill Response

The 2006 RDN Hazard Vulnerability Risk Analysis (HVRA) showed the risk of a marine spill, HAZMAT accident *in situ*, and a HAZMAT accident (dangerous goods transport) to be moderate. MoE is currently funding a HVRA of HAZMAT in the study area of the City of Nanaimo, Snuneymuxw First Nation, and RDN Electoral Areas “A” and “C”. The NPA is the primary entry point for the majority of HAZMAT transported to Vancouver Island; however, the study has indicated that the majority of spill incidents in the study area have occurred as a result of a motor vehicle accident. *Transported flammable liquids are more likely to result in a HAZMAT incident, than a marine spill incident.*

Locally, HAZMAT spill response capability is limited. MoE has 2 Environmental Emergency Response Officers; the City of Nanaimo Fire Departments has trained all of their staff in HAZMAT Awareness Level, and is currently training several members to the Operations Level. On the prevention and education side, the City also has 2 Bylaw Enforcement Officers who are trained Dangerous Goods Inspectors and conduct random roadside inspections of transporters on a regular basis. RDN Volunteer Fire Departments are working towards training all staff to the Awareness Level. There are several HAZMAT response companies on Vancouver Island with equipment, and EMCON (provincial highway maintenance contractor) has some hydrocarbon response capability, based out of Nanaimo. While the impact of a HAZMAT spill is high, the risk is moderate. The CRD is addressing the lack of trained responders by contracting the Surrey Fire Department for 5 years, which has many staff trained to the Technician level.

HAZMAT incident Cost Recovery for Local Government

Currently, the province takes a 'spiller pays' approach to HAZMAT incidents. There have been recent changes to the *Emergency Program Act* and *Regulations* to ensure that local authorities also have the right to sue the spiller for cost recovery related to a HAZMAT spill. These changes came about after the tanker truck spill on the Malahat several years ago. The CVRD sued the Provincial Emergency Program for approximately \$61,000 when it failed to sue the spiller and ICBC on their behalf.

ALTERNATIVES

1. That this report be received for information.

FINANCIAL IMPLICATIONS

There are no direct or immediate costs to the Emergency Planning budget at this time. In the event of a significant spill, the RDN can expect to incur response costs, and must be prepared to recover those costs either from the province or the spiller. It should be noted that adoption of a recovery bylaw may expose local government to additional responsibility or liability.

SUMMARY/CONCLUSIONS

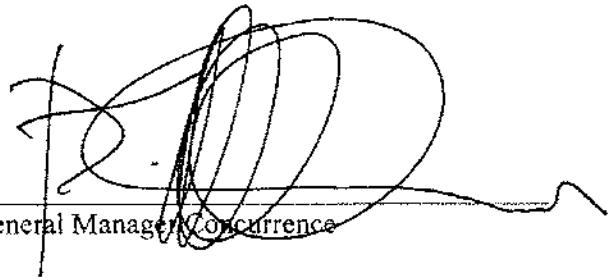
HAZMAT spills are regulated on water by federal and provincial legislation. Agencies like the Nanaimo Port Authority, the Canadian Coast Guard, Ministry of Environment, and private response companies are all involved in spills that may take place in Nanaimo Harbour, or in the marine environment. There is limited local first responder response capability, and a current MoE pilot project is focusing on a HAZMAT HVRA and assessing response options. Preparedness and awareness efforts are an ongoing mitigative measure undertaken by various stakeholders.

RECOMMENDATION

That the report be considered by the Committee of the Whole and that the findings of the MoE HAZMAT pilot study be presented when it is completed.



Report Writer



General Manager/Concurrence



Manager Concurrence

C.A.O. Concurrence



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GMDS		GMR&PS	
GMES		GMIS	
APR 30 2007			
SMCA		LOW	✓
CHAIR		BOARD	

MEMORANDUM

TO: Paul Thorkelsson, General Manager
Development Services

DATE: April 20, 2007

FROM: Jani Thomas
Emergency Planning Coordinator

FILE: 7130-01/RC

SUBJECT: License of Use Agreement to Use the Bowser Legion as an Emergency Reception Center

PURPOSE

To obtain corporate signature on a proposed License of Use Agreement between the RDN and the Bowser and District Branch (211) of the Royal Canadian Legion. The Agreement would allow the RDN to use the facility as an Emergency Reception Center (RC).

BACKGROUND

As part of ongoing risk mitigation, the need for a new emergency reception center (RC) has been identified. At a community emergency planning meeting held at the Lighthouse RC 2 months ago, residents raised the issue that they would not be able to travel south to the current northernmost RC as road conditions and infrastructure (bridges) create problems during severe weather. Weather events of the last winter have demonstrated the need for more reception centers.

At the community meeting, the point was raised that the Bowser Legion would be a good site for a more Northern RC. The meeting was very productive, with volunteer sign up and continued interest in community preparation in the area. Staff has met with executive members of the Bowser Legion, and they are amenable to signing an Agreement with the RDN for us to use the facility in the capacity of an RC during an emergency.

The structure does not have a generator, but will make a very good RC. The hall has a capacity of 125, and the lounge another 75. The kitchen is large; there are 4 bathrooms and capacity for 1 acre of parking. This will make a great RC and there is already interest in designating someone as the RC Manager.

ALTERNATIVES

1. To sign the attached Agreement for License of Use to use the Bowser Legion as an Emergency Reception Center; or
2. To not sign the attached Agreement for License of Use to use the Bowser Legion as an Emergency Reception Center.

FINANCIAL IMPLICATIONS

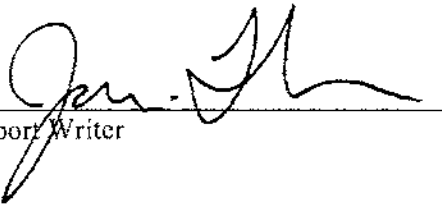
The cost to the RDN is \$1.00 for the 5 year term of the Agreement. The cost of equipment required to make the facility an operational RC will be approximately \$300 - \$500 and is considered in the 2007 Emergency Planning budget.

SUMMARY/CONCLUSIONS

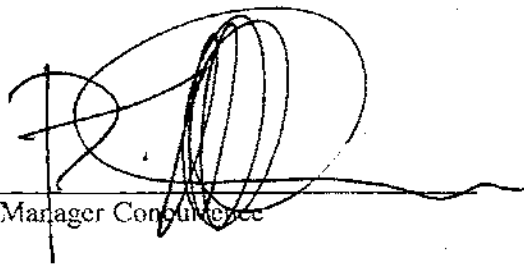
Establishing Emergency Reception Centers is key to effective response and community recovery. A suitable facility has been identified in an area where potential infrastructure damage is high, and travel to the closest RC (Lighthouse) is not always feasible. Weather events over this past winter have also highlighted the need for more scattered RCs within the RDN.

RECOMMENDATION

That the attached 5 year Agreement for License of Use be signed so that the Bowser Legion may be used as an RDN Emergency Reception Center.




Report Writer



General Manager Concurrence

Manager Concurrence



C.A.O. Concurrence

2. RESERVATION OF RIGHTS

2.1. The Legion reserves to itself the right for the Legion, its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with the Legion's use of the Lands at all times, except in the case of an emergency.

3. LICENSE FEE

In consideration of the right to use, the Regional District shall pay to the Legion a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1st day of the Term.

4. TERM

4.1. The Term of the License granted under this Agreement shall be five (5) years commencing on the day of 2007 and ending on the day of , 2012.

5. CONSTRUCTION

5.1. The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

6. INSURANCE

6.1. The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as the Legion may from time to time designate, naming both the Legion and the Regional District as an additional insured thereto and shall provide the Legion with a certified copy of such policy or policies.

7. INDEMNIFICATION

7.1. The Regional District releases and will indemnify and save harmless the Legion, its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

8. NOTICES

8.1. It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

- (i) if to the Legion:
7035 West Island Highway
Bowser, BC V0R 1G0
- (ii) if to the Regional District:
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Or at the address a party may from time to time designate, and then the notice shall be deemed to have been received forty-eight hours after the time and date of mailing. If, at the time of mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lock-out or other labour dispute, then the notice may only be given by actual delivery of it.

9. REGULATIONS

- 9.1. The Regional District will indemnify the Legion from all lawsuits, damages, loss, costs or expenses the Legion may incur by reason or non-compliance by the Regional District with any legal requirements. The Regional District acknowledges and agrees that in the event that the Lands or any building, structure or improvement on the Lands is damaged while the Regional District is exercising its rights to use the Lands under this Agreement, then the amount of the cost of repair, restoration shall be a debt due from the Regional District to the Legion.

10. RENEWAL

- 10.1. This Agreement may be renewed at the option of the parties and on terms and conditions agreed to by the parties, for a further five year term.

11. MISCELLANEOUS

- a) This Agreement shall not be interpreted as granting any interest in the Lands to the Regional District.
- b) Waiver of any default by a party shall not be interpreted or deemed to be a waiver of any subsequent default.

12. INTERPRETATION

- 12.1. a) That when the singular or neuter is used in this Agreement they include the plural or the feminine or the masculine or the body politic where the context or the parties require.
- b) The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

- c) That this Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.
- d) This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- e) All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.

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

The Corporate Seal of the Regional)
District of Nanaimo was hereto)
Affixed in the presence of:)
)
)
)
)
)
_____)
Carol Mason)
Chief Administrative Officer)
)
)
)
_____)
Maureen Pearse)
Senior Manager of Corporate Administration)

The Corporate Seal Bowser and District)
Branch (211) of the Royal Canadian)
)
)
)
)
_____)
Peter Bennett)
Authorized Signatory)
)
)
)
_____)
Jack Wilson)
Authorized Signatory)



RDN	
CAO	GMF&IS
GMDS	GMRR&PS
GMES	GMTS
APR 30 2007	
SMCA	CoW
CHAIR	BOARD

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: April 16, 2007

FROM: Sean De Pol
Manager of Liquid Waste

FILE: 3150-10

SUBJECT: Kiwanis Soroptomists Suites Application for Development Cost Charge Reduction

PURPOSE

To consider a reduction in Development Cost Charges (DCC's) for the Kiwanis Soroptomists Suites to be built at 1237 Kiwanis Crescent, Nanaimo, BC.

BACKGROUND

April 11, 2000, the Regional District of Nanaimo Board passed a motion to reduce the Southern Community Sewer Development Cost Charges for the Nanaimo District Senior Citizens' Housing Development Society's (NDSCHDS's) 30 unit not-for profit senior's housing development by 50%. This RDN motion was based on a City of Nanaimo 50% DCC reduction offered to the NDSCHDS earlier that year and reflects that these types of units generate less sewage than typical residential housing units.

Recently the NDSCHDS again applied to the City of Nanaimo (CON) for a reduction in Development Cost Charges for a new housing development, the Kiwanis Soroptomists Suites. The CON adopted guidelines in January 2000 for CON DCC reductions for not-for-profit rental housing. The criteria under the policy are as follows:

1. The housing development must be owned in whole or in part by the Federal Government, Provincial Government, City Government or a non-profit organization (including non-profit cooperatives).
2. The project must be eligible for a housing subsidy (either rent or capital) from a senior level of government.
3. At least 30% of the tenants must have a total income that falls within the core needs income threshold (CNIT) established for the CON and must receive subsidized rent. A covenant or housing agreement restricting the use of such housing to the above must also be registered on the title.

In a CON staff report to Council on February 12, 2007, CON staff recommended authorizing a 50% reduction in CON DCC's for the NDSCHDS Kiwanis Soroptomists Suites based on the following criteria:

1. The housing development will be owned and operated by the NDSCHDS and is subsidized by the British Columbia Housing SAFER program.
2. BC Housing has agreed to fund the mortgage.
3. NDSCHDS had confirmed that 30% of the tenants will have an income below CON core needs income threshold (CNIT).

The above criteria meets CON guidelines and council subsequently approved the 50% reduction in CON DCC's (exclusive of Regional District DCC's).

On March 11, 2007, NDSCHDS applied to the Regional District in writing for the waiver of the Regional District DCC's for the Kiwanis Soroptomists Suites project. The Regional District does not currently have any policies in place for the reduction of DCC's for not-for-profit rental housing.

ALTERNATIVES

1. Grant a 50% reduction of the calculated DCCs for NDSCHDS not-for-profit senior's housing development.
2. Do not grant a 50% reduction of the calculated DCCs for NDSCHDS not-for-profit senior's housing development.

FINANCIAL IMPLICATIONS

Alternative 1

The financial implications of a 50% reduction in DCC's for this project would be \$16,156 less than the calculated DCCs (\$32,312) for this project. It is expected that other not-for-profit housing developments would request similar reductions.

Alternative 2

There are no financial implications for this alternative (status quo).

SUMMARY/CONCLUSIONS


Nanaimo District Senior Citizens' Housing Development Society (NDSCHDS) has applied to the Regional District for waiver of the Regional District DCC's associated with the proposed development of the Kiwanis Soroptomists Suites at 1237 Kiwanis Crescent in Nanaimo, BC. City of Nanaimo (CON) has provided NDSCHDS with a 50% reduction in CON DCC's based on their internal policies regarding not-for-profit rental housing. Staff do not recommend developing a similar RDN policy at this time as the wishes of the individual municipalities to reduce DCC's are likely different. Future applications will continue to be handled on a case by case basis.

RECOMMENDATIONS


1. That the Board authorize a 50% reduction in Development Cost Charges's for the Nanaimo District Senior Citizens' Housing Development Society Kiwanis Soroptomists Suites project.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

CAO		GMF&IS	
GMOS		GMR&PS	
MEMS		BETS	
APR 25 2007			
SMCA		COW ✓	
CHAIR		BOARD	
April 23, 2007			

TO: Carey McIver
Manager of Solid Waste

DATE: April 23, 2007

FROM: Petra Wildauer
Superintendent of Solid Waste Facilities

FILE: 5330-20-RL-CLS

SUBJECT: Regional Landfill Interim Closure 2007 Construction Award and Award of Consulting Services

PURPOSE

To consider tenders for the interim closure construction project at the Regional Landfill and award the associated engineering services for quality assurance and quality control to Sperling Hansen Associates.

BACKGROUND

In 2006, Sperling Hansen Associates (SHA) completed the detailed design and specifications for the interim closure of a section of the Regional Landfill outlined in the attached plan. The project went to tender, and two bids were received. Because the bids exceeded the available budget, the RDN elected to postpone the project to 2007 when additional funding for the project could be secured.

An area of 21,049 m² will be capped with an interim soil closure system to comply with the RDN's mandate for progressive closure. The interim closure at the eastern slope will reduce leachate generation, reduce odour problems, improve gas collection quality and quantity, and enhance overall site appearance.

In January 2007, SHA issued a revised tender document which included the onsite fabrication and application of a biocap. The biocap is a fabricated engineered soil product comprised of biosolids from RDN liquid waste treatment facilities, onsite ground construction/demolition waste, and mineral soil. The beneficial use of these products will conserve 2,200 m³ of airspace in the landfill.

An added benefit of the biocap is that it encourages the development of bacteria that oxidize fugitive methane and convert it into CO². Since methane is a powerful greenhouse gas that is 21 times more potent than CO², elimination of fugitive methane emissions is very beneficial for the environment.

On April 12, 2007 the following bidders submitted tenders:

Bidder	Bid Price (excluding GST)
IDL Projects Inc.	\$633,402.00
Chew Construction Ltd.	\$678,831.00
Windley Contracting Ltd.	\$720,960.73
Hazelwood Construction Services	\$815,480.07
Kato Construction Ltd.	\$835,423.50
Rascal Trucking Ltd.	\$871,694.00

Our engineering consultants have evaluated the tenders and the proper documentation has been verified. The low bidder for the project is IDL Projects Inc. at a cost of \$633,402.00 exclusive of taxes.

ALTERNATIVES

1. Not award the contract.
2. Award the contract to IDL Projects Inc. for the tendered price of \$633,402.00 exclusive of taxes.

FINANCIAL IMPLICATIONS

The 2007 annual budget for solid waste management includes \$1.2 million dollars for design and construction of the interim closure project. Based on the detailed design and final tender amounts the total cost of the project (exclusive of taxes) is as follows:


	Pre-Design Estimate	Final Cost Estimate
Engineering (QA/QC)	\$ 74,841.00	\$ 74,841.00
Construction	\$719,785.00	\$633,402.00
Sub total	\$794,626.00	\$708,243.00
GST	\$ 55,623.82	\$ 49,577.01
10% Contingency	\$ 79,462.30	\$ 70,824.30
TOTAL	\$929,712.12	\$828,635.31

SUMMARY/CONCLUSIONS

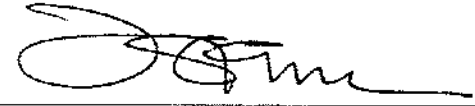
On April 12, 2007 six bids were received for the interim closure construction project at the Regional Landfill. The work involves the capping of an area of 21,049 m² with an interim soil closure system to comply with the RDN's mandate for progressive closure. An added benefit to the biocap is the support of greenhouse gas emission reduction due to enhanced oxidization and conversion of methane to CO². The interim closure at the eastern slope will reduce leachate generation, reduce odour problems, improve gas collection quality and quantity, and enhance overall site appearance. IDL Projects Inc. submitted the low tender for the amount of \$633,402.00 excluding taxes. Our consultants recommend the award of the project to IDL Projects Inc. Staff supports this recommendation. There are adequate funds in the 2007 budget for this project.

RECOMMENDATION

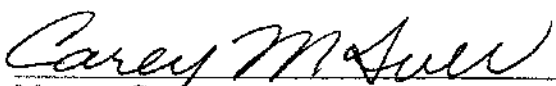
That the Board award the construction of the interim closure project at the Regional Landfill to IDL Projects Inc. for the tendered amount of \$633,402.00 and appoint the firm of Sperling Hansen Associates to proceed as the project consultant for quality control and quality assurance.

for 


 Report Writer



 General Manager Concurrence



 Manager Concurrence



 CAO Concurrence

COMMENTS:



SPEURLING
HANSEN
ASSOCIATES

Client:



REGIONAL DISTRICT
OF NANAIMO

Project:

NANAIMO REGIONAL LANDFILL
2007 INTERIM CLOSURE

Title:

PLAN VIEW OF DESIGN CONCEPT

Project No.: PRJ06092

Drawn: ST

Reviewed: TB

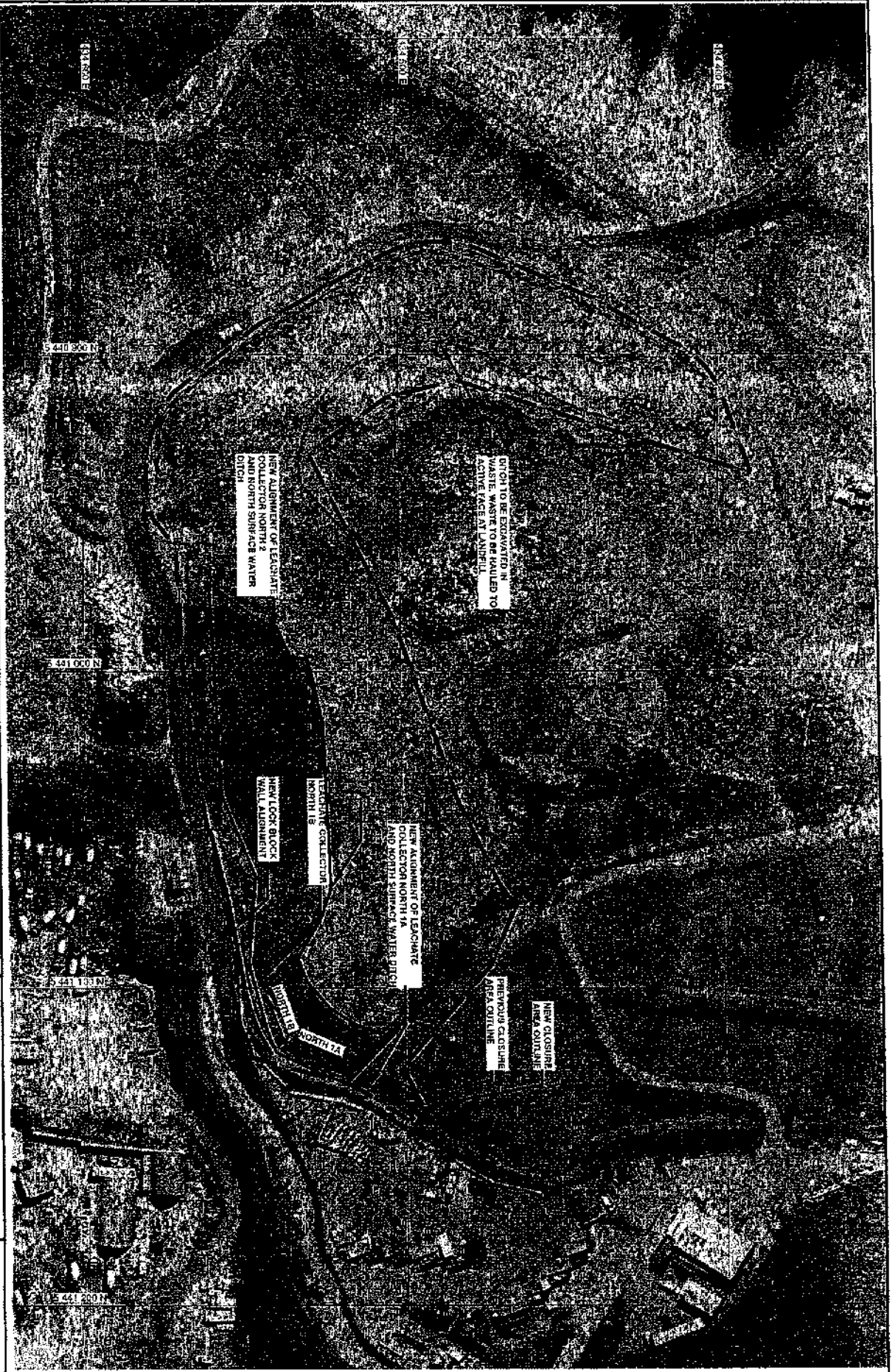
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MEMORANDUM			
CHAIR		BOARD	

TO: Carey McIver
Manager of Solid Waste

DATE: April 11, 2007

FROM: Alan Stanley
Zero Waste Coordinator

FILE: 5380-10

SUBJECT: **Illegal Dumping Prevention Program Enforcement Activities**

PURPOSE

To consider illegal dumping prevention program options.

BACKGROUND

Illegal Dumping Prevention Program Evolution

Illegal dumping has been a long-standing concern in the RDN. The RDN has been active in dealing with this problem since 1991. Beginning in 1992 funds were transferred from solid waste to bylaw services to address this issue from the enforcement perspective.

In 1995, based on studies undertaken that identified illegal dump sites, and the volume and types of material being dumped, a public education campaign was launched and continued in 1996 and 1997 to combat illegal dumping. The primary focus of the public education was to provide information on where to take different types of materials for proper disposal or recycling. Site clean-ups were also undertaken during this period.

Surveillance and Evidence Gathering

In 2000 the RDN contracted with Malaspina University-College (MUC) to provide surveillance and evidence gathering services for RDN back roads in response to local dumping and littering activities. The program was managed from the MUC Resource Management Officer Training program (RMOT) which provides conservation and law enforcement officers training.

Initially, the program included a public education component, however, it was determined that persons who dump illegally are largely unaffected by such government programs. A widespread education campaign to address a tiny minority of people was determined to be ineffective.

During the MUC contract period, the solid waste department provided funding for a bylaw enforcement officer. The amount of time spent by bylaw enforcement on illegal dumping was minimal because all calls to the RDN on illegal dumping were forwarded to and handled by the MUC coordinator.

MUC Contract Discontinuation

Due to MUC staff departures, by the end of 2005 MUC was unable to continue the contract work. In January 2006 the Board approved the cancellation of the contract with MUC. This ended the enforcement component of the illegal dumping prevention program but the dumping clean up function was maintained. These decisions were made in-camera to minimize coverage on the reduction of surveillance activities. The Board instructed staff to review available options and report back with recommendations. Due to the cancellation of the MUC contract in 2006, the total budget was not spent.

Program Funding

The level of budgeted funding for the illegal dumping prevention program increased over the years as shown in the following table:

	2000	2001	2002	2003	2004	2005	2006
Solid Waste Budget							
Promotion & Education	\$ 30,000	\$ 32,000	\$ 32,000	\$ 10,000			
Volunteer Site Clean-up		\$ 5,000	\$ 5,000	\$ 8,800	\$ 8,000	\$ 8,000	\$ 8,000
Contracted Site Clean-up				\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000
Enforcement Contract	\$ 35,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000
Sub-Total	\$ 65,000	\$ 75,000	\$ 75,000	\$ 76,800	\$ 71,000	\$ 71,000	\$ 71,000
Transfer to Bylaw	\$ 34,290	\$ 28,750	\$ 21,540	\$ 21,000	\$ 23,045	\$ 46,120	\$ 46,121
Total	\$ 99,290	\$ 103,750	\$ 96,540	\$ 97,800	\$ 94,045	\$ 117,120	\$ 117,121

Provincial Government Role

Since the RDN illegal dumping prevention program was started, the province has initiated a new program, Report All Poachers and Polluters (RAPP). RAPP includes a province-wide toll free number and an on-line reporting form and provides a service similar to the RDN/MUC program. However, RDN has received calls from individuals who reported violations to the RAPP line, but were referred to the RDN, so staff do not feel that the RAPP program addresses illegal dumping issues as a top priority.

Waste Stream Management Licensing Implementation

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

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

The WSML bylaw expands the number of parties that can be held responsible for illegal dumping. Under the Environmental Management Act, the party responsible for illegal dumping is the person doing the dumping and this person would have to be caught in the act. Even though regulators may be able to prove where waste came from, enforcement is difficult due to the limitations of provincial legislation.

Under WSML, responsible parties are defined as the generator (whoever controls the site where the waste originates), the hauler and the receiver (to be used for people operating illegal waste management facilities). The expansion of the number of people legally responsible for illegal dumping means that action can be taken in cases where strong evidence exists, but the physical act of dumping was not observed, for example, prosecuting people who's addressed mail was found illegally dumping.

WSML gives the RDN the authority to regulate the entire solid waste management industry including monitoring of licensed facilities sites and investigating unlicensed facilities. A responsible party contravenes the WSML bylaw when solid waste is deposited anywhere other than at a licensed facility. The Environmental Management Act requires proof that pollution was introduced into the environment. Under WSML, the RDN simply has to prove that the dumped material is municipal solid waste, as

defined in the Environmental Management Act, and that it was deposited anywhere other than a licensed facility. Inspecting waste management facilities and illegal dumping activities are interdependent activities essential to the success of the WSML program.

Zero Waste Program Enforcement

In addition to backroad and facility monitoring activities, the Zero Waste plan includes other enforcement and monitoring requirements. The commercial organics ban has been successful however there are indications that some enforcement activities will be required including inspecting the waste management facilities of organics generators as well as inspecting loads at RDN waste management facilities. The RDN has imposed disposal bans on other types of recyclable materials and these bans would be strengthened with regular inspection and enforcement activities.

ALTERNATIVES

1. Re-tender Surveillance and Evidence Gathering Contract.
2. Hire an RDN Zero Waste Compliance Officer.
3. Maintain the Status Quo.

FINANCIAL IMPLICATIONS

1. Re-tender Contract

MUC provided a very high-value program which generally avoided management costs and profit. The contract was tendered in 2000 and wages and expenses have gone up considerably since then. In Staff's opinion, it is unlikely that a contract price providing an adequate level of service could be tendered for less than \$100,000 per year.

In addition, the cooperative relationship with the MOE benefited from the previous MUC contract manager's longstanding association with MOE staff and his familiarity with the provincial enforcement system. Staff do not believe a contractual arrangement for this service, other than with the RMOT program at MUC, would be administratively or cost effective.

2. Hire an RDN Zero Waste Compliance Officer

The total approved budget for the illegal dumping program in 2007 is as follows:

Volunteer Site Clean-up	\$8,000
Contracted Site Clean-up	\$25,000
Transfer to Bylaw	\$0
Zero Waste Compliance Officer	\$71,000
Total	\$104,000

By reallocating the contract fees and the transfer to Bylaw to a Zero Waste Compliance Officer, the total cost of this option is less than the cost of previous years' programs.

The changes introduced with WSML and landfill bans create new illegal dumping enforcement tools that would be most effectively utilized by RDN staff. Using RDN staff for illegal dumping prevention creates flexibility within the program since WSML enforcement entails site inspections of waste management facilities, monitoring of waste generators, haulers and receiving facilities in addition to monitoring bylaw compliance at RDN waste management facilities.

Another valuable function that could be undertaken by an in-house compliance officer is ongoing, in-field education for the private waste management sector, the public and other regulatory agencies.

3. Maintain the Status Quo

Since the MUC contract expired, the only illegal dumping prevention function that has been performed by the RDN has been clean-ups using contracted labour. The annual budget for this work is \$25,000. There has been no ability to effectively respond to illegal dumping reports or complaints other than to note the area where the dumping occurred and dispatch a contractor to clean up the site. This is the least expensive option.

A variation on the status quo alternative would be to simply increase the clean-up budget and the number of contracted clean-ups with no enforcement and limited educational activities. Although in the short-term, this might be an effective approach for cleaning up dump sites and enhancing public perception, it would have the effect of condoning taxpayer subsidized illegal dumping. In the broader picture, this option would not address the other elements of the Zero Waste plan including WSML enforcement activities and waste diversion monitoring and enforcement.

LEGAL IMPLICATIONS

The adoption of WSML changes the nature of the illegal dumping prevention program from an observatory function with no legal authority to a bylaw enforcement function intended to use the legal mechanisms available to ensure compliance with RDN bylaws. Although some bylaw functions can be contracted out, the WSML bylaw contains broader discretionary powers and a requirement to understand issues of a technical nature. RDN legal council recommends that only RDN staff be used for enforcing the RDN WSML bylaw.

Illegal dumping prevention enforcement by the RDN will be most effective using the new RDN authorities contained in WSML. RDN legal counsel has advised that empowering a third party contractor with statutory authority and the relatively broad enforcement powers contained in the WSML bylaw may not be possible and that even if possible, inadvisable.

CUSTOMER SERVICE IMPLICATIONS

The cancellation of the MUC contract and lack of response by the MOE to RAPP line complaints has created a reduction in customer service. There are no staff resources available in any agency that can provide a timely response to customer complaints; however it is clear that the public does expect some level of response to illegal dumping reports. A staff person assigned to illegal dumping prevention would enable the RDN to respond to illegal dumping reports from the public.

INTERDEPARTMENTAL IMPLICATIONS

Staff from the bylaw enforcement and planning departments participated in discussion regarding illegal dumping prevention program options and WSML enforcement. It was recognized that a specific skill set would be necessary to be successful in the variety of duties that the program would require and that the skills differed from the current bylaw enforcement function. Staff concluded that the most effective way to address illegal dumping and WSML enforcement would be to have an in-house compliance officer working in the solid waste department.

SUMMARY/CONCLUSIONS

As with every other jurisdiction, illegal dumping occurs in the RDN. Since 1992, there has been an illegal dumping prevention program in place. As more was learned about illegal dumping, the program has evolved, however the statutory restrictions on illegal dumping were contained in provincial legislation and the RDN had limited powers to prosecute illegal dumpers. In 2005, the Board adopted the Waste Stream Management Licensing Bylaw giving the RDN more authority over illegal dumping.

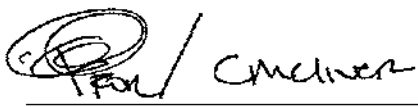
Using the powers contained in the Waste Stream Management Licensing Bylaw will provide the most effective enforcement capabilities. The Waste Stream Management Licensing Bylaw also expanded RDN powers in terms of regulating private sector solid waste management facilities. There are overlapping activities in illegal dumping prevention and the regulation of the solid waste management industry. To maximize the enforcement potential of the Waste Stream Management Licensing Bylaw, an RDN staff member dedicated to this function would be most effective.

RECOMMENDATION

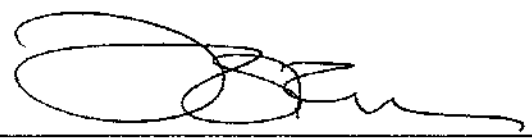
That, in accordance with the approved 2007 solid waste budget, the Board approve the creation of a Zero Waste Compliance Officer staff position to carry out illegal dumping prevention and Waste Stream Management License bylaw enforcement and education duties.



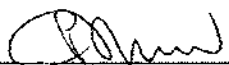
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:



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CHAIR		BOARD	

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: April 23, 2007

FROM: Mike Donnelly
Manager of Utilities

FILE: 0690-01

SUBJECT: Water Service Areas – Security Review

PURPOSE

To present the Board with an information report on the 2006 Water Service Areas Security Review.

BACKGROUND

The Utilities Department has completed a security review of the seven Regional District of Nanaimo water service areas. The review was carried out to identify areas of risk and to recommend security improvements based on internationally recognized standards.

Delcan Engineering carried out the review with the assistance of South West Water Ltd., UK, Security Division. They were tasked with completing a “source to tap” review of the seven systems and providing a prioritized listing of possible improvements. Key areas reviewed included site access, alarm systems, intrusion detection/alarms, management of authorized access, fencing/gates, data transmission protection and police and alarm response protocols. Each water system has been provided with an extensive review and list of prioritized actions.

The security review was based on the AWWA Interim Voluntary Security Guidance for Water Utilities 2004 (US), Security and Emergency Measures Directive 1998 (UK), Control of Access to Pressurized Network 2002 (UK) and the Code of Practice for Security of Service Reservoirs 1997 (UK).

The report did not identify any serious security lapses in the security systems however the report does recommend a number of improvements. Those include improvements to the management of authorized access permissions, updating gates and fences and various access hatches and limiting access to telemetry wiring. The report also included recommendations on a security management strategy and police responder liaison strategy.

The highest priority action noted in the reports was the need to update the control of authorized access points to the systems. This will require the incorporation of a new key and lock system for a number of locations and will include access card technology for all buildings. This work has been included in the 2007 budget and is currently underway. The remaining improvements will be incorporated beginning in 2008.

ALTERNATIVES

- 1) Receive this report for information.
- 2) Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The improvements noted in the water system reports will be included in subsequent capital and operating budgets. Works being carried out at this time are included in the 2007 operating budgets.

SUMMARY/CONCLUSIONS

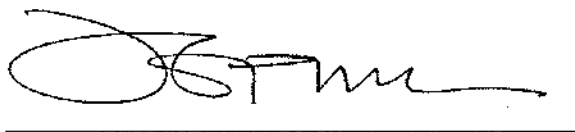
This is an information report outlining the approach taken with respect to updating the security in the seven water service areas operated by the RDN.

RECOMMENDATION

That the Board receive for information the report on the 2006 Water Service Areas Security Review.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS AND GREEN SPACE ADVISORY
REGULAR COMMITTEE MEETING

Thursday, March 15, 2007

Cedar Heritage Center, 1644 MacMillan Road, Cedar.

Attendance: Joe Materi
Frank Garnish
Kerri-Lynne Wilson
Lynnette Aldcroft
Barbara Metcalf
Gay Cunningham
Joe Burnett (Area 'A' Director)
Margaret Johnson

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

Meeting was called to order by the acting Chair, M. Johnson at 7:50 pm.

APPROVAL OF MINUTES

MOVED J. Burnett, SECONDED L. Aldcroft that the minutes of the January 25, 2007 meeting be approved.

CARRIED

BUSINESS ARISING FROM MINUTES

Parkland Dedication Revised Policy was emailed to the Committee members but many members had problems opening the attachment. Staff will resend.

Quennell Lake Accesses report was provided for Committee's benefit. It was tabled for later discussion.

COMMUNICATIONS AND CORRESPONDENCE

Staff reply to Mr. Laurie Gourlay's correspondence was distributed to Committee members.

MOVED J. Burnett, SECONDED B. Metcalf, that the Committee move the meeting "In Camera".

CARRIED

Director Burnett reconvened the meeting at 8:21 pm.

BUSINESS ARISING FROM DELEGATIONS

REPORTS AND DISCUSSION ITEMS

a) **Director's Report – J. Burnett**

- Director Burnett advised that the RDN has a provincial grant for signage such as directional signs and kiosks. The RDN is now prioritizing signage. W. Marshall will report back on the monthly progress of the program.
- The Nelson Road Boat Ramp is looking good. MoT has not adjusted the signage yet, but Director Burnett will follow up with them regarding the signage.
- The kayak launch work is still planned to start in April.
- Cedar Estates development (beside the Wheatsheaf Pub) – nothing is going forward yet.
- Granby Bobcat Services has offered services at reduced rates to work on Thelma Griffiths Community Park. Director Burnett would like the RDN to put it on it's priority list, as local residents are using the park and are excited by the upgrades.

b) Staff Report - Jeff Ainge

- Port-a-Potty is in at the boat launch
- J. Ainge's last day with the Recreation and Parks Department is tomorrow. W. Marshall will be the committee's staff representative until Jeff's position is filled.
- Kipp Road - J. Ainge talked to the City of Nanaimo regarding trail tie-ins. He informed the City of the plans for the park and the access issues. He also tried to get a hold of Rail America and the Island Corridor Foundation with no success regarding the possibility of trails along the rail bed.

c) Cedar-South Wellington Community Trail Group- J. Materi

- February work party cleanup of the Wheatsheaf end of the trail held Feb. 25 brought out 4-5 volunteers - including the Crammes who worked at the Minesite.
- The Friends of Morden Mine have asked J. Materi for updates on committee work.
- J. Materi talked to Jonathon Lobb about broom issues at Nanaimo River Regional Park. Long term plan for removal of Broom is needed including what areas to clear and broom disposal. W. Marshall agreed to Director Burnett's request for more loppers and tools for broom. W. Marshall will also arrange a meeting between Ross Archibald at the Land Conservancy, J. Materi, J. Lobb and herself to discuss a broom reduction strategy.

MOVED J. Burnett, SECONDED K.L. Wilson, to receive reports.

CARRIED

NEW BUSINESS

- a) Installation and servicing of garbage cans at Morden Mine and Morden Colliery Trail is an issue to be looked at. Any garbage pickup would need to be a separate contract and therefore more money.
- b) 2007 Provisional Budget and Financial Plan for Electoral Area "A" - W. Marshall
 - The priorities in terms of staff and budget for Area A are as follows:
 - Kayak Launch
 - Kipp Road
 - Thelma Griffiths Community Park
 - Skatepark (the ALR application still needs to be sent to the government)
 - W. Marshall suggested that the group start thinking about next year's projects.
 - F. Garnish would like to see our requisition budget increased. It has been increased by 2% already and there is a 15% increase planned for 2008 and another 13% in 2009. Director Burnett suggested that if we had a specific project planned, we could have a referendum to increase taxes to fund it.
 - J. Materi asked if there's budget money to relocate trails that were washed away in the winter storms. Staff advised that there's a small amount of money budgeted for that.
 - F. Garnish brought up the possibility of buying the Morden Colliery Trail. All agreed it should be purchased before building bridges. The Trail lease runs out in 8 years. Perhaps the Yon property should be the first thing to buy.

COMMITTEE ROUND TABLE

- A BIG Thank You! to Jeff Ainge for his work with the committee. He will be missed.

NEXT MEETING

Next meeting date was set for Thursday, May 17, 2007, 7:30 pm at the Cedar Heritage Centre.

ADJOURNMENT

MOVED B. Metcalf, SECONDED M. Johnson, that the meeting be adjourned at 9:30 pm

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY REGULAR COMMITTEE MEETING
MONDAY, MARCH 5, 2007
7:30PM

Attendance: Rick Heikkila, Chairman
Rina Lawson, Recording Secretary
Judith Wilson
Charlie Pinker
Director Maureen Young

Observers: Lori Warwick
Jennifer Merner
Rick Beavis
John Holmes
Steve Ellis

Staff: Joan Michel

Regrets: Bruce Erikson

CALL TO ORDER

Chairman R. Heikkila called the meeting to order at 7:00 pm.

MINUTES

MOVED J. Wilson, SECONDED M. Young that the minutes of the January 8, 2007 Committee meeting be approved as presented. CARRIED

BUSINESS ARISING FROM THE MINUTES

- **Fire Hall Construction Plans Update**

Floor plans for the proposed fire hall were briefly reviewed. The Fire Department's request for a variance on building footprint size or use of some of the Meadow Drive Community Park property for fire hall purposes has been referred to the RDN's Chief Administrative Officer and will be examined by RDN Development Services.

- **Meeting Notices**

The posting of laminated meeting notices on East Wellington community post boxes by C. Pinker appears to have worked well. R. Heikkila agreed to post notices on Pleasant Valley boxes. Laminates to be provided to C. Pinker and R. Heikkila by J. Michel in due time prior to the next POSAC meeting.

- **Meadow Drive Community Park Planning Process**

J. Michel led a discussion on planning development at Meadow Drive Community Park during 2007 with development to follow in 2008. Images of community parks and playgrounds found elsewhere in the RDN were circulated for information. How to approach the community on its needs and wants was also

discussed; handouts on park use survey experience in other jurisdictions were distributed for review by Committee members by next meeting. J. Michel asked that members give thought to identifying basic principles about the park and its use. An open house at the park in the spring before school is out was discussed. A lively discussion involving meeting observers followed on potential park funding sources, area demographics, arrangements with neighbouring jurisdictions and community partnerships in general. It was agreed that no plan for the park could proceed until the Fire Hall space requirements issue has been resolved.

REPORTS

- Director's Update

On Mount Benson; Director Young reported that the Nanaimo Area Land Trust (NALT) has transferred \$237,500 to the Regional District. This represents half of NALT's financial commitment to the acquisition of the new Regional Park; the balance of that commitment is due in February 2008. Regarding access to Mount Benson, Director Young noted that the Regional District and the City of Nanaimo are working on the creation of parking area on road allowance by Witchcraft Lake.

The deadline for new EW PV POSAC member applications was March 2nd. There are two vacancies on this Committee.

Director Young has been invited by the Ministry of Transportation to a meeting to discuss road conditions, further to her raising issues and concerns about conditions on EW PV roads last fall and winter.

- Regional and Community Parks Function Report for January 2007.

The report was distributed along with the minutes.

- Parks Report

J. Michel reported on the Top Bridge Crossing project, a Regional Trail System bridge over the Englishman River. Construction has been temporarily delayed because of permitting and First Nation issues.

MOVED R. Lawson, SECONDED J. Wilson that the reports be received.

CARRIED

COMMITTEE ROUND TABLE

Observer S. Ellis led the Committee and other observers in a more detailed review of the proposed plans for the new Fire Hall. Various needs for hall space were discussed, both current and future. It was noted that Search and Rescue has identified a space requirement that may best be accommodated at the adjacent community park.

COMMITTEE INFORMATION

The next meeting of the EW PV POSAC will be held at 7 p.m. on Monday, May 7th at the Fire Hall.

ADJOURNMENT

MOVED R. Heikkila, SECONDED R. Lawson that the meeting be adjourned at 8:50 p.m.

CARRIED

R. Heikkila, Chairman

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REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
MONDAY, APRIL 16, 2007
7:00PM

Attendance:

Reg Nosworthy	Don Brittain
Peter Doukakis	Robyn Elliott
Linda Tchorz	Lou Biggemann (Director)

Staff:

Wendy Marshall, Manager of Parks Services (Acting Chair)

Absent:

Kebble Scheaff

CALL TO ORDER

Wendy Marshall called the meeting to order at 7:00 pm

INTRODUCTIONS

Each member of the committee introduced themselves.

COMMUNICATIONS/CORRESPONDENCE

MOVED D. Brittain, SECONDED L. Tchorz, that the following correspondence be received:

- T. Osborne to ACES re: French Creek Community School Playground Funding Agreement
- T. Osborne to ACES re: French Creek Community School Playground Funding Agreement

CARRIED

REPORTS

Director's Report

Director Biggemann thanked all members of the committee for coming forward to participate. He noted that this week was volunteer week and discussed how vital volunteers are and how please he was regarding the number of people who put their names forward to be considered for this committee.

The Director then discussed the population of Electoral Area F and the rapid growth of the Regional District. L Biggemann reviewed the number of parks found in the area and how parks are received through the subdivision process. The committee was briefed on the proposed fire hall in Meadowood Park and the Corcan Road gate and new road.

Regionally, the Director briefed the committee on the new Biosphere Visitors Centre at Rathrevor Park.

Terms of Reference, Guidelines for the Committee, RDN Recreation and Parks Department Overview, 2007 Community Parks Budget for Electoral Area 'F', Parkland Dedication Policy and Land Acquisition Policy

W. Marshall provided a summary of the reports and how they related to the roles and responsibilities of the committee members.

Monthly Update of Community Parks and Regional Parks and Trails Projects for March 2007.

W. Marshall provided a summary overview noting the following:

- Work was carried out by Parks Crews in Errington Community Park to remove hazardous trees and replace bridges.
- Planning for the Meadowood Firehall is underway and the hall will be located on one corner of the park
- Community Tourism program is underway and will be used to provide park signage
- An application was submitted to obtain Mount Arrowsmith as a Regional Park
- Top Bridge crossing Project will be underway on the 23rd of April
- The Management Plan for Englishman River Regional Park is underway
- Slash pile burning is taking place on Mount Benson
- Planning has started for a Visitor's Reception Centre at Horne Lake to serve the Regional and Provincial Parks

COMMITTEE ROUND TABLE

Committee members each reported on their reasons for joining the committee and what they would like to achieve. Interest was expressed in the park in Whiskey Creek and the land behind the French Creek Community School.

NEXT MEETING

Monday, June 18, 7:00 pm. at the Errington War Memorial Hall

ADJOURNMENT

MOVED D. Brittain, SECONDED R. Nosworthy that the meeting be adjourned at 8:25 pm.

CARRIED

Chair