

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JUNE 12, 2007

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

6-9 Minutes of the regular Committee of the Whole meeting held May 8, 2007.

COMMUNICATIONS/CORRESPONDENCE

BUSINESS ARISING FROM THE MINUTES

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

10-13 Partnership Project with Sunyani, Ghana – Update. (Presentation)

14-16 Health Authority Governance Resolution.

FINANCE & INFORMATION SERVICES

17-19 Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1529.

20-25 Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1530.

26-60 2006 Financial Information Report.

61-63 Wide Area Network (WAN) Services Contract Approval.

HOSPITAL

64-67 Nanaimo Regional Hospital District 2007 Capital Expenditure Borrowing Bylaw No. 142.

DEVELOPMENT SERVICES

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 68-69 Code Blue Funding Request.
- 70-73 On-Site sewage Disposal System Education Program.

SOLID WASTE

- 74-88 Solid Waste Management Regulation Bylaw No. 1531.

UTILITIES

- 89-95 French Creek Sewer Local Service Area Amendment Bylaw No. 813.40 and Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.45 – Inclusion of Properties into Local Service Areas (Meadow Drive, Reid Road, Sumar Lane) – Area G.
- 96-104 Surfside Sewer Local Service Area Amendment Bylaw No. 1124.06 and North Community Sewer Service Area Boundary Amendment Bylaw No. 889.46 - Inclusion of Properties into Local Service Areas (Flamingo/McFeely/Surfside Drive) – Area G.

RECREATION AND PARKS SERVICES

TRANSPORTATION SERVICES

COMMISSION, ADVISORY & SELECT COMMITTEE

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

- 105-119 Minutes of the Area 'A' Recreation and Culture Services Master Plan Project Advisory Committee meeting held May 14, 2007. (for information)

1. *That the Electoral Area 'A' Recreation and Cultural Services Master Plan be approved to guide the development, management, administration and operations of recreation and cultural services.*
2. *That the Terms of Reference attached as Appendix II be approved to establish a Recreation and Cultural Advisory Commission for Electoral Area 'A' with recreation and cultural services administered through Regional District staff.*

Area 'E' Parks and Open Space Advisory Committee.

- 120-121 Minutes of the Area 'E' Parks and Open Space Advisory Committee meeting held April 2, 2007. (for information)

Area 'H' Parks and Open Space Advisory Committee.

122-124 Minutes of the Area 'H' Parks and Open Space Advisory Committee meeting held March 16, 2007. (for information)

That staff meet with Ms. D. Robinson and bring forward a report and recommendations regarding the proposed BMX Park on Regional District community parkland adjacent to the Lighthouse Community Centre to include land use issues, insurance liability, project costs, time lines and project phasing.

District 69 Recreation Commission.

125-134 Minutes of the District 69 Recreation Commission meeting held May 17, 2007. (for information)

1. *That the Regional Board approve the recommendations from the District 69 Commission Grants Committee for the following Community and Youth Recreation Grants:*

Community Recreation Grants:

<i>Community Group</i>	<i>Recommended</i>
<i>Deep Bay Canada Celebration – fireworks show</i>	<i>\$2,000</i>
<i>D69 Family Resource Association (Family Days) – signage, races, pre-parade/parade, and advertising expenses</i>	<i>\$2,450</i>
<i>Forward House Community Society – supplies and equipment to revitalize greenhouse</i>	<i>\$1,800</i>
<i>Parksville & District Association for Community Living – “Operation Tracks shoes” – bus transport and t-shirt expenses</i>	<i>\$1,050</i>
<i>Ravensong Aquatic Club – pool rental, equipment and stationary</i>	<i>\$1,800</i>
<i>Rotary Club of Qualicum Beach – event shortfall</i>	<i>\$3,000</i>
<i>The Old School House Arts Centre – facility and equipment rental and transportation</i>	<i>\$2,090</i>
<i>Vancouver Island Opera – costumes and scenery</i>	<i>\$900</i>

Youth Recreation Grants:

<i>Community Group</i>	<i>Recommended</i>
<i>Arrowsmith Community Enhancement Society – program supplies</i>	<i>\$1,510</i>
<i>D69 Family Resource Association surf equipment</i>	<i>\$1,600</i>
<i>Oceanside Kidfest Committee youth activity supplies</i>	<i>\$1,000</i>
<i>Oceanside Arts Council production costs</i>	<i>\$850</i>
<i>One Five One – Art Speak Gala – supply and event costs</i>	<i>\$1,381</i>
<i>Parksville Lawn Bowling Club – equipment</i>	<i>\$2,000</i>
<i>Parksville Lions Club – form material for skate park jump</i>	<i>\$1,200</i>

2. *That the Recreation and Parks Department employ one new permanent part-time Recreation Programmer and re-organize staff responsibilities to accommodate for the provision of recreation services to Electoral Areas 'E', 'G' and 'H', Parksville and Qualicum Beach.*
3. *That the Regional District of Nanaimo enter into a three year recreation services agreement with the Arrowsmith Community Enhancement Society to include the transfer of up to \$28,000 annually to the Society to provide recreation services locally to Electoral Area 'F'.*

Grants-in-Aid Advisory Committee.

135-137 Minutes of the Grants-in-Aid Advisory Committee meeting held May 10, 2007.
(for information)

1. *That the following grants be awarded:*

School District 68 Grants:

<i>Name of Organization</i>	<i>Recommended</i>
<i>Cedar School & Community Enhancement Society</i>	<i>\$400</i>
<i>Hope Centre</i>	<i>\$880</i>
<i>Jonanco Hobby Workshop</i>	<i>Denied</i>
<i>Nanaimo Search & Rescue</i>	<i>\$880</i>
<i>People for a Healthy Community on Gabriola Society</i>	<i>\$500</i>

2. *That the following grants be awarded:*

School District 69 Grants:

<i>Name of Organization</i>	<i>Recommended</i>
<i>District 69 Family Resource Association</i>	<i>\$2,000</i>
<i>Friends of Nanoose Library</i>	<i>\$750</i>
<i>Milner Gardens & Woodland Society</i>	<i>Denied</i>
<i>Mount Arrowsmith Pipe Band Association</i>	<i>\$1,275</i>
<i>The Nature Trust of BC</i>	<i>\$1,500</i>
<i>Oceanside Community Response Network</i>	<i>\$600</i>
<i>Parksville & District Association for Community Living</i>	<i>Denied</i>
<i>Parksville & District Historical Society</i>	<i>\$330</i>
<i>Parksville Garden & Parkland Society</i>	<i>\$1,000</i>

Transit Select Committee.

138-141 Minutes of the Transit Select Committee meeting held May 24, 2007. (for information).

That staff be directed to prepare a report on the Bastion Street Bus Stop that outlines options for consideration.

Drinking Water-Watershed Protection Stewardship Committee.

142-145

Minutes of the Drinking Water-Watershed Protection Stewardship Committee meeting held May 2, 2007. (for information).

That the RDN pay for Jennifer Ann MacLeod's transportation costs to attend the San Juan/Gulf Islands Water Policy symposium, and that Jennifer Ann report back to the Committee on what she learned at the symposium that is relevant to the Committee's mandate..

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) (c) of the Community Charter the Board proceed to an In Camera meeting to consider items relating to labour relations.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, MAY 8, 2007 AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haimc	District of Lantzville
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Manhas	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
C. McIver	A/General Manager of Environmental Services
D. Trudeau	General Manager of Transportation Services
W. Thexton	A/Gen. Manager of Finance & Information Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

DELEGATIONS

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

Mr. Hooper provided a visual and verbal overview of the Nanaimo Airport's proposed runway expansion and airport improvements including project benefits, the consultation process, business plan and project cost study. The Nanaimo Airport is requesting a letter of support from the RDN Board which they will include as part of their application for grants to be used for the proposed improvements.

MOVED Director Manhas, SECONDED Director Herle, that the Regional District of Nanaimo provide the Nanaimo Airport Commission a letter of support..

CARRIED

Judy Dobrowolski, British Columbia Transmission Corporation, re Central Vancouver Island Transmission Reinforcement Project.

Mr. Geoff Higgins, Project Manager, provided a visual and verbal overview of BC Transmission Corporation's Central VI transmission reinforcement project which is proposing to increase the capacity of the present system.

Dr. Kathryn Gemmell, re Water Conservation.

Dr. Gemmell presented her proposed "Code Blue" water conservation project to the Committee, which will address leaky toilets in the community. Dr. Gemmell requested funding from the Regional District to raise public water conservation awareness through this project.

MINUTES

MOVED Director McNabb, SECONDED Director Bestwick, that the minutes of the Committee of the Whole meeting held April 10, 2007 be adopted.

CARRIED

CORPORATE ADMINISTRATION SERVICES

FINANCE & INFORMATION SERVICES

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

MOVED Director McNabb, SECONDED Director Manhas, that a short term borrowing authority to a maximum of \$2,000,000 in the form of the resolution attached to the staff report, be adopted.

CARRIED

Nanaimo Regional Hospital District – 2006 Audited Financial Statements.

MOVED Director McNabb, SECONDED Director Burnett, that the report on the 2006 audited financial statements of the Nanaimo Regional Hospital District be received.

CARRIED

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

MOVED Director Westbroek, SECONDED Director McNabb, that the 2006 report on remuneration and expenses for Board and Committee members be received.

CARRIED

Duke Point Sewer Local Service Area Development Cost Charges Bylaws (Bylaws No. 1498 & 1528).

MOVED Director Burnett, SECONDED Director Bartram, that "Duke Point Sewer Local Service Area Development Cost Charges Bylaw No. 1498, 2007" be deferred until the next Board meeting.

CARRIED

Duke Point Sewer Local Service Area Connection Agreement.

MOVED Director Burnett, SECONDED Director Bartram, that this item be deferred until the next Board meeting.

CARRIED

Duke Point Sewer Local Service Area Amendment Bylaw No. 1004.02.

MOVED Director Burnett, SECONDED Director Bartram, that "Duke Point Sewer Local Service Area Amendment Bylaw No. 1004.02, 2007" be deferred until the next Board meeting.

CARRIED

DEVELOPMENT SERVICES

EMERGENCY PLANNING

Hazardous Materials – Recent Marine Spill in Nanaimo Harbour.

MOVED Director Bartram, SECONDED Director Bestwick, that the findings of the Ministry of Environment HAZMAT pilot study be presented when it is completed.

CARRIED

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

MOVED Director Bartram, SECONDED Director Bestwick, that the 5 year Agreement for License of Use attached to the corresponding staff report be signed so that the Bowser Legion may be used as an RDN Emergency Reception Center.

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Kiwanis Soroptomists Suites Application for Development Cost Charge Reduction.

MOVED Director McNabb, SECONDED Director Young, that the Board authorize a 50% reduction in Development Cost Charges for the Nanaimo District Senior Citizens' Housing Development Society Kiwanis Soroptomists Suites project.

CARRIED

SOLID WASTE

Regional Landfill Interim Closure 2007 Construction Award and Award of Consulting Services.

MOVED Director McNabb, SECONDED Director Westbroek, 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.

CARRIED

Illegal Dumping Prevention Program Enforcement Activities.

MOVED Director McNabb, SECONDED Director Young, 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.

CARRIED

UTILITIES

Water Service Areas – Security Review.

MOVED Director Bestwick, SECONDED Director Bartram, that the Board receive for information the report on the 2006 Water Service Areas Security Review.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area 'A' Parks and Green Space Advisory Committee.

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Parks and Green Space Advisory Committee meeting held March 15, 2007 be received for information.

CARRIED

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

MOVED Director Young, SECONDED Director Haime, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held March 5, 2007 be received for information.

CARRIED

Area 'F' Parks and Open Spaces Advisory Committee.

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

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Water Conservation Code Blue Project.

MOVED Director Westbroek, SECONDED Director Bartram, that the request for funding for the Code Blue water conservation project be referred back to staff.

CARRIED

NEW BUSINESS

Zero Waste Program.

There have been requests to expand the Zero Waste program to multi-family dwellings. A report will be presented to the Board in the fall outlining options.

IN CAMERA

MOVED Director Bartram, SECONDED Director McNabb, 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 immediately following the Special Board meeting.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:58 PM

CHAIRPERSON



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CHAIR	BOARD

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: May 29, 2007

FROM: Linda Burgoyne
Administrative Assistant

FILE:

SUBJECT: Partnership Project with Sunyani, Ghana - Update.

PURPOSE:

To provide an update to the Board of Directors regarding the partnership project between the Regional District of Nanaimo and the Sunyani Municipal Assembly, and to request the Board's approval to complete the project in 2008.

BACKGROUND:

The Regional District of Nanaimo (RDN) has been working with their international partners the Sunyani Municipal Assembly (SMA) since January 2005 on a two year project. This program is directed by the Federation of Canadian Municipalities International Centre for Municipal Development (FCM-ICMD) and is financed by the Canadian International Development Agency (CIDA).

The partnership project has been a very rewarding experience for all involved. RDN staff have shared their technical expertise and knowledge with SMA staff and have worked together to develop a solid waste management plan for their community. Five technical exchange missions were accomplished during this time. These included two missions to Nanaimo and three missions to Sunyani.

Carey McIver and Linda Burgoyne traveled on the final mission to Sunyani in November, 2006 which was a combined technical/evaluation mission. The objectives of the mission were to complete the solid waste management plan, review public education and participation activities undertaken since the July technical mission, and to evaluate and assess project achievements against the objectives and results identified in the original project proposal.

The project successfully completed the following activities:

- developed a draft solid waste management plan to improve garbage collection and disposal;
- developed training programs and trained SMA staff and Assembly members in the practical and technical aspects of solid waste management;
- consulted with major institutional stakeholders regarding the proposed door-to-door collection system.
- consulted with institutional stakeholders regarding improvements to the disposal system.
- developed a mapping system showing the locations of the garbage containers throughout the city;
- relocated the landfill away from the college dormitories;
- clean-up and removal of several dump sites.

Since the final mission RDN staff have finalized both a technical and an evaluation report for the Federation of Canadian Municipalities (FCM), which wrapped up the completed portion of the project. These reports and others are available for review on the RDN web site.

Unfortunately by the end of the two year project, the project team was unable to achieve all the results and outcomes envisioned in the original proposal. The initial objectives of the project were too ambitious and unrealistic given the status of waste collection and disposal in Sunyani, therefore the public education and consultation component of the plan has not been completed.

Due to heavy work loads of RDN staff, in May 2006 the Board approved that the missions for the project be completed as planned during 2006, but that the project be put on hold for a one year period during 2007. SMA staff continue to work to complete unfinished portions of the plan and have implemented various components including establishing a pilot project for a door-to-door collection service in a residential area of the city, improvements to communal collection sites, and improvements to their landfill operations. RDN staff continue to maintain email communications with SMA staff receiving updates and providing technical assistance as required.

The FCM Coordinator has recently requested that the RDN Board of Directors confirm that the partnership between the RDN and the Sunyani Municipal Assembly will resume in 2008. Unfortunately, due to the continued workloads staff do not feel they can continue the partnership with a new project, however, staff would like to complete the current project. Completion of this component would finalize the solid waste management plan for the Sunyani Municipal Assembly and provide them with a sustainable program to improve garbage collection and disposal services in their community.

RDN staff would like to negotiate with FCM for a one year partnership project to complete the public education and consultation component of the SMA's solid waste management plan. If the FCM is agreeable to a one year project, RDN staff would carry out a mission in April 2008, together with the Malaspina University College staff who are also planning a mission at that time, and then host a return mission from Sunyani later in the year.

ALTERNATIVES:

- (1) That staff advise the Federation of Canadian Municipalities that the RDN will continue to participate in a one year partnership project with the Sunyani Municipal Assembly beginning in 2008 to complete the public education and consultation component of their Solid Waste Management Plan.
- (2) That staff advise the Federation of Canadian Municipalities that the RDN will continue to participate in a partnership project of up to three years with the Sunyani Municipal Assembly beginning in 2008.
- (3) That staff advise the FCM that the RDN does not wish to continue to participate in further partnership projects with the Sunyani Municipal Assembly.

FINANCIAL IMPLICATIONS:

Funding for mission costs including travel, meals and accommodation for partners from both countries is provided by the Canadian International Development Agency (CIDA) through the Federation of Canadian Municipalities International Centre for Municipal Development. Some RDN expenses are involved when hosting missions.

The RDN supports this partnership project through the in-kind contribution of staff time, knowledge and skills. In-kind time contributed to the two-year project totalled 302 days of staff time. This includes time spent coordinating travel plans, producing mission reports and financial documentation for FCM, corresponding with partners, work on project proposals, travel time and time spent on missions in Ghana and when hosting in Nanaimo.

Alternative 1:

A one-year project to complete the solid waste management plan would incur between 50 and 75 days of in-kind staff time given that the bulk of the work has been completed.

Alternative 2:

A three year project could require up to 300 to 450 days of staff time to develop a new three year partnership project. To provide time to manage this project other staff projects would need to be cut back and re-prioritized, or additional staff would need to be hired.

On May 27, 2007, FCM advised staff that on March 31, 2007 the Africa Local Governance Program concluded when funding from the Canada Fund for Africa ended. FCM is currently negotiating with CIDA for future funding for this program, but to date they have not reached an agreement. In the meantime all mission activities for FCM's African partnerships have been suspended. Continuation of the partnership project is dependent upon this funding therefore the RDN cannot proceed until the FCM and CIDA reach an agreement.

INTERGOVERNMENTAL IMPLICATIONS:

Malaspina University College (MUC) established a four year project funded by CIDA for an environmental education project, in collaboration with two tertiary institutes, the Sunyani Polytechnic and the Sunyani Faculty of Forest Technology. The purpose of this project is to develop and implement poverty reduction strategies in the Sunyani area. The three poverty reduction issues to be addressed by this project are reduction of wildfires, plastic waste and HIV-AIDS. Project staff from Malaspina University College and the RDN continue to meet and collaborate on their various partnership activities.

Following speaking engagements by Carey McIver with several local Rotary Clubs, the Nanaimo Downtown Rotary Club expressed an interest in establishing a literacy project at the Sunyani Municipal Assembly Primary School. A representative from the Rotary Club accompanied RDN staff on the mission in November to undertake a needs assessment at the school. The Rotary Club has since approved this project. A co-benefit of this project will be the establishment of a Rotary Club in Sunyani, which will have significant impact on building community service capacity in the area.

RDN staff met earlier this year with public health nursing staff from the Vancouver Island Health Unit who may pursue a project in Sunyani through their affiliate health organization.

SUMMARY/CONCLUSIONS:

The two year partnership project between the RDN and the Sunyani Municipal Assembly to develop a solid waste management plan has been completed. RDN and SMA staff are taking a one year "hiatus" from the partnership during 2007. During this time SMA staff have begun to implement components of the work plan.

The project team was unable to achieve all the results and outcomes envisioned in the original project proposal given the status of waste collection and disposal in Sunyani. The public education and consultation component of the plan has not been completed. Due to the continued heavy workload, staff recommend Alternative (1) to negotiate with FCM for a one year partnership project to complete the public education and consultation component of the SMA's solid waste management plan and provide them with a sustainable program to improve garbage collection and disposal services in their community.

FCM is currently negotiating with CIDA for program funding, therefore continuation of this project is dependent upon them reaching a successful agreement.

RECOMMENDATION:

That staff advise the Federation of Canadian Municipalities (FCM) that the RDN will continue to participate in a one year partnership project with the Sunyani Municipal Assembly beginning in 2008 to complete the public education and consultation component of their Solid Waste Management Plan, subject to a program funding agreement being reached between the FCM and the Canadian International Development Agency.


Report Writer


C.A.O. Concurrence



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MEMORANDUM

TO: M. Pearce
Senior Manager, Corporate Administration

DATE: May 31, 2007

FROM: C. Lee
Legislative Coordinator

FILE:

SUBJECT: Resolution to the Association of Vancouver Island Coastal Communities (AVICC) and UBCM regarding Health Authority Governance

PURPOSE:

To seek the Board's direction with respect to the Health Authority Governance resolution that was submitted to AVICC and UBCM.

BACKGROUND:

At its meeting held January 23, 2007 the Board endorsed a motion to forward the attached resolution with respect to the governance structure for Regional Health Authorities to the upcoming AVICC and UBCM Conventions. The AVICC Convention was held in April and the RDN's Health Authority Governance resolution was considered. After consideration a motion was endorsed to refer the resolution to the UBCM's Healthy Communities Committee.

The Regional District of Nanaimo, Cowichan Valley Regional District, Alberni-Clayoquot Regional District and the Capital Regional District signed a memorandum of agreement outlining processes for consultation on capital planning in 2003-2004. It is our conclusion that the process has been unsuccessful in ensuring that elected officials have sufficient time and details to predict, understand and evaluate funding requests. We also believe that the lack of a formal forum where elected officials debate and participate in cost sharing decisions works at cross purposes to VIHA's mandate of providing health care services across Vancouver Island. Elected officials who are accountable regionally as well as to Vancouver Island as a whole would be more effective in responding to the planning, consultation, communication and cost sharing discussions if they held positions on the Board of the Health Authority. When the resolution was submitted to AVICC it was with the clear expectation that it would be forwarded directly to the UBCM and we are concerned that it will not be as effective if it is referred to a UBCM sub-committee.

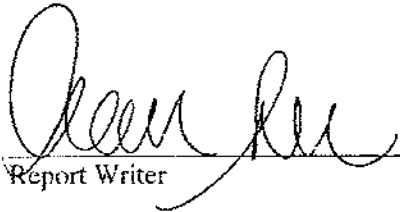
The Board directed staff to investigate our options to have the resolution re-directed to the UBCM convention and were advised to re-adopt the resolution and forward it with these additional explanatory comments.

ALTERNATIVES:


1. Submit the Health Authority Governance resolution to the upcoming UBCM convention.
2. Do not submit the Health Authority Governance resolution to UBCM.

RECOMMENDATION:

That the Health Authority Governance resolution be submitted to the upcoming UBCM convention.


Report Writer


Senior Manager, Corporate Administration


C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

HEALTH AUTHORITY GOVERNANCE

WHEREAS Regional Hospital Districts provide a major source of funding for capital equipment and projects for health care services in the Province of BC;

AND WHEREAS the Province has established regional Health Authorities managed by appointed Boards to determine health care capital priorities and capital budgets;

AND WHEREAS all Regional Hospital Districts are facing significant pressures to meet their own local costs as well as ever increasing Health Authority capital costs, with a limited tax base;

NOW THEREFORE BE IT RESOLVED that the Province consider the appointment of local government elected representatives to the Boards of Health Authorities to enable direct decision making on capital priorities and budgets.



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MEMORANDUM

TO: N. Avery
General Manager, Finance and Information Services

DATE: June 4, 2007

FROM: W. Thexton
Manager, Budgets and Capital Planning

FILE:

SUBJECT: Alberni Clayoquot Regional District – 2008 Permissive Tax Exemption

PURPOSE:

To introduce for adoption "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1529, 2007."

BACKGROUND:

Where a Regional District is the owner of property outside of its boundaries, it is no longer automatically exempt from property taxes. The Alberni-Clayoquot Regional District is the owner of the Mt. Arrowsmith Regional Park, which is located within Electoral Area 'C' of the Nanaimo Regional District. The Board has adopted bylaws annually since 2004 to provide a permissive tax exemption for this property. Permissive tax exemption bylaws must be adopted annually or, with the assent of the electors, may cover a period not exceeding 10 years. Nanaimo and Alberni-Clayoquot Regional District staff have agreed that it is administratively simple to adopt a permissive tax exemption bylaw annually, and Bylaw 1529 covering the 2008 tax year is presented with this report.

ALTERNATIVES:

1. Introduce and adopt "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1529, 2007" for the 2008 taxation year as presented.
2. Do not grant a permissive tax exemption for the 2008 taxation year for the Mt. Arrowsmith Regional Park properties.

FINANCIAL IMPLICATIONS:

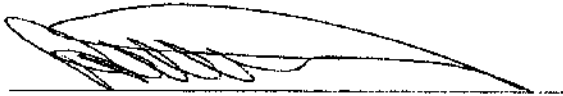
The 2007 assessed values for the three properties in question total \$598,400. Had the exemption not been in place for the 2007 taxation year, the properties would have been assessed Regional District taxes of approximately \$468 including the regional parks parcel tax (\$12.29 x 3 folios) and Electoral Area C general services taxation (\$72.10 per \$100,000). It is anticipated that the impact will be similar for 2008. However, if the property were no longer to be statutorily exempt the assessment value could increase and the property taxes payable would also be higher. Despite this implication, there is an intent and expectation that local governments will be exempt on any land they own directly.

SUMMARY/CONCLUSIONS:

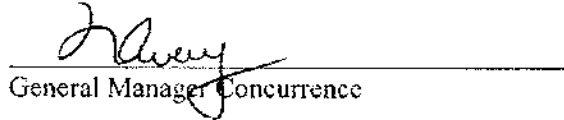
The bylaw introduced with this report continues the Nanaimo Regional District's acknowledgement that the Mt. Arrowsmith Regional Park should be a tax exempt property. The park is owned by the Alberni-Clayoquot Regional District but is located within the boundaries of the Regional District of Nanaimo. Permissive tax exemption bylaws must be adopted annually. Staff recommend the bylaw as presented.

RECOMMENDATION:

1. That "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1529, 2007" be introduced for first three readings.
2. That "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1529, 2007" having received three readings be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1529

**A BYLAW TO AUTHORIZE A PROPERTY
TAX EXEMPTION FOR THE YEAR 2008**

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 809(3), in accordance with Section 809(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:

- a) District Lot 2000, Cameron Land District
- b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 809(4)(g) of the *Local Government Act* for the year 2008.

2. This bylaw may be cited as the "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1529, 2007".

Introduced and read three times this 26th day of June, 2007.

Adopted this 26th day of June, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



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SMCA	
CHAIR	BOARD
(CW)	

MEMORANDUM

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

DATE: June 4, 2007

FROM: W. Thexton
Manager, Budgets and Capital Planning

FILE:

SUBJECT: A Bylaw to Secure Long Term Debt for the City of Nanaimo Fire Station No. 4

PURPOSE:

To introduce "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1530, 2007" for three readings and adoption.

BACKGROUND:

The City of Nanaimo has adopted a resolution authorizing the Regional District to secure up to \$3.75 million dollars for the construction of Fire Station No. 4 to serve the Chase River area. On the basis of the resolution the Regional District may prepare a security issuing bylaw, which can be adopted by the Regional Board without further assents or approvals.

ALTERNATIVES:

1. Give "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1530, 2007" three readings and adopt the bylaw as presented.
2. Take no action on the request.

FINANCIAL IMPLICATIONS:

Alternative 1

Under the terms of the bylaw the Regional District and its member municipalities are responsible for repayment of the debt; however, the City of Nanaimo is obligated to raise sufficient funds annually to make the debt payments. The City of Nanaimo has accounted for the debt in its five year plan so that this request is consistent with their budget documents.

Alternative 2

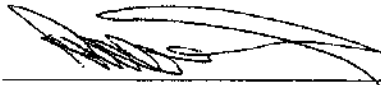
The Regional District could determine that it is not in the best interests of the region to secure these borrowings. Staff are not aware of any reason to do so and recommend proceeding to adopt the bylaw.

SUMMARY/CONCLUSIONS:

Following the procedures for securing long term debt, the City of Nanaimo has adopted a resolution authorizing the Regional District to prepare a bylaw to secure up to \$3.75 million dollars for the purpose of the Fire Station No. 4 construction project. Bylaw No. 1530 is introduced for this purpose and may be adopted without further assents or approvals. Staff recommend proceeding with the bylaw as presented.

RECOMMENDATION:

1. That "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1530, 2007" be introduced for first three readings.
2. That "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1530, 2007" having received three readings be adopted.



Report Writer


General Manager Concurrence

C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1530

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY") ON BEHALF OF THE CITY OF NANAIMO

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the City of Nanaimo is a member municipality of the Regional District of Nanaimo (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 824 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw;

Municipality	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
City of Nanaimo	7050	Fire Station No. 4	\$3,750,000	Nil	\$3,750,000	20	\$3,750,000
Total Financing pursuant to Section 824							\$ <u>3,750,000</u>

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of the City of Nanaimo in the amount of Three Million Seven Hundred and Fifty Thousand Dollars (\$3,750,000) in accordance with the following terms.

2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Three Million Seven Hundred and Fifty Thousand Dollars (\$3,750,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$3,750,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the General Manager of Finance and Information Services of the Regional District, on behalf of the Regional District and under its seal, shall at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chairperson and the General Manager of Finance and Information Services of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of City of Nanaimo Loan Authorization Bylaw 7050, there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.

9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1530, 2007".

Introduced and read three times this 26th day of June, 2007.

Adopted this 26th day of June, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

C A N A D A
PROVINCE OF BRITISH COLUMBIA
AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ Dollars (\$_____) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the _____ day of _____, 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____, British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1530 cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1530, 2007". This Agreement is sealed with the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the General Manager of Finance and Information Services thereof.

Chairperson

Gen. Mgr., Finance and Information Services

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia



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GMDS	GMR&FS
CMES	GMTS
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SMCA	
CHAIR	BOARD

MEMORANDUM

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

DATE: June 4, 2007

FROM: W. Thexton
Manager, Budgets & Capital Planning

FILE:

SUBJECT: 2006 Financial Information Report

PURPOSE:

To present for approval, the Regional District's 2006 filing under the *Financial Information Act*.

BACKGROUND:

In addition to our annual report which includes our audited financial statements, local governments in British Columbia must produce certain additional financial information in booklet form. The *Financial Information Act* requires the following:

- A management report outlining the roles and responsibilities of the Board, the auditors and management staff.
- A consolidated balance sheet, income statement and notes to the audited financial statements.
- A schedule of long term debt.
- A schedule of sinking fund balances for long term debt.
- A schedule of Director's remuneration and expenses.
- A schedule of Employee remuneration and expenses (over \$75,000).
- A schedule of Supplier payments for goods and services (over \$25,000).

The Financial Information Report must be received and approved by the Board and be forwarded to the Ministry of Community, Aboriginal and Women's Services before June 30th each year.

The attached booklet contains the statutory information necessary to comply with the Act.

ALTERNATIVES:

There are no alternatives to this requirement.

FINANCIAL IMPLICATIONS:

The booklet is available for purchase at a cost of \$6.00.

SUMMARY:


Local governments in British Columbia must produce each year, on or before June 30th, a booklet containing certain statutory financial information. The information includes extracts from the audited financial statements, schedules of Board member and employee remuneration, schedules of long term debt and supplier payments for goods and services. The report must be received and approved by the Board. The 2006 report is submitted here for approval.

RECOMMENDATION:

That the 2006 Financial Information Act report be received and approved and be forwarded to the Ministry of Community Services.


Report Writer


General Manager Concurrence

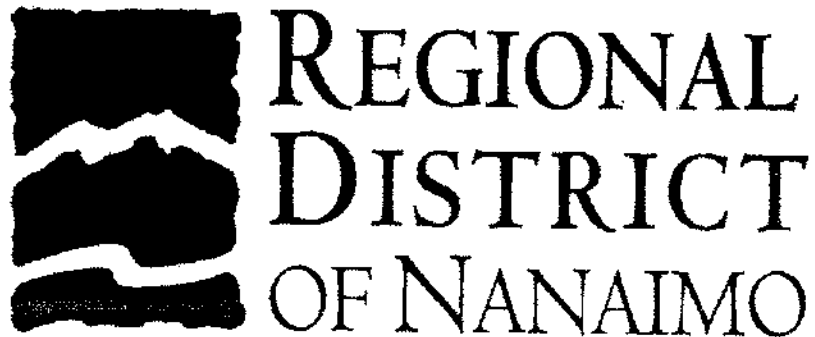

C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO

REPORT UNDER THE
FINANCIAL INFORMATION ACT
FOR THE YEAR ENDED
DECEMBER 31, 2006.



The information contained in this booklet represents the Regional District of Nanaimo's filing under the Financial Information Act for the year ended December 31st, 2006 and has been presented to and approved by the Board of the Regional District of Nanaimo at a meeting held June 26th, 2006.

The financial summary information included in this report is extracted from the audited annual financial statements prepared by the Regional District. The full text of the financial statements may be obtained from the Regional District offices or through its website at www.rdn.bc.ca. A fee is payable for information provided in hard copy.

Signed in accordance with the requirements of the Financial Information Regulation, Schedule 1, Section 9(2).

Joe Stanhope
Chairperson

Nancy Avery
Manager Financial Services

**REGIONAL DISTRICT OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
For the year ended December 31, 2006**

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Management's Responsibility

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

This statement is provided to clarify and outline the roles and responsibilities of the management team, the elected Board of Directors and the independent auditors in relation to the preparation and review of the Regional District of Nanaimo's annual financial results.


Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Regional Board of Directors is composed entirely of Directors who are neither management nor employees of the Regional District. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the consolidated financial statements. The Board fulfills these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management. The Board is also responsible for recommending the appointment of the Regional District's external auditors. The external auditors have full and free access to, the Board and management to discuss their audit findings.

Meyers Norris Penny LLP, an independent firm of Chartered Accountants, has been appointed by the Regional Board of Directors to audit the consolidated financial statements and report to them; their report follows.

March 23, 2007


General Manager Finance & Information Services

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

We have audited the consolidated statement of financial position of the Regional District of Nanaimo as at December 31, 2006 and the consolidated statements of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the management of the Regional District. Our responsibility is to express an opinion on these 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 Regional District as at December 31, 2006 and the results of its operations and the changes in its financial position 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 15 through 43, is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Nanaimo, British Columbia

March 14, 2007

Meyer Harris Penny LLP

Chartered Accountants

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

	2006	2005 Restated (Note 20)
Financial Assets		
Cash and short-term deposits (Note 2, Pg. 5)	\$ 24,598,980	\$ 13,858,409
Accounts receivable (Notes 3, 20)	3,931,132	5,319,068
Investments (Note 4)	18,947,604	19,754,594
Municipal debt receivable (Note 11)	31,484,841	17,932,534
Other assets (Note 5)	3,000	3,000
	<u>78,965,557</u>	<u>56,867,605</u>
Financial Liabilities		
Short-term loans (Note 6)	2,254,534	6,932,667
Accounts payable (Note 7)	2,306,442	3,732,000
Other liabilities (Note 8)	2,080,989	1,904,835
Unfunded liabilities (Note 9)	7,846,076	5,713,205
Deferred revenue (Note 10)	14,999,005	12,843,641
Obligation under capital lease (Note 13)	342,981	227,401
Long-term debt (Notes 11, 12, Pg. 40)	50,963,715	32,596,043
	<u>80,793,742</u>	<u>63,949,792</u>
Net Financial Assets (Liabilities)	<u>(1,828,185)</u>	<u>(7,082,187)</u>
Capital Assets		
Tangible capital assets (Pg. 21)	130,167,606	124,788,874
Assets under capital lease (Note 13)	711,023	510,481
	<u>130,878,629</u>	<u>125,299,355</u>
Net Equity	<u>\$ 129,050,444</u>	<u>\$ 118,217,168</u>
Consolidated Equity Position		
General Revenue Fund (Note 14)	\$ 11,775,886	\$ 9,644,265
Capital Fund (Pg. 19)	1,177,542	327,204
Reserves	15,140,852	10,483,126
Consolidated Financial Equity (Notes 15, 20)	<u>28,094,280</u>	<u>20,454,595</u>
Equity in Tangible Capital Assets (Pg. 20)	<u>108,802,240</u>	<u>103,475,778</u>
Unfunded liabilities (Note 9)	<u>(7,846,076)</u>	<u>(5,713,205)</u>
Net Equity	<u>\$ 129,050,444</u>	<u>\$ 118,217,168</u>

APPROVED:



N. Avery, CGA

See notes to consolidated financial statements

- 3 -

General Manager, Finance and Information Services

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

	<u>Budget</u>	<u>2006</u>	<u>2005</u> Restated (Note 20)
Revenues			
Property taxes	\$ 25,568,192	\$ 25,568,134	\$ 23,761,273
Grants in lieu of taxes	96,230	183,576	176,748
Operating grants	4,026,010	4,405,867	5,743,268
Operating revenues (Note 20)	15,825,861	16,770,211	16,019,362
Developer contributions	4,531,980	1,648,182	195,489
Other	723,613	924,297	816,848
Interest on investments	572,232	1,096,179	732,016
MFA debt surplus refunds	-	13,999	80,525
	<u>51,344,118</u>	<u>50,610,445</u>	<u>47,525,529</u>
Expenditures			
General government services	1,417,475	640,817	1,256,671
Planning and development	2,767,351	2,513,151	2,168,190
Environmental services	24,162,339	17,678,934	17,995,551
Utility services	6,834,278	3,412,071	5,096,496
Transportation services	11,187,549	10,528,480	9,702,205
Protective services	2,399,980	2,365,560	2,096,570
Parks, recreation and culture	9,604,354	8,217,430	6,935,595
	<u>58,373,326</u>	<u>45,356,443</u>	<u>45,251,278</u>
Net Revenues (Expenditures)	<u>(7,029,208)</u>	<u>5,254,002</u>	<u>2,274,251</u>
Add:			
Financing activities			
Increase (decrease) in Obligation under capital lease	(58,208)	115,580	(309,525)
Short-term and long-term debt issued	6,257,000	8,698,798	312,725
Debt actuarial adjustments	(732,792)	(732,792)	(795,048)
Debt principal repayments	(1,148,260)	(7,828,774)	(2,343,000)
Increase (Decrease) in financing obligations	<u>4,317,740</u>	<u>252,812</u>	<u>(3,134,848)</u>
Unfunded expenditures:			
Employee benefits	-	(47,375)	200,024
Landfill closure and post closure costs	-	2,180,246	859,806
	<u>-</u>	<u>2,132,871</u>	<u>1,059,830</u>
Change in Consolidated Financial Equity	<u>(2,711,468)</u>	<u>7,639,685</u>	<u>199,233</u>
Consolidated Financial Equity, beginning - restated (Note 20)	<u>20,454,595</u>	<u>20,454,595</u>	<u>20,255,362</u>
Consolidated Financial Equity, ending (Note 15, Pg 3)	<u>\$ 17,743,127</u>	<u>\$ 28,094,280</u>	<u>\$ 20,454,595</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2006**

	2006	2005 Restated (Note 20)
Operating Activities		
Net Revenues (Expenditures)	\$ 5,254,002	\$ 2,274,251
Decrease (increase) in accounts receivable	1,387,936	(1,815,858)
Decrease (increase) in other assets	-	(2,000)
Increase (decrease) in accounts payable	(1,425,558)	1,037,693
Increase (decrease) in deferred revenues	2,155,364	2,651,359
Increase (decrease) in other liabilities	176,154	61,811
Increase (decrease) in unfunded liabilities	<u>2,132,871</u>	<u>1,059,830</u>
Net increase (decrease) in cash from operating activities	<u>9,680,769</u>	<u>5,267,086</u>
Investing Activities		
Decrease (increase) in long term investments	<u>806,990</u>	<u>(2,950,120)</u>
Net increase (decrease) in cash from investing activities	<u>806,990</u>	<u>(2,950,120)</u>
Financing Activities		
Short and long-term debt issued	8,698,798	312,725
Debt actuarial adjustments	(732,792)	(795,048)
(Decrease) increase in capital lease obligation	115,580	(309,525)
Repayment of short and long-term debt	<u>(7,828,774)</u>	<u>(2,343,000)</u>
Net increase (decrease) in cash from financing activities	<u>252,812</u>	<u>(3,134,848)</u>
Net change in cash and cash equivalents	\$ 10,740,571	\$ (817,882)
Cash and short-term deposits, Beginning	<u>13,858,409</u>	<u>14,676,291</u>
Cash and short-term deposits, Ending (Note 2, Page 3)	<u>\$ 24,598,980</u>	<u>\$ 13,858,409</u>

See notes to consolidated financial statements

The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of seven electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency response planning, public transportation, parks and recreation, water supply and sewage collection, wastewater disposal, solid waste collection and disposal, and street lighting.

The financial operations of the Regional District are divided into three funds; capital fund, general revenue fund and reserve fund. For accounting purposes each fund is treated as a separate entity.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Principles of Consolidation

The Regional District follows Canadian generally accepted accounting principles for local governments issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District. In accordance with those standards inter-departmental and inter-fund transactions have been removed to ensure financial activities are recorded on a gross basis.

(b) Short-term investments

Short-term investments are carried at the lower of cost and market value which approximates market value.

(c) Long-term investments

Long-term investments are carried at cost less any amortized premium. It is the intention of the Regional District to hold these instruments to maturity. Any premium has been amortized on a straight-line basis using the earlier of the date of maturity or call date.

(d) Inventories

Inventories of materials and supplies are included as expenditures in the Consolidated Statement of Financial Activities in the period of acquisition.

(e) Tangible capital assets

Tangible capital assets are stated at historical cost and include assets financed from annual operating budgets, short-term and long-term debt and leases. Tangible capital asset purchases are included in the expenditures of the Consolidated Statement of Financial Activities (Page 4). Depreciation is not charged on tangible capital assets in accordance with current generally accepted accounting principles for local governments in British Columbia.

(f) Debt servicing cost

Interest is recorded on an accrual basis.

Long-term debt is obtained through the Municipal Finance Authority (MFA) whose policy is to issue debt denominated in Canadian dollars.

(g) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, municipal debt recoveries receivable, short-term loans, accounts payable, obligations under capital leases, other liabilities, unfunded liabilities and long-term debt. Unless otherwise noted, it is

management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(h) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned. Restricted receipts such as development cost charges, and cash in lieu of parkland contributions, are recognized as revenues in the year in which the related expenses are incurred. Unrestricted receipts such as property tax revenues, user and permit fees are recognized as revenues when received or receivable.

Government transfers are recognized in accordance with PS 3410 as revenues in the period in which events giving rise to the transfer occur. PS 3410 requires recognition when a transfer is authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(i) Expenditure recognition

Operating and capital expenditures are recorded on an accrual basis.

Estimates of employee future benefits are recorded as expenditures in the year they are earned. Landfill closure and post closure costs are recognized as costs as landfill capacity is used.

(j) Contingent liabilities

Contingent liabilities are recognized in accordance with PS 3300, which requires that an estimate be disclosed when it is likely that a future event will confirm that a liability has been incurred by the financial statement date and that the amount can be reasonably estimated.

(k) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring management estimates are the determination of employee retirement benefits, landfill closure and post closure liabilities, likelihood of collection of accounts receivables and provisions for contingencies. Actual results may vary from those estimates and adjustments will be reported in operations as they become known. Changes to the underlying assumptions and estimates or legislative changes in the near term could have a material impact on the provisions recognized.

2. CASH AND SHORT-TERM DEPOSITS

In 2006, all cash and short-term deposits were held by the General Revenue Fund. Interest income has been allocated to Reserve Accounts, Reserve Funds and Capital Funds based on the relative equity in each Fund.

3. ACCOUNTS RECEIVABLE

	<u>2006</u>	<u>2005</u>
Province of British Columbia	\$ 387,228	\$ 1,634,975
Government of Canada	287,769	394,376
Regional and local governments	498,883	457,796
Accrued investment interest	130,881	223,192
Developer DCC instalments	1,073,343	1,048,754
Solid Waste commercial accounts	801,510	641,262
Utility services customers	304,174	275,832
Other trade receivables	<u>447,344</u>	<u>642,881</u>
	<u>\$ 3,931,132</u>	<u>\$ 5,319,068</u>

4. INVESTMENTS

All investments are held by the General Revenue Fund and consist of notes and bonds with varying yields and extendible maturity dates ranging from 2006 to 2014. Interest earned in the period has been allocated to Reserve Accounts, Reserve Funds and Capital Funds based on the relative equity in each Fund.

	<u>2006</u>	<u>2005</u>
Investments at cost less amortized premium	<u>\$ 18,947,604</u>	<u>\$ 19,754,594</u>

As at December 31, 2006, the following investments were held by the Regional District:

Investment	Amortized Purchase Price	Accrued Interest	Total Book Value	Market Value at December 31, 2006
STRUCT INV C/P 11Jan07	\$ 2,092,999	\$ 6,657	\$ 2,099,656	\$ 2,099,109
STRUCT INV C/P 23Jan07	2,006,784	2,364	2,009,148	2,008,496
HSBC 5.6% bond	1,955,821	5,037	1,960,858	1,946,072
RB 4.65% extendible note	2,000,000	45,353	2,045,353	2,045,353
CIBC 3.9% extendible note	2,000,000	1,710	2,001,710	1,983,710
TD 3.25% extendible note	2,000,000	178	2,000,178	1,958,858
TD 4.4% extendible note	2,892,000	45,670	2,937,670	2,926,102
RB 4.1% extendible note	3,000,000	17,523	3,017,523	2,980,233
CIBC 4.4% extendible note	<u>1,000,000</u>	<u>6,389</u>	<u>1,006,389</u>	<u>995,019</u>
	<u>\$ 18,947,604</u>	<u>\$ 130,881</u>	<u>\$ 19,078,485</u>	<u>\$ 18,942,952</u>

5. OTHER ASSETS

	<u>2006</u>	<u>2005</u>
Security deposits for building or development permit applications	\$ <u>3,000</u>	\$ <u>3,000</u>

6. SHORT-TERM LOANS

- (a) Municipal Finance Authority short term variable rate loan of \$1,152,912, interest only payable monthly, to construct a sewer collector system.
- (b) Municipal Finance Authority short term variable rate loan of \$934,479, interest only payable monthly, for the purchase of land to establish a Regional Park.

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2006

FIR, Schedule 1, Section 1 (4), (5)

- (c) Demand loan of \$7,143 (2005, \$11,667); original value \$22,600, for a Regional Parks vehicle, payable at \$377 per month plus interest at Royal Bank prime rate. The loan will be fully repaid in 2008.
- (d) Non-interest bearing loan with the Coastal Community Credit Union in the amount of \$160,000 (2005 \$320,000) for the purchase of parkland on Gabriola Island. The loan is repayable at \$160,000 per year to 2007. The loan is secured by the land with a carrying value of \$800,000.

7. ACCOUNTS PAYABLE

	<u>2006</u>	<u>2005</u>
Payable to Provincial Government	\$ 150,910	\$ 288,424
Payable to other local governments	41,867	546,916
Trade and other payables	<u>2,113,665</u>	<u>2,896,660</u>
	<u>\$ 2,306,442</u>	<u>\$ 3,732,000</u>

8. OTHER LIABILITIES

	<u>2006</u>	<u>2005</u>
Wages and benefits payable	\$ 1,566,703	\$ 1,404,873
Permit deposits	<u>514,286</u>	<u>499,962</u>
	<u>\$ 2,080,989</u>	<u>\$ 1,904,835</u>

9. UNFUNDED LIABILITIES

Unfunded liabilities represent the amount of cumulative future expenditures estimated to meet obligations which result from current operations. These liabilities are related to contractual employment obligations, and landfill operations which are governed by Provincial statute. Special reserves which have been set aside to meet those obligations are described below.

- (a) **Employee Retirement Benefits**
 Employees who retire qualify for a one time payout of up to 60 days of their accumulated unused sick leave bank. The Regional District calculates the value of this liability for employees aged 40 or older based on a statistical analysis of the age and length of service of its workforce. The reported liability reflects the likelihood that employees 55 or older will retire and become eligible for this benefit. Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year. The unfunded portion of the employee benefit liability as at December 31, 2006 is estimated at \$216,543 (2005, \$263,918).
- (b) **Landfill Closure and Post Closure Maintenance Costs**
 In accordance with PS 3270 liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance which must be managed for a period of 25 years after the landfill is permanently closed.

Landfill Closure costs:

Landfill Closure costs are estimated based on the open area of the remaining unused capacity of the landfill site. In 2004 a berm was constructed that resulted in an increase in landfill capacity, initially extending the life of the landfill to 2017. At the end of 2005 additional waste was diverted to the landfill rather than being exported out of the Regional District. This reduced the expected life of the landfill from 2017 to 2014. In the most recent year, increased fill rates due to population growth have further reduced the expected life to 2012, with final closure to occur in 2013.

9. UNFUNDED LIABILITIES (CONTINUED)

The Regional District will be considering a proposed Phase 2 expansion of the berm which would increase landfill life by an estimated 12 years to 2024.

At December 31, 2006, there were approximately 757,462 cubic meters of uncovered refuse in the landfill. Landfill Closure costs are estimated at \$2,359,575 (2005, \$1,892,046) for which \$1,183,111 (2005, \$1,135,472) has been set aside in reserves. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions and borrowing.

Post Closure Maintenance costs:

The Regional District has a statutory obligation to manage the environmental state of the landfill site for 25 years after the site is closed. Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual management costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the current Consumer Price Index. The estimate for Post Closure Maintenance costs has increased mainly for two reasons; a reduced useful life of the landfill caused by increased fill rates and an increase in the estimated annual Post Closure Maintenance cost to \$425,000 (2005, \$325,000). Post Closure Maintenance costs are estimated to be \$5,269,958 (2005, \$3,557,241) based on 80% of the total landfill capacity being filled at this date, a 6 year lifespan to 2012, final closure in 2013, and a discount rate of 2.5%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

	<u>2006</u>	<u>2005</u>
Employee Retirement Benefits	\$ 216,543	\$ 263,918
Landfill Closure Costs	2,359,575	1,892,046
Post Closure Maintenance Costs	<u>5,269,958</u>	<u>3,557,241</u>
Unfunded Liability	\$ <u>7,846,076</u>	\$ <u>5,713,205</u>
Reserves On Hand	\$ <u>1,183,111</u>	\$ <u>1,135,472</u>

10. DEFERRED REVENUE

	<u>2006</u>	<u>2005</u>
General Revenue Fund	\$ <u>667,282</u>	\$ <u>484,764</u>
Parkland Cash-in-Lieu Contributions	1,090,651	1,013,532
Development Cost Charges	<u>13,241,072</u>	<u>11,345,345</u>
Subtotal (Pg 25)	\$ <u>14,331,723</u>	\$ <u>12,358,877</u>
	<u>\$ 14,999,005</u>	<u>\$ 12,843,641</u>

General Revenue Fund – consist of payment in advance for recreation programs, unredeemed recreation program awards, facility rental deposits totalling \$97,635 and transfers under the Community Works Fund totalling \$569,647. The Community Works Fund is a program component of the federal government's "New Deal for Cities and Communities" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. The Community Works funds received by the Regional District must be applied to eligible projects targeted at its seven electoral areas. To date \$37,003 has been applied to fund a Drinking Water/Watershed Protection research committee.

Parkland Cash-in-Lieu Contributions - are amounts collected from developers under the authority of Section 941 of the *Local Government Act*, where the Board has determined that cash rather than land for parkland purposes may be accepted as a condition of subdivision. These funds are held for the purpose of purchasing parkland.

10. DEFERRED REVENUE(CONTINUED)

Development Cost Charges - are amounts collected or payable as a result of new subdivision or building developments under the authority of Section 933 of the *Local Government Act*. The purpose of Section 933 is to collect funds for infrastructure which will be built as a result of capital burdens from new growth. Development Cost Charge bylaws have been enacted for the purposes of future expansion of wastewater treatment facilities and a bulk water system.

11. MUNICIPAL DEBT RECEIVABLE

Pursuant to the *Local Government Act*, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority. The annual cost of servicing this municipal debt is recovered entirely from the borrowing municipality. However, the Regional District is joint and severally liable for municipal debt in the event of default.

	<u>2006</u>	<u>2005</u>
City of Parksville	\$ 4,945,641	\$ 4,463,613
City of Nanaimo	<u>26,539,200</u>	<u>13,468,921</u>
	<u>\$ 31,484,841</u>	<u>\$ 17,932,534</u>

12. LONG-TERM DEBT

Debt is recorded and payable in Canadian dollars. It is the current policy of the Municipal Finance Authority to secure debt repayable only in Canadian dollars.

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 41 to 43.

Payments of principal on issued debt of the Regional District, not including direct municipal member debt, for the next five years are:

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>TOTAL</u>
\$ 1,341,762	\$ 1,341,844	\$ 1,341,927	\$ 1,326,892	\$ 691,495	<u>\$ 6,043,920</u>

13. OPERATING AND CAPITAL LEASES

The Regional District has entered into five year operating leases for certain vehicles and equipment which expire on various dates. In 2006 the operating lease payments totalled \$176,731 (2005, \$181,410).

The Regional District financed assets under capital leases in the amount of \$711,023 (2005, \$510,481), including a fire truck for the Extension Fire service, a Zamboni ice cleaner and four trucks for recreation and parks services, a wheeled loader for the landfill and several photocopiers. The 2006 capital lease principal payments totalled \$84,962 (2005, \$331,123). The outstanding obligation balance for leased capital assets as at December 31, 2006 was \$342,981 (2005, \$227,401).

All capital leases are held by the MFA Leasing Corporation. While payments are fixed for the term of the lease, interest rates are variable daily based upon the Canadian prime rate minus 1.0%. A final interest adjustment is made at the time of the final payment. In 2006, interest expenditures related to lease liabilities were \$12,151 (2005, \$22,908)

13. OPERATING AND CAPITAL LEASES(CONTINUED)

Lease payment commitments for the next five years are:

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>TOTAL</u>
Operating leases	\$ 59,514	\$ 19,838	\$	\$	\$	\$ <u>79,352</u>
Capital Leases	\$ 112,530	\$ 143,154	\$ 78,086	\$ 26,322	\$ 6,945	\$ 367,039
			Less: Imputed Interest			<u>(24,058)</u>
			Net Obligation under Capital Lease (Pg. 3)			\$ <u>342,981</u>

14. CONSOLIDATION ADJUSTMENTS

The figures reported in the consolidated financial statements differ from the supporting fund schedules due to differences in grouping and presentation as well as the elimination of inter-fund transactions. The General Revenue Fund Statement of Financial Position values have been amended by the following consolidation adjustments to conform to PSAB requirements:

	<u>2006</u>	<u>2005</u>
General Revenue Fund surplus (Pg. 15,16)	\$ 11,910,027	\$ 9,762,468
Plus:		
Accounts Receivable - Metered Water User fee revenue (Note 20)	98,259	96,488
Less:		
Prepaid Expenses (Pg. 15)	(202,716)	(183,676)
Inventories (Pg. 15)	<u>(29,684)</u>	<u>(31,015)</u>
General Revenue Fund surplus adjusted for statement presentation	\$ <u>11,775,886</u>	\$ <u>9,644,265</u>

15. FINANCIAL EQUITY

Unappropriated financial equity

General Revenue Fund – represents the accumulated net operating surplus of the Regional District which has not otherwise been allocated by the Board as reserves for special purposes.

Capital Fund – represents amounts which have been expended by or returned to the General Revenue Fund or a Reserve Fund for the acquisition of capital assets and includes refunds of debenture debt sinking fund surpluses. Credit balances represent funds borrowed or earned in excess of expenditures to date. Debit balances represent funds expended prior to receiving debenture borrowing proceeds or other sources of cash.

	<u>2006</u>	<u>2005</u>
General Revenue Fund (Note 14)	\$ 11,775,886	\$ 9,644,265
Capital Fund	<u>1,177,542</u>	<u>327,204</u>
Unappropriated financial equity	\$ <u>12,953,428</u>	\$ <u>9,971,469</u>

15. FINANCIAL EQUITY(CONTINUED)

Appropriated financial equity

Appropriated financial equity represents that portion of the accumulated net operating surplus of the Regional District that has been set aside to fund future expenditures. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

	<u>2006</u>	<u>2005</u>
General Revenue Fund Reserve Accounts		
Landfill expansion	\$ 222,901	\$ 213,867
Landfill closure	1,183,111	1,135,472
Property insurance deductible-fire departments	25,387	22,523
Liability insurance deductible	120,092	115,225
French Creek Water (Qualicum Beach Incorporation)	63,988	61,489
Regional parks and trails donations	11,193	11,113
Vehicle fleet replacement	<u>182,512</u>	<u>182,940</u>
	1,809,184	1,742,629
Statutory Reserve Funds	\$ <u>13,331,668</u>	\$ <u>8,740,497</u>
Appropriated financial equity	\$ <u>15,140,852</u>	\$ <u>10,483,126</u>
Total Financial Equity	\$ <u>28,094,280</u>	\$ <u>20,454,595</u>

16. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2006 the Regional District had debt reserve funds of \$4,773,177 (2005, \$3,833,232).

17. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox-Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni Clayoquot	3 shares
Comox Strathcona	10 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS3060.06). The Regional District's share of the corporation is equal to 23.8% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

18. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 130,000 active members and approximately 48,000 retired members. Active members include approximately 30,000 contributors from local governments.

18. PENSION LIABILITY (CONTINUED)

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2003 indicated an unfunded liability of \$789 million for basic pension benefits. The next valuation will be as at December 31, 2006 with results available in 2007. The actuary does not attribute portions of the unfunded liability to individual employers. This note represents the most current information at the time of the financial audit. The Regional District of Nanaimo paid \$923,272 (2005, \$796,822) for employer contributions to the plan in fiscal 2006.

19. CONTINGENT LIABILITIES

Contingent liabilities are recognized by the Regional District in accordance with PS 3300.15. As at December 31, 2006 there were outstanding claims against the Regional District which could result in future insurance deductible payments up to a maximum of \$102,311 (2005, \$146,870). Additionally the Regional District is defending itself in a claim for damages related to the use of a well contributed by a developer as a condition of subdivision approval. The claims have been referred to legal counsel and/or to the Regional District's liability insurers and the outcomes are undeterminable at this date.

20. 2005 PRIOR PERIOD ADJUSTMENT

The Regional District bills metered water customers covering an annual period between October to September of each year. In prior years revenues earned between October to December had been recognized when invoiced in the following year. Effective 2006, an estimate of the unbilled water user fee revenue earned to December 31st has been accrued. For 2006, as a result of this change, total operating revenue increased by \$1,771 to \$16,770,211, accounts receivable are increased by \$98,259 to \$3,931,132, and consolidated financial equity is increased by \$98,259 to \$28,094,280. Similarly, 2005 results have been restated. Total operating revenue for 2005 increased by \$5,468 to \$16,019,362, accounts receivable increased by \$96,488 to \$5,319,068, and consolidated financial equity increased by \$96,488 to \$20,454,595. The 2005 beginning consolidated financial equity balance has increased by \$91,020 to \$20,255,362.

21. ENVIRONMENTAL REGULATIONS

The Regional District is subject to environmental regulations which apply to a number of its operations. These regulations may require future expenditures to meet applicable standards and subject the Regional District to possible penalties for violations. Amounts required to meet these obligations will be charged to operations when incurred and/or when they can be reasonably estimated.

22. EXPENDITURES BY OBJECT

	<u>Budget</u>	<u>2006</u>	<u>2005</u>
Operating goods and services purchases	\$ 23,347,157	\$ 20,186,514	\$ 20,177,277
Wages and benefits	16,877,571	16,367,880	15,413,906
Debt interest and foreign exchange	1,333,788	1,229,316	1,308,559
Capital expenditures	16,814,810	5,439,862	7,291,706
Unfunded expenditures (Note 9)	-	2,132,871	1,059,830
Total Expenditures by Object	\$ 58,373,326	\$ 45,356,443	\$ 45,251,278

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENDITURES
AS AT DECEMBER 31, 2006**

	Corporate Services (Schedule A)	Development Services (Schedule B)	Environmental Services (Schedule C)	Recreation & Parks Services (Schedule D)	Transportation Services (Schedule E)	Actual 2006	Budget 2006	Actual 2005
REVENUES								
Tax requisition	\$ 4,140,642	\$ 1,617,680	\$ 10,255,692	\$ 5,692,990	\$ 3,861,130	\$ 25,568,134	\$ 25,568,192	\$ 23,761,273
Grants	90,289	45,813	80,667	265,040	3,582,970	4,064,779	4,026,010	4,164,376
Grants in Lieu	45,875	5,984	82,415	4,562	44,740	183,576	96,230	176,748
Interest	552,369	-	-	-	-	552,369	285,000	370,294
Permit fees & other	-	1,337,583	-	78,690	46,087	1,462,360	1,403,583	1,333,632
Operating revenues	-	144,300	3,497,310	1,334,675	4,058,416	9,034,701	8,560,219	8,534,433
Disposal fees	-	-	7,600,885	-	-	7,600,885	7,337,370	7,262,651
Other	5,282,901	-	2,085,578	-	-	7,368,479	10,041,270	5,414,221
	<u>10,112,076</u>	<u>3,151,360</u>	<u>23,602,547</u>	<u>7,375,957</u>	<u>11,593,343</u>	<u>56,635,283</u>	<u>57,337,874</u>	<u>51,017,638</u>
EXPENDITURES								
General administration	739,014	697,650	1,288,765	417,198	1,778,798	4,921,425	5,307,552	4,339,351
Professional fees	138,806	295,021	712,932	129,632	7,923	1,284,314	2,152,200	1,227,685
Community grants	118,066	-	-	63,166	-	181,232	197,950	107,705
Legislative	236,157	-	-	-	-	236,157	258,515	240,119
Recreation program costs	-	-	-	101,162	-	101,162	104,510	95,385
Equipment operating	111,400	8,753	-	96,324	2,192	208,669	239,851	176,938
Building operating	155,119	42,386	288,538	454,241	117,915	1,068,199	1,262,585	1,090,279
Vehicle operating	58,481	38,474	1,470,070	63,131	2,730,017	4,360,173	4,181,005	3,681,942
Other operating	107,495	202,248	6,374,628	214,150	153,849	7,052,370	8,350,178	7,830,569
Wages & benefits	1,704,756	1,736,049	4,133,980	2,509,340	6,281,755	16,367,880	16,877,571	15,413,906
Capital expenditures	346,140	147,243	3,076,865	147,563	113,746	3,831,357	10,183,610	2,236,451
	<u>3,715,434</u>	<u>3,169,824</u>	<u>17,345,578</u>	<u>4,195,907</u>	<u>11,186,195</u>	<u>39,612,938</u>	<u>49,115,527</u>	<u>36,440,330</u>
OPERATING SURPLUS	<u>6,396,642</u>	<u>(18,464)</u>	<u>6,256,969</u>	<u>3,180,050</u>	<u>407,148</u>	<u>16,222,345</u>	<u>8,222,347</u>	<u>14,577,308</u>
Debt retirement								
- interest	1,650,272	-	1,309,385	701,748	-	3,661,405	3,786,910	3,817,397
- principal	974,439	-	908,934	349,810	-	2,233,183	2,103,315	2,382,409
- foreign exchange	-	-	-	-	-	-	-	36,414
Contingency	-	-	-	-	-	-	320,000	-
Reserve contributions	1,005,136	41,310	3,055,142	215,720	7,210	4,324,520	3,989,545	2,343,944
Transfers to other govts	2,694,682	1,200	-	1,159,796	-	3,855,678	3,903,830	3,818,152
	<u>6,324,531</u>	<u>42,510</u>	<u>5,273,461</u>	<u>2,427,074</u>	<u>7,210</u>	<u>14,074,786</u>	<u>14,103,609</u>	<u>12,398,316</u>
CURRENT YEAR SURPLUS (DEFICIT)	<u>72,111</u>	<u>(60,974)</u>	<u>983,508</u>	<u>752,976</u>	<u>399,938</u>	<u>2,147,559</u>	<u>(5,881,263)</u>	<u>2,178,992</u>
Prior year's surplus applied	815,903	1,904,828	5,643,714	873,936	524,087	9,762,468	10,022,519	7,583,476
NET OPERATING SURPLUS	<u>\$ 888,014</u>	<u>\$ 1,843,854</u>	<u>\$ 6,627,222</u>	<u>\$ 1,626,912</u>	<u>\$ 924,025</u>	<u>\$ 11,910,027</u>	<u>\$ 4,141,266</u>	<u>\$ 9,762,468</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
LONG-TERM DEBT SUMMARY BY FUNCTION
DECEMBER 31, 2006**

REGIONAL DISTRICT	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
RAVENSONG AQUATIC CENTER	\$ 3,125,155	\$ 2,939,400	\$ 2,744,358	\$ 2,539,563	\$ 2,337,657
OCEANSIDE PLACE ARENA	-	-	-	-	6,470,646
COMMUNITY PARKS	100,000	176,976	251,381	323,087	391,262
SOLID WASTE MANAGEMENT	1,555,875	1,392,941	1,221,860	1,042,225	853,609
WASTEWATER TREATMENT					
- Southern Community (Nanaimo)	2,191,234	1,619,553	1,073,116	564,741	425,912
- Northern Community (French Creek)	8,861,403	7,989,414	7,097,899	6,161,807	5,178,911
FIRE PROTECTION	-	-	-	232,725	234,102
WATER SYSTEMS	<u>4,111,584</u>	<u>4,175,598</u>	<u>4,039,918</u>	<u>3,799,361</u>	<u>3,586,775</u>
TOTAL REGIONAL DISTRICT	19,945,251	18,293,882	16,428,532	14,663,509	19,478,874
MEMBER MUNICIPALITIES	<u>18,129,798</u>	<u>15,925,823</u>	<u>18,575,086</u>	<u>17,932,534</u>	<u>31,484,841</u>
TOTAL LONG TERM DEBT (Pg. 3)	<u>\$ 38,075,049</u>	<u>\$ 34,219,705</u>	<u>\$ 35,003,618</u>	<u>\$ 32,596,043</u>	<u>\$ 50,963,715</u>

See notes to consolidated financial statements

FIR, Schedule 1, Section 4 (1)(a), 4 (2)

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2005

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2006 DEBT O/S	2005 DEBT O/S
RAVENSONG AQUATIC CENTER								
	MFA 61	CDN	930A	Dec 01, 2015	5.970	4,098,635	\$ 2,337,657	\$ 2,539,563
TOTAL RAVENSONG AQUATIC CENTER						4,098,635	2,337,657	2,539,563
OCEANSIDE PLACE ARENA								
	MFA 97	CDN	1355	Apr 19, 2023	4.830	6,470,646	6,470,646	-
TOTAL OCEANSIDE PLACE ARENA						6,470,646	6,470,646	-
COMMUNITY PARKS ELECTORAL AREA B								
	MFA 78	CDN	1259	Dec 03, 2022	5.250	100,000	86,965	90,465
	MFA 79	CDN	1303	Jun 03, 2023	5.250	80,000	72,373	75,040
	MFA 81	CDN	1304	Apr 22, 2024	4.900	80,000	75,040	77,581
	MFA 83	CDN	1305	Apr 06, 2025	5.100	80,000	76,894	80,000
	MFA 97	CDN	1306	Apr 19, 2026	4.660	80,000	80,000	-
TOTAL COMMUNITY PARKS						420,000	391,262	323,067
FIRE PROTECTION SERVICES								
COOMBS HILLIERS FIRE								
	MFA 92	CDN	1396	Apr 09, 2015	4.550	232,725	213,341	232,725
						232,725	213,341	232,725
NANAIMO RIVER FIRE								
	MFA 99	CDN	1488	Apr 19, 2027	4.430	20,761	20,761	-
						20,761	20,761	-
TOTAL FIRE PROTECTION SERVICES						253,486	234,102	232,725
SOLID WASTE MANAGEMENT								
	MFA 49	CDN	819	Oct 24, 2010	6.500	3,900,000	853,609	1,042,225
TOTAL SOLID WASTE MANAGEMENT						3,900,000	853,609	1,042,225
SOUTHERN COMMUNITY WASTEWATER								
	MFA41	CDN	729	Jun 30, 2007	6.900	800,000	61,137	119,563
	MFA48	CDN	811	May 15, 2010	6.500	1,282,000	364,775	445,279
TOTAL SOUTHERN COMMUNITY WASTEWATER						2,082,000	425,912	564,741
NORTHERN COMMUNITY WASTEWATER								
	MFA61	CDN	982	Dec 31, 2010	5.880	10,615,000	3,626,350	4,427,641
	MFA69	CDN	1101	Sep 24, 2013	5.500	2,785,000	1,552,561	1,734,166
TOTAL NORTHERN COMMUNITY WASTEWATER						\$ 13,400,000	\$ 5,178,911	\$ 6,161,807

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
 SCHEDULE OF LONG-TERM DEBT
 DECEMBER 31, 2006

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2006 DEBT O/S	2005 DEBT O/S
WATER UTILITIES								
WATER - MADRONA								
	MFA41	CDN	730	Jun 30, 2007	6.900	\$ 370,000	\$ 28,276	\$ 55,205
						<u>370,000</u>	<u>28,276</u>	<u>55,205</u>
WATER - NANOOSE								
	MFA47	CDN	786	Nov 09, 2009	5.630	500,000	109,260	142,268
	MFA48	CDN	812	May 15, 2010	6.500	325,000	92,474	112,908
	MFA49	CDN	824	Oct 24, 2010	5.490	140,000	39,835	48,637
						<u>965,000</u>	<u>241,569</u>	<u>303,813</u>
WATER - SAN PAREIL								
	MFA74	CDN	1221	Jun 01, 2016	5.900	193,979	144,307	155,233
	MFA81	CDN	1367	Apr 22, 2019	4.900	89,476	80,976	85,330
	MFA97	CDN	1395	Apr 19, 2021	4.650	40,000	40,000	-
						<u>323,455</u>	<u>265,283</u>	<u>240,563</u>
WATER - DRIFTWOOD								
	MFA80	CDN	1301	Oct 03, 2023	4.900	100,614	91,021	94,376
						<u>100,614</u>	<u>91,021</u>	<u>94,376</u>
BULK WATER - FRENCH CREEK								
	MFA69	CDN	1127	Sep 24, 2018	5.500	503,655	358,205	379,637
						<u>503,655</u>	<u>358,205</u>	<u>379,637</u>
BULK WATER - NANOOSE								
	MFA69	CDN	1127	Sep 24, 2018	5.500	864,095	614,553	651,324
	MFA74	CDN	1226	Jun 01, 2021	5.900	2,195,223	1,828,381	1,909,078
	MFA80	CDN	1239	Oct 03, 2023	4.900	176,295	159,487	155,365
						<u>3,235,613</u>	<u>2,602,421</u>	<u>2,725,767</u>
TOTAL WATER UTILITIES						<u>5,498,337</u>	<u>3,586,775</u>	<u>3,799,361</u>
TOTAL LONG TERM DEBT - REGIONAL DISTRICT						<u>\$35,223,104</u>	<u>\$ 19,478,874</u>	<u>\$14,663,509</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2006

FUNCTION	ISSUER	FUNDS	BY-LAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2006 DEBT O/S	2005 DEBT O/S
CITY OF PARKSVILLE								
	MFA32	CDN	598	Oct 27, 2007	5.550	467,000	\$ 31,557	\$ 61,511
	MFA33	CDN	614	Jun 15, 2008	12.375	497,000	109,352	155,171
	MFA68	CDN	1109	Mar 24, 2018	5.500	1,200,000	853,452	904,518
	MFA69	CDN	1129	Sep 24, 2018	5.500	1,970,000	1,401,084	1,484,916
	MFA74	CDN	1227	Jun 01, 2021	5.900	290,000	241,538	252,199
	MFA75	CDN	1238	Dec 01, 2021	5.690	1,050,000	874,535	913,133
	MFA78	CDN	1283	Dec 03, 2022	5.250	765,000	665,283	692,065
	MFA93	CDN	1420	Apr 08, 2025	5.100	800,000	768,840	800,000
TOTAL CITY OF PARKSVILLE						7,039,000	4,945,641	5,263,613
CITY OF NANAIMO								
	MFA53	CDN	848	May 13, 2012	6.010	1,438,475	585,872	667,904
	MFA53	CDN	GNWD46	May 13, 2012	6.010	2,593,125	2,036,433	2,321,568
	MFA54	CDN	871	Jan 12, 2008	6.250	1,000,486	179,227	262,491
	MFA56	CDN	907	Nov 19, 2008	5.500	1,292,747	231,583	339,171
	MFA59	CDN	945	Nov 10, 2009	5.000	1,150,320	301,802	392,978
	MFA61	CDN	980	Dec 01, 2010	4.000	354,209	121,007	147,745
	MFA61	CDN	990	Dec 01, 2010	4.000	60,265	20,588	25,137
	MFA61	CDN	GNWD 50	Dec 01, 2015	4.000	1,166,086	935,134	1,015,903
	MFA64	CDN	1044	Sep 25, 2011	4.240	304,105	126,846	148,708
	MFA72	CDN	1197	Jun 01, 2020	6.450	4,500,000	3,574,317	3,748,008
	MFA73	CDN	1219	Dec 01, 2020	6.360	4,100,000	3,256,600	3,414,852
	MFA73	CDN	1220	Dec 01, 2015	6.360	247,947	169,791	184,456
	MFA99	CDN	1489	Oct 19, 2025	4.430	15,000,000	15,000,000	-
TOTAL CITY OF NANAIMO						33,207,755	26,539,200	12,668,921
TOTAL LONG TERM DEBT - MEMBER MUNICIPALITIES						\$ 40,246,755	\$ 31,484,841	\$ 17,932,534
TOTAL LONG TERM DEBT						\$ 75,469,869	\$ 50,963,715	\$ 32,596,043

Note:

1. The City of Nanaimo assumed the outstanding debt of the Greater Nanaimo Water District in 2004

2. The Municipal Finance Authority has issued "Stop Payment" notices for issues # 41 and #32, effective April 25, 2004 and September 25, 2006 respectively, as there are sufficient surplus funds on hand to meet the future payment requirements for these issues. Municipalities and regional districts are required to continue to recognize this debt until the issues have been cancelled.

See notes to consolidated financial statements

**Regional District of Nanaimo
Schedule of Sinking Fund Balances
As At December 31, 2006**

Issue Number	RD S/I Bylaw	Maturity	Principal Requested	Sinking Fund Balance
<u>REGIONAL DISTRICT DIRECT DEBT</u>				
31	568	complete	50,000	57,770
32	599	complete	30,000	33,546
32	600	complete	60,000	67,092
32	601	complete	140,000	156,548
33	615	complete	250,000	250,000
41	729	Apr 24, 2007	800,000	925,907
41	730	Apr 24, 2007	370,000	428,232
45	755	Oct 27, 2008	500,000	500,000
47	786	Nov 09, 2009	500,000	493,905
48	811	May 15, 2010	1,282,000	1,168,427
48	812	May 15, 2010	325,000	296,208
49	819	Oct 24, 2010	3,000,000	2,522,112
49	824	Oct 24, 2010	140,000	117,699
61	981	Dec 01, 2015	4,098,635	1,779,845
61	982	Dec 01, 2010	10,615,000	7,023,692
69	1101	Sep 24, 2013	2,785,000	1,273,965
69	1127	Sep 24, 2018	503,655	149,361
69	1128	Sep 24, 2018	864,095	256,251
74	1221	Jun 01, 2016	193,979	51,176
74	1226	Jun 01, 2021	2,195,223	377,950
78	1299	Dec 03, 2022	100,000	13,085
79	1303	Jun 03, 2023	80,000	7,848
80	1239	Oct 03, 2023	176,295	17,013
80	1301	Oct 03, 2023	100,614	9,709
81	1367	Apr 22, 2019	89,476	8,795
81	1304	Apr 22, 2024	80,000	5,132
92	1396	Apr 06, 2015	232,725	19,955
93	1305	Apr 06, 2025	80,000	-
97	1306	Apr 19, 2026	80,000	-
97	1365	Apr 19, 2023	6,470,646	-
97	1395	Apr 19, 2021	40,000	-
99	1488	Oct 19, 2026	20,761	-
			\$ 36,253,104	\$ 18,011,223

**Regional District of Nanaimo
Schedule of Sinking Fund Balances
As At December 31, 2006**

Issue Number	RD S/ Bylaw	Maturity	Principal Requested	Sinking Fund Balance
<u>MUNICIPAL DEBT</u>				
CITY OF NANAIMO				
53	848	May 13, 2012	1,438,475	996,988
54	871	Jan 12, 2008	1,000,486	819,553
56	907	Nov 19,2008	1,292,747	1,298,010
59	945	Nov 10,2009	1,150,320	924,088
61	980	Dec 01, 2010	414,473	274,247
64	1044	Sep 25, 2011	304,105	179,746
66	1093	complete	360,000	361,739
72	1197	Jun 01, 2020	4,500,000	953,240
73	1219	Dec 01, 2020	4,100,000	846,974
73	1220	Dec 01, 2015	247,948	78,488
99	1489	Oct 19, 2026	15,000,000	-
33	GNWD38	complete	8,650,000	8,650,000
53	GNWD46	May 13, 2012	5,000,000	3,465,433
61	GNWD50	Dec 01, 2015	1,639,580	711,993
			<u>\$ 45,098,134</u>	<u>\$ 19,560,499</u>
CITY OF PARKSVILLE				
32	596	complete	986,246	1,102,821
32	598	Oct 27,2007	467,000	524,773
33	607	complete	265,000	265,000
33	614	Jun 15,2008	497,000	495,434
68	1109	Mar 24,2018	1,200,000	371,085
69	1129	Sep 24,2018	1,970,000	584,212
74	1227	Jun 01,2021	290,000	49,929
75	1238	Dec 01, 2021	1,050,000	176,187
78	1283	Dec 03, 2022	765,000	100,100
93	1420	Apr 06, 2025	800,000	-
			<u>\$ 8,290,246</u>	<u>\$ 3,669,541</u>
TOWN OF QUALICUM BEACH				
31	568	complete	582,000	672,438
			<u>\$ 582,000</u>	<u>\$ 672,438</u>

REGIONAL DISTRICT OF NANAIMO FIR, Schedule 1, Section 6 (2)(a)
 REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2006

Area	2006 Board G (Chairperson)	Name	Remuneration			Out of Pocket Expenses Reimbursed		Total 2006	Total 2005	
			Taxable Payroll	Exempt Allowance	Total 2006	Total 2005	2006			2005
		Stanhope, J.	\$ 18,441.43	\$ 9,220.71	\$ 27,662.14	\$ 23,632.50	\$ 14,983.95	\$ 12,289.30	\$ 42,646.09	\$ 35,931.80
	A	Burnett, J.	\$ 12,872.28	\$ 6,436.14	\$ 19,308.42	\$ 615.00	\$ 4,956.22	\$ 194.32	\$ 24,284.64	\$ 809.32
	A	Kreberg, H.	\$ -	\$ -	\$ -	\$ 14,141.75	\$ -	\$ 903.34	\$ -	\$ 15,045.09
	B	Spierling, B.	\$ 11,025.61	\$ 5,512.81	\$ 16,538.42	\$ 75.00	\$ 2,011.69	\$ -	\$ 18,550.11	\$ 75.00
	B	Lund, G.	\$ -	\$ -	\$ -	\$ 9,934.75	\$ -	\$ -	\$ -	\$ 9,934.75
	C	Young, M.	\$ 11,002.28	\$ 5,501.14	\$ 16,503.42	\$ -	\$ 5,347.61	\$ -	\$ 21,851.03	\$ -
	C	Hamilton, E.	\$ -	\$ -	\$ -	\$ 11,954.75	\$ -	\$ 2,914.43	\$ -	\$ 14,869.18
	D	Haine, D.	\$ -	\$ -	\$ -	\$ 10,174.76	\$ -	\$ 1,084.14	\$ -	\$ 11,258.89
	E	Holme, G.	\$ 10,603.31	\$ 5,301.65	\$ 15,904.96	\$ 9,762.58	\$ 3,280.22	\$ 5,940.58	\$ 19,185.18	\$ 15,703.16
	E	Bibby, P.	\$ -	\$ -	\$ -	\$ 198.69	\$ -	\$ 56.76	\$ -	\$ 255.44
	F	Biggemann, I.	\$ 10,639.97	\$ 5,319.99	\$ 15,959.96	\$ 12,417.84	\$ 4,634.88	\$ 7,565.29	\$ 20,594.84	\$ 19,983.13
	H	Bartram, D.	\$ 12,811.83	\$ 6,405.91	\$ 19,217.74	\$ 12,885.14	\$ 9,356.82	\$ 4,908.50	\$ 28,574.56	\$ 17,793.64
Lantzville		Haine, C.	\$ 6,086.60	\$ 3,043.30	\$ 9,129.90	\$ 7,939.88	\$ -	\$ -	\$ 9,129.90	\$ 7,939.88
Nanaimo		Korpan, G.	\$ 5,999.93	\$ 2,999.97	\$ 8,999.90	\$ 7,939.88	\$ -	\$ -	\$ 8,999.90	\$ 7,939.88
Nanaimo		McNabb, L.	\$ 7,259.93	\$ 3,629.97	\$ 10,889.90	\$ 9,979.88	\$ -	\$ -	\$ 11,733.94	\$ 10,398.95
Nanaimo		Brennan, D.	\$ 6,794.03	\$ 3,397.02	\$ 10,191.05	\$ 1,446.52	\$ -	\$ -	\$ 10,506.28	\$ 1,446.52
Nanaimo		Holdom, B.	\$ 6,789.93	\$ 3,384.97	\$ 10,154.90	\$ 9,939.88	\$ 407.43	\$ 698.15	\$ 10,562.33	\$ 10,638.03
Nanaimo		Bestwick, B.	\$ 6,230.70	\$ 3,115.35	\$ 9,346.05	\$ -	\$ 109.35	\$ -	\$ 9,455.40	\$ -
Nanaimo		Manthas, C.	\$ 6,577.37	\$ 3,288.68	\$ 9,866.05	\$ 1,066.14	\$ 349.54	\$ -	\$ 10,215.59	\$ 1,066.14
Nanaimo		Cartelton, R.	\$ -	\$ -	\$ -	\$ 3,664.56	\$ -	\$ 11.26	\$ -	\$ 3,675.82
Nanaimo		Krall, T.	\$ -	\$ -	\$ -	\$ 9,174.50	\$ -	\$ 946.70	\$ -	\$ 10,121.20
Nanaimo		Sherry, L.	\$ -	\$ -	\$ -	\$ 9,159.88	\$ -	\$ 370.13	\$ -	\$ 9,530.01
Parksville		Johnston, B.	\$ 3,707.40	\$ 1,853.70	\$ 5,561.10	\$ 300.00	\$ 405.83	\$ -	\$ 5,966.93	\$ 392.01
Parksville		Herle, S.	\$ 3,583.30	\$ 1,791.65	\$ 5,374.95	\$ -	\$ 404.91	\$ -	\$ 5,779.86	\$ -
Parksville		Longmuir, R.	\$ -	\$ -	\$ -	\$ 7,814.50	\$ -	\$ 782.52	\$ -	\$ 8,597.02
Parksville		Westbroek, T.	\$ 6,566.60	\$ 3,283.30	\$ 9,849.90	\$ 8,869.88	\$ 934.50	\$ 1,283.68	\$ 10,784.40	\$ 10,143.56
Qualicum Beach			\$ 145,972.50	\$ 73,486.26	\$ 220,458.76	\$ 183,078.25	\$ 48,342.22	\$ 40,470.17	\$ 268,800.98	\$ 223,548.42
Board Alternates		Jepson, R.	\$ -	\$ -	\$ -	\$ 525.00	\$ -	\$ -	\$ -	\$ 525.00
D		Webster, H.	\$ 250.00	\$ 125.00	\$ 375.00	\$ 1,670.87	\$ 221.88	\$ 115.14	\$ 596.86	\$ 1,786.01
E		Van Eynde, F.	\$ 93.33	\$ 46.67	\$ 140.00	\$ -	\$ 29.72	\$ 38.70	\$ 169.72	\$ 188.70
E		Niwa, D.	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00
F		Neden, I.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 345.00	\$ 946.41	\$ 175.75	\$ 1,021.41	\$ 520.75
F		Chase, J.	\$ 200.00	\$ 100.00	\$ 300.00	\$ 450.00	\$ 201.66	\$ 385.29	\$ 501.66	\$ 835.29
G		Heenan, D.	\$ 150.00	\$ 75.00	\$ 225.00	\$ 525.00	\$ -	\$ -	\$ 225.00	\$ 525.00
H		Dempsey, B.	\$ 150.00	\$ 75.00	\$ 225.00	\$ -	\$ -	\$ -	\$ 225.00	\$ -
Lantzville		Sherry, L.	\$ 550.00	\$ 275.00	\$ 825.00	\$ -	\$ -	\$ -	\$ 825.00	\$ -
Nanaimo		Cameron, J.	\$ 283.33	\$ 141.67	\$ 440.00	\$ -	\$ -	\$ -	\$ 440.00	\$ -
Nanaimo		Unger, M.	\$ -	\$ -	\$ -	\$ 1,746.52	\$ -	\$ -	\$ 200.34	\$ 1,746.52
Nanaimo		Tyndall, D.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 75.00	\$ 50.34	\$ -	\$ 200.34	\$ 75.00
Parksville		Lefebvre, M.	\$ 150.00	\$ 75.00	\$ 225.00	\$ -	\$ 229.78	\$ -	\$ 454.78	\$ -
Parksville		Demmon, F.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 345.00	\$ -	\$ 50.47	\$ 75.00	\$ 50.47
Qualicum Beach		Avis, B.	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 154.22	\$ -	\$ 499.22
Qualicum Beach		Wilson, J.	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 30.26	\$ -	\$ 105.28
Qualicum Beach		Tanner, S.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Qualicum Beach		Kruyt, A.	\$ 2,036.66	\$ 1,018.34	\$ 3,055.00	\$ 5,982.39	\$ 1,679.79	\$ 949.85	\$ 4,734.79	\$ 6,932.24
Other Committees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. of Variance		Little, John	\$ -	\$ -	\$ -	\$ -	\$ 335.07	\$ -	\$ 335.07	\$ -
B. of Variance		Procter, M.	\$ -	\$ -	\$ -	\$ -	\$ 539.12	\$ -	\$ 539.12	\$ -
BOV/Area G Parks Open Space		Coath, B.	\$ -	\$ -	\$ -	\$ -	\$ 148.60	\$ -	\$ 148.60	\$ -
D69 Recreation		Wilson, Jack	\$ -	\$ -	\$ -	\$ -	\$ 35.47	\$ -	\$ 35.47	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ 1,058.26	\$ -	\$ 1,058.26	\$ -
TOTAL			\$ 149,009.16	\$ 74,504.60	\$ 223,513.76	\$ 189,060.64	\$ 51,080.27	\$ 41,420.02	\$ 274,594.03	\$ 230,480.66

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF EARNINGS, TRAVEL AND OTHER EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2006**

EMPLOYEE NAME		POSITION	EARNINGS	EXPENSES
CONNELLY	N	General Manager Community Services	\$ 168,250.51	\$ 652.19
MASON	C	Chief Administrative Officer	\$ 137,476.15	\$ 6,854.69
LAPHAM	R	Deputy Administrator	\$ 116,130.88	\$ 1,095.02
FINNIE	J	General Manager Environmental Services	\$ 102,205.25	\$ 6,758.91
OSBORNE	T	General Manager Recreation & Parks	\$ 97,813.80	\$ 6,417.47
AVERY	N	General Manager Finance & Information Services	\$ 91,992.25	\$ 5,606.43
TRUDEAU	D	General Manager Transportation Services	\$ 88,772.46	\$ 1,719.33
MCIVER	C	Manager Solid Waste	\$ 83,893.60	\$ 948.05
MOORMAN	W	Manager Engineering Services	\$ 83,444.55	\$ 1,460.44
PEARSE	M	Senior Manager Corporate Administration	\$ 82,609.11	\$ 1,147.34
DONNELLY	M	Manager Utilities	\$ 82,543.30	\$ 5,844.64
MOODY	M	Manager Information Services	\$ 82,236.70	\$ 3,463.01
KOOLMAN	H	Manager Building Inspection	\$ 79,517.37	\$ 2,484.18
PORTEOUS	D	Manager Recreation Services	\$ 77,559.00	\$ 5,082.49
DE POL	S	Manager Liquid Waste	\$ 76,729.20	\$ 4,508.72
HILL	W	Supervisor Transit Fleet	\$ 75,158.60	\$ 20.00
TOTAL OVER \$75,000			\$ 1,526,332.73	\$ 54,062.91
TOTAL UNDER \$75,000			\$ 12,160,745.25	\$ 244,443.81
TOTAL			\$ 13,687,077.98	\$ 298,506.72

The amount paid as remuneration reported in this schedule differs from the amount reported in the Schedule of Revenues and Expenses. The amount reported in the Schedule of Revenues and Expenses includes amounts paid for employee benefits including Municipal Pension Plan premiums, Employment Insurance and Canada Pension Plan contributions, Long Term Disability, Medical, Dental and Workers' Compensation Board premiums.

FIR Section 1, Subsection 6 (7) (a), (b)

REGIONAL DISTRICT OF NANAIMO
STATEMENT OF SEVERANCE AGREEMENTS

Two severance agreements were initiated between the Regional District of Nanaimo and its non-unionized employees during fiscal 2006. One agreement represented approximately sixteen months salary payment period. The second agreement concluded with approximately eight months of salary being paid.

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2006**

<u>SUPPLIER</u>	<u>AMOUNT</u>
0699399 BC LTD	61,133
A 1 SEPTIC TANK SERVICE	68,931
ACTION TANK & PUMP SERVICE	48,213
ALFA LAVAL INC	298,861
AON REED STENHOUSE INC	149,469
ARROWSMITH COMMUNITY JUSTICE SOCIETY	25,000
ASSOCIATED ENGINEERING (BC)LTD	849,982
B C S P C A	93,121
BAKER SUPPLY NORTH LTD	47,808
BC BEARING ENGINEERS LTD	46,504
BC BUILDINGS CORPORATION	69,566
BC HYDRO	734,294
BC TRANSIT	624,028
BLACK PRESS GROUP LTD	35,433
BLJC - WSI	97,652
BOBELL TRUCKING LTD	310,904
BOW HORN BAY VOLUNTEER FIRE DEPARTMENT	116,647
BRANDT TRACTOR LTD	28,932
BREAKWATER ENTERPRISES LTD	29,621
BRENNTAG CANADA INC	131,336
CANADA POST CORPORATION	47,043
CANADIAN UNION OF PUBLIC EMPLOYEES	208,367
CATERPILLAR FINANCIAL SERVICES LIMITED	61,944
CBS PARTS LTD	57,305
CHRIS WILSON REFRIGERATION & COMM APPLIANCES	36,732
CIBA SPECIALTY CHEMICALS CANADA INC	122,432
CIBC	25,740
CIBC PURCHASING CARDS	133,006
CONESTOGA-ROVERS & ASSOCIATES	53,561
COOMBS HILLIERS VOL FIRE	113,796
COWICHAN VALLEY REGIONAL DISTRICT	120,819
DASHWOOD VOL FIRE DEPT	122,950
DBL DISPOSAL SERVICES LTD	56,309
DELL CANADA INC	227,182
DELPHI SOLUTIONS INC	74,648
DUNCAN ELECTRIC MOTOR LTD	217,310
EBA ENGINEERING CONSULTANTS LTD	71,640
ERRINGTON VOL FIRE DEPT	189,862
F & M INSTALLATIONS LTD	124,339
FALCON BIRD CONTROL	44,686
FINNING INTERNATIONAL INC	134,348
FISHER ROAD RECYCLING	198,212
FORBES INDUSTRIAL CONTRACTORS LTD	108,649
FOUR STAR WATERWORKS LTD	42,377
FOURNIER EXCAVATING LTD	67,038
FYFE'S WELL & WATER SERVICES	50,609
GABRIOLA RECREATION SOCIETY	60,000
GENERAL CHEMICAL PERFORMANCE PRODUCTS	217,899

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2006**

<u>SUPPLIER</u>	<u>AMOUNT</u>
GOLDER ASSOCIATES LTD	34,566
GRAND & TOY	113,738
GREATER VANCOUVER REGIONAL DISTRICT	156,694
GREATER VANCOUVER SEWERAGE & DRAINAGE DISTRICT	32,570
GROUP 4 SECURICOR	25,589
GROVER COMMUNICATIONS INC	27,787
GUILLEVIN INTERNATIONAL CO	41,080
HAYLOCK BROS PAVING LTD	51,976
HUB CITY PAVING LTD	50,875
HUB EXCAVATING LTD	1,302,765
HYLA ENVIRONMENTAL SERVICES LTD	49,522
INSURANCE CORPORATION OF BC	161,635
INTER-KRAFT CONTRACTING LTD	27,498
INTERNATIONAL COMPOSTING CORPORATION	157,025
JOE CUNNINGHAM FORD LTD	43,820
KAL TIRE	84,000
KAMAN INDUSTRIAL TECHNOLOGIES	35,951
KNAPPETT INDUSTRIES LTD	41,067
KOERS & ASSOCIATES ENGINEERING LTD	58,022
LANARC CONSULTANTS LTD	29,929
MALASPINA UNIVERSITY COLLEGE	136,690
MANULIFE FINANCIAL	61,092
MCELHANNEY CONSULTING SERVICES LTD	64,634
METTLER-TOLEDO INC	45,622
MEYERS NORRIS PENNY	28,508
MICHELIN NORTH AMERICA (CANADA) INC	27,703
MORROW ENVIRONMENTAL CONSULTANTS INC	95,330
MUNICIPAL INSURANCE ASSOCIATION OF BC	200,101
NANAIMO & DISTRICT HARBOURFRONT CENTER	55,395
NANAIMO ANIMAL SHELTER LIMITED	52,031
NANAIMO AREA LAND TRUST	31,587
NANAIMO CITY OF	952,589
NANAIMO DAILY NEWS/HARBOUR CITY STAR	32,537
NANAIMO RECYCLING EXCHANGE	86,323
NEW FLYER PARTS	65,722
NORTH ISLAND 911 CORP	452,574
OCEANSIDE TOURISM ASSOCIATION	45,065
OCEANSIDE VICTIM SERVICES	30,000
PACIFIC BLUE CROSS	512,207
PACIFIC NORTHWEST RAPTORS	71,140
PARKSVILLE CITY OF	449,572
PARKSVILLE HEAVY EQUIPMENT	37,997
PETRO-CANADA	1,535,309
PIPE-EYE VIDEO INSPECTIONS & SERVICES	33,187
PORTER WOOD RECYCLING LTD	79,196
PRICE'S ALARMS	27,566
PROFESSIONAL ENVIRO REC	57,767
QUALICUM BEACH TOWN OF	194,443
QUALICUM FARMS LTD	28,055

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2006**

<u>SUPPLIER</u>	<u>AMOUNT</u>
R & G EQUIPMENT RENTALS LTD	25,094
RASCAL TRUCKING LTD	31,908
RECEIVER GENERAL FOR CANADA	734,689
ROBINSON D CONTRACTING LTD	1,110,845
ROCKRIDGE INC	61,673
ROCKY MOUNTAIN PHOENIX	72,815
SHAW ELECTRICAL SERVICES LTD	50,527
SOFTWARE HOUSE INTERNATIONAL INC	46,615
SOL-AIR SYSTEMS INC	45,701
SPERLING HANSEN ASSOCIATES	56,337
STAN WOOD TRUCKING LTD	27,012
STAPLES MCDANNOLD STEWART	151,204
SUN LIFE ASSURANCE CO OF CANADA	292,845
SYLVIS	113,169
TC TRADES AFFILIATES LTD	36,089
TELUS COMMUNICATIONS	148,793
TELUS SERVICES INC	68,431
TERASEN GAS	173,124
TIMBERSTONE DEVELOPMENTS	30,567
TREE ISLAND INDUSTRIES LTD	119,748
TRINEX INTERNET SOLUTIONS	26,055
UNITED PETROLEUM PRODUCTS INC	39,985
VAN-ISLE AGGREGATES	34,323
W J MURPHY CONTRACTING LTD	57,186
WASTE SERVICES (CA) INC	1,560,093
WEIR CANADA INC	25,776
WESCO DISTRIBUTION - CANADA INC	40,420
WESTERN TANK AND LINING LTD	72,113
WESTGUARD SECURITY SERVICES	75,600
WINDLEY CONTRACTING LTD	357,760
WOODGROVE CHRYSLER	57,112
WORKERS' COMPENSATION	172,261
TOTAL SUPPLIERS PAID OVER \$25,000	\$ 20,788,159
TOTAL SUPPLIERS PAID UNDER \$25,000	\$ 3,372,648
TOTAL ALL SUPPLIERS PAID	\$ 24,160,807

The Regional District prepares its records using generally accepted accounting principles. This will result in differences between amounts recorded as an expense in the financial statements and the amount paid to a vendor in the year. The amounts reported here represent actual cash outlays in 2006 - some of which relate to goods or services received and recorded in 2005.

FIR , Schedule 1, Subsection 7(2)(b)

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF COMMUNITY GRANTS
FOR THE YEAR ENDED DECEMBER 31,2006

(these amounts are included in Totals Paid to Suppliers aggregating less than \$25,000)

School District 68 Grants in Aid

CEDAR SCHOOL & COMMUNITY	\$ 1,700
CEDAR COMMUNITY POLICING OFFICE	\$ 750
DISTRICT OF LANTZVILLE	\$ 1,193
THE HOPE CENTRE	\$ 900
JONANCO HOBBY WORKSHOP	\$ 878
NANAIMO SEARCH & RESCUE SOCIETY	\$ 1,486
	<u>\$ 6,907</u>

School District 69 Grants in Aid

ARROWSMITH SEARCH & RESCUE SOCIETY	\$ 920
CITIZEN'S ON PATROL SOCIETY DISTRICT 69	\$ 4,131
DISTRICT 69 FAMILY RESOURCE ASSOCIATION	\$ 1,908
ERRINGTON COOP PRESCHOOL PARENTS SOCIETY	\$ 500
FRIENDS OF NANOOSE LIBRARY CENTRE SOCIETY	\$ 900
FRIENDS OF THE LIBRARY PARKSVILLE/QUALICUM BEACH	\$ 600
LIGHTHOUSE COUNTRY MARINE RESCUE SOCIETY	\$ 2,000
MOUNT ARROWSMITH BISHERE FOUNDATION	\$ 8,350
MOUNT ARROWSMITH PIPE BAND ASSOCIATION	\$ 1,950
NANOOSE BAY CATSPAN	\$ 1,000
OCEANSIDE COMMUNITY ARTS COUNCIL	\$ 654
OCEANSIDE VOLUNTEER ASSOCIATION	\$ 1,385
PARKSVILLE GARDEN & PARKLAND SOCIETY	\$ 500
PARKSVILLE & DISTRICT HISTORICAL SOCIETY	\$ 1,000
QUALICUM BEACH HISTORICAL & MUSEUM SOCIETY	\$ 3,500
ROYAL CANADIAN LEGION BOWSER & DISTRICT BR 211	\$ 3,106
	<u>\$ 32,404</u>

Recreation Program Grants

ARBUTUS JUMPERS SOCIETY	\$ 2,000
ARROWSMITH COMMUNITY ENHANCEMENT SOCIETY	\$ 533
BALLENAS DRY GRAD	\$ 2,000
BARD TO BROADWAY THEATRE SOCIETY	\$ 4,500
DEEP BAY CELEBRATION COMMITTEE	\$ 2,000
DISTRICT 69 FAMILY RESOURCE ASSOCIATION	\$ 3,600
DISTRICT 69 MINOR SOFTBALL ASSOCIATION	\$ 410
EAGLE PARK HEALTH CARE FACILITY AUXILIARY	\$ 2,000
ERRINGTON THERAPEUTIC RIDING ASSOC	\$ 1,265
FAMILY RESOURCE ASSOCIATION	\$ 4,474

FIR , Schedule 1, Subsection 7(2)(b)

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF COMMUNITY GRANTS
FOR THE YEAR ENDED DECEMBER 31,2006

(these amounts are included in Totals Paid to Suppliers aggregating less than \$25,000)

Recreation Program Grants (cont'd)

KIDFEST	\$ 1,500
MID-ISLAND WILDLIFE WATCH SOCIETY	\$ 1,000
NANOOSE BAY ELEMENTARY SCHOOL PAC	\$ 1,000
NANOOSE PLACE LANDSCAPING PROJECT	\$ 3,000
NICHOLLS PARK REVITALIZATION PROJECT	\$ 1,000
OCEANSIDE COMMUNITY ARTS COUNCIL	\$ 750
OCEANSIDE EBBTIDE SLO-PITCH	\$ 1,100
OCEANSIDE TRACK & FIELD CLUB	\$ 4,360
PARKSVILLE ASSOCIATION FOR COMMUNITY LIVING	\$ 1,500
PARKSVILLE GRAND PAPPIES SLO-PITCH	\$ 2,400
PARKSVILLE ROYALS BASEBALL CLUB	\$ 4,500
QUALICUM BEACH LAWN BOWLING CLUB	\$ 3,100
RAVENSONG AQUATIC CLUB	\$ 2,500
RAVENSONG MASTERS SWIM CLUB	\$ 1,900
VANCOUVER ISLAND OPERA	\$ 2,500
	<u>\$ 54,892</u>
Total Grants in Aid	<u>\$ 94,203</u>

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF CHANGE IN CAPITAL FUND FINANCIAL EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2006**

	<u>2006</u>	<u>2005</u>
Source of Funds		
Proceeds from loans	\$ 8,698,798	\$ 312,725
Government Infrastructure grants	341,088	1,518,892
Debt sinking fund surplus refunds	11,618	55,652
Proceeds on disposal of tangible capital assets	26,400	
Other	-	5,086
Developer contributions & capital prepayments	5,030	6,069
Interest	45,066	32,843
	<u>9,128,000</u>	<u>1,931,267</u>
Net interfund transfers		
Leased asset acquired as tangible asset	-	153,519
Reserve Fund	105,324	2,886,229
DCC Deferred Revenue - parkland	-	50,000
Revenue Fund - tangible capital asset purchases	3,831,357	2,236,451
- debt payment transfers	219,112	504,175
	<u>4,155,793</u>	<u>5,830,374</u>
Application of Funds		
Expenditures on tangible capital assets	(5,590,904)	(7,464,299)
Expenditures on leased assets	-	(147,550)
Expenditures on debt and interest	(6,822,130)	(1,055,776)
Transfers to other governments	-	(288,310)
Payment of other payables	(20,421)	-
	<u>(12,433,455)</u>	<u>(8,955,935)</u>
Change in Fund Financial Equity	850,338	(1,194,294)
Fund Financial Equity, Beginning	327,204	1,521,498
Fund Financial Equity, Ending (Pg. 18)	\$ <u>1,177,542</u>	\$ <u>327,204</u>

See notes to consolidated financial statements



RDN	
CAO	GME&IS
GMDs	GMR&PS
GMEs	GMTS
JUN - 5 2007	
SMCA	
CHAIR	BOARD
COW	

MEMORANDUM

TO: Wayne Thexton
Acting General Manager,
Finance and Information Services

DATE: May 18, 2007

FROM: M. Moody
Manager, Information Services

FILE:

SUBJECT: WAN (Wide Area Network) Services Contract Approval

PURPOSE:

To obtain Board approval of a five year contract to supply the Regional District of Nanaimo with Wide Area Network / Internet services.

BACKGROUND:

For the past 5 years the Regional District has operated a WAN (Wide Area Network) to connect its three main offices with network services (6300 Hammond Bay Road, Oceanside Place and the Ravensong Aquatic Centre). Those offices use centralized services comprised of e-mail, Internet access, file access, database access, centralized backup of data and integrated network security. The contract for these WAN / Internet services expires July 29, 2007. The Regional District issued a request for proposal for Wide Area Network / Internet services and has received proposals from three vendors; Rogers, Shaw and Telus.

The vendors were asked to give proposals that had both a three and five year option to provide fully managed, private, routed I/P based WAN services and Internet services. Vendors were additionally asked to provide a WAN proposal capable of implementing QOS (Quality of Service) which allows the capability to set priority levels for various data services and for the efficient use of VOIP (voice over I/P) traffic. This would allow the Regional District to integrate or network telephone systems between WAN facilities in a cost effective manner. The District also required in the proposal for vendors to identify the costs for connecting and servicing the smaller secondary sites throughout the region.

Rogers and Telus met the minimum requirements for the WAN proposal while Shaw was not able to provide all the requirements requested in the RFP. Specifically, Rogers and Telus both offered a fully managed, routed WAN solution with the capability of future VOIP operations and QOS (Quality of Service) standards while the Shaw proposal did not meet these minimum requirements.

Overall, the Telus proposal provides the District with approximately double the bandwidth than our current configuration for the WAN / Internet connections with the added benefit of no longer having to incur data traffic charges to utilize Internet services. With our currently used Wan / Internet configuration. Internet related data traffic charges were expected to increase by at least \$3,000 over the next year.

ALTERNATIVES:

1. Approve a WAN / Internet services agreement with Telus for a 3 or 5 year term to service the Regional District of Nanaimo's three currently serviced primary sites (6300 Hammond Bay Rd. Nanaimo, Oceanside Place, Parksville and Ravensong Aquatic Centre, Qualicum Beach).
2. Do not approve any of the proposals received and make another call for proposals to provide WAN / Internet services.

FINANCIAL IMPLICATIONS:

Alternative 1:

The costs for each proposal are summarized as follows:

	Telus	Rogers	Shaw
3 Year contract			
Yearly costs	78,336.00	81,972.00	79,920.00
One-time setup costs	5,500.00	13,247.00	5,495.00
Total costs 1st year	83,836.00	95,219.00	85,415.00
5 year contract			
Yearly costs	64,656.00	71,508.00	79,444.00
One-time setup costs	5,500.00	6,547.00	4,650.00
Total costs 1st year	70,156.00	78,055.00	84,093.00

Note: Costs identified are for currently networked primary sites (6300 Hammond Bay Rd, Oceanside Place and Ravensong Aquatic Centre.

The lowest cost proponent is Telus (5 year term). Under the Telus 5 year proposal, Internet costs will increase by \$55.00 per month (Traffic charges will no longer apply and the connection speed will be doubled). WAN costs will increase by \$558.00 per month. These cost increases are still within the 2007 budget parameters for WAN costs.

Alternative 2:

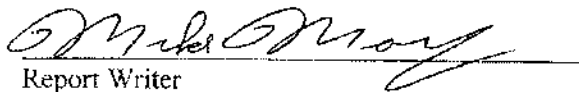
The second alternative to reject all proposals and make another call for proposals is not recommended by staff, as the only vendors capable of providing the services to the Regional District of Nanaimo have already submitted proposals.


CONCLUSIONS:

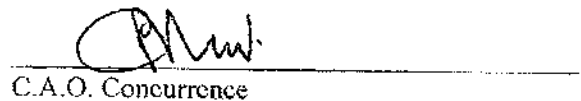
The RDN will be without a Wide Area Network / Internet service contract effective July 30, 2007. While both the Rogers and Telus proposals met the critical requirements of the request for proposal, Telus provided a more cost effective solution for our current and estimated WAN / Internet traffic needs for the next 5 years. The difference in cost between Telus and Rogers is approximately \$34,260.00. The Telus proposal is within our budget for 2007. Staff recommends that the Board approve a Wide Area Network / Internet services agreement with Telus for a term of 5 years effective July 29, 2007.

RECOMMENDATION:

That the Regional District of Nanaimo award a contract to Telus for the provision of Wide Area Network / Internet services for a period of five years to service our three primary sites (6300 Hammond Bay Rd. Nanaimo, Oceanside Place in Parksville and Ravensong Aquatic Centre in Qualicum Beach).


Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:



CAO	GMF&IS
GMDS	GMR&PS
GMES	GMTS
JUN - 5 2007	
SMCA	
CHAIR	BOARD
COW	

REGIONAL HOSPITAL DISTRICT MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: April 9, 2007

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

FILE:

SUBJECT: A Bylaw to Authorize Borrowing for 2007 Capital Expenditures

PURPOSE:

To introduce for three readings and adoption "Nanaimo Regional Hospital District 2007 Capital Expenditure Borrowing Bylaw No. 142, 2007".

BACKGROUND:

The Board approved borrowing up to \$400,000 for capital equipment/projects as part of the 2007 Hospital District annual budget. The Vancouver Island Health Authority has submitted to staff schedules outlining its proposed purchasing plans which are attached as Appendices A and B. The schedules were reviewed by the Hospital Select Committee on April 20th and the plans have been accepted as presented. The above noted bylaw once adopted will permit staff to reimburse the Health Authority and to borrow on an interim basis until the expenditures are complete in accordance with the requirements of the Municipal Finance Authority and the *Hospital District Act*. Long term debt once secured will be amortized over a period of 15 years.

ALTERNATIVES:

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

FINANCIAL IMPLICATIONS

Alternative 1

The total funding commitment for 2007 is \$2,800,000 of which \$400,000 will be borrowed and repaid over a 15 year term. The annual debt cost is estimated at \$40,000 per year – the annual budget has provided for this cost.

Alternative 2

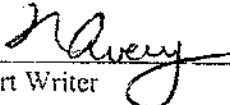
We have already communicated our commitment to the Health Authority for \$2,800,000 in funding for 2007/2008. If the bylaw is not adopted our cash resources will be short by \$400,000 and the Health Authority may have considerable difficulty meeting its replacement and upgrading plans.

SUMMARY/CONCLUSIONS:

The Vancouver Island Health Authority has presented its capital spending plans for 2007 to staff and the Hospital Select Committee. The Committee has accepted the plans as presented and staff are proceeding to put in place the necessary funding authorities – one of which is Bylaw 142 attached to this report. Bylaw 142 will authorize borrowing up to \$400,000 for a period not exceeding 15 years for capital or equipment purchases. The bylaw may be adopted under the *Hospital District Act* without further assents or approvals. Staff recommend adopting the bylaw as presented.

RECOMMENDATION:

1. That "Nanaimo Regional Hospital District 2007 Capital Expenditure Borrowing Bylaw No. 142, 2007" be introduced and read three times.
2. That "Nanaimo Regional Hospital District 2007 Capital Expenditure Borrowing Bylaw No. 142, 2007" having received three readings be adopted.



Report Writer



C.A.O. Concurrence

COMMENTS:

NANAIMO REGIONAL HOSPITAL DISTRICT

2007 CAPITAL EXPENDITURE BORROWING BYLAW

BYLAW NO. 142

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

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

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

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$400,000.00 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed fifteen (15) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the General Manager, Finance & Information Services the necessary authority to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District 2007 Capital Expenditures Borrowing Bylaw No. 142, 2007".

Introduced and read three times this 26th day of June, 2007.

Adopted this 26th day of June, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'
NANAIMO REGIONAL HOSPITAL DISTRICT
2007 CAPITAL EQUIPMENT and PROJECTS

Capital Equipment	\$ 1,229,160
Capital Projects	\$ 1,570,840
Total capital requests	<u>\$ 2,800,000</u>
Source of funding	
Current property taxes	\$ 2,400,000
Borrowed funds	\$ 400,000
Total capital approved	<u>\$ 2,800,000</u>
2007 Authorized Borrowing	<u>\$ 400,000</u>



MEMORANDUM

RDN	
CAO	GMR&PS
GMDS	GMR&PS
GMES	GMTS
JUN - 6 2007	
SMCA	
CHAIR	BOARD
COW	

TO: Sean De Pol
Manager of Liquid Waste

DATE: June 5, 2007

FROM: Nadine Schwager
Liquid Waste Coordinator

FILE: 5340-01

SUBJECT: Code Blue Funding Request

PURPOSE

To consider Board support to provide financial assistance to the Code Blue water conservation project.

BACKGROUND

At the May 22, 2007 Board meeting the Board resolved:

“...that the request for funding for the Code Blue water conservation project be referred back to staff.”

During the May 8, 2007 Committee of the Whole meeting, Dr. Kathryn Gemmell presented her proposed “Code Blue” water conservation project to the Committee, which will address leaky toilets in the community. Dr. Gemmell requested funding from the Regional District to raise public water conservation awareness through this project.

The Code Blue water conservation project is a volunteer initiative for District 69. The intent of the project is to send blue dye tablets to District 69 residents to allow the residents to test for toilet leaks to encourage them to replace their toilet tank flapper if it is leaking.

A leaking toilet can waste up to 7,800 L of water per month (statistic from the RDN website). This water conservation initiative can have a beneficial impact on both the water and sewer utilities for Parksville, Qualicum Beach and Areas “E”, “F”, “G” and “H”.

Water conservation assists utilities with meeting increasing demands, and helping to postpone or avoid the costs of new capital projects, including reservoirs, pumping stations and pipelines. Water conservation provides several benefits to consumers and taxpayers including reductions in the size of water bills, costs to expand the water system and energy and maintenance costs. Reductions in water use also makes more water available to maintain riparian habitats and aquatic ecosystems.

Water conservation also assists the French Creek Pollution Control Centre (FCPCC) and the Nanoose Pollution Control Centre (NPCC). The treatment facilities are designed to serve a certain population based on daily usage rates. Reduced water use can extend the life of the system in regards to population capacity (i.e. serve a greater population with the same system) and can result in delays for expansions of the collection and treatment systems.

ALTERNATIVES

1. To provide \$3,000 from the Liquid Waste FCPCC and NPCC budgets to the Code Blue project.
2. To provide \$1,000 from the RDN Utilities budget with the understanding that Code Blue will also request \$1,000 each from the City of Parksville and the Town of Qualicum Beach. The Utilities department is funded through those areas where RDN distribution / collection systems are in place (i.e. excluding Parksville and Qualicum Beach).
3. Do not fund the Code Blue project at this time.

FINANCIAL IMPLICATIONS

Code Blue has purchased 17,000 dye tablets at \$0.12 each (\$2,040) and has produced written material to accompany the tablets. The tablets will be sent to each home via newspaper along with a coupon for a new toilet tank flapper. Code Blue is requesting funding in the amount of \$3,000. The Liquid Waste Department FCPCC and NPCC budgets are funded through all areas serviced by the treatment plants or septage facility (i.e. Parksville, Qualicum Beach and Areas "E", "F", "G" and "H"). There is adequate money in the budget for funding this project.

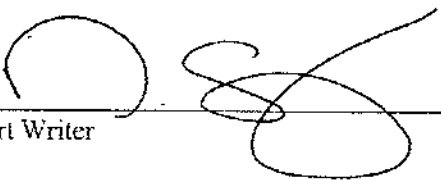
SUMMARY/CONCLUSIONS

The Code Blue water conservation project is a volunteer initiative for District 69. The intent of the project is to send blue dye tablets to District 69 residents to allow the residents to test for toilet leaks to encourage them to replace their toilet tank flapper if it is leaking. This water conservation initiative benefits both the water and sewer utilities. Reductions in water use helps to postpone or avoid the costs of new water and sewer capital projects.

Staff recommends Alternative 1 because the project will have a direct benefit on the Liquid Waste Department. A reduction in toilet leaks would result in a reduced load on the FCPCC and NPCC resulting in potential cost savings at the treatment plants. In addition, the Liquid Waste Department FCPCC and NPCC budgets are funded by City of Parksville, Town of Qualicum Beach and Areas "E", "F", "G" and "H".

RECOMMENDATION

That the Board approve \$3,000 in funding for the Code Blue project from the Liquid Waste Department FCPCC and NPCC budgets.

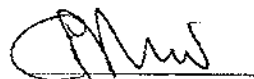


Report Writer



Manager Concurrence

General Manager Concurrence



CAO Concurrence

COMMENTS:

The new regulation does not apply to systems constructed prior to May 31, 2005 unless an existing system undergoes any significant alteration or repair. While the regulation was developed to ensure that new septic systems are properly installed and maintained, there is a concern regarding existing systems.

It is estimated that there are over 12,000 individual private on-site septic systems in operation in the RDN. Some of these systems are not properly operated and maintained which can cause the system to fail. The potential consequences of a failing on-site septic system include polluting groundwater, surface water and soils, and public health concerns due to pollution of the environment and human contact with wastewater. Failures can result in costly repairs for the septic system owners.

Septic system failures may be caused by a number of factors including aging systems, inadequate pumping frequency, hydraulic overload (too much water either from use or entering field from surface), flushing of chemicals that damage the bacteria necessary for the system and pipe damage due to crushing, root intrusion or clogging. Most of these issues can be avoided with proper operation and maintenance.

Both the septic tank and septic field piping are underground. For this reason, it can be difficult to confirm that septic systems are not polluting groundwater or causing other negative impacts. One way to prevent failures, and minimize the impacts of the failures that do occur, is to have homeowners knowledgeable about proper operation and maintenance practices as well as knowing how to spot a failing system.

The proposed RDN education program is anticipated to include mail outs, an article in Regional Perspectives, as well as information provided at public information meetings / workshops and Pollution Control Centre open houses. The education program will be developed in consultation with the UBCM to ensure that we incorporate their information regarding the new regulations. The education program will provide information on homeowners' responsibilities under the regulations and on how to maintain on-site systems. The education program will also provide information on signs of a failing system for both property owners and concerned neighbours.

The goal of the education program is to provide information to allow homeowners to properly use, maintain and service their system and also to provide tools to enable them to detect a failing system. The anticipated outcome is that this will reduce the number of failing systems in the RDN that are impacting the environment.

The Capital Regional District (CRD) has a Septic Savvy education program. There are an estimated 27,000 septic systems in the CRD. The CRD education program includes educational documents provided on their website and originally mailed out to homes, maintenance video clips and maintenance workshops. The CRD budget during the first year of this program was approximately \$50,000. The RDN is planning a similar education program with an estimated cost of \$25,000 (co-op student, education materials).

ALTERNATIVES

1. Direct staff to develop a 2008 public education program for onsite sewage disposal systems with a budget of \$25,000 to be funded by an increase in septage tipping fees.
2. Direct staff to develop a public education program for onsite sewage disposal systems with a budget of \$25,000 to be funded from the Liquid Waste Department 2008 general budget.
3. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Alternative 1

Funding the 2008 education program through an increase in septage tipping fees would ensure that the residents directly affected by the project (i.e. those with septic systems) would pay (\$25,000) for the education program. Increases are expected to be \$0.01 to \$0.02/gallon. Residents and septage haulers would need to be informed of this increase prior to implementation and a communication strategy would be developed for this purpose. The communication strategy is expected to be of minimal expense and can be covered in the existing budget.

Alternative 2

Funding the education program through the Liquid Waste Department's 2008 general budget spreads the \$25,000 cost of the program to the properties within the existing sewer local service areas (i.e. properties connected to a RDN treatment facility). While those with septic systems would benefit most from this program, the entire region will benefit from an improvement in the performance of septic systems by reducing the impact on the environment. However, since the Liquid Waste Department budget is funded from users of the treatment plants, the septic system users would not be directly paying for the education program.

SUMMARY/CONCLUSIONS

It is estimated that there are over 12,000 individual private on-site septic systems in operation in the RDN. Some of these systems are not properly operated and maintained which can cause the system to fail. The goal of the education program is to provide information to allow homeowners to properly use, maintain and service their system and also to provide tools to enable them to detect a failing system. The anticipated outcome is that this will reduce the number of failing systems in the RDN that are impacting the environment and human health.

The proposed RDN education program is anticipated to include mail outs, an article in *Regional Perspectives*, as well as information provided at public information meetings / workshops and Pollution Control Centre open houses.

This public education program is a way for the RDN to continue to reduce the impacts that liquid waste disposal have on our environment. The tools provided will allow the residents to avoid costly repairs and be more effective stewards of their surrounding environment.

RDN staff propose to develop a public education program for onsite sewage disposal systems with a budget of \$25,000 to be funded by an increase in septage tipping fees in 2008. Increases are expected to be \$0.01 to \$0.02/gallon. Prior to raising tipping fees, RDN staff would inform residents and septage haulers of the proposed increase to septage tipping fees to finance the proposed program.

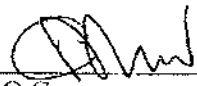
RECOMMENDATIONS

1. That the Board approve the development of a public information and education program for onsite sewage disposal systems with a 2008 budget of \$25,000 to be funded by an increase in septage tipping fees; and
2. That staff be directed to prepare the necessary bylaw amendment to implement the proposed septage fees to finance the education program.


Report Writer


Manager Concurrence

General Manager Concurrence


CAO Concurrence

COMMENTS:



RDN			
CAO	GMF&IS		
GMDS	GMR&PS		
GMES	GMTS		
JUN - 6 2007			
SMCA			
CHAIR	BOARD		
CoW			

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: June 4, 2007

FROM: Alan Stanley
Zero Waste Coordinator

FILE: 5360-00

SUBJECT: Solid Waste Management Regulation Bylaw 1531-- 2007 Tipping Fees

PURPOSE

To obtain Board approval to repeal RDN Solid Waste Management Regulation Bylaws 1428 and replace with RDN Solid Waste Management Regulation Bylaw 1531 which includes clarified definitions, new operational requirements intended to divert wood waste and a new fee schedule.

BACKGROUND

The approved 2007 annual budget for the Regional District's solid waste management facilities includes a tipping fee increase from \$95.00 to \$100.00 per tonne. The attached Solid Waste Management Regulation Bylaw 1531 has been prepared to reflect this approved tipping fee increase. A number of minor changes are also included in this proposed bylaw amendment including prohibiting the disposal of wood waste and stewardship materials, increasing the fee for the disposal of drywall at the Church Road Transfer Station (CRTS) and restricting the acceptance of materials delivered to the facilities in roll-off bins.

Wood Waste Ban

In February 2007 the Board approved a multi-level strategy to divert construction/demolition (CD) waste from disposal to save landfill space and generate economic activity. CD is the second largest component of solid waste landfilled at the Regional Landfill. There are private sector facilities in the region that use C/D as feedstock for their operations and the RDN Waste Stream Management Licensing Bylaw ensures that these facilities meet strict environmental protection standards. The Construction/Demolition Waste Diversion Strategy (CDDS) comprises policy guidelines and timetables to divert CD, specifically wood waste from landfill.

Bylaw 1531 addresses the regulatory policies recommended in the CDDS, specifically, banning commercial loads of wood waste from the landfill and adjusting fees to achieve full cost recovery and accurately reflect market pricing. To achieve the objectives of the CDDS, the definition of CD required clarification and a new definition for wood waste is needed. New definitions for C/D and wood waste are included in the proposed bylaw amendment.

Stewardship Materials Ban

The provincial government has a successful product stewardship program whereby producers and manufacturers of identified products are given the responsibility to manage those products at the end of the product life. The product stewardship program helps relieve local government of the burden of managing high volume, toxic or expensive to manage product waste. Examples include used motor oil,

pesticides, beverage containers and automobile tires. The next stewardship program, expected this summer, is for waste electronics and computers. Once a product is named in a stewardship program the regional district has no legal obligation to manage the product waste. Any products that are part of a stewardship program should be banned from disposal at local government facilities.

Drywall Fees

The current tipping fee for waste drywall at private recycling facilities is \$200 per tonne. The RDN is charging \$140 per tonne and paying \$190 per tonne to recycle plus \$19 per tonne to haul the drywall received at the Church Road Transfer Station (CRTS). The RDN does not accept waste drywall at the Regional Landfill. All drywall generators in the Nanaimo area are directed to private recycling facilities and are charged \$200 per tonne. This price differential has created an incentive for Nanaimo area generators to transport their drywall to CRTS.

In order to achieve full cost recovery on drywall received at the CRTS and ensure that all waste drywall generators in the region are paying the correct, market-established fee, the CRTS drywall fee must be adjusted to \$210 per tonne. If the drywall fee is not adjusted, drywall recycling will need to be subsidized with a portion of user fees from other materials.

Roll-off Bin Restrictions

At the CRTS, all recyclable materials including drywall and wood waste are transferred to private facilities. The purpose of a transfer station is to consolidate small loads into larger containers to decrease the amount of truck traffic on the roads. Most of the transfer is done using forty cubic yard roll-off bins. When a hauler brings materials to the CRTS in a roll-off bin, the RDN bins are immediately filled up requiring a trip to the receiving facility and negating the purpose of a transfer station.

However, if the hauler takes the roll-off bin loads to the same private facilities that the RDN uses, no additional truck traffic on the roads occurs. In many cases, the hauler can take their material to a licensed facility that is in the same area as the CRTS and that charges lower tipping fees. Consequently restricting roll-off bins encourages the use of licensed alternatives to the RDN facility.

ALTERNATIVES

1. Introduce "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007" for three readings and adoption.
2. Do not introduce for adoption "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007" and amend the budget and adopt a new bylaw as necessary.

FINANCIAL IMPLICATIONS

RDN solid waste disposal facilities are financed primarily through user fees. The fees for a given material should be adequate to cover the full costs associated with managing the material. Full costs include day-to-day operations and maintenance of disposal facilities and also include long term capital, monitoring and remediation costs. Where a material is received by the RDN and shipped to a private sector facility, the user fees must be sufficient to cover third party costs.

Under Alternative 1, tipping fees have been increased to generate adequate reserves to fund the Solid Waste Capital Plan as well as to recover the third party costs associated with drywall, yard waste and wood waste recycling. The 2008-2012 Capital Plan includes \$17 million in infrastructure improvements required to support the growing population and increased economic activity in the RDN. Under Alternative 2, scaling back on capital expenditures will impair the waste management capacity of the

RDN, therefore the most likely outcome of insufficient revenue from tipping fees to pay for necessary capital improvements will be an increase in the solid waste management tax requisition.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

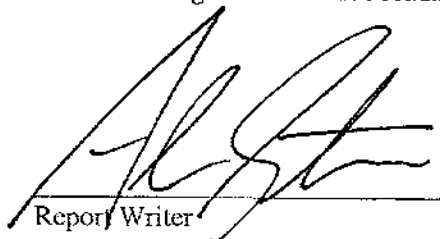
Commercial haulers were advised in December 2006 that that the 2007 annual budget proposed an increase in tipping fees from \$95 to \$100 per tonne. With respect to self-haul customers, this fee increase means that the flat rate charge for 100 kg of garbage will change from \$4 to \$5. A communications package will be prepared to advise commercial haulers as well as the general public of this rate increase.

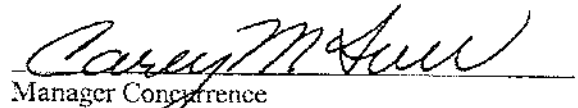
SUMMARY/CONCLUSIONS

The approved 2007 annual budget for the Regional District's solid waste management facilities includes a tipping fee increase from \$95.00 to \$100.00 per tonne. The attached Solid Waste Management Regulation Bylaw 1531 has been prepared to reflect this approved tipping fee increase. A number of minor changes are also included in this proposed bylaw amendment including prohibiting the disposal of wood waste and stewardship materials, increasing the fee for the disposal of drywall at the Church Road Transfer Station (CRTS) and restricting the acceptance of materials delivered to the facilities in roll-off bins.

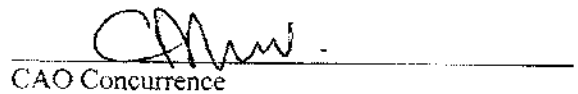
RECOMMENDATIONS

1. That "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007 be introduced and read three times.
2. That "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007 having received three readings be adopted.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1531

A BYLAW TO PROVIDE FOR THE REGULATION OF SOLID WASTE MANAGEMENT FACILITIES

WHEREAS the Regional District of Nanaimo has, pursuant to Solid Waste Disposal Local Service Establishment Bylaw No. 792, established the disposal of waste and noxious, offensive or unwholesome substances as a service;

AND WHEREAS the Regional District of Nanaimo is empowered to establish a scale of charges payable for depositing Residual Solid Waste at a Solid Waste Management Facility;

AND WHEREAS the Regional District of Nanaimo has, pursuant to *Waste Stream Management Licensing Bylaw No. 1386*, adopted to regulate the management of Municipal Solid Waste within the Regional District of Nanaimo pursuant to Section 25(3) of the *Environmental Management Act*;

AND WHEREAS the District operates Solid Waste Management Facilities for disposal of Residual Solid Waste and maintains a system to collect, remove and dispose of Residual Solid Waste and compels persons to make use of such system and the District wishes to regulate the Solid Waste Management Facilities and to establish a scale of charges payable by persons using the Solid Waste Management Facilities and compelling payment of the charges so fixed.

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

1. DEFINITIONS

In this bylaw, unless the context otherwise requires:

“Biomedical Waste” means waste as defined in the *Hazardous Waste Regulation* (British Columbia) as biomedical waste;

“Commercial Organic Waste” means compostable organic material including raw and cooked food waste from a commercial premise and includes but is not limited to:

- a) fruits and vegetables
- b) meat, fish, shellfish, poultry and bones thereof
- c) dairy products
- d) bread, pasta and baked goods
- e) tea bags, coffee grounds and filters
- f) soiled paper plates and cups

- g) soiled paper towels and napkins
- h) soiled waxed paper
- i) food soiled cardboard and paper
- j) egg shells

“Commercial Premise” means businesses and institutional facilities including educational and health care facilities described by the North American Industry Classification System, Canada 2002, amended or replaced and any successor Classification System thereunder, that generates commercial organic waste and includes but is not limited to:

- a) food wholesalers/distributors
- b) food and beverage stores
- c) hospitals
- d) nursing and other residential care facilities
- e) community food services
- f) accommodation services with food services
- g) food services and drinking places
- h) educational services with food services
- i) other facilities generating compostable organic material

“Compostable Organic Material” means vegetative matter, food processing waste, garden waste, kitchen scraps, and other organic wastes that can be composted;

“Composting Facility” means a facility that composts organic matter that may include biosolids to produce compost and holds a valid Facility License;

“Controlled Waste” means Solid Waste requiring special handling at the Solid Waste Management Facilities, and includes but is not limited to:

- a) Asbestos, dry or slurry
- b) Large dead animals
- c) Steel cables
- d) Contaminated soil
- e) Construction/Demolition Waste

Special handling includes extra excavation, trenching, grinding, chipping, lining, extra cover and using extraordinary means to cover with other Solid Waste;

“Construction/Demolition Waste” means waste produced from the construction, renovation, and demolition of buildings, and other structures, but does not include waste containing or contaminated with asbestos, creosote, PCB treatments, any special waste or wood waste;

“Corrugated Cardboard” means recyclable waste from industrial, commercial or institutional sources which includes, but is not limited to containers or materials used in containers consisting of 3 or more layers of kraft paper material and having smooth exterior liners and a corrugated or rippled core, but excluding containers which are impregnated with blood, grease, oil, chemicals, food residue, wax; or have polyethylene, polystyrene, foil or other non-paper liners; or are contaminated with a material which will render the corrugated cardboard not marketable;

“Disposal Area” means those parts of a Solid Waste Management Facility currently involved in the landfilling or deposit of Solid Waste;

“Drop Off Area” means those areas of Solid Waste Management Facilities or Licensed Facilities where bins are provided for deposit of Municipal Solid Waste;

“Environmental Management Act” means the *Environmental Management Act* (British Columbia), as amended or replaced and any successor legislation and any regulations thereunder;

“Facility License” means a facility license issued by the Regional District pursuant to Regional District of Nanaimo *Waste Stream Management Licensing Regulatory Bylaw No. 1386*;

“Garden Waste” means uncontaminated vegetation removed from gardens, lawns, shrubs and trees and includes pruning from shrubs and trees to a maximum diameter of 50 mm.;

“General Manager” means the person appointed to the position of General Manager of Environmental Services from time to time by the Regional District and includes any person appointed or designated to act in his or her place;

“Gypsum” includes, but is not necessarily limited to new construction off-cuts or scraps and old wallboard that has been painted, covered in wallpaper, vinyl, ceramic tile, and lath and plaster and is removed during renovation and demolition, but excludes wallboard covered with asbestos;

“Hazardous Waste” means waste as defined in the *Hazardous Waste Regulation* (British Columbia) as hazardous waste except asbestos waste;

“Drums” means plastic or metal barrels larger than 50 litres capacity made for holding liquids;

“Ignitable” means ignitable as defined in the *Hazardous Waste Regulation* (British Columbia);

“Improperly covered or secured load” means that a load that is not properly secured, either with a tarpaulin cover or tie-down apparatus to prevent any of the load escaping, or falling off of the haul vehicle;

“Land Clearing Waste” means stumps, tops, limbs and whole trees generated from the clearing of land and the small scale harvesting of merchantable timber but does not include garden waste;

“Licensed Facility” means a facility holding a Facility License issued by the Regional District;

“Medical Facility Waste” means municipal solid waste originating from a hospital or health care facility that does not contain biomedical waste and does not require special handling;

“Metal” means recyclable ferrous and non-ferrous metallic materials which include, but are not limited to: sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive parts, machinery, appliances, garbage cans, metal furniture, tire rims and metal cans. It does not include metal that is incorporated into a product or packaging, such as a couch, that does not compose more than 50% of the product weight and that cannot be readily separated from the non-metallic components;

“Municipal Solid Waste” means refuse that originates from residential, commercial or institutional sources;

“Prohibited Waste” means a waste prohibited from disposal under Schedule ‘C’ hereto;

“Radioactive Waste” means a nuclear substance as defined in the *Nuclear Safety and Control Act* (Canada) in sufficient quantity or concentration to require a license for possession or use under that Act and regulations made under that Act;

“Reactive Waste” means waste which:

- (a) is explosive, oxidizing, or so unstable that it readily undergoes violent change in the presence of air or water;
- (b) generates toxic gases, vapours or fumes by itself or when mixed with water; or
- (c) polymerizes in whole or in part by chemical action and causes damage by generating heat or increasing in volume;

as defined in the Special Waste Regulations of the *Waste Management Act* (British Columbia);

“Recyclable Paper” means recyclable fibers, including: newspapers and inserts, magazines, telephone directories, catalogues, all office papers, envelopes, boxboard, paper bags and junk mail. It does not include: paper contaminated with food or grease, paper napkins, paper towels, tissue paper, composite paper products (e.g. paper adhered to plastic and/or metal such as tetrapaks), gable-top containers (e.g. milk cartons), waxed cardboard, wax paper, photographs and carbon paper;

“Regional District” means the Regional District of Nanaimo;

“Residual Solid Waste” means that portion of Municipal Solid Waste for which no management option exists except disposal at the Solid Waste Management Facilities but does not include Prohibited Waste;

“Roll-off Bin” means an interchangeable container that can be separated from a hauling truck through the use of a mechanism integrated into the frame of the hauling truck;

“Solid Waste Management Facilities” means the Regional Landfill and Church Road Transfer Station, and other facilities the Regional District may establish from time to time;

“Stewardship Materials” means any waste or recyclable materials included in an approved stewardship plan as defined in the Recycling Regulation of the *Environmental Management Act* (British Columbia);

“Tires” means all rubber tires;

“Wood Waste” means wood waste from construction and/or demolition that has been separated from other construction/demolition waste. The wood may be painted, but cannot have tile, gypsum, glue, carpet, dirt or soil or other non-wood materials attached.

2. CONDITIONS OF USE

- 2.1 No person shall deposit Municipal Solid Waste at a Solid Waste Management Facility, except in accordance with this bylaw.
- 2.2 No person shall deposit a Prohibited Waste at a Solid Waste Management Facility.
- 2.3 At least 24 hours notice must be given to the General Manager prior to disposal of Controlled Waste.
- 2.4 Compactor bins of 19m³ and larger from the geographical area of School District No. 69 will not be accepted at the Church Road Transfer Station but will be accepted at the Regional Landfill at a reduced rate.
- 2.5 Loads of Gypsum delivered in roll-off bins will not be accepted at the Church Road Transfer Station.
- 2.6 Loads of garden waste delivered in roll-off bins will not be accepted at the Regional Landfill or the Church Road Transfer Station.
- 2.7 Loads of wood waste delivered in roll-off bins will not be accepted at the Regional Landfill or the Church Road Transfer Station.
- 2.8 Loads of corrugated cardboard delivered in roll-off bins will not be accepted at the Regional Landfill or the Church Road Transfer Station.
- 2.9 No person shall salvage or remove material deposited at the Solid Waste Management Facilities.
- 2.10 No person shall loiter at the Solid Waste Management Facilities.
- 2.11 No person shall leave their vehicle unattended at the Solid Waste Management Facilities.
- 2.12 Any person entering the Solid Waste Management Facilities shall proceed directly to the weigh scale and then leave the Solid Waste Management Facilities without delay after unloading.

- 2.13 Persons entering the Solid Waste Management Facilities do so at their own risk. The Regional District accepts no liability whatsoever for damage and/or injury to persons or property at the Solid Waste Management Facilities.
- 2.14 Children under 13 years of age, and pets shall not be permitted at the Solid Waste Management Facilities except inside a vehicle.
- 2.15 No person shall deposit Municipal Solid Waste that does not originate from within the Regional District boundaries at a Solid Waste Management Facility.
- 2.16 Despite section 2.12, the Board may authorize deposit of Municipal Solid Waste from another regional district upon request from a regional district Board of Directors.
- 2.17 No person shall deposit Municipal Solid Waste other than at a Solid Waste Management Facility or Licensed Facility.

3. CHARGES

- 3.1 Every person depositing municipal solid waste at the Solid Waste Management Facilities shall pay to the District the applicable charges set out in Schedule 'A' hereto.
- 3.2 Notwithstanding 3.1, customer charge accounts may be established in accordance with Policies and Procedures in Schedule 'B'.

4. VIOLATIONS AND PENALTIES

- 4.1 No person shall do any act or suffer or permit any act or thing to be done in contravention of this bylaw.
- 4.2 Every person who contravenes this bylaw, by doing any act which the bylaw forbids, or omitting to do any act which the bylaw requires is guilty of an offence and is liable, on summary conviction, to a fine of not less than TWO HUNDRED DOLLARS (\$200.00) and not more than TEN THOUSAND DOLLARS (\$10,000.00). A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.
- 4.3 The General Manager may prohibit a person who contravenes this bylaw from depositing Municipal Solid Waste at the Solid Waste Management Facilities.

5. REPEAL

- 5.1 "Regional District of Nanaimo Solid Waste Management Bylaw No. 1428, 2005" is hereby repealed.

6. TITLE

- 6.1 This bylaw may be cited as “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007”.

Introduced and read three times this 26th day of June, 2007.

Adopted this 26th day of June, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

Schedule 'A'

Charges and Procedures for use of Solid Waste Management Facilities effective July 1, 2007

1. Solid Waste, excluding Controlled Waste
 - a) 0 – 100 kg \$ 5.00 flat rate
 - b) 101 kg or greater \$ 100.00/tonne
 - c) 101 kg or greater containing gypsum or recyclable cardboard or paper or metal or tires \$ 200.00/tonne
 - d) Compactor bins delivered to the Regional Landfill from School District No. 69 \$ 90.00/tonne
 - e) Weighing service \$ 10.00 each
 - f) Improperly covered or secured load \$ 20.00 each
 - g) Construction/Demolition waste
 - (i) 0 – 100 kg \$ 5.00 flat rate
 - (ii) 101 kg or \$ 100.00/tonne
 - (iii) loads containing gypsum or recyclable cardboard or paper or metal or tires or wood waste \$ 300.00/tonne

2. Controlled Waste
 - a) Asbestos \$ 200.00/tonne
 - b) Large dead animals \$ 200.00/tonne
 - c) Steel cables \$ 500.00/tonne
 - d) Contaminated soil \$ 100.00/tonne
 - e) Wood Waste \$ 200.00/tonne

3. Gypsum at Church Road Transfer Station 210.00/tonne

4. Recyclable Material
 - a) Garden waste:
 - i) 0 – 100 kg \$ 5.00 flat rate
 - ii) 101 kg or greater \$ 50.00/tonne

b)	Scrap Metal:		
	i)	0 - 500 kg	\$ 5.00 flat rate
	ii)	501 kg	\$ 50.00/tonne
c)	Newspaper, glass and metal food and beverage containers		\$ 5.00 flat rate
d)	Corrugated cardboard		
	i)	Less than 50 kg	\$ 5.00 flat rate

5. Loads containing Prohibited Waste will be charged at the rates above plus all costs associated with any special handling or removal of the Prohibited Waste.
6. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Nanaimo.
7. All charges payable under this bylaw shall be paid prior to leaving the site.
8. Where the charge is based on weight, it shall be based on the difference in weight between loaded weight and the empty weight of the vehicle.

Chairperson

Sr. Mgr., Corporate Administration

Schedule 'B'

POLICIES AND PROCEDURES

Customer Charge Accounts and Collections

PURPOSE: To establish guidelines for the granting of customer credit and for the collection of customer accounts.

POLICY: Customer accounts will be established only in circumstances where the customer will be a regular user of Regional District services. All other requests for products and or services must be prepaid.

PROCEDURES:

- (1) Any individual or organization wishing to establish a charge account with the Regional District of Nanaimo shall complete an **Application for Credit** as provided by the Regional District.
- (2) Exemptions from (1) above will be limited to:
 - Province of British Columbia, departments or agencies clearly identified.
 - Government of Canada, departments or agencies clearly identified.
 - Other Municipalities, Regional Districts, Towns and Villages.
- (3) Completed **Applications for Credit** will be forwarded to the originating department for recommendation and then to the accounts receivable department for verification of references and credit history.
- (4) Verified **Applications** may be approved by either the General Manager, Finance & Information Services or Deputy Treasurer. The originating department and the customer will be advised of the approval date, and charges may be accepted immediately after the approval date.
- (5) Customer invoices will be generated monthly, and will be payable upon receipt by the customer.
- (6) Customers with accounts in arrears after 30 days will be contacted requesting payment within seven working days. Failure to remit within seven days will result in a rescinding of credit and the account will be C.O.D. only.
- (7) Upon full payment of all outstanding balances a customer account may be reinstated at the discretion of the General Manager, Finance & Information Services or Deputy Treasurer.
- (8) Any customer account falling 30 days past due a second time and which is not fully paid immediately (7 working days) upon request, will be placed on C.O. D. permanently.
- (9) Any variations or exceptions to the above noted policies and procedures must have the written approval of the General Manager, Finance & Information Services or Deputy Treasurer.
- (10) At the discretion of the General Manager, Finance & Information Services, customers with accounts in arrears after 60 days will be contacted and advised that they will not deposit any further solid waste on or at the Solid Waste Management Facilities until the charge and interest owing thereon is paid in full.

Chairperson

Sr. Mgr., Corporate Administration

Schedule 'C'

"Prohibited Waste"

The following gaseous liquids and municipal solid wastes are not acceptable for disposal at a Solid Waste Management Facility and include, but are not limited to:

1. At the Regional Landfill:
 - (i) Biomedical Waste;
 - (ii) Commercial Organic Waste;
 - (iii) Concrete or asphalt pieces, or rocks greater than 0.03m³ or 70 kg;
 - (iv) Corrugated Cardboard;
 - (v) Drums;
 - (vi) Garden Waste;
 - (vii) Gypsum;
 - (viii) Hazardous Waste;
 - (ix) Ignitable Wastes;
 - (x) Land Clearing Waste;
 - (xi) Liquids, except as permitted herein;
 - (xii) Metal;
 - (xiii) Motor vehicle bodies and farm implements;
 - (xiv) Municipal Solid Waste that is on fire or smouldering;
 - (xv) Radioactive Waste;
 - (xvi) Reactive Wastes;
 - (xvii) Recyclable Paper;
 - (xviii) Stewardship Materials:
 - (xix) Special waste, as defined in the Special Waste Regulation (British Columbia) except asbestos ;
 - (xx) Tires;
 - (xxi) Wood Waste

2. At Church Road Transfer Station:
- (i) Biomedical Waste;
 - (ii) Commercial Organic Waste;
 - (iii) Concrete or asphalt pieces, or rocks greater than 0.03m³ or 70 kg;
 - (iv) Controlled Waste;
 - (v) Corrugated Cardboard;
 - (vi) Garden Waste;
 - (vii) Gypsum;
 - (viii) Hazardous Waste;
 - (ix) Ignitable wastes;
 - (x) Land Clearing Waste;
 - (xi) Liquids, except as permitted herein;
 - (xii) Metal;
 - (xiii) Motor vehicle bodies and farm implements;
 - (xiv) Municipal Solid Waste that is on fire or smouldering;
 - (xv) Radioactive Waste;
 - (xvi) Reactive Wastes;
 - (xvii) Recyclable Paper;
 - (xviii) Special waste, as defined in the Special Waste Regulation (British Columbia) except asbestos;
 - (xix) Stewardship Materials;
 - (xx) Tires;
 - (xxi) .Wood Waste.



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MEMORANDUM

TO: Mike Donnelly, AScT
Manager of Utilities

DATE: May 31, 2007

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-20-FC-01

SUBJECT: Inclusion of Properties into the French Creek Sewer and Northern Community Sewer Local Service Areas (Meadow Drive, Reid Road, Sumar Lane), Electoral Area G

PURPOSE

To consider requests to include the following properties into the French Creek Sewer and Northern Community Sewer Local Service Areas (see attached plan):

- Lot 2, DL 49, Nanoose Land District, Plan 47170 (679 Meadow Drive),
- Lot 19, DL 29, Nanoose Land District, Plan 13406 (851 Reid Road), and
- Lot 1, DL 49, Nanoose Land District, Plan 20609 (1405 Sumar Lane).

BACKGROUND

The owners of 679 Meadow Drive and 851 Reid Road have petitioned the RDN to be included in the French Creek and Northern Community Sewer Local Service Areas (LSAs). The owners have indicated that their aging on-site septic disposal fields are showing signs of failure, and wish to connect to community sewers instead of completing repairs to their existing septic fields. Both properties are located adjacent to the sewer service area boundary. Sewer mains are present on both Meadow Drive and Reid Road thereby making a connection to the local service area possible. A short sewermain extension will be required on Meadow Drive.

The owners of 1405 Sumar Lane constructed a new home in 2005 (Building Permit No. 26264), and the property has been assessed parcel taxes each year for sewer. However, a sewer service area expansion was not completed before a connection was made to community sewers. A boundary amendment bylaw is proposed to correct this oversight.

The Northern Community Sewer Service Area Bylaw No. 889, 1993 requires amendment as well as the French Creek Sewer Local Service Area Bylaw No. 813, 1990, in order to expand the sewer service area to include all three properties. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Delay the boundary amendment for 1405 Sumar Lane, and do not accept the applications from 679 Meadow Drive or 851 Reid Road. The owners would continue with on-site septic field disposal.
2. Accept the applications from 679 Meadow Drive and 851 Reid Road, and complete the boundary amendment for 1405 Sumar Lane to include all three properties in the French Creek and Northern Community Sewer Local Service Areas.

FINANCIAL IMPLICATIONS

If the applications for 679 Meadow Drive and 851 Reid Road are accepted for inclusion into the French Creek Sewer LSA, all costs associated with the connection to community sewers would be at the expense of the applicants, including the cost of a sewermain extension by the owner of 679 Meadow Drive. Each applicant will pay two Capital Charges when being brought into the sewer local service area. A Capital Charge of \$608 is payable pursuant to Bylaw No. 1330 for the French Creek Sewer Local Service Area (sewage collection), and a Capital Charge of \$1,743 is payable pursuant to Bylaw No. 1331 for the Northern Community Sewer Local Service Area (sewage treatment).

The owners of 1405 Sumar Lane were not informed that Capital Charges were payable at the time the home was constructed in 2005 (owners are Ken & Dorothy Dods). The property was never brought into the sewer local service area, and therefore, Capital Charges in the amount of \$2,657 were not collected. While we have considered the possibility of collecting the capital charge, there is no legal ability to do so. Staff will make a note to collect Capital Charges on any future lots created from the parent parcel at the time of subdivision, should the property be subdivided in the future.

If the applications are not approved, there are no financial implications to the RDN.

DEVELOPMENT IMPLICATIONS

All three of the subject properties are located within the Urban Containment Boundary of the Regional Growth Strategy (RGS), and are located within the engineered sewer catchment area for the French Creek Pollution Control Centre. All three properties are zoned Residential RS1-Q pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The "Q" subdivision district provides a minimum parcel size of 700 m² when the property is serviced with community sewer. The 679 Meadow Drive, 851 Reid Road, and 1405 Sumar Lane properties are 1,578 m², 2383 m², and 2020 m² in size, respectively, therefore subdivision of all three of these properties into 2 or more lots may be possible.

The owners of 679 Meadow Drive and 851 Reid Road have both indicated that no subdivision of their land is being considered at this time, but have each agreed to register a restrictive covenant on the Land Title indicating that no further subdivision of their property will take place until Capital Charges are paid on the second and third (future) lots.

Staff recently sent a letter via Registered Mail to the owners of 1405 Sumar Lane indicating that Capital Charges for the existing lot will be waived since 2 years have passed since the home was connected to community sewers (in the absence of a service area expansion). However, the property will be assessed Capital Charges on any future lots created from the parent parcel at the time of subdivision, should the property be subdivided in the future.

There are no development implications if the application is not approved.

INTERDEPARTMENTAL IMPLICATIONS

The subject properties are located within the "Urban Area" of the *French Creek Official Community Plan (OCP) Bylaw No. 1115, 1998*. The long-term strategy for the French Creek Plan Area is to have all urban areas fully serviced by community sewer. The French Creek OCP recognizes that sewer system expansions may be required in order to avoid potential future problem areas for failing on-site sewage treatment.

SUMMARY/CONCLUSIONS

Petitions have been received from the owners of 679 Meadow Drive and 851 Reid Road to amend the boundaries of the French Creek and Northern Community Sewer LSAs. A boundary amendment is also proposed for 1405 Sumar Lane to correct an oversight from 2005 when the property was connected to community sewer before a service area expansion was completed. All three subject properties are located within the Urban Containment Boundary, and within the engineered sewer catchment area for the French Creek Pollution Control Centre. The French Creek OCP supports the connection of urban properties to community sewer. All costs associated with the connection of 679 Meadow Drive and 851 Reid Road would be at the expense of the applicants, including the cost of a short sewermain extension on Meadow Drive. The 1405 Sumar Lane property is already connected to community sewer.

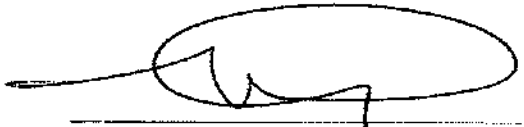
Subdivision of all three subject properties into 2 or more lots may be possible. The owners of 679 Meadow Drive and 851 Reid Road have each agreed to register a restrictive covenant on the Land Title indicating that no further subdivision of their property will take place until Capital Charges are paid on the second and third (future) lots. With regards to the 1405 Sumar Lane property, Capital Charges for the parent parcel will be waived since they were not collected at the time of construction and there is no legal ability to collect those charges at this time. The property will be assessed Capital Charges on any future lots created at the time of subdivision, should the property be subdivided in the future.

RECOMMENDATIONS

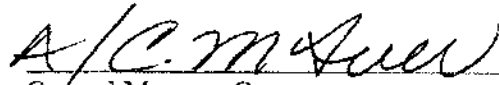
1. That "French Creek Sewer Local Service Area Amendment Bylaw No. 813.40, 2007" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.45, 2007" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

for 


Report Writer



Manager Concurrence



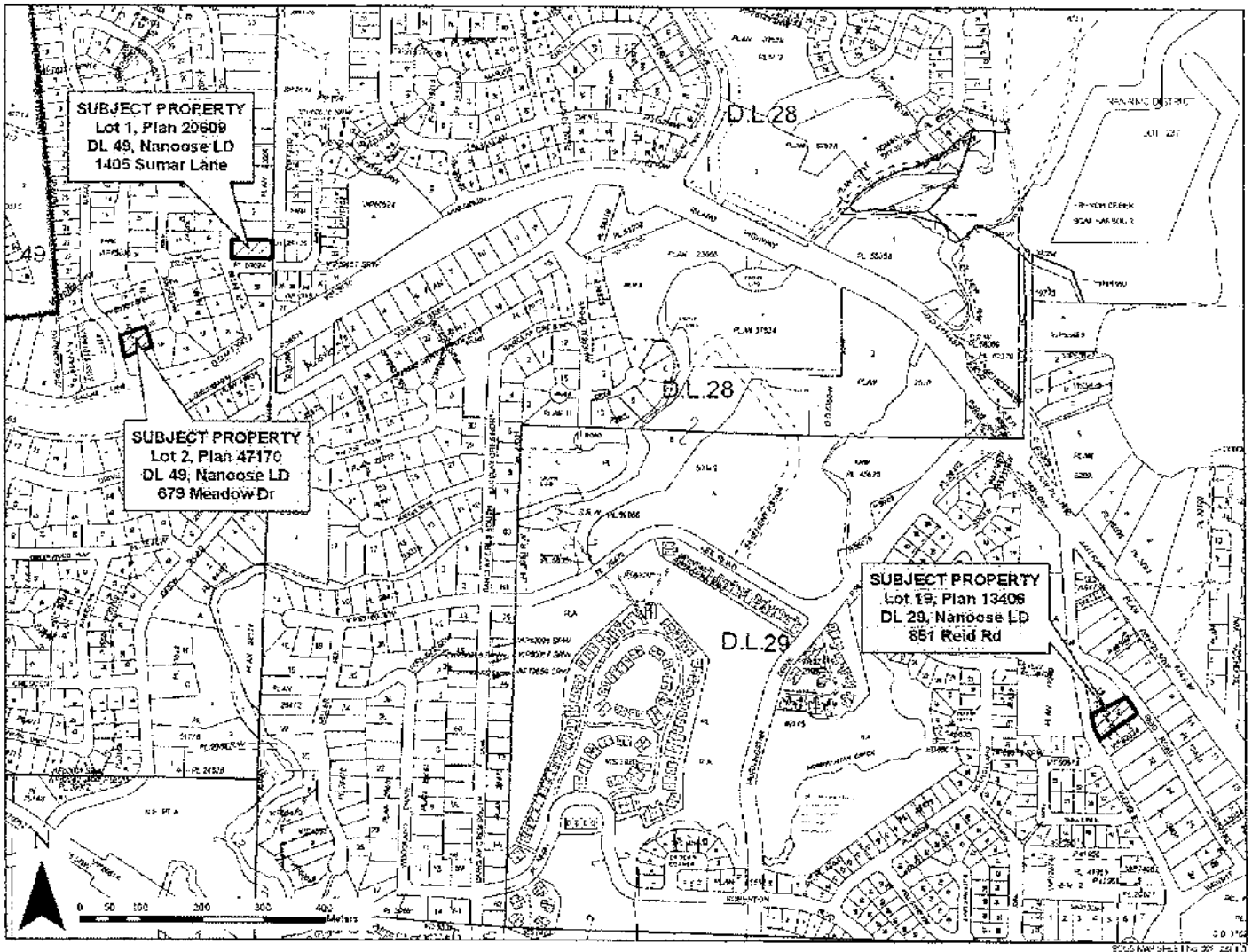
General Manager Concurrence



CAO Concurrence

COMMENTS:

Figure 1 - Site location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.40

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

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

AND WHEREAS the Board has been petitioned to expand the local service area to include the properties legally described as:

- Lot 2, District Lot 49, Nanoose Land District, Plan 47170
- Lot 19, District Lot 29, Nanoose Land District, Plan 13406
- Lot 1, District Lot 49, Nanoose Land District, Plan 20609

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

1. The boundaries of the French Creek Sewerage Facilities Local Service Area, established by Bylaw No. 813, as amended, are hereby further amended to include the properties shown outlined on Schedule 'B-1' attached hereto and forming part of this bylaw.
2. The amended boundary of the French Creek Sewerage Facilities Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' attached to and forming a part of "French Creek Sewerage Facilities Local Service Area Establishment Bylaw No. 813, 1990" is hereby deleted and replaced with Schedule 'A' attached to and forming part of this bylaw.
4. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.40, 2007".

Introduced and read three times this 26th day of June, 2007.

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

Adopted this ____ day of _____, 2007.

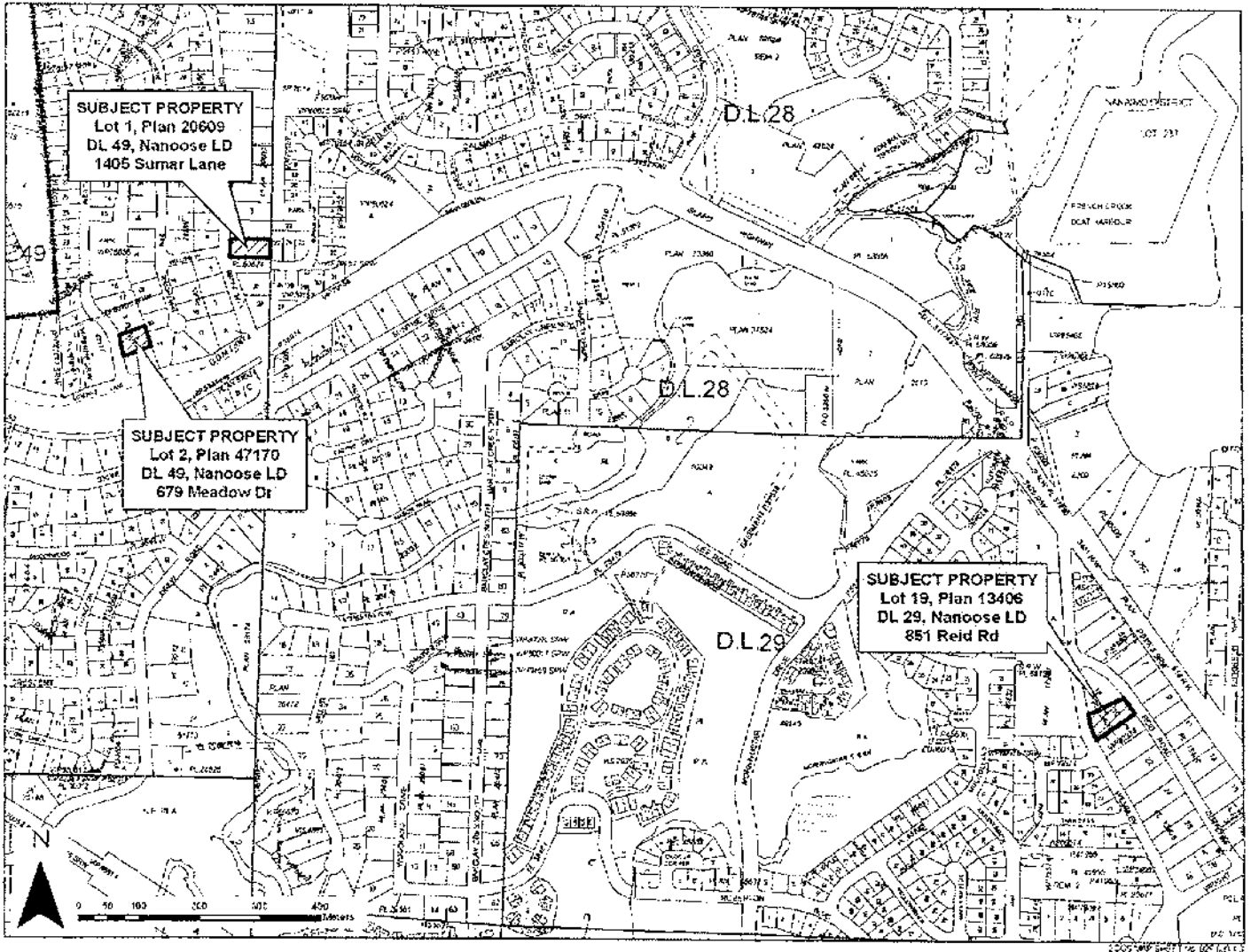
CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'B-1' to accompany "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.40, 2007"

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.45

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

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

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

- Lot 2, District Lot 49, Nanoose Land District, Plan 47170
- Lot 19, District Lot 29, Nanoose Land District, Plan 13406
- Lot 1, District Lot 49, Nanoose Land District, Plan 20609

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

- Lot 2, District Lot 49, Nanoose Land District, Plan 47170
- Lot 19, District Lot 29, Nanoose Land District, Plan 13406
- Lot 1, District Lot 49, Nanoose Land District, Plan 20609

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

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

1. This bylaw may be cited as "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.45, 2007".
2. Schedules 'C' and 'D' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C' and 'D' attached to and forming part of this bylaw.

Introduced and read three times this 26th day of June, 2007.

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

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



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MEMORANDUM

TO: Mike Donnelly, AScT
Manager of Utilities

DATE: May 31, 2007

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-20-SR-01

SUBJECT: Inclusion of Properties into the Surfside Sewer and Northern Community Sewer Local Service Areas (Flamingo / McFeely / Surfside Drive), Electoral Area G

PURPOSE

To consider a number of applications for inclusion into the Surfside Sewer Local Service Area and the Northern Community Sewer Local Service Area, as part of the proposed Sanitary Sewer Servicing Strategy for the Flamingo / McFeely / Surfside Drive area.

BACKGROUND

In September 2006, a Sanitary Sewer Servicing Strategy for the Flamingo / McFeely / Surfside Drive area was presented to the Board. The presentation outlined a community-wide approach to providing sewer servicing to 72 properties in the foreshore/inter-tidal area (see attached plan). The Board directed staff to undertake the preliminary design, cost estimate, and public consultation activities in 2007. The Board further directed that service requests for properties located adjacent to the existing gravity sewer mains be considered on the condition that they pay the estimated per-lot costs for the proposed service area expansion.

The key reasons for a community-wide servicing strategy as opposed to the current case-by-case approach to servicing are as follows:

1. Existing dense development on the foreshore, in the floodplain of the Little Qualicum River, and in the inter-tidal zone has possible negative impacts on the entire foreshore environment from septic field disposal systems.
2. A comprehensive servicing approach to the whole neighbourhood facilitates cost-sharing, and a lower per-property cost can be achieved.
3. Provincial/federal infrastructure grants may be available to the Regional District project as opposed to a homeowner-funded project.
4. Prior to the Board's recent adoption of a community-wide sewer servicing strategy, sewer servicing was considered on an *individual* basis by the Board, and only to remedy a documented health or environmental concern.

Petitions were mailed out early in April 2007 to those properties which front onto an existing sewermain on McFeely Drive and Kinkade Road. No sewermain construction will be required in these areas. Property owners were advised that one of the conditions of a sewer connection will be to sign a legal covenant document agreeing to pay the estimated \$13,920 construction cost up-front (their share of the neighbourhood servicing project), thereby allowing an immediate connection to community sewer instead of waiting for the results of the public consultation process and proposed sewermain construction in other areas.

The owners of the following properties have returned signed petitions to the RDN to request inclusion into the Surfside SLSA:

- Lot 6, 899 McFeely Drive - Plan 11816, DL9, Newcastle LD (Gallop, et al)
- Lot 7, (vacant) Kinkade Road - Plan 11816, DL9, Newcastle LD (Plensky)
- Lot 8, 126 Kinkade Road - Plan 11816, DL9, Newcastle LD (Plensky)
- Lot 9, 898 McFeely Drive - Plan 11816, DL9, Newcastle LD (Kemp)
- Lot 10, (vacant) McFeely Drive - Plan 11816, DL9, Newcastle LD (Kemp)
- Lot 12, (vacant) McFeely Drive - Plan 11816, DL9, Newcastle LD (Annand, Smith)

The subject properties are all located in the foreshore area, in a flood-plain, and in the inter-tidal zone which are considered environmentally sensitive areas. The property owners do not have documented septic field failures, but are aware that the underlying beach gravels in this area cause surface water to drain away quickly. The absence of visible sewage ponding does not necessarily preclude the existence of a malfunctioning septic disposal field. Future construction of new septic disposal fields on each property would be difficult due to ocean setback requirements and the immediate proximity of the floodplain and inter-tidal zone. The Public Health Engineer from the Central Vancouver Island Health Authority has affirmed that waterfront properties should be connected to sewer wherever possible.

Gravity sewer mains are present along McFeely Drive and Kinkade Road thereby making connection to the local service area possible.

The Northern Community Sewer Local Service Area Bylaw No. 889, 1993 requires amendment as well as the Surfside Sewer Local Service Area Bylaw No. 1021, 1996, in order to service these properties with sewer. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Accept the applications to expand the Surfside Sanitary Sewer Service Area inclusive of the applicable fees and charges and the pre-paid portion of the estimated costs for the future expansion of the sanitary sewer collection system.
2. Continue to expand the Surfside Sewer Service Area on a case-by-case basis, based on documented health or environmental concerns.
3. Keep all applications in abeyance until the final design is complete and a public consultation has been held. If supported, the project would then commence in 2008.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the Surfside SLSA, all costs associated with the connections would be at the expense of the applicants. The subject properties will pay the following charges when being brought into the local service area:

- A Capital Charge of \$1,743 (Bylaw No. 1331, 2003 Northern Comm. Sewer Local Service Area),
- a Capital Charge of \$1,023 (Bylaw No. 1124, 1998 Surfside Sewer Local Service Area),
- a Latecomer Fee of \$306 (which the RDN collects on behalf of Pacific Beach Investments), and
- an equal portion of the estimated construction costs for the proposed community-wide sewer servicing project (currently estimated to be \$13,920 per property).
- **TOTAL = \$16,992.**

There are no financial implications if the applications are not approved.

Alternative 2 would allow properties to continue to proceed on a case by case basis without collecting the estimated portion of future construction costs. This approach would result in a reduced number of participants in any future expansion which in turn would result in elevated costs for each participating property.

There are no financial implications to Alternative 3.

DEVELOPMENT IMPLICATIONS

While the subject properties are located outside of the Urban Containment Boundary, the provision of a community sewer connection is not intended to allow uses or development of these properties beyond what is currently supported in the Regional Growth Strategy. In this regard, a restrictive covenant will be registered on each Land Title prior to adopting a boundary amendment bylaw to include these properties in the Surfside SLSA. The covenant will acknowledge the existing dwelling unit(s) on each property, but will also indicate that any future development of the property must conform to the zoning regulations in place at that time (as per *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*). The cost of preparing and registering a restrictive covenant is payable by each property owner.

There are no development implications if the applications are not approved.

CONCLUSIONS

A Sanitary Sewer Servicing Strategy for the Flamingo / McFeely / Surfside Drive area has been presented to the Board. The Board directed that staff carry out the preliminary design, cost estimate, and public consultation activities, and that service requests for properties located adjacent to existing sewer mains be considered on the condition that they pay the estimated per-lot costs for the proposed service area expansion.


A group of signed petitions has been received to amend the boundaries of the Surfside Sewer Local Service Area and Northern Community Sewer Local Service Area under the proposed Sanitary Sewer Servicing Strategy. These petitions have been received in advance of the public consultation process in order to expedite sewer connections to those properties which already front onto an existing sewer main. These properties are all located on the foreshore, in the floodplain of the Little Qualicum River, and in the inter-tidal zone, which are considered environmentally sensitive areas. Property owners will be required to sign a

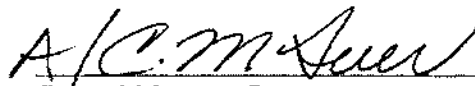
legal covenant document agreeing to pay the estimated \$13,920 per-property share of the construction costs up-front. A second signed covenant will also be required indicating that any future development of each property must conform to the zoning regulations in place at that time. The Public Health Engineer supports these connections to the nearby RDN sewer system. All costs associated with connection to the RDN sewer system would be at the expense of each property owner.

It is recommended that these applications for inclusion in the Surfside Sanitary Sewer Service area be approved and that estimated costs for the future expansion of the system be included in the applicable fees and charges required for that inclusion.


RECOMMENDATIONS

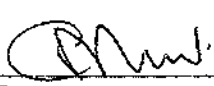
1. That the applications to expand the Surfside Sanitary Sewer Service Area inclusive of the applicable fees and charges and the pre-paid portion of the estimated costs for the future expansion of the sanitary sewer collection system be approved.
2. That "Surfside Sewer Local Service Area Amendment Bylaw No. 1124.06, 2007" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
3. That "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.46, 2007" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

for


Report Writer


General Manager Concurrence

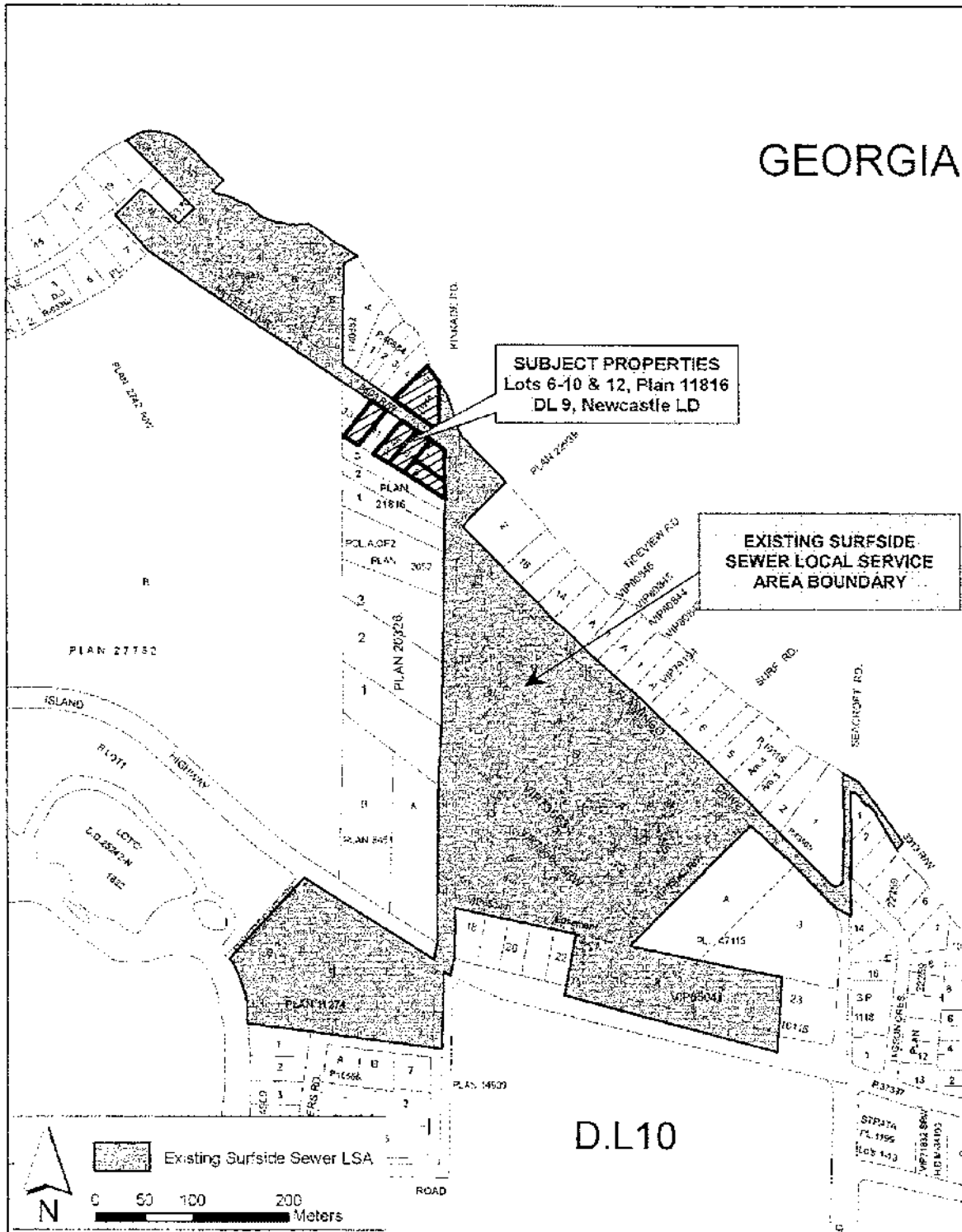


Manager Concurrence


CAO Concurrence

COMMENTS :

Figure 1: Site Location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.46

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

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

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

Lots 6, 7, 8, 9, 10 and 12, District Lot 9, Newcastle Land District, Plan 11816;

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

Lots 6, 7, 8, 9, 10 and 12, District Lot 9, Newcastle Land District, Plan 11816;

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

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

1. This bylaw may be cited as "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.46, 2007".
2. Schedules 'C' and 'D' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C' and 'D' attached to and forming part of this bylaw.

Introduced and read three times this 26th day of June, 2007.

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

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1124.06

**A BYLAW TO AMEND THE SURFSIDE
SEWER LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1124**

WHEREAS "Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998" establishes the Surfside Sewer Local Service Area;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. The boundaries of the Surfside Sewer Local Service Area, established by Bylaw No. 1124, are hereby amended to include the properties shown outlined on Schedule 'B' attached hereto forming part of this bylaw, and legally described as follows:

Lots 6, 7, 8, 9, 10, and 12, Plan 11816, District Lot 78, Newcastle Land District

2. The amended boundary of the Surfside Sewer Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' attached to and forming a part of "Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998" is hereby deleted and replaced with Schedule 'A' attached to and forming part of this bylaw.
4. This bylaw may be cited for all purposes as the "Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.06, 2007".

Introduced and read three times this 26th day of June, 2007.

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

Adopted this _____ day of _____, 2007.

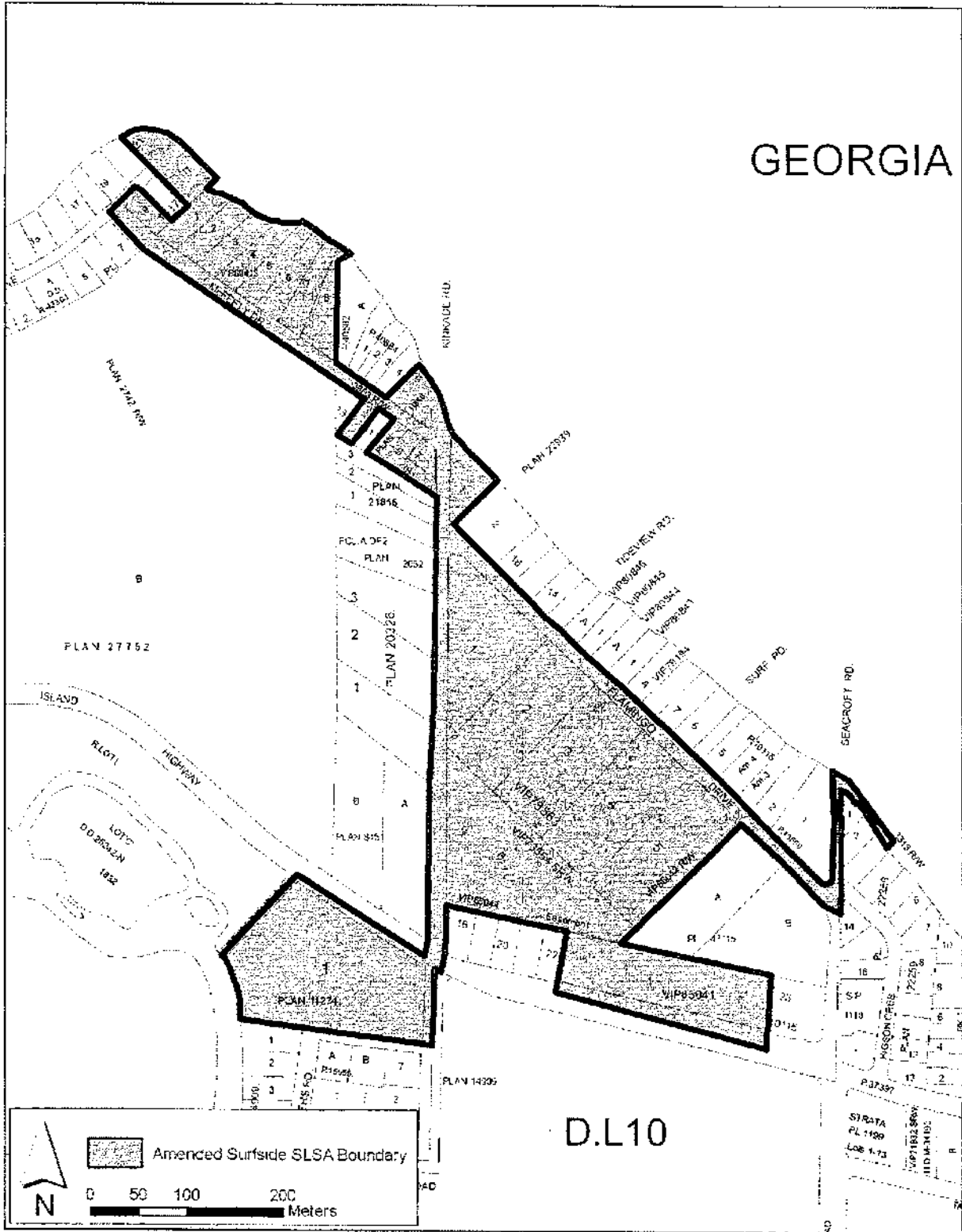
CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Surfside Sewer Local Service Area
Boundary Amendment Bylaw No. 1124.06, 2007"

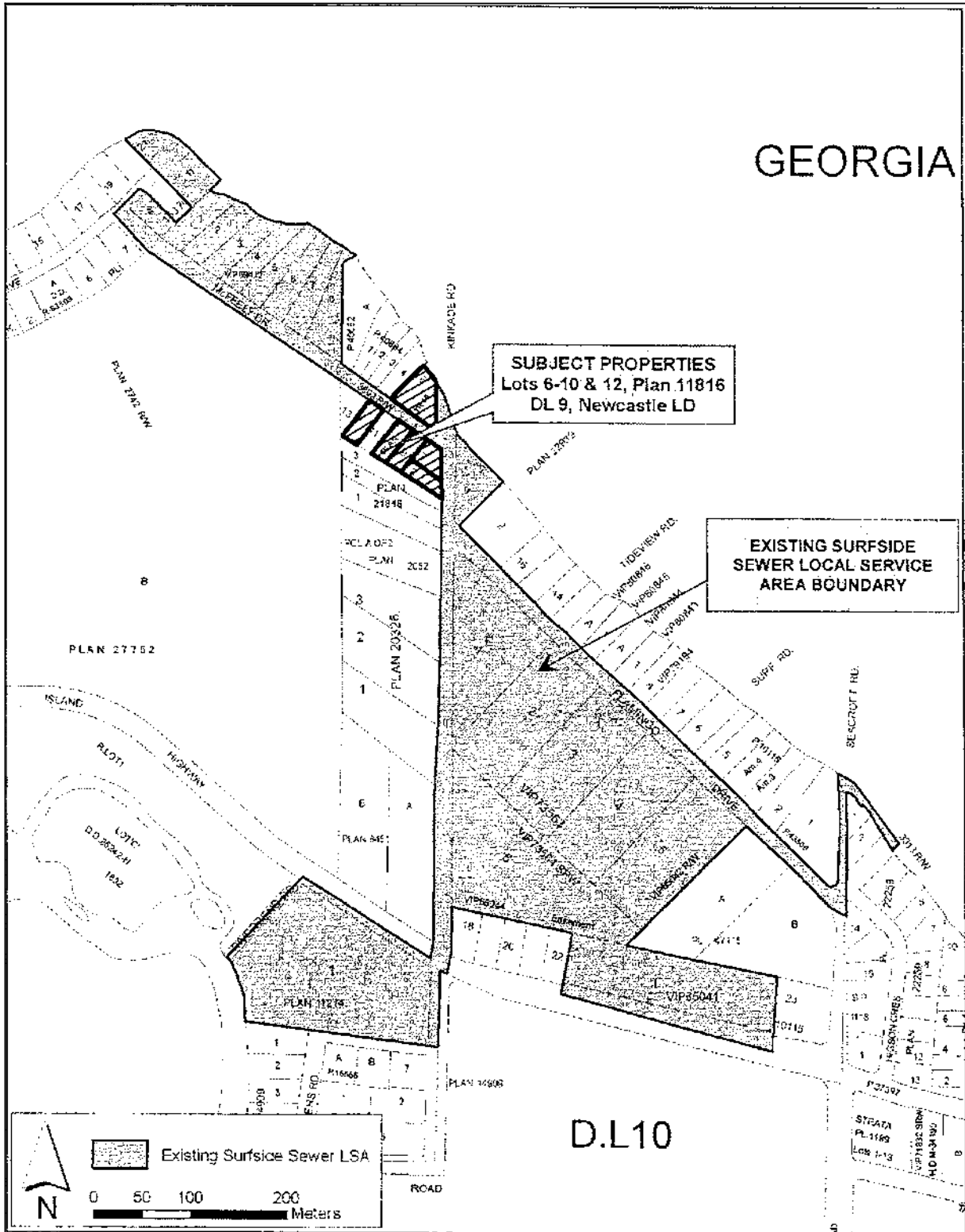
Chairperson

Sr. Mgr., Corporate Administration



Chairperson

Sr. Mgr., Corporate Administration

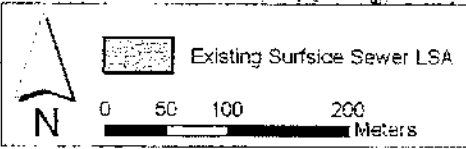


GEORGIA

SUBJECT PROPERTIES
Lots 6-10 & 12, Plan 11816
DL 9, Newcastle LD

**EXISTING SURFSIDE
SEWER LOCAL SERVICE
AREA BOUNDARY**

D.L.10



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
RECREATION AND CULTURE SERVICES MASTER PLAN PROJECT
ADVISORY COMMITTEE MEETING
HELD ON MONDAY, MAY 14, 2007 AT 4:30PM
AT THE LIBRARY OF THE CEDAR COMMUNITY SECONDARY SCHOOL**

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

Staff: D. Portcous, Manager of Recreation Services
 T. Osborne, General Manager of Recreation and Parks

Consultants: B. Webster, PERC

CALL TO ORDER

Ms. Gourlay called the meeting to order at 4:40 pm.

MINUTES

The Committee reviewed the past minutes of April 2. Mr. Portcous noted that the date in the following motion, "MOVED J. Burnett, SECONDED F. Garnish, that the minutes of the Advisory Committee meeting held April 2, 2007 be adopted", was incorrect and should be amended to read March 12, 2007.

MOVED D. Burnett, SECONDED F. Garnish, that the minutes of the Advisory Committee meeting held April 2, 2007 be adopted as amended.

CARRIED

REVIEW OF AMENDMENTS TO THE DRAFT PLAN

Mr. Webster reviewed the key amendments to the Draft Plan that were compiled upon further review of the document and from comments received by residents and Committee members at the Open House held on April 30, 2007. Mr. Webster emphasized that very few comment sheets were returned, less than ten, and that most of the comments were focused on parks issues and general comments about spending tax dollars wisely.

Some key changes included a concluding statement at the end of the Executive Summary, an additional paragraph in the Facility Inventory section regarding Tamagawa Gakuen Nanaimo Campus, a additional sentence in the Governance and Administration section explaining the key role the RDN would continue to play if a new Society were to administer the service as outlined in Option One, and an additional paragraph in the Staffing section regarding the importance of community development as a facilitative role to be undertaken by the coordinator.

The Committee requested that the following added sentence, "*Whichever governance model is established, whether it be the Regional District or a society, the organization would play a key role to ensure that all recreation activity is coordinated to provide efficient and consistent community-wide service*", be amended to read, "*Whichever governance model is established, whether it be the Regional District or a society, the Regional District or society would play a key role to ensure that all recreation activity is coordinated to provide efficient and consistent community-wide service.*"

Based on feedback from the Committee, the Consultant also added a new recommendation, *"Ensure that the financial viability of each governance option is considered."*

Mr. Osborne noted that in further exploring the staffing issue the RDN would need to retain the contract services of a coordinator; therefore, recommendations pertaining to the employment of a coordinator in the Staffing section were amended to reflect the change to contract services.

Recommendation 16 regarding the need for a community centre was amended to exclude reference to the Cedar Community Secondary School specifically and to focus on a centre located centrally in Area "A".

Recommendation 17, *"Conduct a feasibility study to determine specific needs, capital and construction costs of a community centre"* was amended to read, *"Conduct a feasibility study, including public consultation, to determine specific needs, capital and operating costs of a community centre."*

The Committee expressed some concerns regarding particular recommendation that were too specific in terms of priorities. They agreed that the recommendations should be kept more general and that the specifics of site location would later be addressed by the new Commission and staff when implementing the Plan. The following recommendations have been amended accordingly:

Recommendation 18, *"Meet with School District #68 officials and local sport organizations to discuss possible improvements to the existing school playing fields."*

Recommendation 19, *"Explore possible funding opportunities related to the improvement of the school playing fields and the construction of a field house."*

Recommendation 23, *"Work with the community and RDN Parks staff to support the construction of a skate park and a community park adjacent to Cedar Community Secondary School."*

Recommendation 24, *"Continue to explore funding alternatives with the Provincial Government and other agencies to assist in the construction of a skatepark and other community recreation and culture facility projects."*

STAFF REPORT

Mr. Porteous summarized the staff report including background information pertaining to the project and the process to date, financial implications including a 2008 estimated operating budget, and staff recommendations.

Director Burnett emphasized the need to establish the Recreation and Culture Advisory Commission first and foremost, and that the Commission should then be involved in the decision regarding future service delivery options pertaining to the RDN versus a society and the staffing implications.

1. MOVED B. Arthur, SECONDED D. Burnett, that the Electoral Area "A" Recreation and Cultural Services Master Plan be approved to guide the development, management, administration and operations of recreation and cultural services.

CARRIED

2. MOVED B. Ehmig, SECONDED F. Garnish, that the Terms of Reference attached as Appendix II be approved to establish a Recreation and Cultural Advisory Commission for Electoral Area "A" with recreation and cultural services administered through Regional District staff.

CARRIED

As this was the last meeting of the Committee staff were queried staff on the next steps of the process with respect to the Committee's role. Mr. Osborne explained that a Final Plan would be completed based on the Committee's feedback related to the information presented earlier by Mr. Webster. The Final Plan, staff report and Committee recommendations would then be presented to the Committee of the Whole on June 12 and then to the Regional Board for consideration on June 26. The Committee would be dissolved upon Board approval of the Master Plan.

Mr. Porteous thanked the Committee members for their commitment and involvement in the project, including Ms. Gourlay for chairing the meetings. Mr. Osborne extended thanks, as did the Committee members, to Mr. Webster and the consulting team for their work on the project.

Ms. Gourlay, on behalf of the Committee, thanked staff for their guidance and involvement throughout the process.

ADJOURNMENT

Moved, F. Garnish that the meeting be adjourned. The meeting was adjourned at 5:35 pm.

S. Gourlay, Chair



RDN		
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MAY - 9 2007		
SMCA		
CHAIR	BOARD	✓
EA 'A' RCL Adv. Committee		
JUNE 6 07		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 9, 2007

FROM: Dan Porteous
Manager of Recreation Services

FILE:

SUBJECT: Electoral Area "A" Recreation and Cultural Services Master Plan

PURPOSE

To seek Board approval for the Electoral Area 'A' Recreation and Cultural Services Master Plan.

BACKGROUND

The Regional Board at its March 28, 2006 regular meeting endorsed a Terms of Reference that outlined a process to undertake a Recreation and Cultural Services Master Plan project for Electoral Area "A".

The purpose of the project was to prepare a Recreation and Cultural Services Master Plan through the Regional District of Nanaimo that would define the future direction, philosophy, policies, priorities and actions regarding the provision of recreation and cultural services in Electoral Area "A". The Master Plan is intended to be a strategic plan that will provide the basic framework to shape and guide recreation and cultural services for the next 10 years (2007-2016).

In October 2006 the project commenced with the Board appointed Recreation and Cultural Services Master Plan Advisory Committee meeting with RDN staff and Professional Environmental Recreation Consultants Ltd. (PERC), the consulting team retained to undertake the project. The Committee, in conjunction with staff, was involved in reviewing and providing feedback on draft information presented by the consultant team throughout the process as well as attending scheduled public consultation forums and providing recommendations to the Regional Board regarding the final document.

The key component considered in the development of the Master Plan was the provision of recreation and cultural services in relation to the following:

- existing services being provided through local societies, community groups and associated facilities, and School District 68 schools
- changing demographics including population growth, and a behavioral trends analysis
- similar services provided by the City of Nanaimo and the Town of Ladysmith

In the development of the Master Plan, the consultants gathered information regarding current and future recreation and cultural services by meeting with key stakeholders and representatives, including approximately forty recreation and culture related community organizations, taking into consideration previous information provided through an original survey completed by Yates, Thorne and Associates in 2005, and by distributing two questionnaires, one to community members and the other specifically to

youth. Two town hall meetings and an open house were also organized to provide residents an opportunity to consider draft findings and key recommendations of the Plan prior to the completion of the final document.

Within the Plan, under Directions and Priorities, are a number of recommendations related to five key areas: Governance and Administration, Mission Statement and Objectives, Staffing, Facilities, and Service Delivery. Following are some of the key findings and recommendations:

Governance and Administration

This section considers the best approach for the delivery of services. One of the key issues explored is the concept of direct service delivery through the RDN versus a service model similar to Electoral Area "B", whereby funds are transferred to a local Society that oversees the administration and provision of service through an agreement with the RDN.

The Plan identifies three service delivery alternatives that could be implemented as follows:

1. The formation of a new Society to provide the service through an agreement with the RDN, similar to what is currently in place on Gabriola Island.
2. The creation of a Board appointed Recreation and Culture Commission with staff hired by the RDN to provide and administer the service, similar to service delivery in District 69 by the RDN or in the City of Nanaimo.
3. The creation of a Board appointed Recreation and Culture Commission and a contract program coordinator retained by the RDN to provide and administer the service for an interim period of approximately three years to initiate the services and to research the Society option to determine which administrative system would be preferable over the long term.

Upon review of the above three options, the plan recommends the third option. This option will provide the necessary resources for initiating recreation and culture services in Area "A" while continuing to explore the feasibility of a Society to administer the service. This recommended option will require the Regional Board to appoint a Recreation and Culture Advisory Commission for Electoral Area A to work with RDN staff and the contract program coordinator. A Terms of Reference for the creation of such an advisory body is attached to the report (Appendix II).

The majority of the Committee support the formation a Society if feasible; however, it is recognized that such a process, to be successful, will take time and needs to be formally realized through the Societies Act of BC, and finalized with an agreement through the RDN.

Mission Statement and Objectives

This section outlines the value and importance of having a Mission Statement along with goals and objectives that help guide the direction of services annually. The Regional District already has such a system in place for Recreation and Parks services in District 69 and the Plan suggests that Area "A" consider a similar approach once the governance model is established. A process would be developed to ensure that the mission, goals and objectives are being reviewed and evaluated on a regular basis.

Staffing

Staffing pertains to the issue of a qualified person to coordinate the services within the Electoral Area. The Consultants have outlined the qualifications and nature for a contracted program coordinator within

the Plan for consideration in relation to service requirements, selection, and contract supervision. Securing a location for the coordinator would also need to be explored.

Facilities

This section provides insight to the current and future needs regarding indoor and outdoor facilities highlighting some of the key issues that impact the communities in Area "A". With respect to indoor facilities, meetings with School District 68 staff to explore the capacity of school facilities and community hall officials regarding improvements to existing halls is paramount before considering any new community centres that may be required in the future. Outdoor facilities recommendations pertain to field improvements at local school sites, continued RDN support for the construction of a skate park, and the continued work on the *Electoral Area "A": Community Trails Study* to include issues related to waterfront access.

Service Delivery

This section outlines the need for program service delivery in concert with existing program services, and the coordination of overall services in the area. The results of the Yates, Thorne and Associates survey provides some good information pertaining to program opportunities. This section also highlights a key aspect to program service delivery, which is the need for marketing and promotions, along with a coordinated approach across the overall recreation and culture service delivery system in the area.

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

ALTERNATIVES

1. To approve the Recreation and Cultural Services Master Plan that will guide the development, management, administration and operations of recreation and cultural services in Electoral Area "A".
2. To not approve the Recreation and Cultural Services Master Plan and request the Advisory Committee and staff to make revisions to the Plan as directed.

FINANCIAL IMPLICATIONS

1. The consultant has presented Master Plan recommendations in terms of immediate, short term and long term outcomes. If the Master Plan is approved, each of the recommendations outlined would need to be further explored in terms of priority and available resources. Immediate and short term recommendations would then be considered in the Regional District's annual budget process and current Five Year Financial Plan based on Regional Board approval beginning in 2008. Long term recommendations would be considered in additional years beyond the current Five Year Financial Plan.

Should the Regional Board approve the creation of a Board appointed Recreation and Culture Commission and retain a contract program coordinator for an interim period of approximately three years to initiate the service, sufficient funds are available in the 2007 Budget for this undertaking. Table 1 below reflects the estimated budget for 2008 under this delivery model system

Table 1 – Estimated Operational Budget (2008)

Revenue Accounts	
Tax Requisition (2008)	\$95,000
Program Revenue	\$15,000
Surplus Prior Year	\$0.00
Total Revenues	\$110,000
Expense Accounts	
General Expenses	\$20,000
Program Expenses	\$15,000
Staff Wages – Manager and Supervisor (includes benefits)	\$10,400
Contractor Fee – Full Time Program Coordinator	\$60,000
Total Expenses	\$105,400
Surplus / (Deficit)	\$4,600

- If the plan is not approved as presented, the Annual Budget and Five Year Financial Plan may need to be amended to reflect any significant changes recommended by the Regional Board and Advisory Committee.

INTERGOVERNMENTAL IMPLICATIONS

The Plan includes a number of recommendations that pertain to collaborating with School District 68 and local organizations depending on the particular issues involved. The RDN has been involved with such organizations in the past regarding a variety of administrative and operational issues and would continue to work on behalf of the community in the spirit of cooperation and good will to implement the recommendations.

CITIZEN IMPLICATIONS

The Master Plan process provided opportunities for citizen input through the various meetings and public forums. It became apparent that although there are a number of existing programs and services within Area A there is still a need for more, especially in terms of the coordination of services and reaching out to particular areas within Area "A" where individuals and families are significantly challenged by barriers to participation because such services are not readily accessible and the cost is prohibitive. These and other resident needs and desires have been considered in the Plan and reflected in the recommendations.

It is further recognized that the provision of recreation and cultural services to the residents of Area "A" is an important and valuable contributor to the overall health and wellness of individuals, families and the community as a whole and that participation in recreation enriches lifestyles. The RDN will continue to work on behalf of and in concert with the residents of the various communities that make up the rural area to further enhance the service levels as recommended in the Plan.

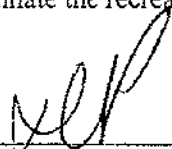
CONCLUSION

Upon Board approval in March 2006, the Regional District of Nanaimo Recreation and Parks Department retained the consulting firm Professional Environmental Recreation Consultants (PERC) to undertake a Recreation and Cultural Services Master Plan for Electoral Area "A". The purpose of the Master Plan is to provide the basic framework to shape and guide RDN recreation and cultural services for the Electoral Area for the next 10 years (2007-2016).

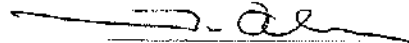
Staff recommend that the Regional Board support the Master Plan's recommendation that the services be provided initially through the RDN to include a Recreation and Culture Advisory Commission and a contracted program coordinator to establish the ground work while exploring future opportunities and direction regarding the issue of governance and administration. This Plan provides the RDN with an excellent guide for identifying, shaping and prioritizing recreation and culture service delivery over the next ten years in Electoral Area "A".

RECOMMENDATIONS

1. That the Electoral Area "A" Recreation and Cultural Services Master Plan be approved to guide the development, management, administration and operations of recreation and cultural services.
2. That the Terms of Reference attached as Appendix II be approved to establish a Recreation and Cultural Advisory Commission for Electoral Area "A" with recreation and cultural services administered through Regional District staff.
3. That a program coordinator be contracted by the Recreation and Parks Department in the fall of 2007 to coordinate the recreation and cultural services in Electoral Area "A".



Report Writer



General Manager Concurrence



C.A.O Concurrence

APPENDIX I

EXECUTIVE SUMMARY

THIS RECREATION AND CULTURAL SERVICES MASTER PLAN was undertaken to define the future direction, philosophy, policies, priorities and actions for the Regional District of Nanaimo, as they related to the provision of recreation and cultural services in Electoral Area "A". Specifically, this document is intended to provide a basic framework that will shape and guide RDN services for the next ten years, beginning in 2007.

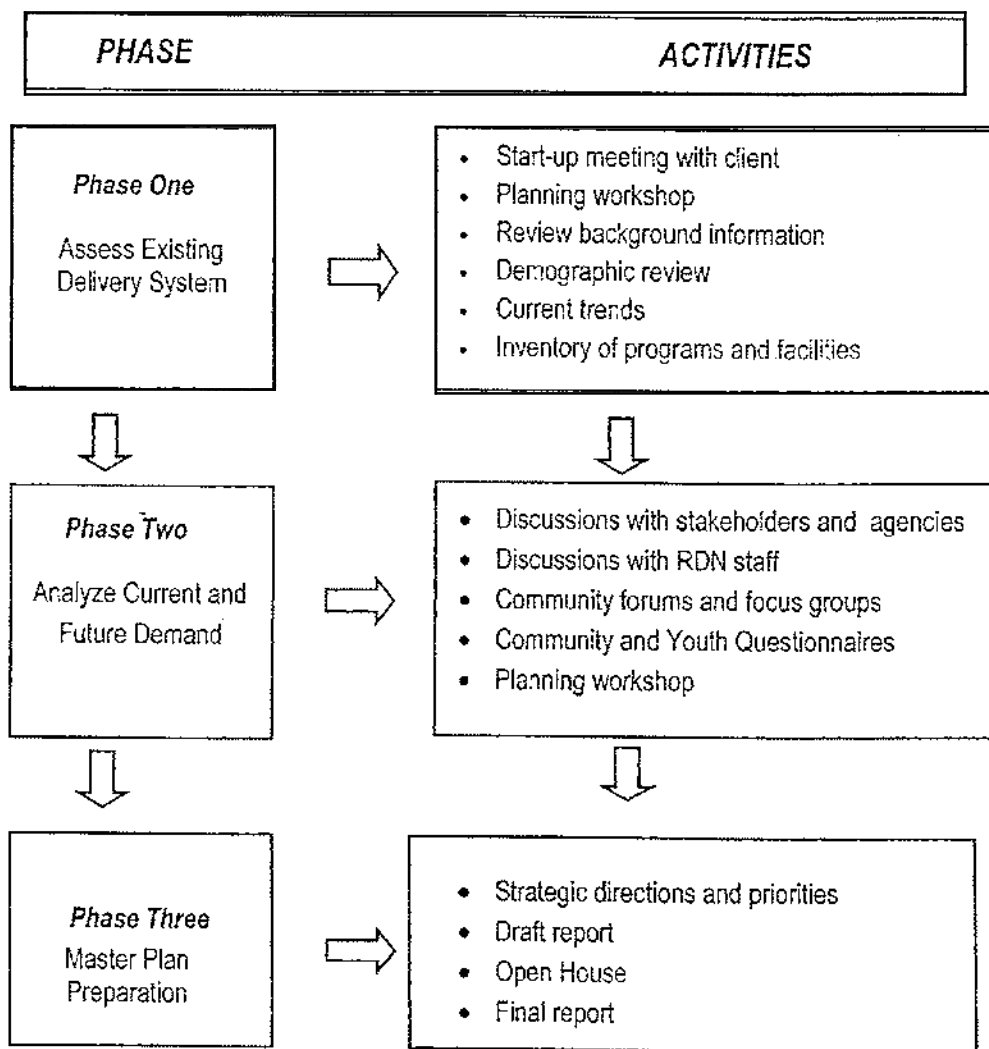
STUDY OBJECTIVES

The Terms of Reference for the study identified the following objectives:

- To ensure community support for the Plan recommendations by providing for public involvement in the process.
- To review current services being provided locally and regionally.
- To develop a clear and concise vision statement for the provision of services.
- To review and inventory all public community recreation and cultural facilities, as well as sport fields, determine the need for additional facilities and amenities.
- To determine the need for inclusive recreation services and a financial access program.
- To determine financial priority strategies regarding short and long term operations and trends for recreation services and facilities.
- To develop a Plan that meets existing and future needs for the service area, and includes setting out recommendations related to services and funding.

METHODOLOGY

In undertaking the project, it was suggested that study be divided into three phases as outlined on the following page.



Each of these steps is described in detail in the full report and more detailed information is included in the Appendices.

PUBLIC INVOLVEMENT

It is important to note that the participation of Electoral Area "A" residents was critical to the success of the planning process. Specific ways in which the community was involved included discussions with close to 40 local organizations and agencies, a community questionnaire, two town hall meetings, a youth questionnaire, and an open house. In addition, the development of the Plan was assisted immeasurably by a Project Advisory Committee comprised of local residents, as well as the Electoral Area "A" Director and Regional District staff.

PLAN ORGANIZATION

The Plan is presented in several sections, which initially describe demographic information related to Electoral Area "A" and current trends in parks and recreation, and ultimately identifies a number of issues and recommendations for the consideration of the Regional District. Recommendations focus on the following key areas of interest:

- Governance and Administration
- Mission Statement / Objectives
- Staffing
- Facilities
- Recreation and Cultural Programs

The final chapter addresses the Implementation of the Plan, and includes a suggested timeline for each recommendation.

RECOMMENDATIONS

The consultants have taken an "issues approach" to the presentation of each of the recommendations included in the report. Accordingly, various concerns have been identified within the context of the project purpose and objectives. Each of the recommendations is presented below.

Governance and Administration

1. *Adopt an initial governance model that involves the Regional District of Nanaimo establishing an Electoral Area "A" Recreation and Culture Services Commission that would be responsible for advising the Regional Board on the development and delivery of recreation and cultural services for an interim period of approximately three years.*
2. *Develop terms of reference for the Recreation and Cultural Services Commission that would outline responsibilities, frequency of meetings, reporting mechanisms, and key activities that would be addressed during the interim period.*
3. *Work jointly with the Recreation and Cultural Services Commission to develop evaluative criteria related to the provision of recreation and cultural services.*
4. *Ensure that the financial viability of each governance option is considered.*

Mission Statement / Objectives

5. *Review the Mission Statement developed by the Regional District of Nanaimo for services in District 69, and develop a similar Mission Statement that is specific to Electoral Area "A".*
6. *Establish objectives and priorities on an annual basis.*
7. *Deliver services based on current resources, when it is determined that other organizations and agencies are not doing so.*
8. *Establish a system for ensuring that all of the objectives are being met.*
9. *Review and update Mission Statement, goals and objectives at least every five years.*

Staffing

10. *Develop and issue a Request for Proposal clearly outlining the nature of the services to be provided by a recreation and culture services coordinator.*
11. *Retain the contract services of a recreation and culture services coordinator for the Fall of 2007.*
12. *Provide supervision and an annual evaluation of the contract services.*
13. *Explore options for securing a location for the recreation and culture services coordinator.*

Indoor Facilities

14. *Meet with School District # 68 officials to determine whether or not there are any opportunities for adjustments in the schedule for gymnasium use in order to accommodate additional user groups as well as recreation and cultural program opportunities.*
15. *Meet with community hall officials to discuss potential improvements to existing spaces in order to allow for more comprehensive recreation and cultural programming.*
16. *Initiate discussions with School District # 68 and local organizations regarding the need for a community centre located centrally in Electoral Area "A" (discussions could include the possible use of an existing school that may no longer be required by the School Board).*
17. *Conduct a feasibility study, involving public consultation, to determine specific needs, capital and operating costs of a community centre.*

Outdoor Facilities

18. *Meet with School District # 68 officials and local sport organizations to discuss possible improvements to the existing school playfields.*
19. *Explore possible funding opportunities related to the improvement of the playfields and the construction of a field house.*
20. *Undertake construction and improvements of the playfields and field house on a phased basis.*
21. *Continue to implement recommendations in the Electoral Area "A": Community Trails Study.*
22. *Refer the public's interest in waterfront access to the RDN Parks function.*
23. *Work with RDN Parks staff and the community towards the construction of a skate park and a community park.*
24. *Continue to explore funding alternatives with the Provincial Government and other agencies to assist in the construction of the skate park and other community recreation and culture facility projects.*

Programming

25. *Use the results of the Master Plan research, as well as the 2005 Survey conducted by Yates, Thorne & Associates to assist in identifying recreation and cultural program opportunities, and explore the availability of potential facilities to accommodate these activities.*

Promotion

26. *Work with existing organizations to enhance the promotion of recreation opportunities.*

The successful implementation of the recommendations contained in the Master Plan will require significant cooperation and coordination between the Regional District and the proposed Commission, as well as existing organizations which currently provide an array of recreation and cultural opportunities. The appointment of the Commission and the employment of a recreation and culture services coordinator should be initiated at an early date, in order to ensure that the various initiatives are dealt with in a timely and efficient manner. From the consultants' perspective, the recommendations included in the Plan provide many opportunities for local residents to become engaged in an exciting initiative that will undoubtedly improve the overall delivery of leisure services in Electoral Area "A".

APPENDIX II

Electoral Area 'A' Recreation and Culture Commission

Terms of Reference

Purpose

To establish a Recreation and Culture Commission for Electoral Area 'A' to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding recreation and culture services and issues in Electoral Area 'A'.

Membership

1. The Electoral Area 'A' Recreation and Culture Commission will be appointed by the Regional Board as follows:
 - the Electoral Area 'A' Director or designate;
 - the Regional Board Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission; and,
 - up to six Members at Large who are residents of Electoral Area 'A'. Appointment selection will factor in representation for the communities of Cedar, South Wellington, Cassidy and the portion of Yellow Point in the Regional District of Nanaimo. In addition consideration will be given to individuals representing sports or cultural organizations or backgrounds.
2. The Commission will consist of a maximum of eight members and may operate without all positions being occupied. A quorum shall consist of five members.
3. For the first year of operation only the terms for Members at Large shall be staggered with three members appointed for a two-year term and a maximum of three members appointed for a one-year term. Beginning in the second year a maximum of three new members will be appointed for a two-year term. The Area 'A' Director or designate and the Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission will be on the Electoral Area 'A' Recreation and Culture Commission for the tenure of their respective Board appointments.

Procedures

1. The Commission shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Commission may meet as required and will structure its activities to meet at least six times per year. The Commission is not required to meet every month of the year.
3. Minutes of Commission meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board and staff regarding a wide range of recreation and culture program issues including planning, development and implementation of recreation and culture services.
2. Liaise, provide leadership and work with community and neighbourhood groups on a wide range of recreation and culture programs and services.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on recreation and culture programs and services.
4. Provide community input into planning documents including the development and updating of a recreation and culture services master plans.
5. Work within the objectives and policies of local Official Community Plans and any other statutory plans that are applicable to Electoral Area 'A'.

Financial Considerations

The Commission will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans. The Commission will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

Reporting and Authority

In the provision of their services to the Electoral Area 'A' Recreation and Culture Commission, Commission members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
MONDAY, APRIL 2, 2007
7:00PM**

Attendance: George Holme (Area E Director)
Gabrielle Cartlidge
Kiwi Stanners
Anette Thingsted
Stephen Watson
Floyd Harry

Staff: Wendy Marshall

Regrets: Frank Van Eynde
Anette Thingsted

CALL TO ORDER

Meeting was called to order at 7:00 pm by Kiwi Stanners.

Welcome to new Advisory Committee member Floyd Harry

MINUTES

MOVED G. Holme, SECONDED G. Cartlidge, that the Minutes of the February 5, 2007, meeting be approved. CARRIED

BUSINESS ARISING FROM THE MINUTES

Noted by W.Marshall that the Schirra Drive proposed subdivision application is on hold. When the application is ready to proceed, the Advisory Committee can initiate the site visit as discussed in the February meeting.

REPORTS

a). Director's Report – G. Holme

- Update on the budget for the RDN's 5-year capital plan

b.) Staff Update – W. Marshall

- J. Ainge moved over to another Department within the RDN, and is now the Zero Waste Coordinator. A thank you to Jeff (not in attendance) for his many years of work and contributions
- Two positions to be filled in the near future: Parks Planner and Parks Operations Coordinator
- The Parks Technician continues to work on clearing winter damage for the fall/winter storms. This includes some bridge replacements.
- Fairwinds update: reported that the consultants have yet to make a presentation on their conceptual plans to the investors/owners. The Advisory Committee will be provided with an update by the consultants at a later date, including another round of input and comments.

MOVED G. Holme, SECONDED G. Cartlidge, that the Reports be received.

CARRIED

NEW BUSINESS

W.Marshall advised that the RDN has received a Tourism Grant for parks signage, kiosks and brochures. Initial plan is to target Regional Parks and Trails and other local areas of interest. For Area E, Brickyard and Beachcomber parks will be included. The goal is to direct people to the various parks and trails.

Work planning for 2007, suggestions from Committee included cutting the grass at Park Place, more signage of beach access locations (list to be provided for next Advisory Committee meeting), ongoing broom removal, and the possibility of linking in the various trails/walkways, such as the Blueback Road area.

COMMITTEE ROUND TABLE

It would be nice to have the RDN link provided to the Advisory Committee on the map of the Trans Canada Trail.

NEXT MEETING DATE

The next meeting will take place at 7.00pm Monday June 4, 2007, at the Nanoose Library Hall.

ADJOURNMENT

MOVED G. Holme, SECONDED G. Cartlidge that the meeting be adjourned.

CARRIED

Chair

6. BUSINESS ARISING FROM DELEGATIONS.

MOVED *D. Bartram*, SECONDED *V. Weismiller*, that staff meet with *Ms. D. Robinson* and bring forward a report and recommendations regarding the proposed BMX Park on Regional District community parkland adjacent to the Lighthouse Community Centre to include land use issues, insurance liability, project costs, time lines and project phasing.

CARRIED

7. REPORTS

7.1 Director's Update (*verbal*)

An April article in the Beacon will state there are 3478 people living in Area H, over an 11% increase. Largest increase was in the village centres, mostly the Bowser/Deep Bay areas. There are plans for holding meetings in the fall for village node planning in Area H. Regional growth strategy meetings will also be held this year. There is a sustainability workshop on May 3, 2007 in Nanaimo to assist in regional planning and sustainability. Park staffing; Board approval has been received for a Parks Planner and a Parks Operations Coordinator position. The 2007 Recreation grants have been approved.

7.2 Area 'H' Community Parks Budget/Work Plan Review -- *W. Marshall (verbal)*

Wendy Marshall announced that Jeff Ainge has left his position with the Recreation and Parks Department and accepted a position with Environmental Services as a Zero Waste Coordinator. Deep Bay Creek bridges and trail work will be done this summer. Wildwood Park trails have had maintenance work done, including the replacement of three bridges. Maintenance work in Dunsmuir is also planned. Request was made to replace the porta-potty at Dunsmuir Park. The Ministry of Transportation beach access on Deep Bay spit is a proposed development site, pending further planning and Board support. McColl subdivision, Wendy will send out the recommendations to Al Grozell to follow up on what is outstanding in his agreement.

8.3 Monthly Update of Community Parks and Regional Parks and Trail Projects
February 2007.

The Report was circulated to all members.

MOVED *B. Wilson*, SECONDED *D. Bartram* that the reports be received.

CARRIED

8. COMMITTEE ROUND TABLE

- Garbage dumping: *Ms. Little* is concerned that there is a lot of garbage being dumped needlessly throughout the area. Perhaps there needs to be some consideration being given having a garbage dump being put in area H
- Dogs: *Mr. Ellis* commented that there are a lot of dogs that are out of control in the area and that some dog owners are not taking responsibility for their dogs and their messes. A by-law enforcement officer may follow up on repeat offenders. Public education is a key.
- Recreation advertising: discussion of possible recreation programs and hall improvements.

- Woodlot: Ms. Weismiller commented on the wood lot and the state of Wildwood Community Park and surrounding trails. There was a request for better signage to educate the park/trail users about what is private and public and that the conditions in the park be taken care of by the Parks Department. Public needs to know that the use of chain saws in the park is prohibited. Staff have spoken to some people who confessed to using chainsaws in the park. For the most part it is well meaning individuals who will now stop using the saws.
- Warren Cook Award Presentation: There will be an article in the PQ News. The Committee is requested to make plans to make this presentation public in Arca H. Invitations would be extended to the press and local stream keepers. Possible date in May or June. *Michael Proctor will contact Warren Cook to set up some possible dates.* Mr. Proctor will do the initial contact work with the government. Joan Michel will be a good resource with who should be on the invite list.

9. COMMITTEE INFORMATION

11.1 Next Meeting Date: **Tuesday, May 15th, 2007 at 9:00 a.m.**

10. ADJOURNMENT : 10:40 a.m

MOVED *D. Bartram* to adjourn the meeting.

Chair

Disbursement:

D. Bartram	W. Marshall
P. Biro	J. Lobb
B. Wilson	T. Osborne
M. Procter	
B. Ellis	
M. Little	
V. Weismiller	

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, May 17, 2007**

Attendance:

Frank Van Eynde
Eve Flynn
Jo-ann Chase

Reg Nosworthy
Jack Wilson

Dave Bartram
Teresa Patterson

Staff:

Tom Osborne, General Manager of Recreation and Parks
Dan Porteous, Manager of Recreation Services
Colleen Douglas, Recreation Programmer
Marilynn Newsted, Senior Secretary

Regrets:

Patty Biro

CALL TO ORDER

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

MINUTES

- 3.1 MOVED Commissioner Bartram, SECONDED Commissioner Chase, that the Minutes of the District 69 Recreation Commission held April 19, 2007, be approved. CARRIED
- 3.2 MOVED Commissioner Nosworthy, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission Grants Meeting held May 8, 2007, be approved. CARRIED

CORRESPONDENCE

- 4 MOVED Commissioner Patterson, SECONDED Commissioner Nosworthy, that the correspondence received from Errington Therapeutic Riding Association and Oceanside Floor Curling Club, be received. CARRIED

FUNCTION REPORTS

- 5.1 Mr. Porteous reviewed the Recreation Services Report highlighting the following items:
- Ms. Colleen Douglas, Recreation Programmer for the arenas, worked with a Malaspina University College student who completed a report on potential theme skates for the 2008 season at Oceanside Place.

- A Youth Bus for District 69 is being explored by the Youth Link committee. Ms. Jennifer Browett, Recreation Programmer working with youth, is involved in the project. The concept is similar to the local Words on Wheels Bus, but focuses on reaching youth in the outlying areas of the district. It has been successful in other places such as Port Coquitlam. If implemented, staff from various organizations would work as a team to engage youth in activities and conversation, disseminating information and building relationships.
- Recreation Programmer Ms. Chrissie Finnie will be attending a meeting in Nanaimo to explore opportunities to coordinate mid Island events between various organizations involved in the Active Communities initiative.
- Two permanent part-time positions for a Recreation Receptionist and a Maintenance Worker at Oceanside Place have been filled.
- Eight Site Leader positions for the summer have now been hired along with the Recreation Program Assistant to coordinate the programs. Seven of the Site Leader positions have been supported through the Summer Student Career Placement Grant program.
- A hot water boiler at Oceanside Place has failed. The boiler is covered by warranty; however, staff are exploring whether or not the capacity of the original boilers are sufficient for the operations of the facility. Staff have also contacted the contractor and are investigating to see if the boiler failure was a possible engineering deficiency. The boilers may need to be replaced and will be considered as part of the 2008 Annual Budget process and Five year Financial Plan.
- Approximately thirty-five youth attended the Youth Dance held May 4 in Qualicum Beach as part of Youth Week.

Commissioner Flynn noted as most youth dances have been offered in Qualicum Beach perhaps staff would consider hosting future youth dances in other areas of the District.

5.2 Mr. Osborne reviewed the Regional Parks and Trail and Community Parks Report highlighting the following items:

- Numerous hazard trees have been removed from Errington Community Park.
- Work parties have been out in both Boulton and Hawthorne Place Community Parks.
- Work has resumed on the Top Bridge Crossing site. The archaeologist attended the site and confirmed that there were no cultural artifacts in the excavations.
- Staff continue to work on the Canada-BC Municipal Rural Infrastructure Grant for the Lighthouse Country Trail.
- Staff toured a large number of prospective consultants for Englishman River Management Plan through the park earlier this week.
- Security patrols are now in place at numerous parks through out the District on Friday and Saturday evenings.
- Two controlled burns were required to remove the slash piles on Mt. Benson.

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

CARRIED

NEW BUSINESS

8.1 The Commission reviewed the District 69 Recreation Grant Committee's recommendations as stated in the Minutes of May 8, 2007.

MOVED Commission Chase, SECONDED Commissioner Nosworthy, that the Regional Board approve the recommendations from the District 69 Commission Grants Committee for the following Community and Youth Recreation Grants:

Community Recreation Grants

Community Group	Recommended
Deep Bay Canada Day Celebration – fireworks show	\$2,000
D69 Family Resource Association (Family Days) – signage, races, pre-parade/parade, and advertising expenses.	\$2,450
Forward House Community Society –supplies & equipment to revitalize greenhouse	\$1,800
Parksville & District Association for Community Living – “Operation Trackshoes” – Bus transport & t-shirt expenses.	\$1,050
Ravensong Aquatic Club – pool rental, equipment, stationary	\$1,800
Rotary Club of Qualicum Beach – event shortfall	\$3,000
The Old School House Arts Centre – facility and equipment rental and transportation.	\$2,090
Vancouver Island Opera – costumes & scenery	\$900
Total	\$15,090

Youth Recreation Grants:

Community Group	Recommended
Arrowsmith Community Enhancement Society – program supplies	\$1,510
D69 Family Resource Association – surf equipment	\$1,600
Oceanside Kidfest Committee – youth activity supplies	\$1,000
Oceanside Arts Council – production costs	\$850
One Five One – Art Speak Gala – supply & event costs	\$1,381
Parksville Lawn Bowling Club – equipment	\$2,000
Parksville Lions Club – form material for skate park jump	\$1,200
Total	\$9,541

CARRIED

- 8.1 Mr. Porteous reviewed the District 69 Rural Recreation Program Service Delivery report for the Commission. He noted that one of the key issues identified in the recent Master Plan for Oceanside was the challenge of providing recreation services to the outlying areas of the District. Many residents living in the rural areas of the District have barriers to participation including transportation and financial constraints that limit their involvement in recreation pursuits offered through the RDN Recreation and Parks Department. Staff have explored options for the provision of recreation services to the outlying areas of the District outlined in the report including the hiring of a part-time staff person and a recreation services agreement with the Arrowsmith Community Enhancement Society.

MOVED Commission Bartram, SECONDED Commissioner Nosworthy, that the Recreation and Parks Department employ one new permanent part time Recreation Programmer and re-organize staff responsibilities to accommodate for the provision of recreation services to Electoral Area E, G and H, Parksville and Qualicum Beach.

CARRIED

MOVED Commission Bartram, SECONDED Commissioner Nosworthy, that the Regional District of Nanaimo enter into a three year recreation services agreement with the Arrowsmith Community Enhancement Society to include the transfer of up to \$28,000 annually to the Society to provide recreation services locally to Electoral Area F.

CARRIED

COMMISSIONER ROUNDTABLE

9 Commissioner Wilson reported the Qualicum Beach Recreation Commission will be contacting Ms. Joan Michel, RDN Parks and Trail Coordinator, to request her attendance at a future meeting to discuss connections between the RDN and the Town of Qualicum Beach trail system.

Commissioner Flynn reported the District 69 School Board budget passed. The new budget again reflects an altered school year. The 2007/2008 school year will include two extra holiday days at Christmas and three extra holiday days at Spring break.

Commissioner Flynn noted all went well with Ballenas Grad which was held this past weekend. Pass Woodwinds ceremonies will be held June 30 and Kwalikum Secondary will hold their event the first weekend in June.

Commissioner Flynn reported school participation in the Fat Well Get Moving initiative far exceeded last year. Children were involved and did receive prizes, however, did not receive the stickers, which they do enjoy.

Commissioner Patterson reported the Spirit of BC Occanside will hold their first general meeting May 31, 2007.

Commissioner Chase reported work parties will be working on the swing set in Dashwood, removing broom in Dalmatian Park and with the Friends of French Creek on hogweed removal.

Commissioner Nosworthy noted the following events:

- A Drumfest will be held July 1, 2007.
- The After School Fun Club will be continued in 2008 due to the success of this year's program.
- ACES will hold their annual car show the August long weekend.
- The Cool Cooks program at both community schools has been extremely well received. In that regard, two more four week sessions have been added.
- The new child care centre is to open in September at Errington Community School.
- The Health Care Committee, a part of ACES, has been looking at a Neuro Feed Back Program and the possibility of the rights to offer the program across Canada.

Commissioner Bartram noted the following items:

- Regional District efforts were not able to stop the spraying to kill weeds along the E & N Railway right of way which began this last week.
- The Governor General of Canada is unable to attend the Warren Cook presentation; an invitation has now been extended to the Lt. Governor of BC.
- The beach access at the end of the Deep Bay spit is to be cleaned up and kept tidy by nearby residents.

- An excellent meeting was held with the Lighthouse Recreation Commission, Bow Home Bay Community Club, Lighthouse Community Hall Managers and the RDN discussing how more recreation activities could be brought to the area and how to increase the usage of the community hall.

Commissioner Bartram requested staff contact himself or Commissioner Biro with regard to the access of the Deep Bay Park.

Commissioner Van Eynde reported Nanoose Library received monies from the District 68 Grants Committee for replacement of tables used for flea markets.

Commissioner Van Eynde reported the funds received for the beautification of the Nanoose Place were well spent, as the plantings are very attractive this spring.

ADJOURNMENT

MOVED Commission Wilson, SECONDED Commissioner Bartram, that the meeting be adjourned at 2:45pm.

CARRIED

NEXT MEETING

The next meeting will be held Thursday, June 21, 2007, at 2:00pm, at Oceanside Place.

Frank Van Eynde, Chair



RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMYS
MAY - 8 2007	
SMCA	
CHAIR	BOARD

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 8, 2007

FROM: Dan Porteous
Manager of Recreation Services

FILE:

SUBJECT: District 69 Rural Recreation Program Service Delivery

PURPOSE

To provide information and recommendations for enhancing recreation program service delivery in rural electoral areas of District 69.

BACKGROUND

The Regional District of Nanaimo Recreation and Parks Department recently completed a Recreation Services Master Plan in July of 2006. One of the key issues identified during the study was the challenge of providing an effective recreation program service delivery system to electoral area residents who live in rural areas that are much further away from where the majority of RDN recreation services occur. Currently most RDN recreation program services offered at local schools, community halls and RDN recreation facilities, although intended for district wide participation, are located in the centralized area of the district (Parksville and Qualicum Beach). For the most part, Area G is well served due to its proximity to the municipalities. Feedback during the study, especially noted in Areas F and H, emphasized the challenges facing rural residents to participate in program services offered in the centralized area and the lack of RDN recreation program services offered directly to these particular areas.

To address this issue, the Plan proposes that three part time program staff be employed by the RDN to work directly in the rural areas of E, F and H, rather than through a reallocation of existing staff resources, which would have a negative impact on the current service levels. An additional \$63,000 has been allocated in the 2007 Budget to provide for some increased staff resources. The Plan also includes a recommendation that staff explore opportunities with the School District to consider office and community spaces within particular schools and/or community facilities that RDN program staff could operate from within the electoral areas.

Recreation and Parks Department staff met with various representatives of Areas E, F and H and the School District to discuss the issues and challenges regarding recreation service delivery and potential solutions. Through these discussions it became apparent that these three electoral areas have different needs and benefits with respect to the delivery of recreation services provided by the Recreation and Parks Department. Some key factors identified included the capacity of other

organizations to deliver recreation services; challenges regarding volunteer recruitment, retention and capacity of volunteers; a lack of coordination regarding the overall delivery and promotion of recreation services; and the lack of RDN employed staff to assist with coordination and delivery of recreation services locally.

Area F seems to be well served for the most part and would further benefit from a stronger communication link and some program services offered through the RDN. Area H would benefit from a much stronger presence of RDN program staff to assist with the coordination and provision of recreation services as would Area F. However, with respect to Area F, the Arrowsmith Community Enhancement Society (ACES) presented RDN staff with a proposal to provide recreation services to the Area. The Society wishes to enter into an agreement with the RDN, whereby funds would be transferred to the Society to provide recreation services locally to Area F. This service delivery model would be similar to Area B which has proven successful over the past few years on Gabriola Island. The Society is well established and prepared to manage this approach on behalf of the communities in Area F.

Upon further review, staff have determined that retaining three additional part time staff through the RDN is not possible due to budget limitations in the 2007 Annual Budget. However, in consideration of the discussions, a more community based approach can be taken that factors in the capacity and needs of each electoral area. By hiring one part time staff and re-organizing some current staff responsibilities within the Recreation and Parks Department, and entering into an agreement with ACES to provide direct services to Area F, it is feasible to enhance rural recreation services to the outlying areas without jeopardizing the current service levels already being provided.

ALTERNATIVES

1. Employ three additional permanent part time (PPT) Recreation Programmers to directly serve Areas E, F, and H as proposed in the Recreation Services Master Plan. In order to implement this alternative within the 2007 Annual Budget funding limits, two PPT would be retained in 2007 and the third would be retained in 2008.
2. Employ one additional permanent part time Recreation Programmer and re-organize staff responsibilities to better accommodate recreation services to Areas E, G and H, the City of Parksville and Town of Qualicum Beach, and enter into an agreement with the Arrowsmith Community Enhancement Society that would include the transfer of funds to the Society to provide recreation services locally to Area F.

FINANCIAL / SERVICE IMPLICATIONS

1. The addition of three part time staff positions would significantly enhance the provision of service directly to Areas E, F and H. With this approach the current staff complement would continue to provide the existing level of service in the centralized area of Parksville and Qualicum Beach. However, the cost of providing three new part time positions through the Regional District would cost approximately \$105,000, far exceeding the funding envelope of \$63,000 available in 2007. In order to implement Alternative 1, two PPT staff would be retained in 2007 and the third in 2008. New and existing staff resources would need be realigned for the remainder of 2007 in order to implement this approach.
2. Considering the funding challenge associated with employing three new positions, the provision of rural recreation services could still be accommodated by hiring one part time

position at approximately \$35,000. The additional staff person in concert with the re-organization of some existing staff responsibilities would enable the Department to target the rural Areas of E and H and focus on their particular needs. The RDN could then transfer up to \$28,000 to the Arrowsmith Community Enhancement Society to provide recreation services locally to Area F. This approach would stay within the approved funding envelope and still enhance rural recreation service delivery.

Current and proposed staffing resources of the RDN outlined in the table below show the particular positions and the areas of responsibility that are recommended in Alternative 2.

Table 1

Position	Current	Proposed
Recreation Programmer – Community Development (marketing, field allocations, financial access, grant program - district wide)	1	1
Recreation Programmer – Aquatics (district wide)	1	1
Recreation Programmer – Arena / Summer Camps (district wide)	1	1
Recreation Programmer – Youth (district wide)	1	1
Recreation Programmer – Preschool/Children (district wide)	1	1
Recreation Programmer – Adult (district wide)	.5	5 (EA E)
Recreation Programmer – Community focus	0	5 (EA H)
Total	5.5	6.0

The shaded areas in Table I show the focus for change. With minimal changes to responsibilities, one part time position would be able to provide the needed services related to Area E in addition to the Adult programs currently being provided. The other part time position would provide services directly in Area H. Their work would be augmented by the other Recreation Programmers who would continue to provide services that would remain district wide in scope, in terms of who may register and participate, and for the most part, delivered in the centralized areas of the district. The overall process would be monitored and evaluated over time to consider workload balance and the success of the enhanced rural recreation service provision.

The Recreation Programmer involved with Area E would continue to be based out of Oceanside Place in Parksville and the Recreation Programmer involved with Area H would initially be based out of the Ravensong Aquatic Centre in Qualicum Beach until staff can further explore opportunities and the need for staff to work in specific locations within the electoral areas. Both positions would work closely with Nanoose Place, Lighthouse Recreation Commission and with the respective elementary schools in Electoral Area E and H.

An agreement with Area F would be established, similar to the existing agreement with Area B, outlining the terms of the agreement including service provision expectations and financial responsibilities of the Society to the RDN.

COMMUNITY IMPLICATIONS

Many residents living throughout the District are challenged with a variety of barriers to participation in recreation activities including transportation and affordability. However, this is more pronounced in the rural areas where recreation program choices provided by the RDN and other community organizations can be more limited for residents within their own communities and the travel time to participate in RDN recreation services in the centralized areas is more prohibitive due to cost and time.

Non-profit organizations such as the Nanoose Bay Recreation and Activities Society, the Lighthouse Recreation Commission, and ACES do exist in the outlying areas to serve their respective areas. A number of programs and services through facilities like Nanoose Place, the Errington War Memorial Hall, Bradley Centre, the Lighthouse Community Hall and some of the local elementary schools are provided by the various agencies. Some are more successful than others depending on the volunteer capacity, paid staff and other resources available. Area E does not seem to have the same significant concerns expressed by Area F and H in terms of RDN involvement; however, all three would benefit from a better working relationship with the RDN. This relationship would be favorably enhanced through a stronger RDN presence especially pronounced in Area F and H where no paid staff are available to support and coordinate recreation opportunities on behalf of the community as in Area E or through the current RDN centralized service delivery approach.

By enhancing the service delivery the Recreation and Parks Department staff would be able to work more closely with and readily support Electoral Area organizations and representatives to better serve the varying needs of these particular rural areas. The rural recreation services strategy would bring the delivery of recreation services "closer to home" providing opportunities that are accessible and affordable, and increasing participation levels leading to improved health and wellness of individuals and families.

The residents living in urban areas of the District within or near Parksville and Qualicum Beach will continue to be well accommodated in terms of program service delivery, including ease of access to a wide variety of recreation related programs and services.

CONCLUSION

A recently completed Recreation Services Master Plan for District 69 includes a key issue pertaining to the enhancement of rural recreation program service delivery and a proposed solution to hire three part time staff to work directly in Areas E, F and H. Funding of \$63,000 is approved in the 2007 Budget to accommodate for some additional staff.

Staff met with key representatives to explore options for the enhanced service delivery. Key concerns expressed included a lack of RDN support in term of recreation services and the need to develop a stronger relationship with, and presence of, RDN staff. It is also apparent that Parksville, Qualicum Beach and for the most part, Electoral Area G, due to its close proximity to the two municipalities, are well served in terms of the recreation services provided through the Recreation and Parks Department.

It was also determined that the \$63,000 funding envelope would not be sufficient in 2007 to support three additional part time staff based on the cost of wages and benefits. Due to this funding challenge and in discussions with the various representatives it has been determined that the best approach to accommodate the enhanced rural services would be to hire one part time Recreation Programmer (\$35,000) through the Recreation and Parks Department and re-organize some staff responsibilities. This approach would ensure that recreation services are provided directly to the Electoral Areas of E and H, while maintaining the current level of service that benefits the two municipalities and for the most part, Area G.

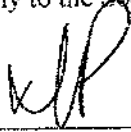
In consideration of the discussions with the Arrowsmith Community Enhancement Society and upon reviewing a preliminary proposal by the Society it has also been determined that Electoral

Area F would benefit by entering into an agreement with the Regional District provide recreation services within the local area.


Staff are recommending Alternative 2 which provides for the Regional District retaining one part time Recreation Programmer, re-organizing current Recreation Programmer responsibilities, and entering into a recreation service agreement with the Arrowsmith Community Enhancement Society.

RECOMMENDATIONS

1. That the Recreation and Parks Department employ one new permanent part time Recreation Programmer and re-organize staff responsibilities to accommodate for the provision of recreation services to Electoral Areas E, G and H, Parksville and Qualicum Beach.
2. That the Regional District of Nanaimo enter into a three year recreation service agreement with the Arrowsmith Community Enhancement Society to include the transfer of up to \$28,000 annually to the Society to provide recreation services locally to Electoral Area F.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS

REGIONAL DISTRICT OF NANAIMO

MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE
HELD ON THURSDAY, MAY 10, 2007 AT 9:00 AM
IN THE REGIONAL DISTRICT OFFICES

Present:

M. Young	Chairperson
F. Van Eynde	Citizen Advisory Group
B. Erickson	Citizen Advisory Group
P. Biro	Citizen Advisory Group
L. Burgoyne	Administrative Assistant

SCHOOL DISTRICT 68

Funds available: \$ 2,669.40

MOVED F. Van Eynde, SECONDED P. Biro, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Cedar School & Community Enhancement Society	\$ 800	\$ 400
Hope Centre	\$ 2,200	880
Jonanco Hobby Workshop	\$ 3,100	Denied
Nanaimo Search & Rescue	\$ 2,000	\$ 880
People for a Healthy Community on Gabriola Society	\$ 1,500	<u>\$ 500</u>
		<u>\$ 2,660</u>

CARRIED

The Committee agreed that the following comments be conveyed to the applicants:

Cedar School & Community Enhancement Society - grant to be used towards the purchase of two storage cabinets for storing program supplies and a large picnic table umbrella to provide shade for the picnic table located in the toddler park area.

Hope Centre – grant to be used towards the purchase of a projector to show movies at the youth centre and for use by the film club.

Jonanco Hobby Workshop - A request was received requesting funding for various leasehold improvements to the workshop. The request was denied by the Committee. Grant-in-aid criteria specifies that funding will not be provided for leasehold improvements.

Nanaimo Search & Rescue – grant to be used towards the purchase of pagers required for call out notification for search and rescue members.

People for a Healthy Community on Gabriola Society – Funds were approved to purchase garden tools, equipment and garden seeds to be used for the organization's Food Smart Kids Project which provides nutritional education, cooking and gardening skills to children.

SCHOOL DISTRICT 69

Funds available: \$9,195.60

MOVED F. Van Eynde, SECONDED B. Erickson, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
District 69 Family Resource Association	\$ 3,000	2,000
Friends of Nanoose Library	1,000	750
Milner Gardens & Woodland Society	3,000	Denied
Mount Arrowsmith Pipe Band Association	1,700	1,275
The Nature Trust of BC	3,000	1,500
Oceanside Community Response Network	900	600
Parksville & District Association for Community Living	2,700	Denied
Parksville & District Historical Society	690	330
Parksville Garden & Parkland Society	1,000	1,000
		<u>\$ 7,455</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

District 69 Family Resource Association – grant approved to assist women involved in the Family Resource Association’s Stopping the Violence program. Funds provided will be used for community outings and recreational activities to enable members of this group to continue to reconnect with the community. A portion of the funding request was considered as operating expenses and did not fit within the grant-in-aid funding criteria.

Friends of Nanoose Library – grant to be used to purchase wood and supplies to repair the booths that are used for a variety of fund raising events held at the facility.

Milner Gardens & Woodland Society – grant request denied. The Committee noted that the Society’s current financial position was very good. The grant request was partly to provide supplies to the students, including books and pencils, that Committee members felt the students could provide themselves.

Mount Arrowsmith Pipe Band Association – grant to be used towards tuition fees for four junior members of the Pipe Band to attend the Celtic Performing Arts summer school in July.

The Nature Trust of BC – funds to be used to purchase materials to build a kiosk and produce a sign for an interpretive centre at the River’s Edge along the Englishman River. The centre will provide information and maps concerning the local ecologically sensitive areas. The Committee that funding be held until the organization can provide a timeframe and further budget details for the project.

Oceanside Community Response Network – grant to be used for the organization’s ongoing educational awareness programs. Funds will be used to produce posters and pamphlets to educate and provide awareness to the community regarding identifying and preventing abuse of vulnerable adults.

Parksville & District Association for Community Living – grant request denied. The organization requested grant funding to provide for vehicle insurance, maintenance and fuel. The Committee considered this request to be operational expenses and therefore the request did not meet the criteria for grant-in-aid funding.

Parksville & District Historical Society – Funds were approved to purchase two uninterrupted power supply units for the Society’s computers. The Committee denied an additional funding request for

emergency exit signs and emergency lighting for the Society's museum and archives. This was considered a leasehold improvement and therefore does not fit within the criteria for grant-in-aid funding.

Parkville Garden & Parkland Society -- a grant was approved to purchase gravel for the Parkville Railway Garden at the train station.

The Committee members requested that in future all organizations receiving funding through the RDN General Grants-In-Aid process provide proof of the use of funds, i.e. copies of the receipts from the purchase of items. The information is to be provided to the Administrative Assistant for review by the Committee members.

ADJOURNMENT

The meeting adjourned at 11:00 AM.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, MAY 24, 2007 AT 12:00 NOON IN THE COMMITTEE ROOM

Present:

Director L. McNabb	Chairperson
Director J. Burnett	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director S. Herle	City of Parksville
Director C. Haime	District of Lantzville

Also in Attendance:

D. Trudeau	General Manager, Transportation Services
L. Kiteley	Manager, Transportation Services
D. Holmes	General Manager, Corp. Services, City of Nanaimo
P. Murray	BC Transit
G. Hanson	Downtown Nanaimo Partnership
A. McNally	IBI Group
D. Langille	IBI Group
F. McFarlane	Recording Secretary

CALL TO ORDER

The meeting was called to order at 12:05pm by the Chair.

DELEGATION

George Hanson, Downtown Nanaimo Partnership.

Mr. Hanson spoke briefly on the success of the partnership between themselves and Nanaimo Transit with regards to providing shuttle buses for the cruise ships. Transit is collaborating with the DNP in offering passengers of visiting Cruise Ships shuttle services to the downtown core. The service is provided to the DNP at a reduced hourly rate in exchange for the DNP maintaining the area around the Bastion Street bus stop, which local businesses support.

Mr. Hanson also discussed whether an exchange was needed in the downtown core and the option of providing frequent service shuttle buses instead of large buses, which would address some of the issues on Bastion Street. The cruise ship shuttle service could act as a model for the downtown core. He noted that businesses near transportation nodes do very well whereas those located immediately adjacent to the nodes actually suffer.

[12:10pm Directors Sandy Herle and Colin Haime joined the meeting.]

Dennis Trudeau has been invited to the next meeting of the DNP, in an effort to increase the level of understanding between the DNP and the Regional District of Nanaimo (RDN) Transit Department.

Director McNabb agreed that obtaining a viable location is difficult and is a big issue, while Director Stanhope questioned the numbers with reference to cruise ship passengers. Mr. Hanson advised that they are expecting 15 large cruise ships to dock in Nanaimo this year, with each ship carrying 1800 to 2000 people.

Director Young asked what Portland had done with respect to bus service in the downtown area. Mr. Hanson noted that Portland has placed a ceiling on parking allowed in developments downtown. There is also a light rail structure augmented by a trolley system. The downtown service is free of charge and the user friendliness of the transit stops encourages people to use them. They instituted a policy to allow public art, which creates an ambience around the use of transit.

MINUTES

MOVED Director Holme, SECONDED Director Stanhope, that the minutes of the Transit Select Committee meeting held on March 22, 2007 be adopted. CARRIED

CORRESPONDENCE

Correspondence received from Mr. Steve New, BC Transit, re Provincial announcement on transit expansion funding

D. Trudeau noted that \$169,000 is available for transit expansion in 2008. A report is being prepared and will be presented to the Transit Select Committee in preparation for next year's budget.

Email dated April 14, 2007 from Diane Brennan re article from *The Times Colonist* on bus shelters

D. Trudeau mentioned partnerships with Woodgrove Mall and the Canadian Superstore for the provision of bus shelters/stops. Information posts, which offer detailed information on routing and schedules for riders, are currently being added to stops and shelters in Districts 68 and 69.

Director Brennan suggested that if there was a cost share program with municipalities, we might be able to make more stops accessible and add more shelters and benches, which may encourage more ridership. She indicated that unless the bus service is made attractive and accessible, people will not utilize it. D. Trudeau suggested staff prepare a report on the feasibility of cost sharing with municipalities to make bus shelters and stops more accessible and make stops more attractive. Director Burnett asked whether this would fall under the category of grants and D. Trudeau noted that it would. Director Stanhope commented that since a report was to be done, he would hope that 'partnerships' would be reviewed as well.

Correspondence received from Brenda Binnie, Union of British Columbia Municipalities, re Public Transit Infrastructure Program Funding

D. Trudeau noted that this outlines the funding available under the public transit agreement. The RDN is working with BC Transit regarding the needs of RDN transit and trying to prioritize these needs, thus maximizing the funding available for capital projects.

Money Makes Wheels Go 'Round – Article from *Parksville Qualicum News*

D. Trudeau circulated an article of interest to members present. The Wheels for Wellness Society provides non-emergency medical transportation, for appointments that are 75 km or further away from the nearest hospital. The service receives a \$400,000 grant from the Vancouver Island Health Authority for operations, and also accepts individual donations. The Society has made available a vehicle to those needing transportation to the Nanaimo area that is closer than 75 kilometers, for an estimated cost of approximately \$100,000 per year. He is looking for additional funding and will be reviewing the service after a year to determine whether it is financially viable to continue it.

Director Herle noted that the Society recently attended a City of Parksville Council Meeting to outline their program and this new service. She was of the understanding that if they do not find outside funding partners, they would not be able to continue offering the service. The Society is not allowed to charge a fee or will lose funding from VIIIA. D. Trudeau advised that Director Bartram has expressed interest in the past for this type of service.

MOVED Director Holme, SECONDED Director Stanhope, that the correspondence be received for information. CARRIED

BC TRANSIT UPDATE

P. Murray had no report at this time.

ADMINISTRATION

Bastion Street Bus Stop

D. Trudeau noted that the Bastion Street bus stop was created when the transit exchange was relocated from Port Place Mall, where it currently works as a flow through exchange. Now complaints are being received relating to garbage and crime issues in the area from local business owners. As well, the bus stops tend to cause back-ups in traffic flow. D. Trudeau indicated he and Douglas Holmes, General Manager, Corporate Services, City of Nanaimo, did a walk along through the area to determine what alternatives there were.

MOVED Director Holme, SECONDED Director Burnett, that staff be directed to prepare a report on the Bastion Street Bus Stop that outline options for consideration. CARRIED

Director Holdom asked if this would be a location for a covered shelter, which would help to segregate riders from other street traffic. D. Trudeau stated that it would not.

Director Brennan commented on whether turning Skinner Street into pedestrians only traffic might help the bus traffic on Bastion. D. Trudeau indicated that this would be reviewed in the report.

D. Trudeau noted that the RCMP has been contacted regarding the crime that is allegedly occurring in the area and that City of Nanaimo staff would be addressing the excess garbage at the site.

Transit Business Plan Update – Service Review

L. Kiteley indicated that both she and P. Murray of BC Transit are the Project Managers for the Transit Business Plan Update – Service Review. L. Kiteley introduced Doug Langille, Senior Transit Consultant, and Andy McNally, Project Director, both of the IBI Group consulting firm that has been retained to work on the project. Mr. Langille then proceeded with his PowerPoint presentation, reviewing the scope of the project.

Director Holdom mentioned that it is important to concentrate on reducing the dependency on the use of private vehicles.

Mr. Langille noted the importance to reaffirm and re-identify the priority market. He also spoke on the importance of observing service performance and design standards, recognizing when to introduce or expand service.

Following the presentation Mr. Langille asked members for their questions or thoughts on the process. Director Holdom asked whether the present system or a major portion of it was designed by BC Transit. D. Trudeau noted that BC Transit provide route planning and scheduling expertise for all Municipal Transit systems, in varying degrees.

Director Burnett questioned the formula used for funding and whether it is consistent for all municipalities. P. Murray noted that there are three different areas – Greater Vancouver (TransLink), Victoria and Municipal Systems (those existing outside Greater Victoria). In some areas the local governments pay a higher percentage because of expenses. There are other issues which affect the RDN as they are the operator of the service as opposed to having a private contractor. In response to Director Burnett's question whether private operator funding is different, P. Murray advised that BC Transit pays 46% to the RDN, as outlined in the Annual Operating Agreement, but that they recognize this does not reflect the total cost of operating the transit service. Director Burnett suggested that this be part of the study covered by the IBI Group. D. Trudeau noted that this was not included in the Request for Proposal but felt IBI will be making reference to the budget model/costs as part of their analysis.

Director Stanhope expressed concern that some people are paying an inordinate amount toward the transit system due to higher property assessments and wondered whether there would be a better way to determine the amount contributed. He suggested perhaps a gas tax might be considered or an opportunity for partnerships with businesses. More incentives need to be provided in order to get new people on the bus. D. Trudeau noted that the service offered on Boxing Day is an example of a partnership with local businesses and this is definitely something that will receive further consideration.

Director Young was interested in the formula for rural areas. P. Murray noted that conventional transit receives 46% funding whereas custom/para transit receives 66%. Some services in rural areas would be a blending

ADJOURNMENT

MOVED Director Holme, SECONDED Director Herle, that this meeting adjourn.

CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee will be held Thursday, July 26, 2007.

L. McNabb, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES FROM THE 7th MEETING OF THE DRINKING WATER-WATERSHED PROTECTION STEWARDSHIP COMMITTEE

HELD ON WEDNESDAY, MAY 2, 2007 AT 12:00 PM
IN THE RDN COMMITTEE ROOM

Present:	Gary Anderson	Vancouver Island Health Authority
	Dave Bartram	RDN Board Member
	Ross Peterson (for Gordon Buckingham)	Electoral Area Resident
	Brian Epps	Ministry of Environment
	John Finnie	GM of Environmental Services, RDN
	Jennifer Ann MacLeod	Electoral Area Resident
	Sheila Malcolmson	Islands Trust
	Faye Smith	Mid Vancouver Island Habitat Enhancement Society
	J. Stanhope (CHAIR)	RDN Board Chair
	David Vincent	Electoral Area Resident
	Trevor Wicks	Arrowsmith Watershed Coalition Society
	Maureen Young	RDN Board Member
	<u>Consulting Team:</u>	
	David Reid	Lanarc Consultants Ltd.
	Harriet Rueggeberg	Lanarc Consultants Ltd.
	<u>Guest Speakers:</u>	
	Lori Henderson	Water Stewardship, Ministry of Environment
	Howard Stiff	Consultant
Regrets:	Jim Fyfe	Well Drilling Industry Representative
	Grace Gunderson	Electoral Area Resident
	Stuart MacPherson	Private Forest Lands Council
	Pearl Myhres	Water Improvement District Representative
	Gilles Wendling	GW Solutions Inc (consulting team)
	Mike Donnelly	Manager of Utilities, RDN
	Allan Dakin	Consulting Hydrogeologist

1. Meeting Convened – Presentations

Lori Henderson, Policy Advisor on Water Strategic Initiatives with MOE's Water Stewardship Division, presented the Ministry's proposed 5-year strategy for public outreach in water stewardship. The Ministry's role is to promote voluntary compliance with water legislation and foster behavioral change that supports long term water stewardship. The goals of the strategy are to:

1. Integrate public outreach into the Division's core business.
2. Build staff capacity for conducting public outreach.
3. Implement public outreach on a limited budget.
4. Continually adapt and refine the program.

Questions and comments from Committee members and responses from Lori included the following:

- MOE has looked at similar programs in other provinces and the US for successful examples.
- MOE staff has identified involvement of School Districts as a priority, both through formal school programs as well as in reaching youth in other ways.
- Partnering with the RDN would include identifying common priorities and working more closely on a day-to-day basis.
- A successful model that went beyond brochures was the former Urban Stream Habitat Program, which increased local capacity and person-to-person contact.
- ENGOs are already doing a lot of public outreach, providing major benefits at relatively low cost, and should continue to be supported.
- A major challenge for MOE staff will be building outreach into their regular workload, and managing expectations in their capacity to respond to an increasing volume of information requests.
- MOE recognizes that in terms of water licensing, some waterways, like French Creek, are over allocated. The approach has been to try to get 80-90% compliance with license conditions by promoting 'best management practices', but there is no formal monitoring or auditing to identify the $\pm 10\%$ of chronic non-compliance cases.

Howard Stiff presented the research on regional effects of climate change that he has been conducting for Fisheries and Oceans Canada. He reviewed the "scaling down" methods used to define potential local impacts based on global modeling data. Some of the predictions for the Gulf Islands include the following:

- Average temperature to increase by 1oC by 2020, by 3oC by 2080.
- Average rainfall to decrease by 10-20% over the next century.
- Winter storm frequency, though not necessarily magnitude, to increase.
- Local sea levels will rise, modified by coastal landforms, local/regional climatic cycles (e.g., El Nino), and crustal rise/fall.

Howard pointed out other studies that focus on local analyses, e.g., Englishman River flood analysis, Powell River, and hydrological change in the Georgia Basin. Howard's PowerPoint presentation is available on the Committee's website.

Comments and responses included the following:

- There is still some controversy about whether human-derived greenhouse gas emissions are a driver of climate change, or only one factor that is enhancing a natural process.
- We are beyond the capacity to stop climate change, but rather must develop strategies for adapting to it.
- Temperature increase is not just from greenhouse gases but also from human-derived heat emissions and disruptions in hydrologic cycles.

2. Review of Last Meeting Minutes

Minutes from the March 21 meeting were reviewed, with several corrections indicated. There were approved with those corrections.

3. Committee Members' Comments

On the draft Budget distributed at the March 21 meeting:

- Item 3A should be coordinated with the review of the Building Code to be conducted in 2009.
- Item 4D should be moved forward to year 1, to ensure that the timing of incentives coincides with efforts to promote or require water conservation measures.

- “Grants and other sources” assumes that these would be derived from applications to granting programs. The only assured funding, for which annual applications are not needed, are “New Deal” funds. Grant allocations vary from 10 to 25% among the proposed programs.
- Is the budget proposed for “Resource inventory” under Program 2 sufficient?

On the latest revisions to the Programs:

- Program 2: State the importance of water resources inventory and monitoring in supporting public information, land use decision-making, and the other water related programs.
- Program 4: note that concerns with the use of water from cisterns parallels many of the concerns associated with the use of well water.
- Several specific editing suggestions were made.

4. Process to Completion

David Reid presented the process for completing the Action Plan by July and submitting a final report to the RDN Board in the fall.

John Finnie reviewed the process by which staff will submit an accompanying staff report that would highlight how the Committee’s recommendation can be implemented, and outline budget and staff resources required to achieve the Action Plan. John noted that establishing a new water management function will require tax-based funding, which will require a referendum. Staff may propose that this referendum question go forward with the next election in 2008.

John noted that in the meantime, preliminary activities under the Action Plan could occur in 2007-2008 under current “New Deal” funding and further grant sources.

John and Director Bartram noted the importance of gaining the interest of the member municipalities in the long term, in supporting at least some of the programs under the Action Plan.

5. Outline of Final Report

An outline of the final report was tabled for Committee members to peruse; comments should be submitted to Dave or Harriet.

7. Water and Watershed Management Planning

Dave Reid provided a brief review of watershed management planning models and options for prioritizing watersheds in the RDN for water management purposes. John Finnie described a “knowledge-based” process that was used in 2001 to prioritize areas in the RDN for stormwater management planning. Comments from Committee members included the following:

- Should there be some watersheds where nothing should be done by way of either development or planning?
- Recommend that watersheds be prioritized based on their “level of importance” to fish, wildlife, drinking water, scenic value, and other attributes that may be affected by development.
- Use the Sensitive Ecosystem Inventory (SEI) to guide the watershed prioritization.
- Watersheds should be managed for their intrinsic watershed values, not just for drinking water supply.

8. Committee Member Attendance at Conferences, etc.

Jennifer Ann MacLeod wishes to attend the symposium on San Juan/Gulf Islands Water Policy in May at UBC; learning from the experience in the San Juan Islands is very helpful. John Finnie

responded that the RDN would be willing to fund transportation costs if Jennifer reports back to the Committee.

MOVED by Maureen Young, SECONDED by Sheila Malcolmson that the Committee recommends that the RDN pay for Jennifer Ann MacLeod's transportation costs to attend the San Juan/Gulf Islands Water Policy Symposium, and that Jennifer Ann report back to the Committee on what she learned at the symposium that is relevant to the Committee's mandate.

Carried

9. Wrap Up – Next Steps

The next DW-WP Committee meeting is scheduled for Wednesday, June 6, 2007 starting at 12:30 PM to allow more time between this and a previous RDN staff/Board members' meeting.

10. Adjournment

The meeting was adjourned at 3:15 pm.

Chairperson