

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE**

**TUESDAY, JUNE 10, 2008**

**7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 6                    **Thomas Mackey, Nanaimo Correctional Centre**, re Proposed Memorandum of Understanding for Evacuation and/or Civil Emergency.
- 7                    **Kevin McNeill & Chris Fernandez, Nanaimo Search & Rescue**, re Proposed Search & Rescue Bylaw.
- 8-9                 **Dr. John Peirce, Gabriola Land Conservancy & Gabriola Land and Trails Trust**, re Management Planning for 707 Acre Park – Area 'B'.
- 10                  **Tom Kendall, Decourcy Island Community Association**, re Boat Harbour Proposal.
- 11                  **Doug McLennan**, re Boat Harbour Proposal.
- 12                  **Townline Ventures**, re Boat Harbour Proposal.

**MINUTES**

- 13-21              Minutes of the regular Committee of the Whole meeting held May 13, 2008.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

***CORPORATE ADMINISTRATION SERVICES***

**COMMUNICATIONS**

- 22-30              Public Consultation/Communication Framework.

## **FINANCE AND INFORMATION SERVICES**

### **FINANCE**

- 31-36 Nanaimo Regional Hospital District Borrowing Bylaw Nos. 144 (Renal Project), 145 (Emergency Department Redevelopment) and 146 (Boiler Plant Upgrade).
- 37-53 Quarterly Financial Statements.
- 54-57 Bow Horn Bay Fire Protection Local Service Area Amendment Bylaw No. 1385.03.
- 58-69 Temporary Storage of Firefighting Vehicles (Meadowood).

### **DEVELOPMENT SERVICES**

#### **BUILDING & BYLAW**

- 70-71 Notice of Bylaw Contravention – 2835 Shady Mile Way – Area ‘C’.
- Delegations wishing to speak to Notice of Bylaw Contravention at 2835 Shady Mile Way – Area ‘C’.*
- 72-73 Notice of Bylaw Contravention – 1995 Walsh Road – Area ‘A’.
- Delegations wishing to speak to Notice of Bylaw Contravention at 1995 Walsh Road – Area ‘A’.*
- 74-75 Notice of Bylaw Contravention – 2161 Walsh Road – Area ‘A’.
- Delegations wishing to speak to Notice of Bylaw Contravention at 2161 Walsh Road – Area ‘A’.*
- 76-77 Notice of Bylaw Contravention – 3470 Juriet Road – Area ‘A’.
- Delegations wishing to speak to Notice of Bylaw Contravention at 3470 Juriet Road – Area ‘A’.*

### **EMERGENCY PLANNING**

Search & Rescue Establishing Bylaw No. 1552. (to be circulated)

### **PLANNING**

- Agricultural Advisory Committee. (to be circulated)
- 78-85 Boat Harbour Resort – Compliance with Policy 6C of the Regional Growth Strategy.
- 86-87 Built Environment & Active Transportation Community Planning Grant.

## **ENVIRONMENTAL SERVICES**

### **LIQUID WASTE**

- 88-93 Pump and Haul Local Service Area Amendment Bylaw No. 975.47 – Exclusion of 910 Popular Way – Area ‘F’.
- 94-97 French Creek Pollution Control Centre – Stage 3 Upgrade (Phase 1B) – Bylaw No. 1554.

### **UTILITIES**

- 98-101 Nanoose Bay Peninsula Water Service Area – Well Sequencing Approach.
- 102-103 San Pareil Water Service – Installation of Well Head Works – Bylaw No. 1395.

## **TRANSPORTATION AND SOLID WASTE SERVICES**

### **SOLID WASTE**

- 104-112 Residential Food Waste Field Test Survey.

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

### **Electoral Area ‘E’ Parks and Open Space Advisory Committee.**

- 113-114 Minutes of the Electoral Area ‘E’ Parks and Open Space Advisory Committee meeting held April 7, 2008. (for information)

*That the Nanoose Bay Parents Advisory Committee playground project at Nanoose Bay Elementary School be referred to Parks Staff for review, which would include liability insurance, the overall cost of the project and ownership of the equipment once installed, and in addition should the project be deemed feasible, the Committee will revisit the issue prior to the 2009 budget process to consider funding.*

- 115-116 **Electoral Area ‘F’ Parks and Open Space Advisory Committee.**

Minutes of the Electoral Area ‘F’ Parks and Open Space Advisory Committee meeting held April 21, 2008. (for information)

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

- 117-131 Minutes of the District 69 Recreation Commission meeting held May 22, 2008. (for information)

*I. That the District 69 Recreation Commission review in the fall 2008 and winter 2009 the Ravensong Aquatic Centre expansion project and prepare a recommendation on the future of the project.*

2. *That the Regional District continue to use the Recreation and Parks Department's 15-passenger van with changes to procedures, and limitations and restrictions, as outlined in Appendix I to be written in a formal policy and procedure, and that staff continue to explore alternative modes of transportation.*
3. *That the following District 69 Youth and Community Recreation Grants be approved:*

***Youth Recreation Grants:***

<b><i>Community Group</i></b>	<b><i>Recommended</i></b>
<i>Bard to Broadway (Teen Musical Theatre)</i>	<i>\$ 1,650</i>
<i>District 69 Family Resource Association (Youth bus supplies)</i>	<i>\$ 1,500</i>
<i>Kidfest – youth events</i>	<i>\$ 1,000</i>
<i>One Five One – art materials</i>	<i>\$ 1,500</i>
<i>Qualicum First Nation – youth event</i>	<i>\$ 1,300</i>

***Community Recreation Grants:***

<b><i>Community Group</i></b>	<b><i>Recommended</i></b>
<i>Bard to Broadway (Pacific Vocal Institute)</i>	<i>\$ 1,650</i>
<i>Building Learning Together (WOW Bus Supplies)</i>	<i>\$ 800</i>
<i>Coombs Candy Walk</i>	<i>\$ 1,500</i>
<i>Family Resource Association – Family Days</i>	<i>\$ 1,500</i>
<i>District 69 Mixed Orthodox League (Team equipment / uniforms)</i>	<i>\$ 1,000</i>
<i>Oceanside Ebttide Slo-Pitch (Equipment)</i>	<i>\$ 1,000</i>
<i>Parksville Curling Club (Equipment for Special Olympics &amp; Beginner Clinics)</i>	<i>\$ 1,145</i>
<i>Parksville Seniors Athletic Group – Equipment</i>	<i>\$ 1,000</i>
<i>Qualicum Beach Museum (Harvest Festival / Children's Museum Day)</i>	<i>\$ 950</i>
<i>Qualicum Beach Seedy Saturday (Cloth grocery bags)</i>	<i>\$ 1,000</i>

4. *That the Community Grant in Aid request received from The Nature Trust of BC, Brant Wildlife Festival in the amount of \$1,500, be deferred to the 2009 Grant in Aid program.*

5. *That the Building Learning Together Community Grant in Aid request in the amount of \$2,500 be received, and that a Transportation Plan be submitted to the District 69 Recreation Commission prior to final approval of the grant request.*
6. *That the Community Grant in Aid request Building Learning Together for Goosetrax in the amount of \$1,500 to purchase swim/skate program passes be denied, as the swim/skate passes have already been donated to the organization through a separate request.*
7. *That staff prepare a Memorandum of Understanding with the Lighthouse Recreation Commission on the provision of Recreation Services in Electoral Area 'H'.*

**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) (e) of the Community Charter the Board proceed to an In Camera Committee of the Whole meeting to consider items related to land issues.*

**Lee, Clair**

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**To:** Mackey, Tom SG:EX  
**Cc:** Thomas, Jani  
**Subject:** RE: CoW presentation

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**From:** Mackey, Tom SG:EX [mailto:Tom.Mackey@gov.bc.ca]  
**Sent:** May 27, 2008 5:18 PM  
**To:** Lee, Clair  
**Cc:** Thomas, Jani  
**Subject:** FW: CoW presentation

Ms Lee,

As per Jani's email below, I have been invited to your CoW presentation on the 10th of June. I would like to present a Memorandum of Understanding between our centre (NCC), the RDN and The City of Nanaimo in respect to sharing resources' in the event of an evacuation and/or civil emergency. To wit, NCC would like be requesting the use of your transit buses (and drivers) to transport approximately 250 inmates from our centre to a designated point in the city for temporary holding, or to another correctional centre in Victoria. This request would be a last resort scenario based on a directive from the City or RDN to evacuate our premise due to a forest fire or a hazmat situation in the vicinity.

The MOU also covers NCC's assistance in the event of a civil emergency. NCC can provide equipment and manpower to assist the RDN and or City of Nanaimo in an emergency situation.

The discussion will cover the number of transit buses required and the procedure we would follow in such an event. It will also cover what NCC can provide to the **Regional District of Nanaimo Emergency Program**. A copy of the MOU is available should you require same.

Should you have any further questions or concerns, please feel free to call or e-mail before the CoW. Thank you in advance for this opportunity.

**Purpose and Objective:**

To share appropriate resources between the Warden, the RDN and the City in response to emergencies such as an evacuation of NCC and/or providing assistance in civil emergencies.

*Thomas W Mackey*

**Assistant Deputy Warden, Regulation  
Nanaimo Correctional Centre  
Ph: (250) 756-3323 Cell: (250) 618-8093  
Fax: (250) 729-7724  
e-mail: Tom.Mackey@gov.bc.ca**

**Burgoyne, Linda**

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**From:** Kevin McNeill [kmcneill@claimsman.com]  
**Sent:** Friday, May 23, 2008 10:00 AM  
**To:** Burgoyne, Linda  
**Subject:** SAR delegation

Linda,

As per our telecon can you please schedule a delegation from Nanaimo SAR to speak to the SAR bylaw whenever it's scheduled.

Delegation would be,

Kevin McNeill  
Carole Wright  
Allen Tonn  
Chris Fernandez

Any other info required please let me know.

Thank you.

Kevin McNeill

Nanaimo Search & Rescue

June 2, 2008

Board of Directors of the Regional District of Nanaimo  
RDN Office  
6300 Hammond Bay Road  
Nanaimo, B.C.

Sent by e-mail to corpsrv@rdn.bc.ca: Attn: Linda Burgoyne and Clair Lees

**Re: Delegation Presentation to June 10 Meeting of RDN Board**  
**Subj.: Management Planning for 707 Acre Park on Gabriola**

The Gabriola Land Conservancy (GLC) and the Gabriola Land and Trails Trust (GaLTT) are jointly making this presentation to request the RDN Board to allocate funds immediately to conduct the Management Plan process for the parcel locally referred to as the "707 acre park" on Gabriola. A Management Planning process was promised when the title of the land was transferred to the RDN, and no action has been taken on this front since the acquisition of the property. As part of this process we request that protective covenants should be put in place to protect this land for the future as envisioned at the time of title transfer.

The GLC and GaLTT wish to register as a delegation for the June 10 meeting of the RDN to speak briefly on this topic. Dr. John Peirce, *P. Geo.*, (tel. 250-247-8127), who is a member of both boards, will be the speaker.

The recent consideration of a proposal for a wind farm installation on this property highlights the problem of not having a Management Plan. An industrial interest such as a wind farm, while it might be environmentally desirable in many respects, is inappropriate on this particular parcel because the permitted uses are defined by the Gabriola Official Community Plan (OCP), and the RDN, as the recipient of the parcel, is bound by law to follow the OCP.

The property was originally designated as Forestry Land Reserve under the Gabriola OCP. Under the density transfer completed a few years ago, Glenna Borsuk and Don Gately of Centre Stage Holdings Ltd. provided this land to the community in return for extra housing densities on their parcels.

Under the OCP, the following clauses relating to density transfers apply:

*5.2.i.iii: "A Donor Parcel in the Forestry zones shall be dedicated for park or wilderness recreation, by means of a transfer of title for such purposes (to the Crown or other body, as specified by the Local Trust Committee at the time of rezoning) which shall be made prior to or concurrent with the rezoning of a Receiver Parcel to Resource Residential.*

*5.2.j Permitted uses in the Forestry/Wilderness Recreation zone shall be wilderness recreation, forestry, ecological reserve, and environmental protection.*



And finally, according to the OCP, *“Wilderness Recreation means low impact outdoor recreation such as hiking and horseback riding but excluding any use which requires on-site guest accommodation.”*

It is quite clear from the terms of the OCP that the permitted uses of this land are restricted. The RDN committed to developing a Management Plan when they received this land. Therefore we request that funding be allocated immediately to develop a Management Planning using a process which enables broad community participation and that, as part of this process, protective covenants be put in place to protect this land for the uses envisioned at the time of title transfer and set out in the OCP.

Respectfully submitted,

Leigh Ann Milman  
Chair  
GLC  
250 Coho Drive  
Gabriola Island, B.C., V0R1X7

(250) 247-8127

Dyan Dunsmoor-Farley  
President  
GaLTT  
2235 North Road  
Gabriola Island, B.C., V0R1X7

(250) 247-9779

Cc: Berni Sperling, Regional Director, Gabriola Island.  
[bernisperling@shaw.ca](mailto:bernisperling@shaw.ca)

**Lee, Clair**

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**From:** Thomas Kendall [tomjkendall@hotmail.com]

**Sent:** June 4, 2008 9:19 AM

**To:** Lee, Clair

**Subject:** RDN Directors Meetin

Further to our conversation of earlier this morning I would like to request to be on the agenda for the meeting next Tuesday evening to speak with respect to the proposed Townline development at Boat Harbour. I will be brief, approximately five minutes.

My name is Tom Kendall. I live on Decourcy Island and am President of the Decourcy Island Community Association and will be speaking in that capacity.

Regards, Tom Kendall

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**Lee, Clair**

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**From:** Doug McLennan [kouko@shaw.ca]  
**Sent:** June 4, 2008 5:02 PM  
**To:** Lee, Clair  
**Subject:** Speaking at the June 10 RDN Committee of the Whole Meeting

Hi Clare

Please consider this email as a request to appear as a delegation and speak at the upcoming June 10 RDN meeting.

I do not represent any specific group although I do speak for a large number of residents in the Boat Harbour area. I would like to address the application for approval under the Regional Growth Strategy for the development of a "Resort" on the Boat Harbour property by the Townline development group.

I hope that this is satisfactory notification for you. However, if you require additional information I would happy to provide it to you.

Thanks

Doug McLennan  
3236 Hewstone Rd.  
Nanaimo, BC  
V9X 1W8  
1-250-722-3332

**Lee, Clair**

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**From:** Tiffany Duzita [Tiffany.Duzita@townline.ca]  
**Sent:** June 4, 2008 3:23 PM  
**To:** Lee, Clair  
**Subject:** Committee of the Whole Delegation June 10th

Hi Claire,

We spoke earlier today about being a delegation at the June 10<sup>th</sup> Committee of the Whole Meeting. Can you put Townline Ventures down as a delegation, and we will be having someone speak to the Boat Harbour Proposal.

Thanks,

**Tiffany Duzita**  
Development Manager

**THE TOWNLINE GROUP OF COMPANIES**

#120 - 13575 Commerce Parkway  
Richmond, British Columbia V6V 2L1  
Business: 604-276-8823 Ext.237 Fax: 604-270-0854  
E-Mail: [tiffany.duzita@townline.ca](mailto:tiffany.duzita@townline.ca)  
Check out our website at: [www.townline.ca](http://www.townline.ca)

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## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, MAY 13, 2008 AT 7:00 PM IN THE RDN BOARD CHAMBERS

#### Present:

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

#### Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearce	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
D. Trudeau	General Manager of Transportation Services
J. Finnie	General Manager of Environmental Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

#### CALL TO ORDER

The Chairperson welcomed Alternate Directors Cameron and Van Eynde to the meeting.

#### DELEGATIONS

##### **Jenny MacLeod, re Effects of the BC Meat Regulations on Slaughter Capacity in the RDN.**

Ms. MacLeod spoke on the effects of the BC Meat Regulations on local small scale abattoirs and farm gate operations in the Regional District and urged the Board to consider an impact study in the RDN as was done in the North Okanagan Regional District to focus the need for change in the Provincial meat regulations.

**MINUTES**

MOVED Director Westbroek, SECONDED Director Manhas, that the minutes of the Committee of the Whole meeting held April 8, 2008 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**F. Bates, Comox Valley Regional District, re Comox Valley Regional District Regional Growth Strategy.**

MOVED Director Westbroek, SECONDED Director McNabb, that the correspondence from the Comox Valley Regional District regarding their Regional Growth Strategy be received.

CARRIED

**D. Davidge, Friends of French Creek Conservation Society, re French Creek Wastewater Facility.**

MOVED Director Westbroek, SECONDED Director McNabb, that the correspondence from the Friends of French Creek Conservation Society regarding the proposed uncapping of wells located adjacent to French Creek be received.

CARRIED

**Gabriola Land Conservancy, re Gabriola Community Park (707).**

MOVED Director Westbroek, SECONDED Director McNabb, that the correspondence from the Gabriola Land Conservancy regarding the terms under which the Gabriola Community Park (707) was transferred to the Regional District of Nanaimo, be received.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**2007 Audited Financial Statements – Nanaimo Regional Hospital District.**

MOVED Director Manhas, SECONDED Director Van Eynde, that the report on the 2007 audited financial statements of the Nanaimo Regional Hospital District be received.

CARRIED

**2007 Regional District Annual Report (Audited Financial Statements).**

MOVED Director McNabb, SECONDED Director Haime, that the 2007 Consolidated Financial Statements, associated financial schedules and Auditors' Report to the Chief Administrative Officer be received.

CARRIED

**2007 Statement of Financial Information.**

MOVED Director Holdom, SECONDED Director Bestwick, that the 2007 *Financial Information Act* report be received and approved and be forwarded to the Ministry of Community Services.

CARRIED

**2007 Report - Directors & Committee Members' Remuneration & Expenses.**

MOVED Director Westbroek, SECONDED Director Brennan, that the 2007 report on remuneration and expenses for Board and Committee members be received.

CARRIED

**Property Tax Exemption – Mt. Arrowsmith Regional Park – Bylaw No. 1548.**

MOVED Director McNabb, SECONDED Director Manhas, that “Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1548, 2008” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Manhas, that “Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1548, 2008” be adopted.

CARRIED

**Dashwood Fire Protection Local Service Area Amendment Bylaw No. 964.04 – Meadowood – Area ‘F’.**

MOVED Director Biggemann, SECONDED Director McNabb, that “Dashwood Fire Protection Local Service Area Amendment Bylaw No. 964.04, 2008” be introduced and read three times.

CARRIED

**Electoral Areas Community Works Funds.**

MOVED Director Burnett, SECONDED Director Brennan, that the projects eligible under the Community Works component of the Gas Tax program outlined on the attachments to this report be endorsed as presented and that the 2008 budget be amended to include new projects identified for 2008.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING & BYLAW**

**Unightly Premise – 2401 Collins Crescent – Area ‘E’.**

MOVED Director Van Eynde, SECONDED Director Manhas, that should this matter not be rectified by May 27, 2008, pursuant to “Unightly Premises Regulatory Bylaw No. 1073, 1996”, the Board directs the owners of the above noted property to remove from the premises, those items set out in the attached resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo’s agents as the owners’ cost.

CARRIED

**Notice of Bylaw Contravention – 793 Terrien Way – Area ‘G’.**

MOVED Director Westbroek, SECONDED Director Herle, that staff be directed to register a Notice on title pursuant to Section 57 of the *Community Charter* and should the outstanding bylaw contraventions not be resolved within ninety (90) days, that legal action be pursued to ensure Lot 26, District Lot 1, Nanoose District, Plan 29928, is in compliance with the “Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001”.

CARRIED

**Notice of Bylaw Contravention – 3182 Dolphin Drive – Area ‘E’.**

MOVED Director Van Eynde, SECONDED Director Burnett, that staff be directed to register a Notice on title pursuant to Section 57 of the *Community Charter* and should the outstanding bylaw contraventions not be resolved within thirty (30) days, that legal action be pursued to ensure Lot 60, District Lot 78, Plan VIP14275, Nanoose District, is in compliance with the “Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001”.

CARRIED

## **EMERGENCY PLANNING**

### **District of Lantzville Emergency Management Service Agreement.**

MOVED Director Haime, SECONDED Director Manhas, that the Emergency Planning Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning be approved.

CARRIED

## **PLANNING**

### **Built Environment and Active Transportation Community Planning Grant.**

MOVED Director Unger, SECONDED Director Burnett, that the Regional District of Nanaimo Board authorize staff to proceed with submitting an expression of interest to the Union of British Columbia Municipalities for the purpose of applying for funding under the Built Environment and Active Community Planning Grant Program to develop an active transportation plan as part of the Electoral Area 'A' Official Community Plan review.

CARRIED

### **Green Building Policy for RDN Facilities.**

The Sustainability Coordinator provided a visual and verbal overview of the green building policy for RDN facilities.

MOVED Director Holdom, SECONDED Director Bartram, that the Regional District of Nanaimo adopt the "Green Building Policy for RDN Facilities".

CARRIED

## ***ENVIRONMENTAL SERVICES***

## **LIQUID WASTE**

### **Cogeneration Project – Greater Nanaimo Pollution Control Centre.**

MOVED Director Holdom, SECONDED Director Brennan, that the report on the cogeneration project at Greater Nanaimo Pollution Control Centre be received for information.

CARRIED

### **Application for Development Cost Charge Reduction – Parksville Lions.**

Director Manhas requested that the staff recommendations be considered in seriatum.

MOVED Director McNabb, SECONDED Director Van Eynde, that the request to exempt the Northern Community Sewer Service Development Cost Charges with respect to the redevelopment of the Parksville Lions supportive living housing development at 205 East Jensen Avenue, Parksville, BC be denied.

DEFEATED

MOVED Director McNabb, SECONDED Director Van Eynde, that staff be directed to develop a policy to respond to future requests for waivers of development cost charges in the Regional District.

CARRIED



MOVED Director Westbroek, SECONDED Director Herle, that the Board grant a 100% exemption of the estimated Northern Community Sewer Development Cost Charges for the Parksville Lions supportive living housing development at 205 East Jensen Avenue, Parksville, BC.

DEFEATED

MOVED Director Manhas, SECONDED Director Brennan, that the Board grant a 50% exemption of the Northern Community Sewer Development Cost Charges for the Parksville Lions supportive living housing development at 205 East Jensen Avenue, Parksville, BC.

CARRIED

**Greater Nanaimo Pollution Control Centre Operations Building – Southern Community Development Cost Charge Reserve Fund Expenditure Bylaw No. 1551.**

MOVED Director McNabb, SECONDED Director Unger, that Saywell Contracting Ltd. be awarded the construction phase of the GNPCC new operations building project for the tendered amount of \$1,297,514.60.

CARRIED

MOVED Director McNabb, SECONDED Director Unger, that Southern Community Development Cost Charge funds in the amount of \$698,607 be approved as a source of funds for this project.

CARRIED

MOVED Director McNabb, SECONDED Director Unger, that “Southern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1551, 2008” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Unger, that “Southern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1551, 2008” be adopted.

CARRIED

**UTILITIES**

**Infrastructure Planning (Study) Grant Application.**

MOVED Director McNabb, SECONDED Director Haime, that the Board support the application to the Ministry of Community Services for an Infrastructure Planning (Study) Grant for the Drinking Water Watershed Protection Action Plan Communications Plan.

CARRIED

**RECREATION AND PARKS SERVICES**

**PARKS**

**Rotary Bowl Resurfacing Project.**

MOVED Director Manhas, SECONDED Director Bestwick, that the Regional Board approve, in principle, the Nanaimo & District Track & Field Club and School District 68 fundraising campaign “Help Us Stay on Track” providing that Rotary Bowl becomes a multi-use facility.

CARRIED

**TRANSPORTATION AND SOLID WASTE SERVICES**

**SOLID WASTE**

**Contract Extension – Bird Control at Regional Landfill.**

MOVED Director McNabb, SECONDED Director Herle, that the Board award a two year contract extension to Pacific Northwest Raptors for bird control services at the Regional Landfill effective May 1, 2008 at a cost of \$401,568.00.

CARRIED

**Regional Landfill Cell One Remediation Capital Project.**

MOVED Director Brennan, SECONDED Director Westbroek, that the Board proceed to tender for the remediation of storm water management and leachate collection systems in Cell One of the Regional Landfill and award the associated engineering services to XCG Consultants Ltd.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Electoral Area ‘A’ Parks and Green Space Advisory Committee.**

MOVED Director Burnett, SECONDED Director Van Eynde, that the minutes of the Electoral Area ‘A’ Parks and Green Space Advisory Committee meeting held March 20, 2008 be received for information.

CARRIED

**Electoral Area ‘H’ Parks and Open Space Advisory Committee.**

MOVED Director Bartram, SECONDED Director Biggemann, that the minutes of the Electoral Area ‘H’ Parks and Open Space Advisory Committee meeting held March 27, 2008 be received for information.

CARRIED

**Intergovernmental Advisory Committee.**

MOVED Director McNabb, SECONDED Director Manhas, that the minutes of the Intergovernmental Advisory Committee meeting held April 9, 2008 be received for information.

CARRIED

**Grants-in-Aid Advisory Committee.**

MOVED Director Young, SECONDED Director Brennan, that the minutes of the Grants-in-Aid Advisory Committee meeting held May 6, 2008 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the following grants be awarded:

**School District 68 Grants:**

Cedar Community Policing	\$	1,175
Cedar Schools & Community Enhancement Society	\$	800
Jonanco Hobby Workshop	\$	450
Nature Trust of BC	\$	500

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the following grants be awarded:

***School District 69 Grants:***

Building Learning Together – Project Literacy	\$	1,200	
Forward House Community Society	\$	1,000	
Lighthouse Country Marine Rescue Society	\$	3,500	
Nature’s Trust	\$	500	
Oceanside Volunteer Association	\$	1,000	
Parksville & District Association for Community Living	\$	1,700	
			CARRIED

**ADDENDUM**

***FINANCE & INFORMATION SERVICES***

**FINANCE**

**Regional Growth Management Service Establishing Bylaw No. 1553.**

MOVED Director Sperling, SECONDED Director McNabb, that “Regional Growth Strategy Service Establishing Bylaw No. 1553, 2008” as amended to include 100% participation by Electoral Area ‘B’, be introduced and read three times and be forwarded to the Ministry of Community Services for approval.

CARRIED

***ENVIRONMENTAL SERVICES***

**UTILITIES**

**French Creek Sewer Local Service Area Amendment Bylaw No. 813.43 & Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.49 – Inclusion of 537 Johnstone Road – Area ‘G’.**

MOVED Director McNabb, SECONDED Director Manhas, that capital charge fees as outlined in “French Creek Sewer Service Area Capital Charge Bylaw No. 1330, 2003” be collected from the owners of the property at 537 Johnstone Road.

CARRIED

MOVED Director McNabb, SECONDED Director Manhas, that capital charge fees as outlined in “Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003” be collected from the owners of the property at 537 Johnstone Road.

CARRIED

MOVED Director McNabb, SECONDED Director Manhas, that “French Creek Sewer Local Service Area Amendment Bylaw No. 813.43, 2008” be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Manhas, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.49, 2008” be introduced and read three times.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **French Creek Water Conservation.**

MOVED Director Westbrook, SECONDED Director Holdom, that the Regional District of Nanaimo contact the Ministry of Environment and oppose any further licenses for water extraction from wells that effect French Creek.

CARRIED

### **BC Meat Regulations on Slaughter Capacity in the RDN.**

MOVED Director Cameron, SECONDED Director Manhas, that the Board request that UBCM work with the Province and Federal regulatory authorities to find a way to maintain and encourage the production of local small scale meat and poultry operations on Vancouver Island.

CARRIED

## **NEW BUSINESS**

### **Relief Policy for Residents for Solid Waste Removal.**

MOVED Director Herle, SECONDED Director Brennan, that the RDN staff be directed to prepare options for the Board's review for a policy to provide relief for the extra costs of solid waste removal for persons that have medical issues.

CARRIED

## **NOTICE OF MOTION**

### **Regional Sustainability Implications.**

Director Bartram noted that he would be bringing forward the following motion:

That given it is the stated goal of this Board to develop the Regional District of Nanaimo into a socially, economically, environmentally and culturally healthy region where residents meet their needs without compromising the ability of future residents to do the same, that staff be directed to prepare a report for the Board's consideration on the development of a policy where in all appropriate staff reports to this Board include an assessment titled "Regional Sustainability Implications" of the proposed alternatives and staff recommendation, just as current reports include a section on Financial Implications.

## **ADJOURNMENT**

MOVED Director McNabb, SECONDED Director Young, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

**IN CAMERA**

MOVED Director McNabb, SECONDED Director Young, that pursuant to Section 90(1)(e) and (g) of the *Community Charter* the Board proceed to an In Camera Committee of the Whole meeting to consider items related to land and legal issues.

CARRIED

TIME: 8:33 PM

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CHAIRPERSON



RDN REPORT	
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## MEMORANDUM

**TO:** Maureen Pearse  
Senior Manager of Corporate Administration

**DATE:** June 3, 2008

**FROM:** Matt O'Halloran  
Communications Coordinator

**FILE:**

**SUBJECT: Public Consultation/Communication Framework**

### PURPOSE:

The Regional District of Nanaimo Public Consultation and Communication Framework was adopted on October 10, 2000. A new version has been prepared for the Board's consideration. The revised framework is more concise, and includes the option of web-based methods of communication to reflect the Regional District of Nanaimo Board's interest in using environmentally-friendly communication methods where possible.

### BACKGROUND:

The RDN Board adopted the Public Consultation and Communication Framework on October 10, 2000. In April, 2003, the RDN Public Consultation and Communication Committee began meeting with the objective of amending the Framework. The committee consisted of five Board members and two staff members. The committee's goals were to "make the framework more meaningful to the public, the RDN Board and staff", and to ensure that the Framework "adequately addresses increased public consultation expectations." Strategies identified by the committee included using different public consultation techniques for different target groups, maintaining a consistent voice for the RDN to ensure consistency in press releases and publications, and updating RDN communications methods where possible.

The Public Consultation and Communication Committee developed recommendations for change in the spring of 2004, however those changes have not been formally considered by the Board. Staff have reviewed the recommendations put forward by the Committee, and have prepared a revised Framework that uses clearer, more consistent language and incorporates updated communications/consultation techniques.

The revised RDN Public Consultation and Communication Framework includes a Public Consultation Strategic Plan format. This allows for variety in communication/consultation techniques, so that staff are not limited in the types of public communication/consultation techniques they can use. The revised Framework should be viewed as a working document, so that if new methods of communicating with the public are developed they can be incorporated into RDN communications strategies regardless of whether or not they are listed in the current Public Consultation and Communication Framework.

### HIGHLIGHTS OF CHANGES TO THE FRAMEWORK:

- A new Definitions section is included to clearly describe the main methods of public involvement.
- The section Keeping the Public Informed has been expanded to address new and emerging communication methods, and to re-emphasize traditional methods.

- The yearly review requirement for the Framework has been removed. This recognizes that the framework has not been reviewed annually since coming into effect in 2000, and that public consultation methods generally remain valid and effective from one year to the next.
- Sections titled Goals, and Implementing the Framework have been removed, as these concepts were already addressed elsewhere in the Framework.

#### **ALTERNATIVES:**

1. That the Public Consultation and Communication Framework be updated to include revised language and an updated list of public communication/consultation methods.
2. That the current Public Consultation and Communication Framework be maintained, with the understanding that it does not limit the RDN should it wish to explore other methods of public communication/consultation.

#### **FINANCIAL IMPLICATIONS:**

No significant changes to the current cost of RDN public communications/consultation are anticipated. New and emerging web-based strategies outlined in the amended Framework, such as online surveys and feedback forms, will have hosting fees and development costs attached, but will require less total development time and less printed material than comparable traditional methods, such as brochures and newsletters. It is likely that the use of any new communication/consultation methods as outlined in the amended Framework would produce an overall net balance in costs.

#### **SUSTAINABILITY IMPLICATIONS:**

The amended Framework suggests several new communication/consultation methods that would require fewer materials and less energy to produce. Over an extended period these new strategies, such as online surveys and feedback forms, can significantly reduce paper consumption and waste. As a result, the amended Framework is likely to have positive sustainability implications for the RDN.

#### **CONCLUSIONS:**


The Regional District of Nanaimo uses a number of public consultation and communication methods to provide residents with information about RDN initiatives. These range from open houses and workshops to *Regional Perspectives* newsletters and *Electoral Area Updates* to the RDN website and web-based methods of communication. News releases are also a valuable way to get information to RDN households. By providing information on a variety of platforms, staff are able to reach a cross-section of residents, from those who primarily rely on print media to those who prefer web-based methods of information gathering. A move away from printed materials would be more in line with the Board's commitment to sustainability, but feedback from members of the public shows that there are still many RDN residents who cannot access the Internet regularly, and prefer to receive information by way of printed materials. Staff are confident that the amended Framework meets the Public Consultation and Communication Committee's original goals of becoming more meaningful to the public, the RDN Board, and staff, and that it adequately addresses increased public consultation expectations, and that the Board support the amended Framework as presented.

**RECOMMENDATION:**

That the amended Public Consultation/Communication Framework be approved.

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

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

  
\_\_\_\_\_  
C.A.O Concurrence



# REGIONAL DISTRICT OF NANAIMO

## POLICY

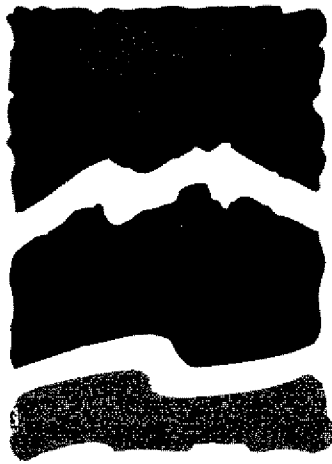
SUBJECT:	<i>Public Consultation/ Communication Framework</i>	POLICY NO: A1.23	CROSS REF.:
EFFECTIVE DATE:	October 10, 2000	APPROVED BY:	BOARD
REVISION DATE:	June 02, 2008	PAGE	1 OF 5

### PURPOSE

To establish a process to ensure a consistent, comprehensive and cost effective corporate approach to public consultation and communication initiatives.

### POLICY

The guidelines for the public consultation/communication process are as outlined in the attached framework forming part of this policy as Appendix 1.



REGIONAL  
DISTRICT  
OF NANAIMO

**A COORDINATED  
PUBLIC  
CONSULTATION/COMMUNICATION  
FRAMEWORK  
2008**

# 1. Introduction

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The Regional District of Nanaimo recognizes that citizens who live with the impacts of RDN plans, policies, programs or projects expect to share in the decision-making process. Better decisions are made through a collaborative approach, and the success of any public consultation process can be directly linked to the amount of information the community has about the issues. The evolving challenge is to find tools and techniques that define our **community voice** and meet the need of the broader public. Keeping the public informed is challenging, and requires a wide range of approaches in order to be successful.

This coordinated framework ensures a consistent, comprehensive and cost-effective corporate approach to public consultation and communication initiatives.

# 2. Definitions

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\*There are three generally recognized methods of public involvement:

- v **Public Communication** enables government to get information out to the public. This is generally a one-way flow of information from government to the public. Types of public communication include advertisements, publication of reports, newspaper inserts, press releases, news conferences, or websites.
- v **Public Consultation** enables government to ask for public input on policy issues. This is generally a one-way flow of information from the public to government. Types of public consultation include public meetings, public opinion polls, public hearings, focus groups, referenda, or meetings with stakeholders.
- v **Public Participation** allows for interactions among the public and between the public and the government. Information is exchanged between parties, and there is some degree of deliberation involving representatives from both parties. Types of public participation include citizens' panels, citizens' dialogues, web-based peer networking or scenario workshops.

\*Sources: IAP2 Participation Toolbox (2005b), Primer on Public Involvement (Health Council of Canada, July 2006).

# 3. Why a coordinated Framework?

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All RDN departments are involved in public communication, consultation and participation initiatives. These initiatives range from informing and educating to consulting and joint planning.

To enhance this high level of public communication and consultation, we need a coordinated framework to create and/or maintain consistent methods to provide opportunities for public involvement.

## 4. Guiding Principles

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### Developing process:

1. The objectives of every consultation process will be clearly established and the process will be designed and implemented with this objective in mind.
2. Communication with the public will begin at the earliest stages of the policy, planning, program or project. Public consultation and public participation will be incorporated in a timely manner as the policy, planning, program or project is implemented.

### Conducting the process:

1. Anyone likely to be affected by a decision shall have opportunities for input into that decision.
2. The consultation process shall allow for a meaningful level of involvement.
3. All positions and input received will be considered; not all input can and will be accommodated.
4. The process shall recognize and take into account the different characteristics and abilities of the community.
5. The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
6. The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group.
7. The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected.
8. An evaluation component shall be built in to the process to allow those involved to learn from past experiences and to ensure the proper use of resources.

## 5. Keeping the Public Informed

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The ongoing success of any consultation process largely depends upon public awareness of the issue at hand. To improve general awareness, the Regional District will consider a range of public communication initiatives.

1. Newspaper columns;
2. Radio and Newspaper advertising and/or newspaper inserts;
3. News conferences/media events

4. Press releases
5. The Regional Perspectives Newsletter and Electoral Area Updates;
6. Periodic publications of a specific nature generated by individual departments advising the public of current projects or initiatives they are undertaking, e.g. landfill siting, Regional Growth Management Plan updates, Emergency Preparedness, etc;
7. Brochures informing residents of specific processes or policies, e.g. building permit process, recreation program information, parks information, etc;
8. Mall/library/community centre displays;
9. An events calendar and a *Highlights* section, as well as regular Board agendas and minutes;
10. Web-based peer networking tools;
11. On-line surveys;
12. On-line photo pages/displays;
13. On-line opportunities for the public to contribute questions and comments about specific Regional District initiatives;
14. Town hall or community meetings (held in communities as needed);
15. Public workshops.

## 6. Public Consultation Strategic Plan Format

- to be completed for each process

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### 1. *Goals/Objectives*

- o What is the purpose of the process?
- o What issues or decisions need to be considered?
- o What level of consultation/participation is required? (information, education, consulting, joint planning)

### 2. *Methodology,*

- o What community group(s) will assist with/participate in the consultation process
- o What level of public involvement is needed (public communication, public consultation, public participation or all three)?
- o What other departments need to be involved?
- o What information does the community need to provide informed input?
- o How will information be provided?
- o How will feedback or input be received?

### 3. *Tools and Tasks*

- o What techniques fit with the community characteristics or culture involved? i.e. advisory committees, focus groups, newsletters, surveys?
- o How will feedback be provided during the process?
- o How will feedback be provided to the community on how their input was considered in the decision?

### 4. *Outcomes and Products*

- o What are the desired outcomes of the process?
- o How will the results be used?

### 5. *Schedule*

- o Will holidays have an impact?
- o How much lead time will people need to participate well?
- o What timetables do interested groups and parties already work on?
- o When does the decision need to be made?

### 6. *Resources*

- o Who is the team leader?
- o How much staff time will be needed?
- o Which departments need to be involved?
- o Has Corporate Communications been notified of this initiative?

### 7. *Budget*

- o What will the cost be of mailings, rooms, newsletters, etc?

### 8. *Monitoring and evaluation*

- o How will the process be evaluated?



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**MEMORANDUM**

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

**DATE:** May 10, 2008

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

**FILE:**

**SUBJECT:** A Bylaw to Authorize Borrowing for a Capital Project for the Nanaimo Regional Hospital District

**PURPOSE:**

To introduce for adoption three loan authorization bylaws for the purposes of major capital project financing for the Vancouver Island Health Authority.

**BACKGROUND:**

At its meeting held November 26, 2007 the Board authorized borrowing up to \$17 million dollars for three major capital projects at the Nanaimo Regional General Hospital. The projects are:

	Total	RHD share @ 40%
Renal Care Center	\$ 13.65 million	\$ 5.46 million
Emergency Department redevelopment	20.0 million	8.0 million
Boiler plant replacement/upgrade	<u>\$ 8.85 million</u>	<u>\$ 3.54 million</u>
	<u>\$ 42.5 million</u>	<u>\$ 17.0 million</u>

Staff have been advised that the Board of the Vancouver Island Health Authority authorized an initial release of funds in the amount of \$4.25 million for the Renal Care Center. The funds have already been used to prepare the foundation works on the lower level of the new perinatal wing, where the center will be located. A request for partial reimbursement was received recently and in order to make the reimbursement, a borrowing bylaw must be adopted. The Board committed a maximum of \$17 million dollars to these three projects and staff are presenting three bylaws to ensure we can provide reimbursements in an orderly fashion.

**ALTERNATIVES:**

1. Adopt the bylaws as presented.
2. Amend one or more of the bylaws and adopt them as amended.

**FINANCIAL IMPLICATIONS:***Alternative 1*

Under this alternative, the Board would adopt bylaws for all three projects, although only one has commenced at this time. The Regional District's role is similar to a banker in terms of providing reimbursements as claims are made on already approved values. Staff have only been waiting for at least one of the projects to commence to introduce the bylaws. The bylaws cannot be exceeded unless further authorization is received from the Board.

*Alternative 2*

The Board could choose to adopt a bylaw for one project at a time and in an amount matching the funds authorized by VIHA. Under this alternative Bylaw No. 144 would be amended to \$1.7 million dollars (40% x \$4.25 million). This alternative would require staff to delay a project reimbursement if a bylaw beyond this amount has not been adopted. There is no technical reason not to adopt the bylaws as presented and staff recommend Alternative 1.

**SUMMARY/CONCLUSIONS:**


The Vancouver Island Health Authority has spent funds to prepare the lower floor of the new perinatal wing to house a renal (kidney) care center. This is one of three projects previously approved for cost sharing. Staff have introduced three bylaws at this time, one for each of the approved capital projects so as to be able to process reimbursement claims in an orderly fashion. The bylaws cannot be exceeded without further authorization from the Board. Alternatively the Board could adopt a single bylaw for the renal care center in the amount of \$1.7 million dollars which is 40% of the amount authorized by the VIHA Board to date. Having the bylaws adopted in advance of the projects ensures that when claims are made they can be promptly processed. Staff recommend adopting the bylaws as presented.


**RECOMMENDATIONS:**

1. That "Nanaimo Regional Hospital District (NRGH Renal Project) Borrowing Bylaw No. 144, 2008" be introduced and read three times.
2. That "Nanaimo Regional Hospital District (NRGH Renal Project) Borrowing Bylaw No. 144, 2008" be adopted.
3. That "Nanaimo Regional Hospital District (NRGH Emergency Department Redevelopment) Borrowing Bylaw No. 145, 2008" be introduced and read three times.
4. That "Nanaimo Regional Hospital District (NRGH Emergency Department Redevelopment) Borrowing Bylaw No. 145, 2008" be adopted.



5. That "Nanaimo Regional Hospital District (NRGH Boiler Plant Upgrade) Borrowing Bylaw No. 146, 2008" be introduced and read three times.
6. That "Nanaimo Regional Hospital District (NRGH Boiler Plant Upgrade) Borrowing Bylaw No. 146, 2008" be adopted.

*for*   
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
C.A.O. Concurrence

**COMMENTS:**

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**BYLAW NO. 144**

**CAPITAL EXPENDITURE & BORROWING BYLAW**

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

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

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 34 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money for the development of a renal care center at the Nanaimo Regional General Hospital.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$5,460,000 (Five Million Four Hundred and Sixty Thousand Dollars) 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 twenty (20) 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 and 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 (NRGH Renal Project) Borrowing Bylaw No. 144, 2008".

Introduced and read three times this 24th day of June, 2008.

Adopted this 24th day of June, 2008.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**BYLAW NO. 145**

**CAPITAL EXPENDITURE & BORROWING BYLAW**

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

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

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 34 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money for the re-development of the emergency department at the Nanaimo Regional General Hospital.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$8,000,000 (Eight Million Dollars) 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 twenty (20) 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 and 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 (NRGH Emergency Department Redevelopment) Borrowing Bylaw No. 145, 2008".

Introduced and read three times this 24th day of June, 2008.

Adopted this 24th day of June, 2008.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**BYLAW NO. 146**

**CAPITAL EXPENDITURE & BORROWING BYLAW**

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

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

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 34 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money for the upgrade of the boiler plant at the Nanaimo Regional General Hospital.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$3,540,000 (Three Million Five Hundred and Forty Thousand Dollars) 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 twenty (20) 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 and 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 (NRGH Boiler Plant Upgrade) Borrowing Bylaw No. 146, 2008".

Introduced and read three times this 24th day of June, 2008.

Adopted this 24th day of June, 2008

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



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# MEMORANDUM

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

**DATE:** May 26, 2008

**FROM:** W. Idema  
Manager of Accounting Services

**FILE:**

**SUBJECT:** Operating Results to April 30, 2008

## PURPOSE

To present a summary of the operating results for the period ending April 30, 2008

## BACKGROUND

The quarterly operating statements for the period January 1<sup>st</sup> to April 30<sup>th</sup>, 2008 for the Regional District are attached as appendices to this report. The schedules attached include:

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

The statements include actual cash transactions to April 30<sup>th</sup>, with the exceptions of property taxes and debt payments, which are accrued each month and prior year surpluses (deficits), which are recorded in full at the beginning of the year. Assuming an even distribution of revenues and expenses throughout the year, the current benchmark would be approximately 33% of the budgeted amounts for the year. Actual results for a number of line items often do not match this distribution profile and these are summarized below.

### *Overall Summary by Division (Appendix 1)*

This summary provides an overview of the year to date results, at an organizational level. Property tax revenues are actually received in August but accrued monthly and are therefore at the expected 33% benchmark. 'Grants/Operating/Other' revenues are at 23% overall because the first utility billing for the year, which will significantly impact water, sewer and solid waste revenues, is completed in May.

The largest source of external revenues is the Transportation and Solid Waste division, in particular the Solid Waste service. Included in revenues from this division for the year to date are landfill/transfer station tipping fees (\$2,687,569), garbage/recycling collection services (\$234,806), and BC Transit operating grants/transit fare revenues (\$2,843,361). Additionally, there are year to date external Liquid Waste Management revenues largely from Gas Tax transfers for projects (\$1,002,300) and Recreation and Parks Services user fee/grant revenues (\$839,583) that contribute to the overall Grants/Operating/Other funding.

Approximately \$3.4 million in budgeted revenue are transfers of Development Cost Charges (DCC's) to the Liquid Wastewater service area. Actual DCC revenues will be recorded as the expenditures for these projects are incurred.

Total Expenditures for the Regional District are at 22% of budget. Total Expenditures are generally below the benchmark at this time of the year because reserve fund transfers and capital expenditures occur in the latter half of the year. The largest line items contributing to this 'lower than benchmark' result are Capital Expenditures (5%) and Professional Fees (11%). Wage & Benefit costs for the Regional District are on track at 32% of budget. Individual line item expenditure variances will be discussed below under the *Departmental Details by Division* section of this report.

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

This schedule lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the status of an individual service at April 30.

### ***Departmental Details by Division***

Appendices 3 to 7 provide operating summaries for each service grouped by organizational division.

### ***Corporate Services (Appendix 3)***

Total Grants/Operating/Other Revenues in Corporate Services are just below the benchmark at 31%.

Grants/Operating/Other Revenues for General Administration are on track at 32%. Fire Department Grants/Operating/Other Revenues stand at 25% as a result of some delay in grant receipts. The Electoral Areas budget includes \$63,000 as revenue which is the estimate of reserves and cost recoveries related to the local government elections. Those amounts will be recorded later in the fall.

Overall expenditures for this division are at 29% of budget. The 'Trsf To Other Govt/Agencies' category (32%) consists of transfers of funds to the Vancouver Island Regional Library, E911 services and volunteer fire protection agencies. Wages and Benefits are at 32% of budget, Office Operating costs are at 42% and Vehicle operating and Maintenance costs are at 72% as a result annual insurance policy payments made early in the year. Professional Services are at 5% and capital expenditures are at 8% as a result of projects such as the admin building expansion that are only recently underway. Other Operating Costs is at 3% of budget as 'clothing & gas allowances' and other expenses for fire departments are paid in December.

### ***Development Services (Appendix 4)***

Grants/Operating/Other Revenues (23%) are below the benchmark for the division mainly due to Community Works projects which will be completed over the course of the year. Building permit fee revenues of \$268,680 are in line with budget (30%) and are 2% lower than the same period in 2007 (\$273,350).

Overall expenditures for this division are at 26% of budget. Professional Fees (12%), which represent a significant portion of the overall division budget, are below the benchmark again as a result of budgeted Community Works funded projects and the Regional Growth Strategy review, which remain to be completed. Wages and Benefits for the Division are in line at 30% of budget.

### ***Environmental Services (Appendix 5)***

Grants/Operating/Other Revenues for the Environmental Services Division stand at 10% overall, below the budget benchmark largely because of the \$3.4 million in budgeted transfers of DCC's to the Liquid Wastewater service area which will not occur until the project expenditures are made later in the year.

The annual billing for Sewerage Collection (1%) as well as the spring billing for Water Supply services (-1%) will not be completed until May and are not included in the financial results. Liquid Waste Management Grants/Operating/Other Revenues (11%) remain lower than the benchmark because, as noted previously, development cost charge reserves have not yet been recorded as a source of funds for planned capital projects at the Nanaimo wastewater treatment plant. Additionally, budgeted revenues of \$4.2 million for gas tax transfers will be recorded through the year as project work is completed.

Overall expenditures (16%) for the Environmental Services division are less than expected for this time of the year largely because professional fees (13%), capital expenditures (8%) and the planned transfer to the reserve funds (2%) will be recorded later in the year as scheduled projects are completed. Wages and Benefits for the Division are at 31% of budget, similar to the results in other divisions at this date.

#### ***Recreation and Parks Services (Appendix 6)***

Grants/Operating/Other Revenues for this division are at a healthy 40% of budget due to operating results from D69 Recreation Program Coordinating services (42%), Regional Parks (52%) (includes funds from Nanaimo Area Land Trust for their share of the purchase of Mt. Benson Regional Park), and the Ravensong Aquatic Center (42%). Oceanside Place is at 25% of budget, which reflects the more seasonal aspect of their operations. Total expenditures for Recreation and Parks Services are 24% of budget.

Expenditures for Oceanside Place (34%) and Ravensong Aquatic Center (31%) are close to the benchmark while those for Regional Parks (24%), Recreation Program Coordinating services (20%) and Community Parks (20%) are below the benchmark. Expenditures will catch up in these areas during the summer months when most of the work is done and budgeted transfers to the reserves are completed.

#### ***Transportation and Solid Waste Services (Appendix 7)***

Operating revenues are at 27% for the Southern Community service largely because of budgeted Gas Tax Funding that will not be received or recorded until later this year. Northern Community Transit service revenues (33%) are in line with the benchmark. Expenditures in the Southern Community are at 28% of budget reflecting capital expenditures (1%), which will be incurred later in the year both for Gas Tax funded projects and the new Transit building to be constructed. Vehicle Operating costs are at 28% for both areas, and Wages and Benefits are at 35% in the Southern Community and 25% in Northern Community Transit. These results are in line with expectations.

Solid Waste Management revenues at 24% and Garbage Collection/Recycling at 10% are below the benchmark, reflecting Gas Tax grant funding to be received and because the spring garbage and recycling billing is not completed until May. Expenditures in Solid Waste Management are at 13% overall with wages and benefits at 29% and office and vehicle operating costs at 32%. The transfer to the reserve (1%), capital expenditures (2%), professional fees (14%) and other operating costs (14%) will be adjusted later in the year as projects are completed.


### **SUMMARY**


The attached appendices reflect the operating activities of the Regional District recorded up to April 30, 2008. Appendix 1 summarizes the overall results across the organization. To date 36% of budgeted revenues and 22% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues (23%) are below the benchmark, with varying results in all five divisions for the reasons outlined above.


Total expenditures (22%) are lower overall due to the timing of transfers to reserve accounts (2%), capital projects (5%) and associated professional fees (11%). Overall Wages and Benefits are at 32% of budget for the year, which is on track with the benchmark.

**RECOMMENDATION**

That the summary report of financial results from operations to April 30, 2008 be received for information.

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

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
C.A.O. Concurrence

COMMENTS:





GENERAL REVENUE FUND  
APRIL 30, 2008

	CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>																		
TAX REQUISITION	\$ 1,646,692	\$ 4,940,080	33%	\$ 619,980	\$ 1,859,950	33%	\$ 3,596,620	\$ 10,789,825	33%	\$ 2,155,432	\$ 6,466,276	33%	\$ 1,656,260	\$ 4,968,785	33%	\$ 9,674,984	\$ 29,024,916	33%
GRANTS/OPERATING/OTHER	2,563,615	8,372,565	31%	378,648	1,661,655	23%	1,141,639	11,281,893	10%	\$ 839,583	\$ 2,123,835	40%	\$ 5,765,736	\$ 24,025,581	24%	10,689,221	47,465,529	23%
RETAINED EARNINGS	1,116,748	1,116,754	100%	1,744,118	1,744,115	100%	4,381,165	4,381,160	100%	\$ 1,244,140	\$ 1,243,040	100%	\$ 3,383,941	\$ 3,383,935	100%	11,870,112	11,869,004	100%
<b>TOTAL REVENUES</b>	<b>5,327,055</b>	<b>14,429,399</b>	<b>37%</b>	<b>2,742,746</b>	<b>5,265,720</b>	<b>52%</b>	<b>9,119,424</b>	<b>26,452,878</b>	<b>34%</b>	<b>4,239,155</b>	<b>9,833,151</b>	<b>43%</b>	<b>10,805,937</b>	<b>32,378,301</b>	<b>33%</b>	<b>32,234,317</b>	<b>88,359,449</b>	<b>36%</b>
<b>EXPENSES</b>																		
OFFICE OPERATING	\$ 399,190	\$ 950,876	42%	\$ 195,641	\$ 736,283	27%	\$ 178,698	\$ 816,330	22%	\$ 162,215	\$ 532,502	30%	\$ 936,380	\$ 2,866,050	33%	\$ 1,872,124	\$ 5,902,041	32%
COMMUNITY GRANTS	3,000	52,954	6%	0	0		0	0		27,210	72,700	37%	0	0		30,210	125,654	24%
LEGISLATIVE	84,144	298,640	28%	0	0		0	0		0	0		0	0		84,144	298,640	28%
PROFESSIONAL FEES	19,325	369,180	5%	70,881	613,161	12%	99,565	755,822	13%	11,224	201,000	6%	63,227	459,485	14%	264,222	2,396,648	11%
BUILDING OPS & MAINT	47,321	179,205	26%	13,262	59,400	22%	57,109	256,447	22%	216,622	568,831	38%	89,664	329,645	27%	423,978	1,393,528	30%
VEHICLE OPS & MAINT	32,285	45,110	72%	23,803	36,448	65%	293,115	800,439	37%	33,927	117,999	29%	1,098,125	3,780,362	29%	1,481,255	4,780,358	31%
OTHER EQUIPMENT OPS & MAINT	39,502	112,951	35%	731	8,380	9%	0	0		20,379	75,900	27%	731	5,450	13%	61,343	202,681	30%
OTHER OPERATING COSTS	6,805	205,935	3%	68,107	204,835	33%	613,529	2,786,596	22%	78,591	532,095	15%	944,251	5,270,901	18%	1,711,283	9,000,362	19%
WAGES & BENEFITS	730,530	2,253,524	32%	672,483	2,265,448	30%	996,026	3,216,073	31%	988,913	3,170,068	31%	3,251,113	9,934,139	33%	6,639,065	20,839,252	32%
RECREATION PROGRAMS	0	0		0	0		0	0		12,599	132,480	10%	0	0		12,599	132,480	10%
CAPITAL EXPENDITURES	57,270	751,380	8%	6,873	83,270	8%	941,923	12,000,527	8%	9,072	589,005	2%	90,717	7,094,725	1%	1,105,855	20,518,907	5%
DEBT FINANCING-INTEREST	821,098	2,896,005	28%	0	0		390,548	1,198,490	33%	214,894	611,020	35%	54,900	164,700	33%	1,481,440	4,870,215	30%
DEBT FINANCING-PRINCIPAL	625,844	1,935,090	32%	0	0		278,388	850,790	33%	376,844	843,670	45%	30,244	90,730	33%	1,311,320	3,720,280	35%
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	-383	0		0	0		0	0		0	156,005		0	0		-383	156,005	0%
TRANSFER TO RESERVE FUND	7,415	335,985	2%	20,405	43,905	46%	29,110	1,635,445	2%	720	381,645	0%	13,445	1,014,445	1%	71,095	3,411,425	2%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0		0	0	
TFR TO OTHER GOVT/AGENCIES	1,063,940	3,299,791	32%	0	3,000		0	0		92,382	1,270,980	7%	0	0		1,156,322	4,573,771	25%
<b>TOTAL EXPENDITURES</b>	<b>3,937,286</b>	<b>13,686,626</b>	<b>29%</b>	<b>1,072,186</b>	<b>4,054,130</b>	<b>26%</b>	<b>3,878,011</b>	<b>24,316,959</b>	<b>16%</b>	<b>2,245,592</b>	<b>9,255,900</b>	<b>24%</b>	<b>\$ 6,572,797</b>	<b>31,010,632</b>	<b>21%</b>	<b>17,705,872</b>	<b>82,324,247</b>	<b>22%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 1,389,769</b>	<b>\$ 742,773</b>		<b>\$ 1,670,560</b>	<b>\$ 1,211,590</b>		<b>\$ 6,241,413</b>	<b>\$ 2,135,919</b>		<b>\$ 1,993,563</b>	<b>\$ 577,251</b>		<b>\$ 4,233,140</b>	<b>\$ 1,367,669</b>		<b>\$ 14,528,445</b>	<b>\$ 6,035,202</b>	

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
APRIL 30, 2008**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
<b>CORPORATE SERVICES</b>								
General Administration	2,229,212	5,071,414	44%	1,240,893	4,566,820	27%	988,319	504,594
Electoral Areas Only	181,158	356,005	51%	46,103	225,805	20%	135,055	130,200
D68 E911	42,155	94,070	45%	14,631	79,445	18%	27,524	14,625
D69 E911	167,515	489,744	34%	1,708	483,345	0%	165,807	6,399
Comm Policing & Restorative Justice	19,484	59,375	33%	0	59,375		19,484	0
Fire Protection								
Volunteer Departments								
Bow Horn Bay Fire (Area H)	60,877	183,800	33%	72,462	183,530	39%	-11,585	270
Coombs-Hilliers	81,660	244,515	33%	114,455	244,515	47%	-32,795	0
Dashwood	91,654	286,550	32%	152,621	286,550	53%	-60,967	0
Meadowood	26,622	115,510	23%	16,967	115,510	15%	9,655	0
Errington	78,080	257,940	30%	92,963	257,940	36%	-14,883	0
Extension	67,250	145,120	46%	16,160	142,800	11%	51,090	2,320
Nanaimo River	18,007	24,005	75%	814	24,005	3%	17,193	0
Nanoose Bay	129,210	366,400	35%	45,395	366,400	12%	83,815	0
Service Contracts								
Wellington Fire (Area D)	20,752	50,465	41%	534	43,300	1%	20,218	7,165
Yellowpoint Fire (Area A)	48,005	145,030	33%	40	145,025	0%	47,965	5
Parksville Local (Area G)	27,097	79,645	34%	40	75,030	0%	27,057	4,615
French Creek Fire (Area G)	145,721	353,510	41%	40	280,930	0%	145,681	72,580
Regional Library	457,724	1,373,176	33%	686,588	1,373,176	50%	-228,864	0
Municipal Debt Transfers	1,434,872	4,733,125	30%	1,434,872	4,733,125	30%	0	0
	<b>5,327,055</b>	<b>14,429,399</b>	<b>37%</b>	<b>3,937,286</b>	<b>13,686,626</b>	<b>29%</b>	<b>1,389,769</b>	<b>742,773</b>
<b>DEVELOPMENT SERVICES</b>								
Building Inspection	1,298,635	1,978,390	66%	420,143	1,249,653	34%	878,492	728,737
Bylaw Enforcement								
Animal Control A,B,C,D	58,188	92,020	63%	14,694	56,594	26%	43,494	35,426
Animal Control E,G,H	47,624	95,915	50%	25,013	82,541	30%	22,611	13,374
Animal Control F	14,360	22,805	63%	4,907	14,541	34%	9,453	8,264
Noise Control A	12,158	15,660	78%	1,532	4,525	34%	10,626	11,135
Noise Control B	6,289	9,050	69%	1,493	4,195	36%	4,796	4,855
Noise Control C	9,853	15,725	63%	2,671	7,840	34%	7,182	7,885
Noise Control E	7,330	9,645	76%	1,461	4,530	32%	5,869	5,115
Noise Control G	5,508	7,985	69%	1,449	4,495	32%	4,059	3,490
Unightly Premises	18,774	25,900	72%	1,734	8,770	20%	17,040	17,130
Hazardous Properties	3,283	8,330	39%	1,421	6,415	22%	1,862	1,915
General Enforcement	61,114	182,260	34%	61,114	182,760	33%	0	-500
Development Planning	845,903	1,628,125	52%	311,782	1,151,496	27%	534,121	476,629
Community Works Fund - Dev Services	0	358,865		4,264	358,865	1%	-4,264	0
Long Range Planning	0	5,000		63,926	233,138	27%	-63,926	-228,138
Regional Growth Management	253,644	568,780	45%	96,965	442,507	22%	156,679	126,273
Emergency Planning	92,915	219,765	42%	50,449	219,765	23%	42,466	0
House Numbering	7,168	21,500	33%	7,168	21,500	33%	0	0
	<b>2,742,746</b>	<b>5,265,720</b>	<b>52%</b>	<b>1,072,186</b>	<b>4,054,130</b>	<b>26%</b>	<b>1,670,560</b>	<b>1,211,590</b>
<b>ENVIRONMENTAL SERVICES</b>								
Engineering Services	65,308	231,615	28%	65,307	231,615	28%	1	0
Southern Community Wastewater	4,164,049	14,447,105	29%	1,561,319	13,890,260	11%	2,582,730	556,845
Northern Community Wastewater	2,057,619	5,454,035	38%	1,168,690	4,956,922	24%	888,929	497,113
Duke Point Wastewater	131,275	214,345	61%	37,401	144,380	26%	93,874	69,965
Water Utilities								
Nanoose Bay	45,085	100,890	45%	13,480	100,890	13%	31,605	0
Driftwood	2,669	7,995	33%	2,616	7,850	33%	53	145
San Pareil	193,643	339,730	57%	47,894	306,463	16%	145,749	33,267
French Creek	115,836	239,320	48%	31,068	204,726	15%	84,768	34,594

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
APRIL 30, 2008**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
Surfside	16,811	33,678	50%	5,208	26,919	19%	11,603	6,759
Decourcey	1,976	6,405	31%	1,202	5,845	21%	774	560
Englishman River	139,818	213,677	65%	18,172	111,466	16%	121,646	102,211
Meirose Place Water	16,490	34,714	48%	4,272	27,455	16%	12,218	7,259
Nanoose Peninsula Water	538,456	1,580,460	34%	276,364	1,541,160	18%	262,092	39,300
Drinking Water Protection	25,452	65,000	39%	2,438	65,000	4%	23,014	0
Nanoose Bay Bulk Water	521,729	1,094,270	48%	110,816	797,842	14%	410,913	296,428
French Creek Bulk Water	274,338	430,200	64%	21,570	125,630	17%	252,768	304,570
<b>Sewer Utilities</b>								
Fairwinds/Nanoose Coll & Treat	343,712	645,360	53%	123,712	547,497	23%	220,000	97,863
French Creek	242,273	713,270	34%	207,238	685,300	30%	35,035	27,970
Pacific Shores	20,336	40,455	50%	10,702	39,593	27%	9,634	862
Surfside Sewer	16,649	30,019	55%	5,532	21,278	26%	11,117	8,741
MacMillan R. Sewer	0	0		0	0		0	0
Cedar Sewer	-10,775	3,750	-287%	1,292	3,750	34%	-12,067	0
Englishman River Stormwater	7,939	10,940	73%	40	9,775	0%	7,899	1,165
Barclay Crescent	48,242	146,685	33%	43,753	132,890	33%	4,489	13,795
Pump & Haul	0	2,300		40	2,300	2%	-40	0
Streetlighting	54,465	95,230	57%	11,854	58,722	20%	42,611	36,508
	<b>9,033,395</b>	<b>26,181,448</b>	<b>35%</b>	<b>3,791,982</b>	<b>24,045,528</b>	<b>16%</b>	<b>5,241,413</b>	<b>2,135,919</b>
<b>RECREATION &amp; PARKS SERVICES</b>								
District 69 Recreation	694,039	1,525,270	46%	267,615	1,356,151	20%	426,424	169,119
Oceanside Place	815,821	2,121,630	38%	674,863	1,977,592	34%	140,958	144,038
Ravensong Aquatic Center	791,800	1,989,975	40%	612,584	1,959,297	31%	179,216	30,678
Gabriola Island Recreation	30,501	78,925	39%	34,766	74,196	47%	-4,265	4,729
Southern Community Recreation	287,501	830,690	35%	10,716	830,690	1%	276,785	0
Hotel Room Tax	4,149	45,000	9%	3,222	45,000	7%	927	0
Port Theater	21,957	65,270	34%	0	65,160		21,957	110
Regional Parks	967,344	2,124,716	46%	491,504	2,052,230	24%	475,840	72,486
<b>Community Parks</b>								
A	97,033	150,075	65%	18,280	132,223	14%	78,753	17,852
B	83,947	166,870	50%	32,019	132,488	24%	51,928	34,382
C	17,295	37,295	46%	6,548	36,072	18%	10,747	1,223
D	57,307	86,120	67%	6,611	58,760	11%	50,696	27,360
E	67,418	102,750	66%	15,859	71,814	22%	51,559	30,936
F	50,176	89,385	56%	14,848	72,711	20%	35,328	16,674
G	57,094	101,730	56%	18,301	91,122	20%	38,793	10,608
H	70,871	141,550	50%	32,853	124,494	26%	38,018	17,056
Area A Recreation	124,902	175,900	71%	5,003	175,900	3%	119,899	0
	<b>4,239,155</b>	<b>9,833,151</b>	<b>43%</b>	<b>2,245,592</b>	<b>9,255,900</b>	<b>24%</b>	<b>1,993,563</b>	<b>577,251</b>
<b>TRANSPORTATION AND SOLID WASTE SERVICES</b>								
Gabriola Island Emergency Wharf	1,762	5,195	34%	98	5,150	2%	1,664	45
Southern Community Transportation	4,829,527	14,616,640	33%	3,925,355	14,220,654	28%	904,172	395,986
D69 Conventional Transit	676,364	1,447,535	47%	353,341	1,195,773	30%	323,023	251,762
Solid Waste Disposal Facilities	4,530,291	13,459,725	34%	1,747,873	13,208,180	13%	2,782,418	251,545
Solid Waste Collection & Recycling	767,993	2,849,206	27%	546,130	2,380,875	23%	221,863	468,331
	<b>10,805,937</b>	<b>32,378,301</b>	<b>33%</b>	<b>6,572,797</b>	<b>31,010,632</b>	<b>21%</b>	<b>4,233,140</b>	<b>1,367,669</b>
<b>TOTAL - ALL SERVICES</b>	<b>32,148,288</b>	<b>88,088,019</b>	<b>36%</b>	<b>17,619,843</b>	<b>82,052,816</b>	<b>21%</b>	<b>14,528,445</b>	<b>6,035,202</b>

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
APRIL 30, 2008**

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$234,412	\$703,239	33%	\$55,920	\$167,765	33%	\$207,080	\$621,230	33%	\$691,556	\$2,074,670	33%	\$457,724	\$1,373,176	33%
GRANTS/OPERATING/OTHER	1,104,033	3,477,405	32%	0	63,000		114	0		24,596	99,035	25%	0	0	
RETAINED EARNINGS	890,767	890,770	100%	125,238	125,240	100%	21,960	21,959	100%	78,783	78,785	100%	0	0	
<b>TOTAL REVENUES</b>	<b>2,229,212</b>	<b>5,071,414</b>	<b>44%</b>	<b>181,158</b>	<b>356,005</b>	<b>51%</b>	<b>229,154</b>	<b>643,189</b>	<b>36%</b>	<b>794,935</b>	<b>2,252,490</b>	<b>35%</b>	<b>457,724</b>	<b>1,373,176</b>	<b>33%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$343,222	\$708,426	48%	\$27,458	\$111,705	25%	\$4,285	\$12,030	36%	\$24,225	\$118,715	20%	\$0	\$0	
COMMUNITY GRANTS	3,000	52,954	6%	0	0		0	0		0	0		0	0	
LEGISLATIVE	73,906	222,210	33%	10,238	71,430	14%	0	0		0	5,000		0	0	
PROFESSIONAL FEES	19,112	310,655	6%	0	5,725		0	0		213	52,800	0%	0	0	
BUILDING OPS & MAINT	35,445	150,680	24%	16	2,500	1%	22	315	7%	11,838	25,710	46%	0	0	
VEHICLE OPS & MAINT	3,529	4,825	73%	0	0		0	0		28,756	40,285	71%	0	0	
EQUIP OPS & MAINT	26,338	73,701	36%	610	2,800	22%	3,000	5,150	58%	9,554	31,300	31%	0	0	
OTHER OPERATING COSTS	3,767	33,935	11%	0	0		0	0		3,038	172,000	2%	0	0	
WAGES & BENEFITS	719,920	2,221,679	32%	7,781	25,645	30%	0	0		2,829	6,200	46%	0	0	
CAPITAL EXPENDITURES	5,239	607,300	1%	0	6,000		0	0		52,031	138,080	38%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		5,378	69,345	8%	0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		6,692	28,625	23%	0	0	
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		-383	0		0	0	
TRANSFER TO RESERVE FUND	7,415	157,815	5%	0	0		0	6,800		0	171,370		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	22,640		0	0		9,032	597,870	2%	368,320	1,306,105	28%	686,588	1,373,176	50%
<b>TOTAL EXPENDITURES</b>	<b>\$1,240,893</b>	<b>\$4,566,820</b>	<b>27%</b>	<b>\$46,103</b>	<b>\$225,805</b>	<b>20%</b>	<b>\$16,339</b>	<b>\$622,165</b>	<b>3%</b>	<b>\$512,491</b>	<b>\$2,165,535</b>	<b>24%</b>	<b>\$686,588</b>	<b>\$1,373,176</b>	<b>50%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$988,319</b>	<b>\$504,594</b>		<b>\$135,055</b>	<b>\$130,200</b>		<b>\$212,815</b>	<b>\$21,024</b>		<b>\$282,444</b>	<b>\$86,955</b>		<b>(\$228,864)</b>	<b>\$0</b>	

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
APRIL 30, 2008**

	MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>						
TAX REQUISITION	\$0	\$0		\$1,646,692	\$4,940,080	33%
GRANTS/OPERATING/OTHER	1,434,872	4,733,125	30%	2,563,615	8,372,565	31%
RETAINED EARNINGS	0	0		1,116,748	1,116,754	100%
<b>TOTAL REVENUES</b>	<b>1,434,872</b>	<b>4,733,125</b>	<b>30%</b>	<b>5,327,055</b>	<b>14,429,399</b>	<b>37%</b>
<b>EXPENSES</b>						
OFFICE OPERATING	\$0	\$0		\$399,190	\$950,876	42%
COMMUNITY GRANTS	0	0		3,000	52,954	6%
LEGISLATIVE	0	0		84,144	298,640	28%
PROFESSIONAL FEES	0	0		19,325	369,180	5%
BUILDING OPS & MAINT	0	0		47,321	179,205	26%
VEHICLE OPS & MAINT	0	0		32,285	45,110	72%
EQUIP OPS & MAINT	0	0		39,502	112,951	35%
OTHER OPERATING COSTS	0	0		6,805	205,935	3%
WAGES & BENEFITS	0	0		730,530	2,253,524	32%
CAPITAL EXPENDITURES	0	0		57,270	751,380	8%
DEBT FINANCING-INTEREST	815,720	2,826,660	29%	821,098	2,896,005	28%
DEBT FINANCING-PRINCIPAL	619,152	1,906,465	32%	625,844	1,935,090	32%
DEBT FINANCING-EXCHANGE	0	0		0	0	
CONTINGENCY	0	0		-383	0	
TRANSFER TO RESERVE FUND	0	0		7,415	335,985	2%
TRSF TO OTHER GOVT/AGENCIES	0	0		1,063,940	3,299,791	32%
<b>TOTAL EXPENSES</b>	<b>\$1,434,872</b>	<b>\$4,733,125</b>	<b>30%</b>	<b>\$3,937,286</b>	<b>\$13,686,626</b>	<b>29%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,389,769</b>	<b>\$742,773</b>	

**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
APRIL 30, 2008**

	EA COMMUNITY PLANNING			COMM WORKS FND DEV SRVCS			REGIONAL GROWTH MANAGEMENT SERVICES			EMERGENCY PLANNING		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	352,480	1,057,445	33%	0	0		117,080	351,235	33%	58,800	176,400	33%
GRANTS/OPERATING/OTHER	39,116	121,375	32%	0	358,865		1,020	82,000	1%	3,017	12,265	25%
RETAINED EARNINGS	454,307	454,305	100%	0	0		135,544	135,545	100%	31,098	31,100	100%
<b>TOTAL REVENUES</b>	<b>845,903</b>	<b>1,633,125</b>	<b>52%</b>	<b>0</b>	<b>358,865</b>		<b>253,644</b>	<b>568,780</b>	<b>45%</b>	<b>92,915</b>	<b>219,765</b>	<b>42%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	96,622	354,498	27%	\$0	\$0		\$14,116	\$67,576	21%	\$9,707	\$32,655	30%
PROFESSIONAL FEES	2,749	99,000	3%	0	250,000		501	44,000	1%	1,525	48,750	3%
BUILDING OP & MAINTENANCE	6,961	24,200	29%	0	0		508	15,000	3%	125	200	63%
VEHICLE OP & MAINTENANCE	5,755	5,235	110%	0	0		256	350	73%	1,815	2,350	77%
OTHER OPERATING COSTS	23,937	69,390	34%	0	0		758	24,870	3%	3,060	1,700	180%
WAGES & BENEFITS	229,758	798,311	29%	4,264	108,865	4%	80,421	270,306	30%	34,217	89,840	38%
EQUIP OP & MAINTENANCE	0	6,000		0	0		0	0		0	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	2,926	21,000	14%	0	0		0	0		0	41,270	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,000	7,000	100%	0	0		405	20,405	2%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	3,000	
0	0	0										
<b>TOTAL EXPENDITURES</b>	<b>375,708</b>	<b>1,384,634</b>	<b>27%</b>	<b>\$4,264</b>	<b>\$358,865</b>	<b>1%</b>	<b>\$96,965</b>	<b>\$442,507</b>	<b>22%</b>	<b>\$50,449</b>	<b>\$219,765</b>	<b>23%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$470,195</b>	<b>\$248,491</b>		<b>(\$4,264)</b>	<b>\$0</b>		<b>\$156,679</b>	<b>\$126,273</b>		<b>\$42,466</b>	<b>\$0</b>	

**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
APRIL 30, 2008**

	HOUSE NUMBERING			BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	7,168	21,500	33%	27,772	83,315	33%	56,680	170,055	33%	619,980	1,859,950	33%
GRANTS/OPERATING/OTHER	0	0		268,680	892,890	30%	66,815	194,260	34%	378,648	1,661,655	23%
RETAINED EARNINGS	0	0		1,002,183	1,002,185	100%	120,986	120,980	100%	1,744,118	1,744,115	100%
<b>TOTAL REVENUES</b>	<b>7,168</b>	<b>21,500</b>	<b>33%</b>	<b>1,298,635</b>	<b>1,978,390</b>	<b>66%</b>	<b>244,481</b>	<b>485,295</b>	<b>50%</b>	<b>2,742,746</b>	<b>5,265,720</b>	<b>52%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$7,168	\$21,500	33%	\$65,333	\$231,219	28%	\$2,695	\$28,835	9%	\$195,641	\$736,283	27%
PROFESSIONAL FEES	0	0		27,518	32,500	85%	38,588	138,911	28%	70,881	613,161	12%
BUILDING OP & MAINTENANCE	0	0		4,668	16,700	28%	1,000	3,300	30%	13,262	59,400	22%
VEHICLE OP & MAINTENANCE	0	0		11,720	18,513	63%	4,257	10,000	43%	23,803	36,448	65%
OTHER OPERATING COSTS	0	0		25,680	68,430	38%	14,672	40,445	36%	68,107	204,835	33%
WAGES & BENEFITS	0	0		281,745	867,911	32%	42,078	130,215	32%	672,483	2,265,448	30%
EQUIP OP & MAINTENANCE	0	0		731	2,380	31%	0	0		731	8,380	9%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		1,748	11,000	16%	2,199	10,000	22%	6,873	83,270	8%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		1,000	1,000	100%	12,000	15,500	77%	20,405	43,905	46%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	3,000	
<b>TOTAL EXPENDITURES</b>	<b>\$7,168</b>	<b>\$21,500</b>	<b>33%</b>	<b>\$420,143</b>	<b>\$1,249,653</b>	<b>34%</b>	<b>\$117,489</b>	<b>\$377,206</b>	<b>31%</b>	<b>\$1,072,186</b>	<b>\$4,054,130</b>	<b>26%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$878,492</b>	<b>\$728,737</b>		<b>\$126,992</b>	<b>\$108,089</b>		<b>\$1,670,560</b>	<b>\$1,211,590</b>	

**REGIONAL DISTRICT OF NANAIMO  
ENVIRONMENTAL SERVICES  
APRIL 30, 2008**

	ENV SVCS ADMINISTRATION			LIQUID WASTE MANAGEMENT			WATER SUPPLY		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>									
TAX REQUISITION	\$0	\$0		\$2,720,176	\$8,160,520	33%	\$579,116	\$1,737,335	33%
GRANTS/OPERATING/OTHER	86,029	271,430	32%	1,002,300	9,324,500	11%	-16,071	1,079,744	-1%
RETAINED EARNINGS	0	0		2,630,467	2,630,465	100%	1,329,258	1,329,260	100%
<b>TOTAL REVENUES</b>	<b>86,029</b>	<b>271,430</b>	<b>32%</b>	<b>6,352,943</b>	<b>20,115,485</b>	<b>32%</b>	<b>1,892,303</b>	<b>4,146,339</b>	<b>46%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$35	\$1,000	4%	\$127,133	\$522,810	24%	\$36,108	\$232,344	16%
PROFESSIONAL FEES	0	0		66,855	439,800	15%	30,360	242,683	13%
BUILDING OP & MAINTENANCE	0	0		41,812	98,555	42%	11,550	115,054	10%
VEHICLE OP & MAINTENANCE	0	0		245,501	669,385	37%	22,091	88,473	25%
WAGES & BENEFITS	84,934	260,711	33%	555,038	1,777,787	31%	220,275	739,722	30%
OTHER OPERATING COSTS COSTS	1,060	5,720	19%	340,457	1,616,625	21%	47,378	420,864	11%
CAPITAL EXPENDITURES	0	4,000		901,181	10,849,030	8%	16,192	936,908	2%
DEBT FINANCING - INT	0	0		284,148	852,445	33%	88,625	299,435	30%
DEBT FINANCING - PRINCIPAL	0	0		219,920	659,760	33%	48,440	160,950	30%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		5,365	1,505,365	0%	14,083	84,813	17%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$86,029</b>	<b>\$271,431</b>	<b>32%</b>	<b>\$2,787,410</b>	<b>\$18,991,562</b>	<b>15%</b>	<b>\$535,102</b>	<b>\$3,321,246</b>	<b>16%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>(\$1)</b>		<b>\$3,565,533</b>	<b>\$1,123,923</b>		<b>\$1,357,201</b>	<b>\$825,093</b>	



**REGIONAL DISTRICT OF NANAIMO  
ENVIRONMENTAL SERVICES  
APRIL 30, 2008**

	SEWAGE COLLECTION			STREET LIGHTING			ENV SVCS ENGINEERING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$277,112	\$831,330	33%	\$20,216	\$60,640	33%	\$0	\$0		\$3,596,620	\$10,789,825	33%
GRANTS/OPERATING/OTHER	3,957	374,149	1%	116	455	25%	65,308	231,615	28%	1,141,639	11,281,893	10%
RETAINED EARNINGS	387,307	387,300	100%	34,133	34,135	100%	0	0		4,381,165	4,381,160	100%
<b>TOTAL REVENUES</b>	<b>668,376</b>	<b>1,592,779</b>	<b>42%</b>	<b>54,465</b>	<b>95,230</b>	<b>57%</b>	<b>65,308</b>	<b>231,615</b>	<b>28%</b>	<b>9,119,424</b>	<b>26,452,878</b>	<b>34%</b>
<b>EXPENSES</b>												
ADMINISTRATION	\$12,328	\$51,481	24%	\$332	\$1,045	32%	\$2,762	\$7,650	36%	\$178,698	\$816,330	22%
PROFESSIONAL FEES	2,289	46,839	5%	0	0		61	26,500	0%	99,565	755,822	13%
BUILDING OP & MAINTENANCE	3,243	30,788	11%	504	12,050	4%	0	0		57,109	256,447	22%
VEHICLE OP & MAINTENANCE	25,523	42,581	60%	0	0		0	0		293,115	800,439	37%
WAGES & BENEFITS	83,186	256,113	32%	0	875		52,593	180,865	29%	996,026	3,216,073	31%
OTHER OPERATING COSTS	213,006	696,535	31%	11,018	44,752	25%	610	2,100	29%	613,529	2,786,596	22%
CAPITAL COST	15,269	196,089	8%	0	0		9,281	14,500	64%	941,923	12,000,527	8%
DEBT FINANCING - INT	17,775	46,610	38%	0	0		0	0		390,548	1,198,490	33%
DEBT FINANCING - PRINCIPAL	10,028	30,080	33%	0	0		0	0		278,388	850,790	33%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	9,662	45,267	21%	0	0		0	0		29,110	1,635,445	2%
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
<b>TOTAL EXPENSES</b>	<b>\$392,309</b>	<b>\$1,442,383</b>	<b>27%</b>	<b>\$11,854</b>	<b>\$58,722</b>	<b>20%</b>	<b>\$65,307</b>	<b>\$231,615</b>	<b>28%</b>	<b>\$3,878,011</b>	<b>\$24,316,959</b>	<b>16%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$276,067</b>	<b>\$150,396</b>		<b>\$42,611</b>	<b>\$36,508</b>		<b>\$1</b>	<b>\$0</b>		<b>\$5,241,413</b>	<b>\$2,135,919</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
APRIL 30, 2008**

	REGIONAL PARKS			COMMUNITY PARKS			AREA A RECREATION			D69 RECREATION COORDINATING			OCEANSIDE PLACE		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>															
TAX REQUISITION	421,988	1,265,966	33%	188,872	566,615	33%	25,500	76,500	33%	343,996	1,031,985	33%	421,376	1,264,125	33%
GRANTS/OPERATING/OTHER	340,666	655,160	52%	3,109	0		0	0		104,217	247,460	42%	154,786	617,845	25%
RETAINED EARNINGS	204,690	203,590	101%	309,160	309,160	100%	99,402	99,400	100%	245,826	245,825	100%	239,659	239,660	100%
<b>TOTAL REVENUES</b>	<b>967,344</b>	<b>2,124,716</b>	<b>46%</b>	<b>501,141</b>	<b>875,775</b>	<b>57%</b>	<b>124,902</b>	<b>175,900</b>	<b>71%</b>	<b>694,039</b>	<b>1,525,270</b>	<b>46%</b>	<b>815,821</b>	<b>2,121,630</b>	<b>38%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$24,059	\$66,995	36%	\$11,720	\$43,659	27%	\$502	\$2,605	19%	\$34,641	\$112,378	31%	\$42,726	\$149,939	28%
PROFESSIONAL FEES	7,988	134,000	6%	279	42,500	1%	43	0		0	10,500		0	2,000	
BUILDING OP & MAINTENANCE	14,080	52,325	27%	1,656	5,471	30%	30	0		5,512	26,610	21%	97,875	240,575	41%
VEHICLE OP & MAINTENANCE	8,600	25,515	34%	1,782	8,000	22%	0	0		5,890	33,409	18%	14,636	43,645	34%
OTHER OPERATING COSTS	41,035	277,205	15%	12,550	190,720	7%	11	700	2%	8,750	22,275	39%	9,254	15,420	60%
WAGES & BENEFITS	104,037	333,870	31%	87,604	282,999	31%	4,417	16,590	27%	173,163	674,749	26%	297,690	835,068	36%
EQUIP OP & MAINTENANCE	0	1,000		0	0		0	0		731	2,700	27%	8,155	45,000	18%
COMMUNITY GRANTS	0	0		0	0		0	0		24,218	65,000	37%	303	700	43%
RECREATION PROGRAMS	0	1,500		0	750		0	0		530	64,360	1%	1,367	21,650	6%
CAPITAL EXPENDITURES	1,587	450,835	0%	0	22,000		0	0		0	3,335		7,485	12,835	58%
DEBT FINANCING - INTEREST	20,930	27,730	75%	8,224	26,070	32%	0	0		0	0		104,176	312,530	33%
DEBT FINANCING - PRINCIPAL	239,008	430,150	56%	5,504	16,515	33%	0	0		0	0		91,016	273,050	33%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	156,005		0	0		0	0	
TRANSFER TO RESERVE FUND	180	221,105	0%	0	65,000		0	0		180	70,180	0%	180	25,180	1%
TRANSFER FROM RESERVE FUN	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	30,000	30,000	100%	16,000	16,000	100%	0	0		14,000	270,655	5%	0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$491,504</b>	<b>\$2,052,230</b>	<b>24%</b>	<b>\$145,319</b>	<b>\$719,684</b>	<b>20%</b>	<b>\$5,003</b>	<b>\$175,900</b>	<b>3%</b>	<b>\$267,615</b>	<b>\$1,356,151</b>	<b>20%</b>	<b>\$674,863</b>	<b>\$1,977,592</b>	<b>34%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$475,840</b>	<b>\$72,486</b>		<b>\$355,822</b>	<b>\$156,091</b>		<b>\$119,899</b>	<b>\$0</b>		<b>\$426,424</b>	<b>\$169,119</b>		<b>\$140,958</b>	<b>\$144,038</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
APRIL 30, 2008**

	RAVENSONG AQUATIC CENTER			GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TOTAL RECREATION & PARKS SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	436,420	1,309,255	33%	23,964	71,890	33%	293,316	879,940	33%	2,155,432	6,466,276	33%
GRANTS/OPERATING/OTHER	232,532	557,870	42%	0	500		4,273	45,000	9%	839,583	2,123,835	40%
RETAINED EARNINGS	122,848	122,850	100%	6,537	6,535	100%	16,018	16,020	100%	1,244,140	1,243,040	100%
<b>TOTAL REVENUES</b>	<b>791,800</b>	<b>1,989,975</b>	<b>40%</b>	<b>30,501</b>	<b>78,925</b>	<b>39%</b>	<b>313,607</b>	<b>940,960</b>	<b>33%</b>	<b>4,239,155</b>	<b>9,833,151</b>	<b>43%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$47,385	\$153,160	31%	\$342	\$1,066	32%	\$840	\$2,700	31%	\$162,215	\$532,502	30%
PROFESSIONAL FEES	2,914	12,000	24%	0	0		0	0		11,224	201,000	6%
BUILDING OP & MAINTENANCE	86,753	215,100	40%	0	0		10,716	28,750	37%	216,622	568,831	38%
VEHICLE OP & MAINTENANCE	3,019	7,355	41%	0	75		0	0		33,927	117,999	29%
OTHER OPERATING COSTS	6,979	25,550	27%	12	150	8%	0	75		78,591	532,095	15%
WAGES & BENEFITS	317,590	1,013,887	31%	4,412	12,905	34%	0	0		988,913	3,170,068	31%
EQUIP OP & MAINTENANCE	11,493	27,200	42%	0	0		0	0		20,379	75,900	27%
COMMUNITY GRANTS	2,689	7,000	38%	0	0		0	0		27,210	72,700	37%
RECREATION PROGRAMS	10,702	44,220	24%	0	0		0	0		12,599	132,480	10%
CAPITAL EXPENDITURES	0	85,000		0	0		0	15,000		9,072	589,005	2%
DEBT FINANCING - INTEREST	81,564	244,690	33%	0	0		0	0		214,894	611,020	35%
DEBT FINANCING - PRINCIPAL	41,316	123,955	33%	0	0		0	0		376,844	843,670	45%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	156,005	
TRANSFER TO RESERVE FUND	180	180	100%	0	0		0	0		720	381,645	0%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		30,000	60,000	50%	2,382	894,325	0%	92,382	1,270,980	7%
<b>TOTAL EXPENDITURES</b>	<b>\$612,584</b>	<b>\$1,959,297</b>	<b>31%</b>	<b>\$34,766</b>	<b>\$74,196</b>	<b>47%</b>	<b>\$13,938</b>	<b>\$940,850</b>	<b>1%</b>	<b>\$2,245,592</b>	<b>\$9,255,900</b>	<b>24%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$179,216</b>	<b>\$30,678</b>		<b>(\$4,265)</b>	<b>\$4,729</b>		<b>\$299,669</b>	<b>\$110</b>		<b>\$1,993,563</b>	<b>\$577,251</b>	

**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION AND SOLID WASTE SERVICES  
APRIL 30, 2008**

	DESCANSO BAY EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSIT			NORTHERN COMMUNITY TRANSIT		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>									
TAX REQUISITION	\$1,716	\$5,150	33%	\$1,339,708	\$4,019,120	33%	\$180,736	\$542,210	33%
GRANTS/OPERATING/OTHER	0	0		2,641,993	9,749,695	27%	201,368	611,065	33%
RETAINED EARNINGS	46	45	102%	847,826	847,825	100%	294,260	294,260	100%
<b>TOTAL REVENUES</b>	<b>\$1,762</b>	<b>\$5,195</b>	<b>34%</b>	<b>\$4,829,527</b>	<b>\$14,616,640</b>	<b>33%</b>	<b>\$676,364</b>	<b>\$1,447,535</b>	<b>47%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$98	\$150	65%	\$451,459	\$1,377,950	33%	\$241,276	\$723,820	33%
PROFESSIONAL FEES	0	0		4,200	40,000	11%	0	0	
BUILDING OP. & MAINT.	0	4,000		67,153	243,400	28%	0	0	
VEHICLE OP. & MAINT.	0	0		879,768	3,096,444	28%	0	0	
OTHER OPERATING COSTS	0	0		97,169	329,050	30%	0	26,900	
WAGES & BENEFITS	0	0		2,403,178	6,951,045	35%	112,065	445,053	25%
EQUIP. OP & MAINT	0	0		731	5,450	13%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		16,402	2,172,020	1%	0	0	
DEBT FINANCING - INT.	0	0		0	0		0	0	
-PRINCIPAL	0	0		0	0		0	0	
-EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	1,000		5,295	5,295	100%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$98</b>	<b>\$5,150</b>	<b>2%</b>	<b>\$3,925,355</b>	<b>\$14,220,654</b>	<b>28%</b>	<b>\$353,341</b>	<b>\$1,195,773</b>	<b>30%</b>
<b>NET SURPLUS</b>	<b>\$1,664</b>	<b>\$45</b>		<b>\$904,172</b>	<b>\$395,986</b>		<b>\$323,023</b>	<b>\$251,762</b>	

**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION AND SOLID WASTE SERVICES  
APRIL 30, 2008**

	SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING			TOTAL TRANSPORTATION AND SOLID WASTE SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
<b>REVENUES</b>									
TAX REQUISITION	\$134,100	\$402,305	33%	\$0	\$0		\$1,656,260	\$4,968,785	33%
GRANTS/OPERATING/OTHER	2,687,569	11,348,800	24%	234,806	2,316,021	10%	5,765,736	24,025,581	24%
RETAINED EARNINGS	1,708,622	1,708,620	100%	533,187	533,185	100%	3,383,941	3,383,935	100%
<b>TOTAL REVENUES</b>	<b>4,530,291</b>	<b>13,459,725</b>	<b>34%</b>	<b>767,993</b>	<b>2,849,206</b>	<b>27%</b>	<b>10,805,937</b>	<b>32,378,301</b>	<b>33%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	\$190,451	\$602,065	32%	\$53,096	\$162,065	33%	\$936,380	\$2,866,050	33%
PROFESSIONAL FEES	59,027	411,985	14%	0	7,500		63,227	459,485	14%
BUILDING OP & MAINTENANCE	21,795	80,100	27%	716	2,145	33%	89,664	329,645	27%
VEHICLE OP & MAINTENANCE	217,665	682,133	32%	692	1,785	39%	1,098,125	3,780,362	29%
OTHER OPERATING COSTS	386,808	2,822,826	14%	460,274	2,092,125	22%	944,251	5,270,901	18%
WAGES & BENEFITS	705,178	2,434,646	29%	30,692	103,395	30%	3,251,113	9,934,139	33%
EQUIP. OP & MAINT							731	5,450	13%
COMMUNITY GRANTS							0	0	
CAPITAL EXPENDITURES	74,315	4,911,505	2%	0	11,200		90,717	7,094,725	1%
DEBT FINANCING - INT	54,900	164,700	33%	0	0		54,900	164,700	33%
DEBT FINANCING - PRINCIPAL	30,244	90,730	33%	0	0		30,244	90,730	33%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,490	1,007,490	1%	660	660	100%	13,445	1,014,445	1%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,747,873</b>	<b>\$13,208,180</b>	<b>13%</b>	<b>\$546,130</b>	<b>\$2,380,875</b>	<b>23%</b>	<b>\$6,572,797</b>	<b>\$31,010,632</b>	<b>21%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$2,782,418</b>	<b>\$251,545</b>		<b>\$221,863</b>	<b>\$468,331</b>		<b>\$4,233,140</b>	<b>\$1,367,669</b>	



RDN REPORT	
CAO APPROVAL <i>(initials)</i>	
EAP	
COW	<i>✓ June 10th</i>
JUN 04 2008	
RHD	
BOARD	

**MEMORANDUM**

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

**DATE:** May 30, 2008

**FROM:** W. Thexton  
Manager, Budgets & Capital Planning

**FILE:**

**SUBJECT:** Expansion of the Service Boundaries for the Bow Horn Bay Fire Department

**PURPOSE:**

To obtain approval of an amendment to the Bow Horn Bay Fire Protection service area boundaries to include three properties on Whistler Road.

**BACKGROUND:**

Following a request from a property owner in Electoral Area 'H', staff sent petitions to three properties on Whistler Road. The properties are surrounded on all sides by lands which are protected by the Bow Horn Bay Fire Department. Two of the three property owners have signed and returned the petitions. The third property is owned by a non-resident and is vacant land. While no petition has been received from the owners of the third property, staff recommend that it be included in this boundary amendment. If this property is not included, it would be a single property entirely surrounded by others receiving fire protection. The fire department has been consulted and supports the boundary amendment.

Bylaw No. 1385.03 can be adopted without Provincial approval and our standard is that such bylaws wait at least one month after introduction to be adopted.

**ALTERNATIVES:**

1. Approve the amendment bylaw as presented.
2. Do not approve the amendment at this time.

**FINANCIAL IMPLICATIONS:**

There are no operational financial implications.


**SUMMARY/CONCLUSIONS:**


Petitions have been received from two of three properties recommended to be included in the Bow Horn Bay fire protection service area. The properties are currently bounded on four sides by properties with fire protection and it is therefore logical to include all three properties in this amendment. The fire department supports the boundary amendment.

**RECOMMENDATION:**

That “Bow Horn Bay Fire Protection Local Service Area Amendment Bylaw No. 1385.03, 2008” be introduced and read three times.

  
Report Writer

  
General Manager Concurrence

  
C.A.O Concurrence

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1385.03**

**A BYLAW TO AMEND THE BOUNDARIES OF THE  
BOW HORN BAY FIRE PROTECTION SERVICE AREA**

WHEREAS The Board of the Regional District of Nanaimo established the Bow Horn Bay Fire Protection Service Area by Bylaw No. 1385;

AND WHEREAS in accordance with Section 802(1)(b) of the *Local Government Act* a petition to amend the boundaries of the Fire Protection Service Area has been received and is considered sufficient to amend the boundaries;

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

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

1. "Bow Horn Bay Fire Protection Service Area Establishment Bylaw No. 1385" is hereby amended by including the properties shown outlined on Schedule 'B' attached to and forming part of this bylaw.
2. Schedule 'A' attached to Bylaw 1385 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
3. This bylaw may be cited for all purposes as "Bow Horn Bay Fire Protection Service Area Boundary Amendment Bylaw No. 1385.03, 2008".

Introduced and read three times this 24th day of June, 2008.

Adopted this 22nd day of July, 2008.

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CHAIRPERSON

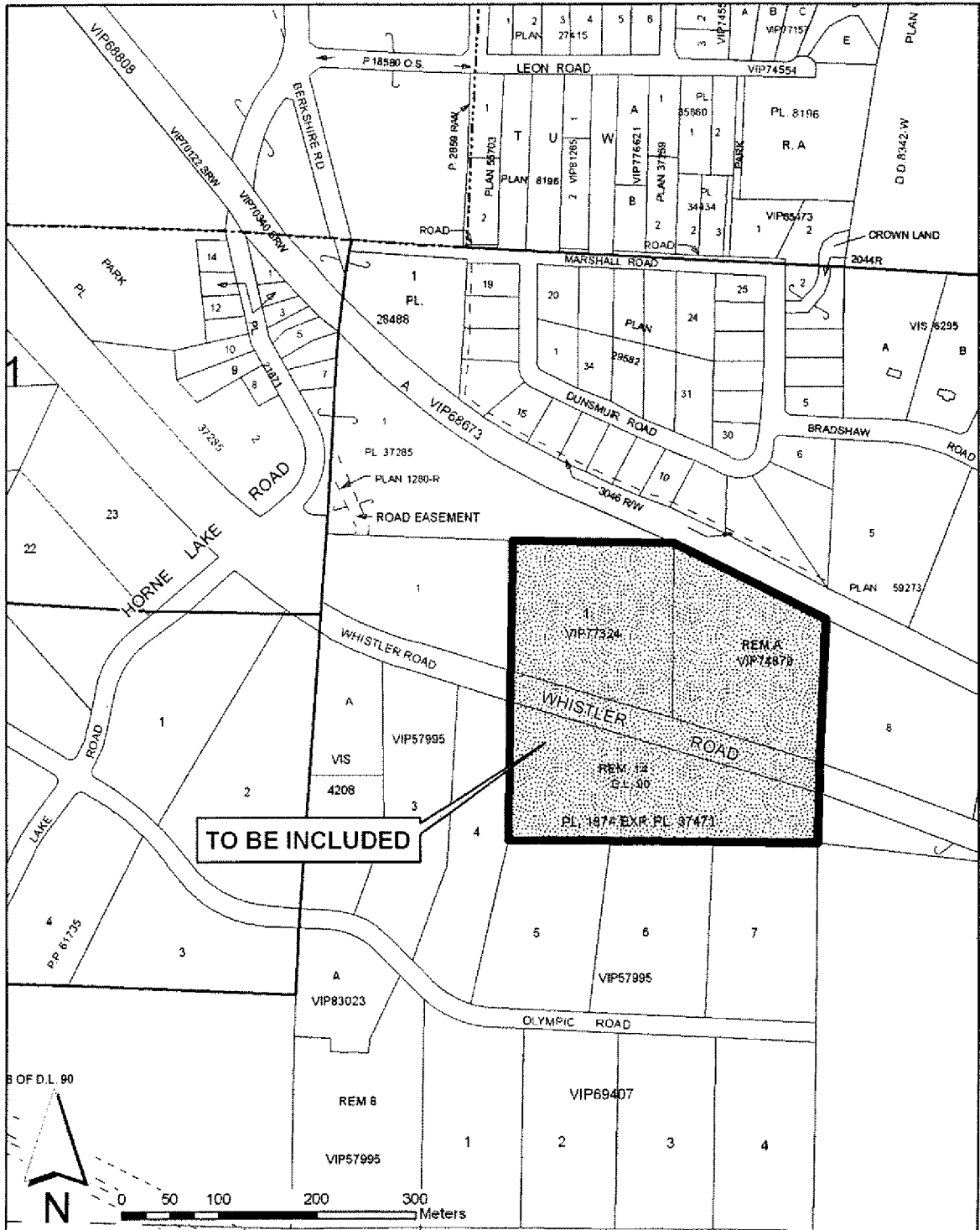
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SR. MGR., CORPORATE ADMINISTRATION



Chairperson

Sr. Mgr., Corporate Administration





RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓ JUN 10TH
JUN 04 2008	
RHD	
BOARD	

**MEMORANDUM**

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

**DATE:** May 17, 2008

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

**FILE:**

**SUBJECT: Lease Agreement for the Temporary Storage of Firefighting Vehicles and Equipment**

**PURPOSE:**

To obtain approval to lease private property at 1897 Galvin Place, Qualicum Beach for the temporary storage of firefighting vehicles.

**BACKGROUND:**

In May staff introduced Bylaw 964.04, which is a bylaw to extend the boundaries of the Dashwood Fire Protection Service to include properties in the Meadowood subdivision area. The boundary extension was recommended because firefighting vehicles, which were ordered in 2007, will arrive early in June. A private property owner in the Meadowood subdivision has offered the temporary use of a large shop building on his property, for storage of the vehicles until the firehall is constructed. With the vehicles stored in the area and additional volunteers trained, the Dashwood Volunteer Fire Department advised staff that they could provide fire protection to the new area until the firehall building is fully commissioned.

The lease attached to this report is in a form similar to other property leases held by the Regional District and includes the following:

1. Access to two of three bays within the building.
2. Provision that access to the building, which is shared by the property owner, will be restricted to the property owner and the Dashwood Volunteer Fire Department or employees/agents/invitees of the Regional District.
3. The building will be insured on a replacement cost basis and the owner shall add the Regional District as an additional named insured to a general commercial liability policy in the amount of \$3,000,000.
4. The Regional District will similarly add the property owner to our liability policy as an additional named insured.
5. The building will be rented for \$375 per month for a period covering June 2008 to December 31, 2009 unless occupancy is terminated earlier on the completion of the firehall.

**ALTERNATIVES:**

1. Approve the lease as presented.
2. Direct amendments to the lease and approve it as amended.

**FINANCIAL IMPLICATIONS:**

Alternative 1

Under this alternative the maximum amount payable under the lease would be \$6,750. The rental rate is comparable to uncovered commercial storage available in the area, but provides private, covered storage with access to hydro and water for maintenance purposes.

Alternative 2

The lease has been reviewed by the owner and is acceptable to them. The lease is based on similar templates for Regional District properties, therefore, staff recommend approving the lease as presented.


**SUMMARY/CONCLUSIONS:**

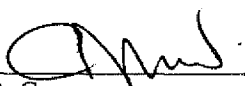
This report covers the lease of private property on a temporary basis for the storage of firefighting vehicles which have been delivered for the Meadowood subdivision area. The proposed firehall is expected to be completed in 2009 and temporary storage is required. A bylaw to expand the boundaries of the Dashwood Fire Protection area to include the Meadowood properties was introduced in May and is expected to be adopted later this month. Once adopted fire protection and emergency response services will be available to the Meadowood properties.

The lease has a total value of \$6,750 and would cover a period up to December 31, 2009. The lease is in a form similar to other template leases for Regional District properties and staff recommend approving the lease as presented.

**RECOMMENDATION:**

That the General Manager Finance & Information Services and the Sr. Manager, Corporate Administration execute a lease for the purpose of storing firefighting vehicles and equipment, between the Regional District of Nanaimo and Pat and Janis McPhalen, with respect to a building located at 1897 Galvin Place, at a monthly cost of \$375 as outlined in this report.

  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**

**LEASE AGREEMENT**

THIS LEASE AGREEMENT signed on the day of ,2008 and effective the day of , 2008.

**BETWEEN:**

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

**(hereinafter called the "Regional District")**

**OF THE FIRST PART**

**AND:**

**Patrick and Janis McPhalen**  
1897 Galvin Place  
Qualicum Beach, B.C.  
V9K 2S4

**(hereinafter called the "Lessor")**

**OF THE SECOND PART**

**WHEREAS:**

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

Strata Lot B, Block 359  
Newcastle District  
Strata Plan VIS4788

(the "Lands").

B. The Lessor has constructed a building (the "Building") on the Lands as shown outlined on Schedule A attached hereto, which is suitable for the purpose of storing vehicles and equipment and the Regional District wishes to store in the Building, two firefighting vehicles and firefighting equipment which will be operated by the Dashwood Volunteer Fire Department for the benefit of the Meadowood Fire Protection Service area while a firehall is being constructed.

- C. The parties wish to provide for the lease of a portion of the Building to the Regional District upon the terms and conditions set out herein and also wish to establish their respective positions upon the termination or expiration of the term of the lease.

**NOW THEREFORE THIS INDENTURE WITNESSETH THAT** in consideration of the rents, covenants, agreements and conditions hereinafter reserved and contained on the part of the Regional District to be respectively paid, kept, observed and performed, the Lessor hereby demises and leases unto the Regional District the Building for a term from and including June 1, 2008 to and including December 31, 2009 (the "Term"), subject to the terms and conditions herein set forth.

**1.00 QUIET ENJOYMENT**

- 1.01 The Lessor agrees to make available space within the Building for the storage of two firefighting vehicles and ancillary equipment in the location as shown generally outlined on the plan attached to this agreement..
- 1.02 The Lessor agrees that members of the Dashwood Volunteer Fire Department and/or the Regional District of Nanaimo shall have full and unfettered access to the portions of the Building where the vehicles will be stored at all times.
- 1.03 The Lessee agrees and accepts that the Building contains equipment and other personal effects of the Lessor and the Lessor shall have full and unfettered access to the Building at all times. The parties will undertake to make appropriate security arrangements so that access is restricted to the parties to this agreement.
- 1.04 Both parties will respect and not interfere with the areas each is occupying in the Building and make every effort to ensure that each party's assets stored within the Building are not wilfully or negligently damaged by the action of either party, their guests, agents, employees or invitees.
- 1.05 Notwithstanding 1.04, the parties acknowledge and agree that the liability for loss, damage or injury to persons or the assets of either party is limited to the areas of the Building within the care and control of the relevant party and in any case neither the Regional District nor the Dashwood Volunteer Fire Department shall be responsible for losses, damage or injury other than during times when representatives of either the Regional District of Nanaimo or the Dashwood Volunteer Fire Department are on the Lands and accessing the Building.
- 1.06 The Regional District shall permit the Lessor and its servants and agents to enter the Building and every part thereof to examine the condition thereof, and if any want or repair shall be found on such examination and notice thereof is given, the Regional District will, within ninety (90) days of the giving of that notice, well and truly repair in accordance with that notice.

**2.00 RENT AND RESPONSIBILITY FOR EXPENSES**

- 2.01 Yielding and paying therefor unto the Lessor upon the execution of this Lease, the rent of \$375.00 per month, payable in advance on the first of every month following the occupancy of the Building by the Lessee. If occupancy begins or ends part way through a month, the rent payable for the month will be prorated on the number of days in that month.
- 2.02 The rent payable includes the cost of hydro services to the Building and the cost of any additional property insurance which may be required as a result of the use of the Building by the Regional District.
- 2.03 It is intended by the parties that the Building be of no additional cost or expense to the Lessor during the Term and accordingly the Regional District agrees to pay, whether on its own behalf or on behalf of the Lessor, all additional costs relating to the maintenance of the Building and the Regional District agrees to indemnify the Lessor from and against any such additional maintenance costs and expenses incurred by the Lessor directly.

**3.00 INSURANCE, RISK AND INDEMNITY, MAINTENANCE**

- 3.01 The Regional District agrees to indemnify and save harmless the Lessor, from any and all claims, suits, actions, costs, fees and expenses of any kind whatsoever brought against or incurred by the Lessor in any way relating to the Regional District's use of the Building during the Term of this Lease. Such indemnity shall extend to legal expenses incurred by the Lessor in defending against such liability or alleged liability or in enforcing this right of indemnity.
- 3.02 The Regional District agrees to take out and keep in full force and effect throughout the Term and during such other time as the Regional District occupies the Building or any part thereof at the expense of the Regional District:
  - (b) comprehensive general liability insurance, including without limitation non-owned automobile insurance, and tenant fire legal liability insurance, against claims for personal injury, death or property damage or loss upon, in or about the Building or otherwise howsoever arising out of the operations of the Regional District or the Dashwood Volunteer Fire Department while conducting activities from the Building, to the limit as may be reasonably required by the Lessor from time to time but, in any case, of not less than Three Million (\$3,000,000.00) Dollars in respect to injury or death to a single person and in respect of any one accident concerning property damage.

The Lessor shall be named as an additional insured under such liability policy or policies of insurance.

- 3.03 Any furniture, equipment, vehicles, machinery, fixtures and improvements placed in the Building by the Regional District shall be entirely at the risk of the Regional District.

- 3.04 The Lessor agrees to indemnify and save harmless the Regional District, from any and all claims, suits, actions, costs, fees and expenses of any kind whatsoever brought against or incurred by the Regional District in any way relating to the Lessor's use of the Building during the Term of this Lease. Such indemnity shall extend to legal expenses incurred by the Regional District in defending against such liability or alleged liability or in enforcing this right of indemnity.
- 3.05 The Lessor agrees to take out and keep in full force and effect throughout the Term and during such other time as the Lessor occupies the Building or any part thereof at the expense of the Regional District:
- (a) all risk building insurance for the full replacement value of the Building;
  - (b) comprehensive general liability insurance, including without limitation non-owned automobile insurance, against claims for personal injury, death or property damage or loss upon, in or about the Building or otherwise howsoever arising out of the operations of the Lessor while conducting activities from the Building, to the limit as may be reasonably required by the Regional District from time to time but, in any case, of not less than Three Million (\$3,000,000.00) Dollars in respect to injury or death to a single person and in respect of any one accident concerning property damage.

The Regional District shall be named as an additional insured under such liability policy or policies of insurance.

- 3.06 The Regional District agrees to comply promptly at its expense with all laws, bylaws, regulations, requirements and recommendations, which may be applicable to the manner of use of the Building, made by any and all federal, provincial, local government and other authorities or association of insurance underwriters or agents and all notices in pursuance of same, provided however that the Regional District shall have no liability to make any improvements, alterations or additions to the Building which may be required by authorities or associations unless due to the use made of the Building by the Regional District.
- 3.07 The Regional District agrees to maintain the Building in good repair and in a neat and tidy condition, and to not do or permit any act or neglect which may in any manner directly or indirectly be or become a nuisance or interfere with the comfort of any person occupying land in the vicinity of the Building.
- 3.08 The Regional District shall not construct or place in the Building any improvements without first obtaining the prior written consent of the Lessor and obtaining all required building or development permits.

**4.00 USE, ASSIGNMENT AND SUBLETTING**

- 4.01 The Regional District agrees to not use the Building for any purpose other than as a storage facility for firefighting vehicles and equipment.
- 4.02 The Regional District agrees that it will not assign, mortgage or encumber this Lease, or sublet, or suffer or permit the Building or any part thereof to be used by others by licence or otherwise without the prior written consent of the Lessor in each instance which shall not be arbitrarily or unreasonably withheld.
- 4.03 In no event shall any assignment, or subletting, or sub-licensing to which the Lessor may have consented release or relieve the Regional District from its obligations to fully perform all the terms, covenants and conditions of this Lease on its part to be performed.
- 4.04 In the sublease between the Regional District and an assignee or subtenant under any assignment or sublease consented to by the Lessor, the Regional District shall require that the subtenant or assignee agree to be bound by all of the Regional District's obligations under this Lease.

**5.00 HOLDING OVER**

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

**6.00 APPROVALS**

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

**7.00 RELATIONSHIP OF PARTIES**

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



**8.00 SOLE AGREEMENT**

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

**9.00 ARBITRATION**

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

**10.00 REMOVAL OF IMPROVEMENTS**

10.01 All improvements and all articles of personal property constructed, owned or installed by the Regional District at the expense of the Regional District on the Building shall remain the property of the Regional District and may be removed by the Regional District at any time until the end of the Term or earlier termination of this Lease. The Regional District agrees that it will, at its expense, repair any damage to the Building caused by the construction, installation, existence, use or removal thereof (the "Restoration").

**11.00 EXPROPRIATION**

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

**12.00 DEFAULT AND EARLY TERMINATION**

- 12.01 The Regional District further covenants with the Lessor that if the Regional District shall violate or neglect any covenant, agreement or stipulation herein contained on its part to be kept, performed or observed and any such default on the part of the Regional District shall continue for thirty (30) days after written notice thereof to the Regional District by the Lessor, or in case the Building shall be vacated or become vacated or remain unoccupied or unused for ninety (90) days, then by law the Lessor may at its option forthwith re-enter and take possession of the Building immediately and by reasonable force if necessary without any previous notice of intention to re-enter and may remove any persons and property therefrom and may use such force and assistance in making such removal as the Lessor may deem advisable to recover at once full and exclusive possession of the Building.
- 12.02 Either party to this Agreement may terminate the Agreement at any time upon sixty (60) days notice in writing to the other party. If the Lessor exercises this right of termination then it may recover possession of the Building in accordance with paragraph 12.01.

**13.00 APPLICABLE LAW, COURT LANGUAGE**

- 13.01 This Lease shall be governed and construed by the laws of the Province of British Columbia.
- 13.02 The venue of any proceedings taken in respect of this Lease shall be at Nanaimo, British Columbia, so long as such venue is permitted by law, and the Regional District shall consent to any applications by the Lessor to change the venue of any proceedings taken elsewhere to Nanaimo, British Columbia.

**14.00 CONSTRUED COVENANT, SEVERABILITY**

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

**15.00 TIME**

- 15.01 Time shall be of the essence hereof.

**16.00 NOTICE**

- 16.01 All notices or payments from the Regional District to the Lessor shall be sent to the Lessor at the following address:

Patrick and Janis McPhalen  
1897 Galvin Place  
Qualicum Beach, B.C.  
V9K 2S4

and all notices from the Lessor to the Regional District shall be sent to the Regional District at the following address:

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

Attention: General Manager, Finance & Information Services

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

- 18.02 Any notice to be given hereunder shall be in writing and may be either delivered personally or sent by prepaid, registered or certified mail and, if so mailed, shall be deemed to have been given three (3) days following the date upon which it was mailed.
- 18.03 Any notice or service required to be given or effected under any statutory provision or rules of court from time to time in effect in the Province of British Columbia shall be sufficiently given or served if mailed or delivered at the addresses as aforesaid.
- 18.04 Any party hereto may at any time give notice in writing to any other of any change of address of the party giving such notice and from and after the second day after the giving of such notice, the address herein specified shall be deemed to be the address of such party for the giving of notices hereunder.

**17.00 WAIVER**

- 17.01 The failure of either party to insist upon strict performance of any covenant or condition contained in this Lease or to exercise any right or option hereunder shall not be construed as a waiver or relinquishment for the future of any such covenant, condition, right or option.
- 17.02 The acceptance by the Lessor of a part payment of any sum required to be paid hereunder shall not constitute waiver or release of the right of the Lessor to payment in full of such sum.

**18.00 SUCCESSORS BOND**

18.01 All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors and assigns of the said parties. No rights, however, shall enure to the benefit of any assignee of the Regional District unless the assignment to such assignee has been first approved by the Lessor in accordance with Article 4.

**IN WITNESS WHEREOF** the parties hereto have executed this Lease on the day and year first above written.

The Corporate Seal of the **REGIONAL DISTRICT OF NANAIMO** was hereunto affixed in the presence of:

\_\_\_\_\_  
General Manager Finance & Information Services

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

Executed by the Lessors

\_\_\_\_\_  
Pat McPhalen

\_\_\_\_\_  
Janis McPhalen

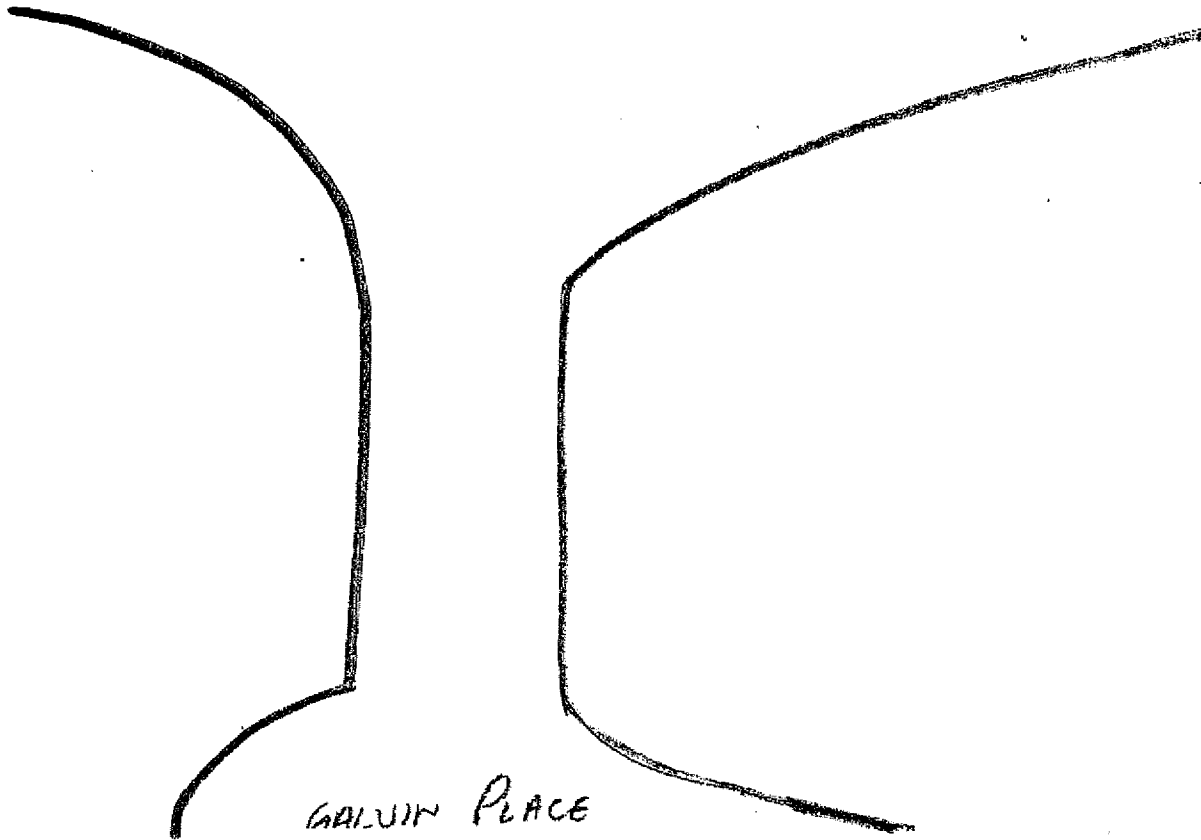
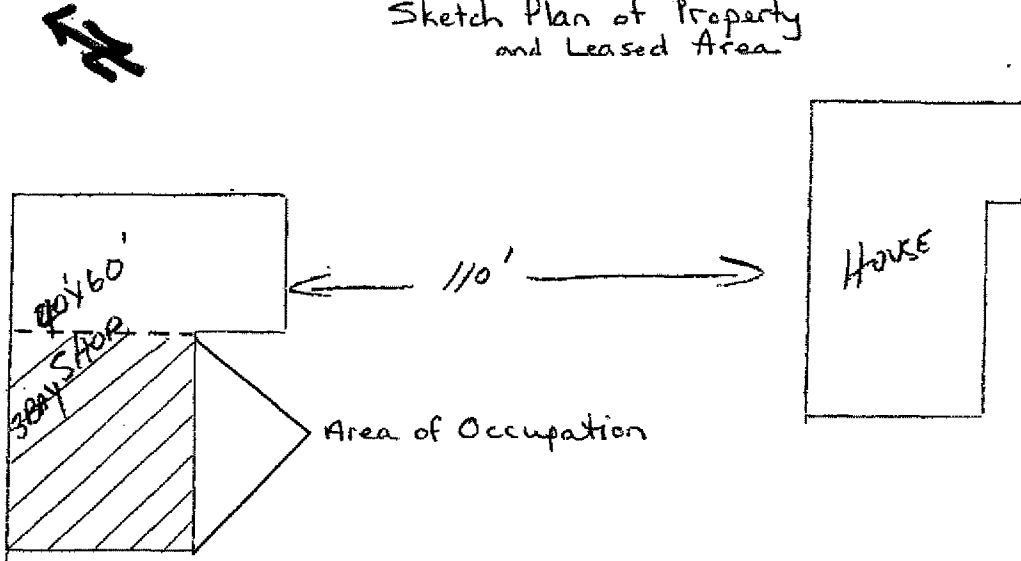
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Signature of Witness

\_\_\_\_\_  
Print name of Witness

May. 12. 2008 10:18AM DASHWOOD FIRE DEPT

No. 0200 P. 2

Sketch Plan of Property  
and Leased Area





KUN NEPUNI	
CAO APPROVAL	
EAP	
COW	JMC1074
JUN 03 2008	
RHD	
BOARD	

**MEMORANDUM**

**TO:** Tom Armet  
 Manager, Building and Bylaw Services

**DATE:** May 30, 2008

**FROM:** Jerry Schaefer  
 Building/Bylaw Compliance Officer

**FILE:** 157D08

**SUBJECT:** 2835 Shady Mile Way - Building Bylaw Contravention

**PURPOSE**

To obtain Board approval to file a Notice of Bylaw Contravention on the title of the above-noted property.

**BACKGROUND**

**Property:** 2835 Shady Mile Way- Electoral Area 'C'

**Legal:** Lot 11 Section 15 Range 4 Plan VIP68509 Mountain District

**Owners:** David Lindsay Kirk and Patricia Mary Kirk

**Zoning:** Rural 1 (RU1)

In October 2003, a Building Permit was issued to construct a 127 square meter barn on the subject property. Regional District of Nanaimo (RDN) staff conducted a footing inspection in November 2003 and construction continued without the owner calling for any further inspections as required by RDN regulations. Due to the excessive loading on hayloft floors in barns, a professional engineer is required to design these structures.

The matter was subsequently referred to the Building Bylaw Compliance Officer for further enforcement action whereupon it was determined that the barn had not been constructed according to the necessary professional engineer specifications. In April 2007, the property owner agreed to provide the RDN with amended approvals for the structure but has failed to do so. The building is currently in use and the property is listed for sale.

Staff has attempted to resolve the contravention as follows:

- The owner was contacted by phone and refused to allow staff on the property for a status inspection.
- On January 22, 2007 the RDN solicitor sent demand letter requiring access to property.
- Staff conducted an inspection on January 31, 2007 and provided a deficiencies report to the owner. The owner failed to follow up with the required information.
- On May 29, 2008 a letter was sent to the owner with no response.

**ALTERNATIVES**

1. That a Notice of Bylaw Contravention be registered on the title of the property and staff be directed to take the necessary legal action to bring the property into compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001.*"
2. That a Notice of Bylaw Contravention not be registered on title at this time and staff be directed to continue to seek voluntary compliance.

**FINANCIAL IMPLICATIONS**

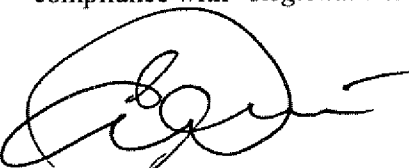
The cost of legal action is estimated at approximately \$4,000.00

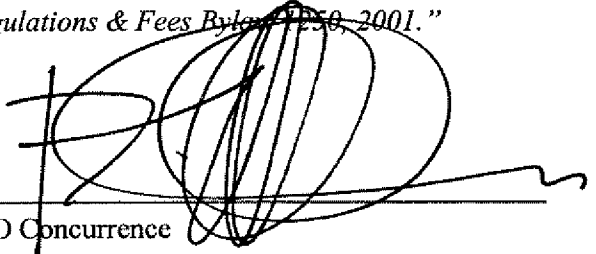
**CONCLUSION**


In October 2003, a Building Permit was issued to construct a 127 square meter barn on the subject property. Regional District of Nanaimo (RDN) staff conducted a footing inspection in November 2003 and construction continued without the owner calling for any further inspections as required by RDN regulations. Due to the excessive loading on hayloft floors in barns, a professional engineer is required to design these structures and there is a possibility that the loft floor is structurally inadequate. Despite repeated staff requests, the owner has failed to provide the required engineering certification for the building. The building is in use and the property is currently for sale. Staff is therefore recommending that a Contravention Notice be placed on the title and that legal action be taken if necessary to resolve this building bylaw contravention.


**RECOMMENDATION**

That staff be directed to register a Notice on title pursuant to Section 57 *Community Charter* and take the necessary legal action to ensure Lot 11 Section 15 Range 4 Plan VIP68509 Mountain District is in compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001.*"

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

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

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

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

COMMENTS:



RDN REPORT	
CAO APPROVAL <i>(initials)</i>	
EAP	
COW	✓ JUN 10TH
JUN 03 2008	
RHD	
BOARD	

**MEMORANDUM**

**TO:** Tom Armet  
 Manager, Building and Bylaw Services

**DATE:** May 30, 2008

**FROM:** Jerry Schaefer  
 Building/Bylaw Compliance Officer

**FILE:** 135A08

**SUBJECT:** 1995 Walsh Road - Building Bylaw Contravention

**PURPOSE**

To obtain Board approval to file a Notice of Bylaw Contravention on the title of the above-noted property.

**BACKGROUND**

**Property:** 1995 Walsh Rd, Cedar – Electoral Area ‘A’

**Legal:** Lot 3 Plan 25384 Section 16 Range 8 Cranberry Land District

**Owners:** Kevin Jess Brown

**Zoning:** Residential 2 (RS2)

On April 26, 2007 Regional District of Nanaimo (RDN) building inspection staff placed a Stop Work Order on the above-mentioned property as the result of a 40 square meter detached garage that had been built without a Building Permit. The Order instructed the property owner to apply for a Building Permit however he failed to do so and the matter was referred to enforcement staff. The property is currently listed for sale. Staff has attempted to resolve the contravention as follows:

- Stop Work Order was posted on the property on April 26, 2007
- On May 3, 2007, staff sent a letter to the owner instructing him to make an application for a Building Permit. The owner failed to respond.
- In February, 2008 the matter was referred to the Building Bylaw Compliance Officer for resolution.
- Between February 2008 and April 30, 2008 staff made numerous attempts to contact the owner through written and verbal messages.
- On May 1, 2008 it was noted that the property was being offered for sale and a letter was sent to the listing realtor advising of the building bylaw contravention.
- On May 20, 2008 the owner contacted staff and was informed as to the requirements necessary to bring his property into compliance. As of the date of this report, the owner has not submitted a Building Permit application as directed.



**ALTERNATIVES**

1. That a Notice of Bylaw Contravention be registered on the title of the property and staff be directed to take the necessary legal action to bring the property into compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001.*"
2. That a Notice of Bylaw Contravention not be registered on title at this time and staff be directed to continue to seek voluntary compliance.

**FINANCIAL IMPLICATIONS**


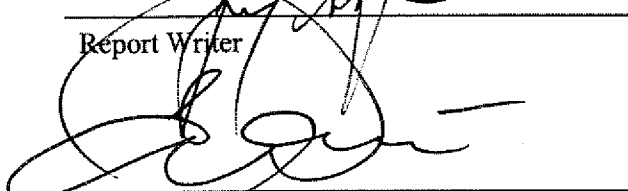
Estimated cost of legal action is approximately \$4,000, including disbursements.

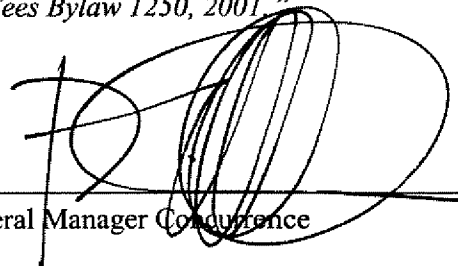

**CONCLUSION**

In April 2007, Regional District of Nanaimo (RDN) staff observed that a 40 square meter detached garage had been constructed on the subject property without a Building Permit. A Stop Work Order was posted on the property and the owner failed to respond to numerous staff requests to apply for a permit. The property is currently listed for sale. Staff is therefore recommending that a Contravention Notice be placed on the title and that legal action be taken if necessary to resolve these outstanding matters.

**RECOMMENDATION**

That staff be directed to register a Notice on title pursuant to Section 57 *Community Charter* and take the necessary legal action to ensure Lot 3 Section 16 Range 8 Plan 25384 Cranberry District is in compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001.*"

  
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Report Writer  
  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
General Manager Concurrence  
  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	JUNE 10th
JUN 03 2008		
RHD		
BOARD		

# MEMORANDUM

**TO:** Tom Armet  
 Manager, Building and Bylaw Services

**DATE:** May 30, 2008

**FROM:** Jerry Schaefer  
 Building/Bylaw Compliance Officer

**FILE:**

**SUBJECT:** 2161 Walsh Road - Building Bylaw Contravention

## PURPOSE

To obtain Board approval to file a Notice of Bylaw Contravention on the title of the above-noted property.

## BACKGROUND

**Property:** Cedar Ridge Mobile Home Park, 2161 Walsh Road, Cedar- Electoral Area 'A'

**Legal:** Lot 1, Section 16, Range 1, Plan 47095, Cedar Land District

**Owner:** Robbie Lajeunesse

**Zoning:** Residential 6 (RS6)

In December 2006 staff received a complaint regarding structural additions to mobile homes on the subject property. A follow-up investigation determined that 18 out of 20 units had illegally constructed additions. The mobile homes are individually owned and occupied, however the mobile home park owner has overall responsibility to comply with regulations and was given instructions on compliance. To date, three building permits have been issued and completed and thirteen are being processed. The mobile home owners on pads #5 and #13 have not responded to staff requests to deal with the illegally constructed decks and living space additions on those units.

Due to the limited resources of many of the occupants, staff has been using a voluntary compliance model of enforcement and working closely with the property owner and occupants to produce plans and the necessary documentation for building permits. Staff has attempted to resolve the contraventions as follows:

- January 04, 2007- inspected property and determined that the extent of the infractions was far more extensive than original complaint indicated.
- January 26, 2007- letter sent to property owner outlining the issues and steps necessary to resolve the building infractions.
- February 20, 2007- letter sent to all tenants informing them of the enforcement action and on-site status inspection.
- March 12, 2007- further site inspection to document all illegally constructed additions.
- March 26, 2007- additional letters sent to each tenant indicating compliance requirements.
- April, 2007 to present – staff continue to work closely with property owner and individual unit owners on compliance.

**ALTERNATIVES**

1. That a Notice of Bylaw Contravention be registered on the title of the property and staff be directed to take the necessary legal action should these contraventions remain unresolved after a ninety (90) day period.
2. That a Notice of Bylaw Contravention not be registered on title at this time and staff be directed to continue to seek voluntary compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001.*"

**FINANCIAL IMPLICATIONS**

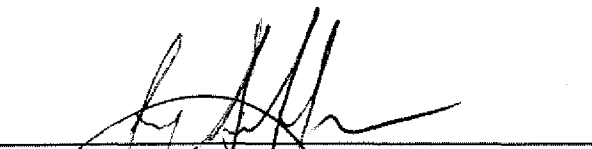
The estimated cost of legal action is approximately \$4,000.


**CONCLUSION**

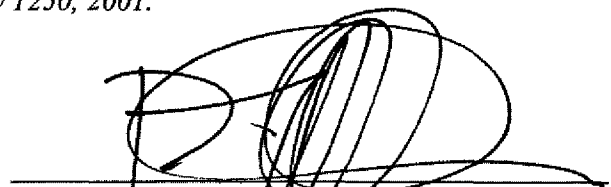
The subject property is a mobile home park with 20 units on site, 18 of which had illegally constructed additions, primarily porches, decks and enclosed living space additions. Since becoming aware of the non-compliant structures, Regional District staff has been working with the property owner and individual mobile home owners to bring the structures into voluntary compliance with Regional District of Nanaimo and BC Building Code regulations. While the majority of mobile home owners have either complied or are in the progress of complying with building regulations, two mobile home owners have not responded to several staff requests to resolve the illegally constructed decks and living space additions. These two units are currently occupied. Staff is therefore recommending that a Contravention Notice be placed on the title and that legal action be taken if necessary to resolve these outstanding matters.

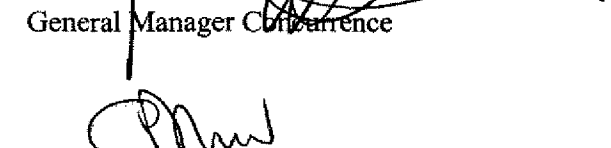
**RECOMMENDATION**

That staff be directed to register a Notice on title pursuant to Section 57 *Community Charter* and should the outstanding bylaw contraventions not be resolved within ninety (90) days, that legal action be pursued to ensure Lot 1, Section 16, Range 1, Plan 47095, Cedar Land District, is in compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001.*"

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

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

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

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

COMMENTS:



**REGIONAL  
DISTRICT  
OF NANAIMO**

KLEIN (NET 3/11)	
CAO APPROVAL <i>CAW</i>	
EAP	
COW	<i>June 10th</i>
JUN 03 2008	
RHD	
BOARD	

**MEMORANDUM**

**TO:** Tom Armet  
Manager, Building and Bylaw Services

**DATE:** June 2, 2008

**FROM:** Jerry Schaefer  
Building/Bylaw Compliance Officer

**FILE:** 120A08

**SUBJECT:** 3470 Juriet Road- Building Bylaw Contravention

**PURPOSE**

To obtain Board approval to file a Notice of Bylaw Contravention on the title of the above-noted property.

**BACKGROUND**

Property: 3470 Juriet Road, Cedar - Electoral Area "A"  
 Legal: Lot A, Section 4, Range 6, Plan VIP81417, Cedar Land District  
 Owners: Kenneth Gregory and Kerry Gregory  
 Zoning: Rural 4 (RU4)

In March 2008, Regional District of Nanaimo (RDN) bylaw enforcement staff received a complaint that a welding/fabrication business was being conducted on the subject property contrary to zoning regulations. During the course of the investigation, it was determined that the business was being conducted from a large (223 square meter) accessory building that had been constructed without a Building Permit. The property owners were advised of the requirements to apply for a Building Permit and for compliance with RDN zoning regulations with respect to business use. To date, the business continues to operate and the owners have not applied for a Building Permit. Staff has attempted to resolve the contravention as follows:

- The property owner was contacted and a status inspection was conducted on April 03, 2008.
- On April 22, 2008 a letter was sent to the property owners outlining the steps required to bring the subject property into compliance. The owners were given two weeks to make application for a Building Permit to avoid further enforcement action.
- As of the date of this report, an application has not been received.

**ALTERNATIVES**

1. That a Notice of Bylaw Contravention be registered on the title of the property and staff be directed to take the necessary legal action to bring the property into compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001*" and "*Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987.*"
2. That a Notice of Bylaw Contravention not be registered on title at this time and staff be directed to continue to seek voluntary compliance.

**FINANCIAL IMPLICATIONS**


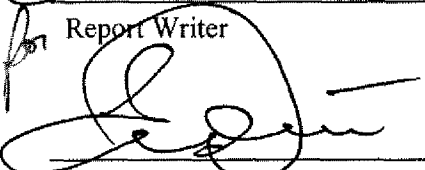
The cost of legal action is estimated at approximately \$4,000

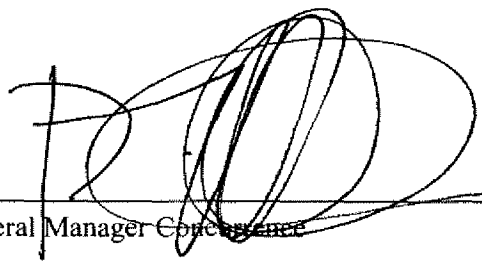

**CONCLUSION**

The owners of the subject property are operating a welding/fabrication business that has generated numerous noise complaints. The building that houses the business was constructed without a permit and is in use on a daily basis by employees, delivery persons and customers. The unknown structural adequacy of the building and the high volume of occupants and activity increases the potential for possible failure of the building components. The owners have not provided the necessary structural certification by a professional engineer to demonstrate the building is safe for use. Staff is therefore recommending that a Contravention Notice be placed on the title and that legal action be taken if necessary to resolve the building and zoning bylaw contraventions.

**RECOMMENDATION**

That staff be directed to register a Notice on title pursuant to Section 57 *Community Charter* and take the necessary legal action to ensure Lot A Section 4 Range 6 Plan VIP81417 Cedar Land District is in compliance with "*Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001*" and "*Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987.*"

  
\_\_\_\_\_  
Report Writer  
  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
General Manager Concurrence  
  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



RDN REPORT	
CAO APPROVAL <i>(initials)</i>	
EAP	
COW	<i>✓ JUN 10 10 11 AM</i>
JUN 04 2008	
RMD	
BOARD	

# MEMORANDUM

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** May 29, 2008

**FROM:** Paul Thompson  
Manager, Long Range Planning

**FILE:** 6780 30

**SUBJECT:** Proposed Boat Harbour Resort Compliance with Policy 6C of the Regional Growth Strategy

## PURPOSE

This report provides an assessment of whether a proposed resort on Boat Harbour in Electoral Area 'A' complies with Regional Growth Strategy Policy 6C and requests Board direction on whether the proposed resort is consistent with RGS Policy 6C.

## BACKGROUND

A proposal for a destination resort at Boat Harbour in Electoral Area 'A' by Townline Ventures Boat Harbour was presented to the Committee of the Whole at the October 9, 2007 meeting. The Committee at that time was requested to determine if the proposal was consistent with Policy 6C of the Regional Growth Strategy (see Appendix 1 for information on Policy 6C). At that time the CoW received the staff report and made the following recommendations:

*Provide evidence that arrangements have been made for a long term renewable tenure to utilize Water Lot 1 for the Marina and access to the ocean for the boat ramp launch and other marine activities;*

*Complete studies to identify conflicts with adjacent land uses and meet with adjacent landowners to resolve issues and submit resolutions to any conflicts;*

*Submit an environmental study in compliance with RGS Goal 4, Environmental Protection Policy 4-C that addresses all environmental sensitive areas on the property;*

*And further that staff address the additional concerns raised by the Committee regarding the proposal.*

The additional concerns raised by the Committee were related to specific impacts from a resort development such as traffic, noise, water, sewage disposal and public access.

## ASSESSMENT

The original assessment made by staff is included in Appendix 1. Staff's recommendation at that time was that the proposal did satisfy the criteria outlined in RGS Policy 6C.

Since the October 9, 2007 CoW meeting, Townline has attempted to address the concerns raised by the CoW and has modified its proposal for a destination resort at Boat Harbour. This has included meeting with adjacent property owners and marina users to clarify their concerns and to explore possible ways of resolving those concerns.

With respect to the marina, Townline has signed a Memorandum of Understanding with the Water Lot owner which provides the basis for a long-term agreement should the resort be developed. The proposed development will provide for public access to the marina and the boat launch.

With respect to conflicts with adjacent property owners, Townline has made several modifications to its proposal in an effort to minimize the impacts of the proposed change in land use. In response to nearby residents' concerns, the proposed development has been scaled back to about one half of the units in the original proposal. The main differences between the proposal considered at the October meeting and the revised proposal are:

- The number of units have been reduced from 152 to 80. This is 72 fewer units, nearly half the number of units as first proposed.
- A maximum building height of two stories, previously the maximum was three stories.
- Previously, one large building near the marina contained accommodation units, spa, conference centre and restaurant. The revised proposal no longer includes a large main building. All rental accommodation units are in smaller buildings containing 4 to 6 units and three smaller buildings would separately contain a general store, resort amenities and a restaurant.
- All accommodation units are located away from the adjacent residences on the far side of a ridge which preserves the views of adjacent residences.

See Appendix 2 for the proposed site plan for the Boat Harbour Resort.

One of the main concerns about the proposal relates to traffic and noise during construction. Townline has stated that they are willing to work with the community to explore ways to reduce the impacts during construction.

With respect to environmental protection, Townline is proposing several initiatives to protect the environment. A tree survey has already been conducted. The new buildings have been located to minimize the removal of significant trees. One of the most sensitive parts of the site, Flewett point will be left undisturbed and measures will be taken to keep people away from this area. As there are concerns about the quantity and quality of groundwater, Townline will be extending the watermain and connecting to the North Cedar Improvement District system. Sewage disposal was also raised as a concern. Townline is committed to installing a proven system that provides tertiary treatment. Townline has also committed to environmental monitoring throughout the development of the project.

Staff believe that the revised proposal is also consistent with Policy 6C. In terms of potential conflicts, the new proposal appears to be more in line with the policy as the intent of having a smaller development is to further reduce potential impacts.

## **ALTERNATIVES**

1. That the RDN determines that the Boat Harbour Resort proposal does comply with Regional Growth Strategy Policy 6C.

2. That the RDN determines that the Boat Harbour Resort Proposal does not comply with Regional Growth Strategy Policy 6C.

### FINANCIAL IMPLICATIONS

There are no financial implications in terms of costs to the RDN or RDN department budgets.

### GROWTH MANAGEMENT IMPLICATIONS

If the proposed development complies with Policy 6C then it is consistent with the RGS. If the proposal does not comply with Policy 6C, then an amendment to the RGS is required for it to proceed.

### PUBLIC CONSULTATION IMPLICATIONS


Should this development proposal proceed, consultation with the public will be required for the zoning and OCP amendment application review process. Compliance with RGS Policy 6C in no way signifies RDN support for the resort proposal. It merely signifies that an amendment to the RGS is not required as part of the development approval process. A zoning and OCP amendment is still required.

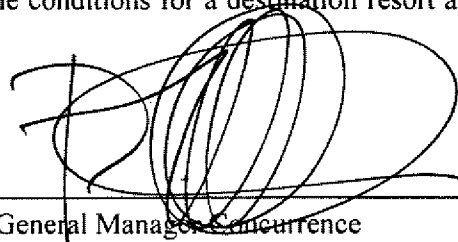
### SUMMARY/CONCLUSION


Townline Ventures Boat Harbour has submitted a proposal for a 80 unit resort on Boat Harbour in Electoral Area 'A'. They have requested the RDN to make a determination on whether the proposed development meets the conditions for a destination resort as outlined in Policy 6C of the RGS. Townline has responded to the request of the CoW for further information and has taken steps to address the concerns. The CoW is not being asked to approve the proposal nor is it being requested to indicate whether it is for or against the proposal. At this time, the CoW is only being requested to make a determination if the proposal complies with RGS Policy 6C. RDN Development Services Department staff believe that the proposal does comply with Policy 6C in the Regional Growth Strategy. Further evaluation of the merits of the proposal is best handled through the public zoning/OCP bylaw amendment process.

### RECOMMENDATION

That the proposed tourist resort at Boat Harbour meets the conditions for a destination resort as outlined in Policy 6C of the RGS.

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

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

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



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## APPENDIX 1

### Regional Growth Strategy Policy 6c

The RGS recognizes the importance of tourism and the need to provide new tourism facilities to attract new tourists to the region. In support of this recognition the RGS contains a provision to enable new destination resorts without an amendment to the RGS. An amendment to the RGS is not required for a destination resort development provided it can meet the conditions outlined in Policy 6C. The conditions are:

- The development addresses documented regional needs;
- The development complements the environmental attributes of the area;
- The development complements the economic attributes of the area;
- The development complements the social attributes of the area;
- The development must include an activity component;
- The development may include temporary accommodation;
- Commercial development must be ancillary to the proposed tourism activity;
- No additional residential use;
- Should not threaten the Urban Containment Boundary; and,
- Should not conflict with adjacent land uses.

#### Staff's Original Assessment from October 2007

As stated above, a number of conditions must be met for a proposal to comply with Policy 6C. The following provides an assessment of whether each condition has been satisfied.

#### **The development addresses documented regional needs**

The developer has provided references to three studies that would indicate that there is a need for this type of development in the region. Based on the references provided, the data suggests that there is a documented need for this type of tourist commercial development.

#### **The development complements the environmental attributes of the area**

The developer has hired consultants to address the environmental impacts of the proposed development. The developer has stated that all Garry Oak and Arbutus trees will be maintained. As well, the undeveloped portions of the shoreline will remain undeveloped with most buildings being set back a minimum of 15 metres from the shoreline. The modified area around the marina will remain the focus for human access to the water. The developer states that water supply and wastewater treatment will be provided in a sustainable and environmentally friendly manner.

The developer has committed to making a concerted effort to protect the most environmentally sensitive features on the property and to using sustainable methods of water supply and wastewater treatment.

#### **The development complements the economic attributes of the area**

There is no commercial development of this type in Electoral Area 'A'. However, similar developments, albeit at a smaller scale, are located nearby in Yellowpoint and in the Cowichan Valley Regional District. The developer outlines the economic benefits of the resort as provision of full time jobs, property taxes, economic spin-offs and financial investment in the area.

The proposed resort will provide a commercial service not currently available in the area and will provide employment and other economic spin-offs.

**The development complements the social attributes of the area**

The developers propose to include the community in identifying the types of public amenities to be made available. These may include a public boat launch, moorage, access to the waterfront, and use of restaurant and meeting facilities. The developer would like the community to help identify how the proposed resort can contribute to the social attributes of the area.

**The development must include an activity component**

The developer contends that the property itself is the main activity as it provides a base for all other activities. Accommodation is a supporting activity for the whole marine tourism experience. The main on-site recreational activities being proposed are boating, kayaking and diving.

Going and staying at the resort is the main activity. On-site accommodation makes it possible to enjoy the other activities offered both on and off site.

**The development may include temporary accommodation**

The resort proposal includes temporary accommodation.

**Commercial development must be ancillary to the proposed tourism activity**

The proposed tourism activity focuses on the whole experience of staying at the resort and taking part in a variety of outdoor recreation pursuits. Other commercial developments proposed include a spa, restaurant and conference facilities.

Based on the proposal, the additional commercial activities such as the spa, restaurant and conference facilities will be ancillary to the main tourism activity.

**No additional residential use**

Only one fulltime residence for a caretaker is proposed. There is no additional residential use proposed.

**Should not threaten the Urban Containment Boundary**

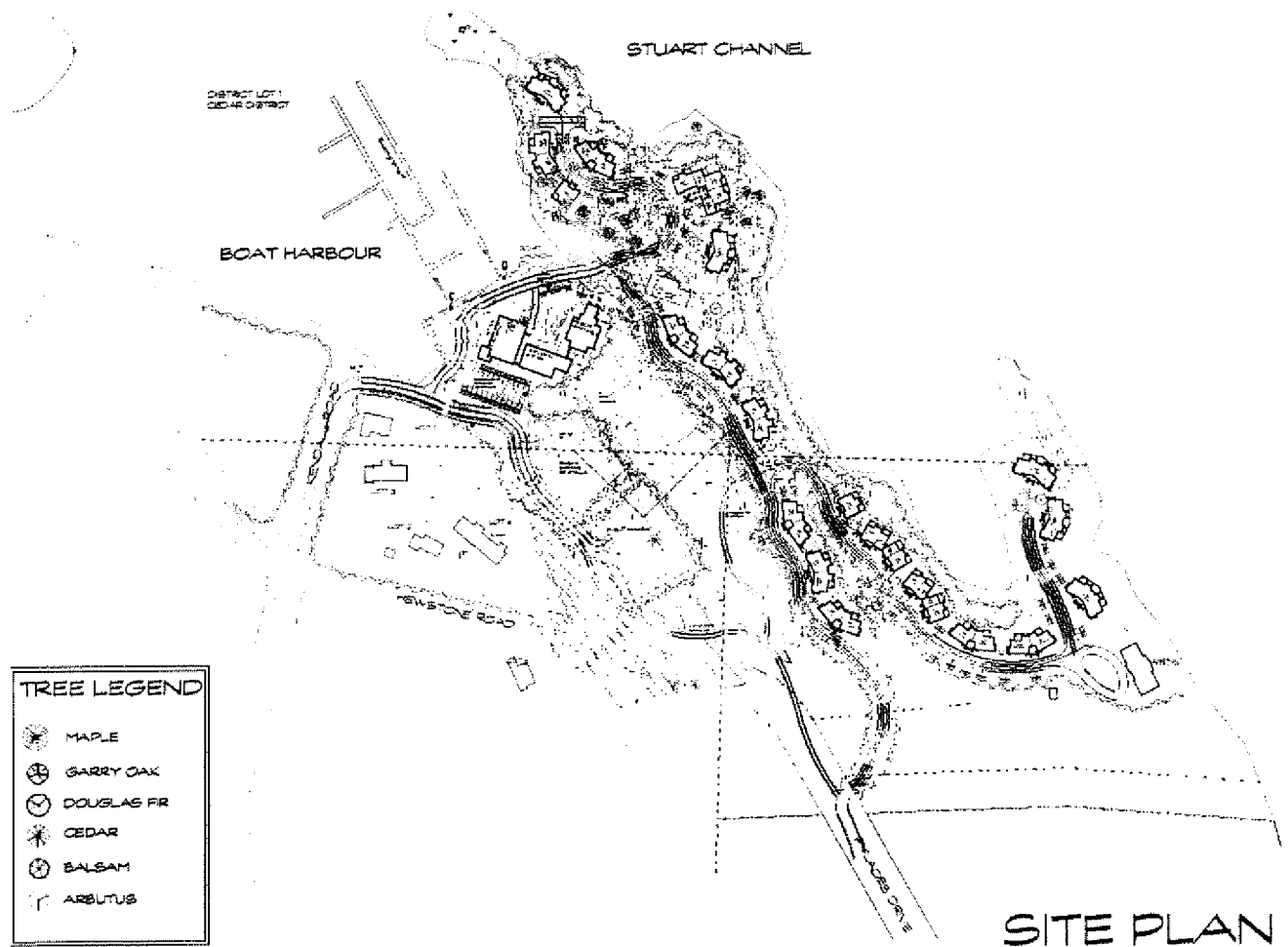
If the development is treated as a stand alone resort, then there should be no need to consider placing the development inside the Urban Containment Boundary. The development should not be a threat to the UCB.

**Should not conflict with adjacent land uses**

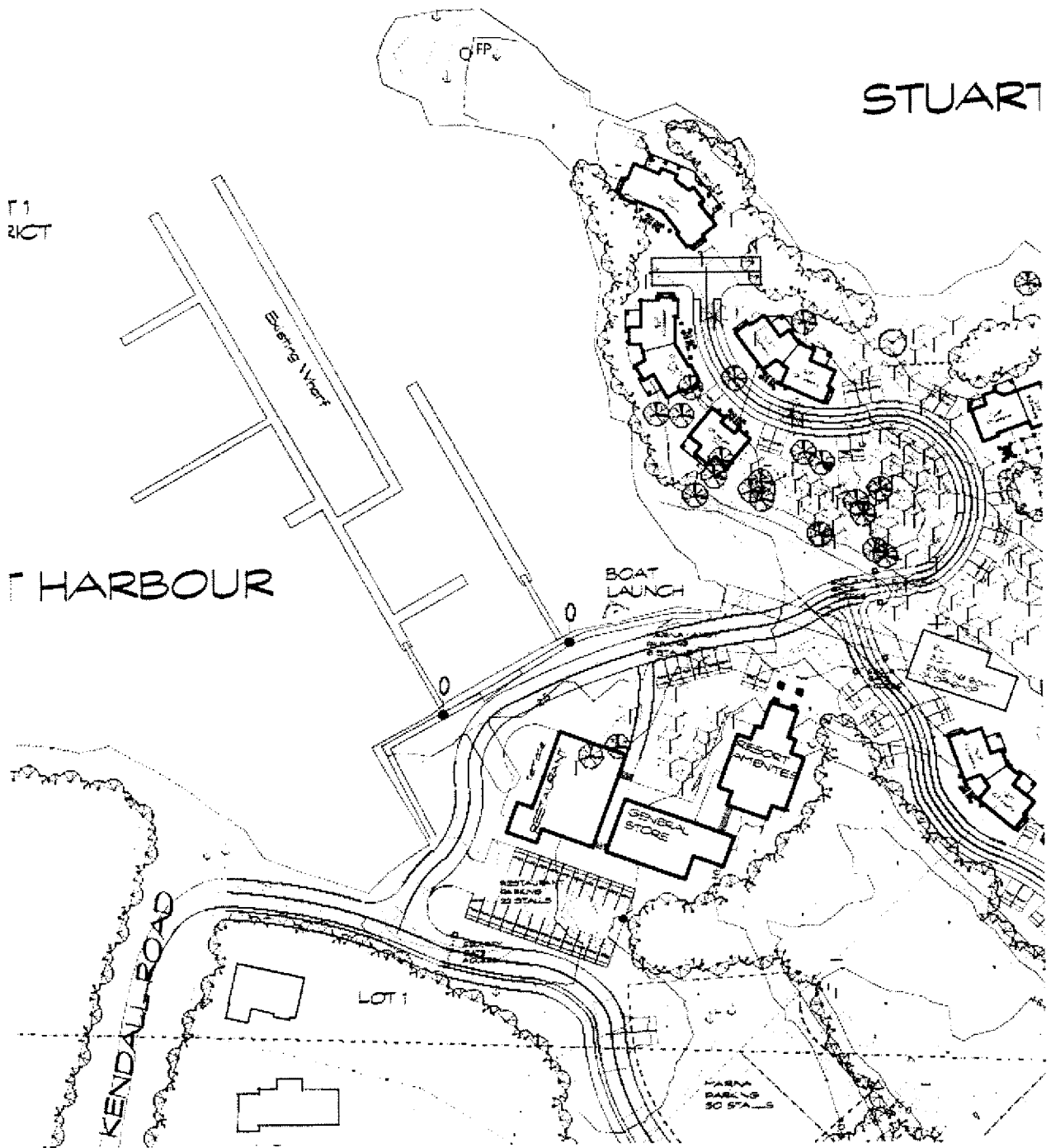
While all studies have not been completed, the developer has provided information in support that potential conflicts can be managed. Some examples include: locating the buildings to minimize visual impacts on neighbouring properties and boaters; recognizing that the marina is the main generator of noise and designing the development so that this “noisy area” is not expanded; and, confirming that the existing access roads can handle the expected increase in traffic. Potential impacts of the development on adjacent land uses must be addressed during the OCP/zoning amendment process.

The scale of the proposed development will result in changes to the neighbourhood but the development as currently proposed will incorporate measures to minimize conflicts with adjacent land uses. Based on the studies completed to date, it appears that conflicts with adjacent land uses can be addressed.

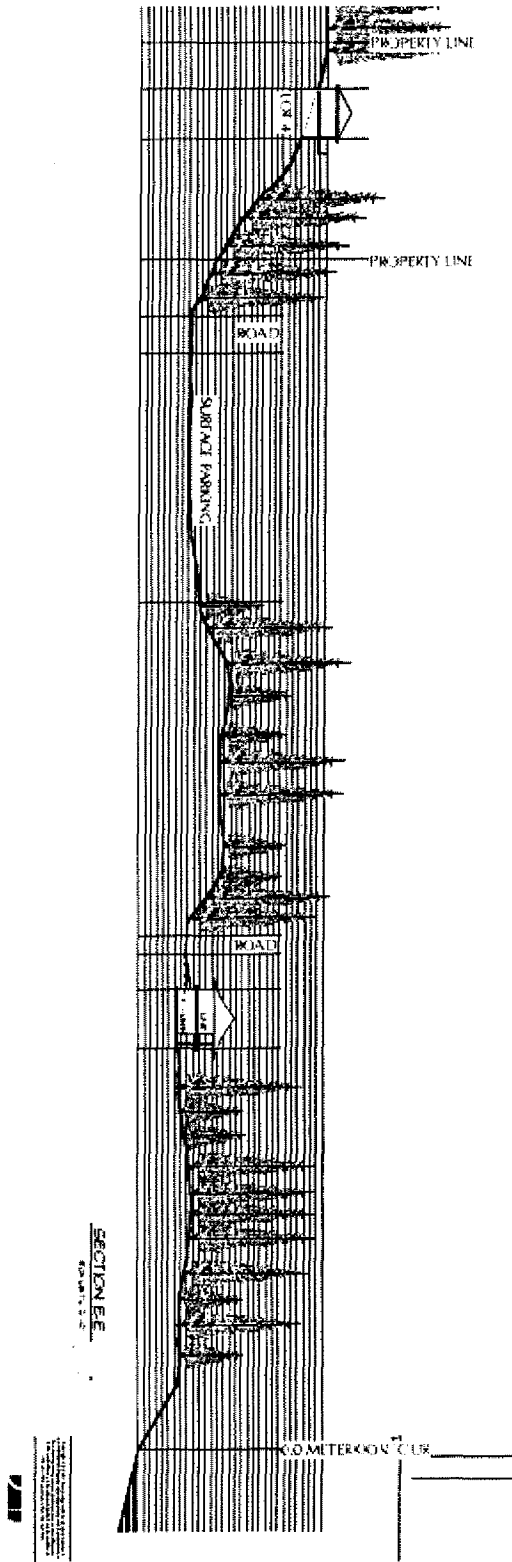
Appendix 2 Site Plan for Proposed Boat Harbour Resort



APPENDIX 2 Site Plan for Proposed Boat Harbour Resort



**APPENDIX 2 Site Plan for Proposed Boat Harbour Resort**





RDN REPORT	
CAO APPROVAL <i>(initials)</i>	
EAP	
COW	✓ JUNE 10th
JUN 04 2008	
RHD	
BOARD	

# MEMORANDUM

**TO:** Paul Thompson  
Manager of Long Range Planning

**DATE:** June 4, 2008

**FROM:** Greg Keller  
Senior Planner

**FILE:** 1855 03 2008

**SUBJECT:** Built Environment and Active Transportation Community Planning Grant

## PURPOSE

To consider a resolution in support of submitting a full application package to the Built Environment and Active Transportation Community Planning Grant Program to develop an active transportation plan as part of the Electoral Area 'A' Official Community Plan review.

## BACKGROUND

In May of 2008, Staff presented an information report to the Committee of the Whole (COW) requesting a resolution in support of submitting an expression of interest to apply for a community planning grant. As a result of that report, the COW passed the following resolution during its May 13, 2008 meeting:

*"That the Regional District of Nanaimo Board authorizes staff to proceed with submitting an expression of interest to the Union of British Columbia Municipalities for the purpose of applying for funding under the Built Environment and Active Community Planning Grant Program to develop an active transportation plan as part of the Electoral Area 'A' Official Community Plan review."*

Since then, our application has been selected to proceed to the next stage of the application process which requires the submission of a full application package. Three items are required in order to submit a full application package, including: a completed application form, a detailed budget, and a Board resolution indicating full support for the proposal and willingness to provide overall grant and financial management.

Therefore, staff is requesting a Board resolution indicating full support for the proposal and willingness to provide overall grant and financial management.

## ALTERNATIVES

1. To receive this Report and approve the resolution provided in this report.
2. To receive this Report and provide staff with further direction.

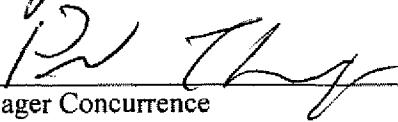
## VOTING

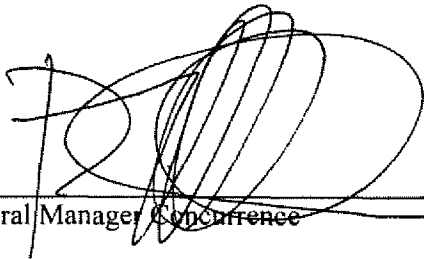
All Directors – one vote.


**RECOMMENDATIONS**

1. That the Regional District of Nanaimo Board support the submission of a full application package for a community planning grant to the Union of British Columbia Municipalities to develop an Active Transportation Plan for Electoral Area 'A'.
2. That the Board authorize staff to provide overall grant and financial management.

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

  
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Manager Concurrence


  
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General Manager Concurrence

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

COMMENTS:



**REGIONAL  
DISTRICT  
OF NANAIMO**

RDN REPORT	
CAO APPROVAL 	
EAP	
COW	✓ JUN 10th
JUN 03 2008	
RHD	
BOARD	

**MEMORANDUM**

**TO:** Sean De Pol  
Manager of Liquid Waste

**DATE:** May 26, 2008

**FROM:** Nadine Schwager  
Liquid Waste Coordinator

**FILE:** 4520-20-31

**SUBJECT:** Pump and Haul Bylaw Amendment  
910 Poplar Way, Electoral Area 'F'

**PURPOSE**

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo's Pump and Haul program.

**BACKGROUND**

A request has been received to exclude the following property from the Pump and Haul function:

Lot 22, DL 74, Plan 29012, Cameron District  
910 Poplar Way, Electoral Area 'F'

Mr. and Mrs. Ernst Joss have written to the RDN requesting that the pump and haul function on their property at 910 Poplar Way be cancelled. The property is located on Poplar Way, southwest of the Town of Qualicum Beach.

The original inclusion of the property for pump and haul was adopted in August 1999 after Vancouver Island Health Authority indicated that the property could not accommodate a conventional septic system. In August 2006, the current owners installed an advanced on-site treatment system that meets the requirements of the Vancouver Island Health Authority. This property therefore no longer requires the pump and haul service.

**ALTERNATIVES**

1. Do not accept the application.
2. Accept the application.

**FINANCIAL IMPLICATIONS**

There are no financial implications. The applicant pays an application fee and an annual user fee. The Pump and Haul program is a user pay service.

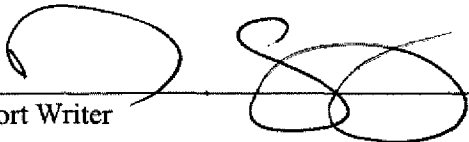
**SUMMARY/CONCLUSIONS**

Based on the applicant's undertaking to install an on-site treatment and disposal system in accordance with VIHA requirements, staff is recommending the Board remove the subject property from the pump and haul service area.





**RECOMMENDATIONS**

1. **That** the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to exclude Lot 22, DL 74, Plan 29012, Cameron District. (910 Poplar Way, Electoral Area 'F').
2. **That** "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.47, 2008" be introduced and read three times.

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

  
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Manager Concurrence

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

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

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.47**

**A BYLAW TO AMEND THE REGIONAL  
DISTRICT OF NANAIMO PUMP AND  
HAUL LOCAL SERVICE AREA  
ESTABLISHMENT BYLAW NO. 975**

WHEREAS Regional District of Nanaimo Pump and Haul Local Service Area Establishment Bylaw No. 975, as amended, established the pump and haul local service area;

AND WHEREAS the Directors of Electoral Areas 'B', 'C', 'E', 'F', 'G' and 'H' have consented, in writing, to the adoption of this bylaw;

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.47;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to exclude the following property:

Lot 22, DL 74, Plan 29012, Cameron District (Electoral Area 'F')

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

1. Schedule 'A' of Bylaw No. 975 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.47, 2008".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

**BYLAW NO. 975.47**

**SCHEDULE 'A'**

**Electoral Area 'B'**

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
13. Lot 14, Section 21, Plan 5958, Nanaimo Land District
14. Lot 108, Section 13, Plan 21531, Nanaimo Land District
15. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District

**Electoral Area ‘C’ (Defined portion)**

**Electoral Area ‘E’**

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
4. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
5. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
6. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
7. Lot 24, District Lot 68, Plan 30341, Nanoose Land District.
8. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
9. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
10. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
11. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
12. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
13. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
14. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.

**Electoral Area ‘F’**

1. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
2. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
3. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
4. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.
6. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

**Electoral Area ‘G’**

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

**Electoral Area ‘H’**

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. District Lot 2001, Nanaimo Land District.
8. Lot 1, District Lot 40, Plan 16121, Newcastle District

**City of Nanaimo**

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

**District of Lantzville**

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.
3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.



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BOARD		

**MEMORANDUM**

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:** May 27, 2008

**FROM:** Sean De Pol  
Manager of Liquid Waste

**FILE:** 5330-20-FCPC-  
STAGE3/PHASE1B UPGRADE

**SUBJECT:** **Liquid Waste Management**  
**French Creek Pollution Control Centre (FCPCC)**  
**Stage 3 Upgrade (Phase 1B) – Grit Channel/Skimming System**

**PURPOSE**

To award the tender for the construction of the French Creek Pollution Control Centre (FCPCC) Stage 3 Phase 1B Upgrade and to consider the release of DCC funds for this project.

**BACKGROUND**

The FCPCC is several years away from its next major expansion (Stage 4), however the existing facility is near its capacity in terms of the grit removal system. In addition, some existing assets require replacing. The FCPCC is currently in Stage 3 of its upgrading plan, which consists of projects that prolong the useful life of existing infrastructure.

The Stage 3, Phase 1B Upgrade project is the combination of the Grit Channel Expansion Project and the Skimming System Upgrade Project. These projects involve the construction of a concrete grit tank and installation of pre-purchased grit removal equipment, as well as various upgrades to the skimming system.

The following two bids were received for the FCPCC Stage 3 (Phase 1B) construction contract:

D. Robinson Contracting Ltd.	\$567,000
CMF Construction Ltd.	\$825,385

Our consultant has evaluated the tenders and the documentation has been verified. The low bidder for the project is D. Robinson Contracting Ltd. at a cost of \$567,000. Our consultants recommend the award of the project to D. Robinson Contracting Ltd.; staff supports this recommendation.

The following is our most recent costing for the completion of the project:

	Original Estimate	Current Cost
Construction Contract	\$ 697,000	\$ 567,000
Building Permit	\$ 3,000	\$ 2,689
Project Contingency (Grit Channel \$15K Skimming System \$5K)	\$ 20,000	\$ 20,000
Engineering (under contract with Associated Engineering)	\$ 145,000	\$ 145,000
Equipment (tenders awarded and/or purchased)	\$ 150,000	\$ 149,000
<b>Total Project Cost for 2008</b>	<b>\$ 1,015,000</b>	<b>\$ 883,689</b>

This project is to be financed by a combination of DCC's and operating funds as follows:

	Original Estimate	Current Cost
DCC's (Grit Channel Expansion)	\$ 830,000	\$ 645,105
Operational Budget (Skimming System Upgrade)	<u>\$ 185,000</u>	<u>\$ 238,584</u>
<b>Total</b>	<b>\$ 1,015,000</b>	<b>\$ 883,689</b>

The current cost for the project is well within the original estimate of \$1,015,000. The project is funded by two difference sources: DCC reserves and the operational budget. The Grit Channel Expansion, which is funded through DCC reserves, is \$184,895 under the original estimate. The Skimming System Upgrade, which is funded through the 2008 operational budget, is \$53,584 over the original estimate. Upgrading of equipment for the skimming system between the preliminary and detailed designs resulted in higher than anticipated costs from the equipment supplier.

The Skimming System Upgrade will improve operation and maintenance but will not increase the design capacity; therefore the additional cost of this project cannot be funded through DCC reserves. However, adequate funds are available in the operational reserves to complete this project.

#### ALTERNATIVES

1. Award the construction contract to D. Robinson Contracting Ltd. for the construction of the FCPCC Stage 3 (Phase 1B) Upgrade for the tendered price of \$567,000 and approve the release of DCCs (for construction, engineering and equipment) in the amount of \$645,105 (Bylaw 1554).
2. Provide alternate direction to staff.

#### FINANCIAL IMPLICATIONS

The total cost of the project including equipment purchase, grit channel construction and consulting is now estimated at \$883,689. There are adequate funds available through DCC's, operational reserves and the operational budget to complete this project.

#### SUMMARY/CONCLUSIONS


Two bids for the construction of the FCPCC Stage 3 (Phase 1B) Upgrade project have been evaluated. The low bidder for the project is D. Robinson Contracting Ltd. at a cost of \$567,000. This project involves the construction of a concrete grit tank and installation of pre-purchased grit removal equipment, as well as various upgrades to a skimming system.


Our consultants recommend the award of the project to D. Robinson Contracting Ltd.; staff supports this recommendation. There is adequate money in reserves and the operational budget for the completion of this project.

**RECOMMENDATIONS**

1. That D.Robinson Contracting Ltd. be awarded the construction phase of FCPCC Stage 3 (Phase 1B) Upgrade project - Grit Channel/Skimming System Upgrade for the tendered amount of \$567,000.
2. That Northern Community Development Cost Charge funds in the amount of \$645,105 be approved as a source of funds for this project.
3. That "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1554, 2008" be introduced and read three times.
4. That "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1554, 2008" be adopted.

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

  
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General Manager Concurrence

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

COMMENTS:



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1554**

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
NORTHERN COMMUNITY SEWER LOCAL SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS the 2008 capital plan identifies an amount of \$645,105 for various development cost charge eligible projects;

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

1. The sum of Six Hundred and Forty Five Thousand, One Hundred and Five Dollars (\$645,105) is hereby appropriated for certain eligible projects identified in the 2008 annual budget.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1554, 2008".

Introduced and read three times this 24th day of June, 2008.

Adopted this 24th day of June, 2008.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



RUN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
CCW	<i>June 10th</i>
JUN 02 2008	
RHD	
BOARD	

MEMORANDUM

**TO:** John Finnie  
 General Manager - Environmental Services      **DATE:** May 27, 2008

**FROM:** Mike Donnelly  
 Manager of Utilities      **FILE:** 5500-22-NBP

**SUBJECT:** Iron & Manganese Removal – Nanoose Bay Peninsula Water Service Area

**PURPOSE**

To outline a strategy for the reduction of iron and manganese in the Nanoose Bay Peninsula Water Service Area.

**BACKGROUND**

The Nanoose Bay Peninsula Water Service Area services approximately 4,540 residents on the Nanoose Peninsula with a potential service population of 5,730 within the service area boundary once all residential lots are built on. In addition, there are 41 commercial connections within the system which includes a major connection serving the Canadian Forces Maritime Base.

The primary water supply for this service area is groundwater supplied from 11 wells located throughout the peninsula using 6 reservoirs for pressure, peak and fire flows. Since 2003, water from the Englishman River via the City of Parksville distribution system has been utilized to assist in meeting the increased water demand in the summer. This additional surface water supply has been progressively introduced into the peninsula water service area and reached the Fairwinds neighbourhood in the summer of 2007. Used only in the summer months, Englishman River water now provides approximately 40% of water consumed on the peninsula during the summer months.

While the NBPWSA is now considered one system, it is made up of seven separate water systems which were amalgamated in 2005. Groundwater supply was provided (and still is to some extent) to those individual service areas using wells originally developed for the specific service area. Some of the service area wells had lower levels of iron and manganese and as such there were few water quality complaints. Other areas, primarily the Fairwinds neighbourhood and to some degree the Arbutus Park Estates neighbourhood, experienced higher iron and manganese in their groundwater well supply and as such the number of complaints were much higher.

The groundwater wells that provide a constant source of water throughout the year contain varying levels of iron and manganese. These two elements are commonly found in groundwater and typically represent the majority of water quality complaints in many groundwater supply systems. The NBPWSA is no exception and we have seen complaints associated with iron and manganese levels for a number of years. While iron and manganese do not pose a health hazard they are nuisance elements that can cause discoloration in the water, staining of laundry and plumbing fixtures.

It should be noted that many properties in those areas that are most effected by high iron and manganese concentrations have installed point of use filtration in their homes.

In order to address the iron and manganese levels two options have been reviewed. The first option was to review full treatment utilizing mechanical/chemical treatment options. The second review investigated the possibility of reducing iron and manganese levels by operating the well inventory in a sequence that would maximize the use of low iron and manganese wells thus reducing concentrations of those elements.

### **Option 1 - Full Treatment**

In 2006, the Board approved funds to study solutions to reduce iron and manganese in the NBPWSA. The study was carried out by Worley Parsons Komex of Victoria, BC which included an overview of the iron and manganese concentrations in the various wells, detailed various treatment methods including point of use treatment (in home) and recommended a preferred treatment method and provided cost estimates. This was followed up by a staff visit to Lumby, BC where the recommended technology had been installed and then subsequent to that field trip a water treatment pilot study in the summer of 2007 using the recommended technology supplied by Filtronics of Anaheim California. The pilot study was carried out at the Fairwinds Well #3 site on Nanoose Road.

This pilot test successfully illustrated that high iron and manganese concentration of the Fairwinds #3 well could be reduced using the Filtronics process. Removal for both iron and manganese resulted in concentrations below the Canadian Drinking Water Guidelines for aesthetics. This process uses chlorine to react with the iron and manganese so that it can then be filtered out. The chemistry of the water in the Fairwinds well #3, where the pilot study was carried out, indicated that higher than normal quantities of chlorine would be required to ensure a successful reaction occurred. The amount of chlorine required was higher than seen in most Filtronic installations and was attributed to the water chemistry in the Fairwinds well group.

Costs for the full treatment approach (see the Financial Implications below) were much higher than originally anticipated. This raised concerns with respect to the life cycle costs of this approach given the treatment facility may not be needed once Regional Bulk Water is in place. At that time, water from the Englishman River will be supplied throughout the year and would reduce the proportion of groundwater being used resulting in reductions in iron and manganese concentrations in the supply.

As a result of the significant costs associated with this solution and given the possible short operational life of such a facility (once full Bulk Water supply is in place) staff investigated an alternative approach using well sequencing.

### **Option 2 - Well Sequencing**

In response to the elevated costs associated with the Full Treatment Option, and because the Englishman River water source is now used throughout the NBPWSA and additional ground water supplies with lower iron and manganese levels have become available, a review of well field management options was initiated.

The intent of the review was to determine the possibility of using the existing well inventory to maximize the use of low iron and manganese wells and minimize the use of the higher iron and manganese producing wells to reduce overall concentrations. As well, the review took into account the impact the Englishman River surface water supply would have in the summer months.

The introduction of Englishman River surface water resulted in a reduction in water quality complaints during the summer of 2007. This was the first year water was provided to the Fairwinds/Arbutus Ridge/West Bay communities from the Englishman River. A reduction in complaints coinciding with the introduction of surface water supported a conclusion that the introduction of this alternate water source was proving beneficial from a water quality perspective.

Koers and Associates Engineering carried out the study which included a review of our current well operation methodology, reviewed iron and manganese concentrations in all NBPWSA wells and then developed an approach to using those wells in such a way that would minimize the iron and manganese concentrations.

The results of this work are encouraging with analysis indicating a reduction in iron and manganese levels is achievable. The calculated reductions do not bring the iron and manganese levels below the Canadian Drinking Water Guidelines for aesthetic values but do bring them in line with or below existing service areas of the NBPWSA that currently experience lower levels of iron and manganese and do not generate complaints. This approach will not eliminate iron and manganese but will lower the concentrations to manageable levels.

Some operational changes can be made immediately to assist with the iron and manganese reduction under this option. The majority of the operational changes required to achieve these improvements will be detailed in the 2009 budget and would be included as part of the Supervisory Control and Data Acquisition (SCADA) Integration program currently being completed by Aquavic Inc. of Victoria. SCADA is being implemented to improve operational efficiencies in all of the RDN operated water systems and has been in the planning process for two years. One of the many management and control improvements that SCADA will bring to the operation of the RDN water systems will include the ability to introduce well sequencing.

## **ALTERNATIVES**

1. Approve Option 1 - Full Treatment and direct staff to initiate the referendum process.
2. Approve Option 2 - Well Sequencing.

## **FINANCIAL IMPLICATIONS**

### **Option 1 - Full Treatment**

Costs for the treatment plant including the plant, property, piping and well pump upgrades is \$4,764,000. In addition to the capital costs there would be an annual operating cost of \$64,050 for the operation of the plant. Annual debt for capital expenditure financing and operational costs for the capital works and the additional operational costs would result in annual property tax increase of \$260.

This option would reduce both iron and manganese concentrations to well below the Canadian Drinking Water Guidelines for aesthetic limits.

### **Option 2 - Well Sequencing**

The preliminary changes anticipated with this option would be included within the current 2008 Operations budget for the NBPWSA. Further improvements would be detailed once the final report is completed on SCADA Integration noted above. The Well Sequencing option aside, the introduction of SCADA in all of the RDN water systems will form part of the upcoming 2009 budget deliberations.

This option would reduce iron and manganese levels below those levels that normally generate customer complaints and can be achieved as part of the planned introduction of SCADA into the RDN water systems. In addition, this option is significantly less expensive and does not result in the installation of a full treatment facility that may have a limited useful operational life span.

## CONCLUSIONS


Costs for full treatment for iron and manganese in the NBPWSA are significant and may receive limited support given treatment would not significantly improve the water quality of the majority of NBPWSA customers. In addition, it is not certain that the treatment facility would be required once Bulk Water is fully introduced into the Nanoose Peninsula.

Well sequencing combined with surface water from the Englishman River in the summer will assist in managing iron and manganese and is a significantly less costly approach. Using the well sequencing will not eliminate iron and manganese however, it is anticipated those components will be reduced enough to mitigate their nuisance factor at a significant cost reduction in comparison to a treatment facility.


Based on this assessment staff recommend Option 2 - the well sequencing approach.

## RECOMMENDATION

That the Board approve the Well Sequencing approach to reduction of iron and manganese in the Nanoose Bay Peninsula Water Service Area.

 FOR M'Donnally  
\_\_\_\_\_  
Report Writer

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

  
\_\_\_\_\_  
C.A.O. Concurrence

COMMENTS:



KUN REPORT	
CAO APPROVAL <i>(initials)</i>	
EAP	
COW	<i>✓</i> JUNE 10TH
JUN 02 2008	
RHD	
BOARD	

# MEMORANDUM

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

**DATE:** May 30, 2008

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 5500-22-SP-01

**SUBJECT:** Expenditure of San Pareil Borrowing Bylaw Funds

## PURPOSE

To present proposed funding for the installation of head works for the #3 Well in the San Pareil Water Local Service Area.

## BACKGROUND

The construction of an additional well source for the San Pareil Water Service Area was initiated in 2004. This additional well was required to provide a secure water source in an area that is subject to flooding, to reduce or eliminate an existing shallow well in that floodplain, to decrease the reservoir expansion requirements and to provide additional water for future connections.

Approval to use the well as a community source was received in 2007 and preliminary engineering estimates were prepared for budgetary purposes. Final engineering work is now complete for the well head works with a recommended budget of \$195,000.

Final costs for the project are in excess of the budgeted amount of \$95,000 due to additional ground preparation for the supply main, tree removal, additional costs in piping and transportation due to increased fuel costs, the inclusion of variable frequency drive equipment to improve operational efficiencies and inclusion of the existing well #2 as a backup supply.

There are unexpended funds from an existing borrowing bylaw that may be utilized for this project. The development of a new well as part of that capital borrowing was not identified when establishing the original borrowing bylaw however, the additional well source will reduce the expansion size of the reservoir that was identified in the bylaw and increase the safety of the water source which is the intent of the improvements noted in that bylaw. Staff believe the use of this bylaw authority is appropriate for this project.

## ALTERNATIVES

1. Approve the drawdown of up to \$100,000 from the "San Pareil Water Service Security Issuing Bylaw No. 1395, 2004" for the installation of the San Pareil #3 well head works.
2. Authorize an alternative approval process to obtain a new borrowing authority for this purpose.

## FINANCIAL IMPLICATIONS

### Alternative 1

This project is estimated to cost \$195,000. The 2008 operating budget includes \$95,000 for the project. An additional \$110,000 may be required to complete the project.

The San Pareil WLSA Security Issuing bylaw unexpended balance stands at \$156,955. This project will reduce those funds by \$110,000 leaving \$46,955 for future works. The additional cost per parcel to service the additional debt is \$33.00 per property per year.

### Alternative 2



Under this alternative electors would be asked to consider a new borrowing authority specifically for this project. A new borrowing authority would be based on the budget requirement of \$110,000 and would generate the same \$33.00 per property per year cost as using the existing authority. Given the availability of a suitable funding source staff do not recommend this alternative.

## CONCLUSIONS

Additional funding utilizing the existing borrowing bylaw is required to support the installation of the San Pareil Water Service Area well #3 head works. Staff recommend drawing on a portion of the unexpended balance of an existing borrowing authority for this purpose.

## RECOMMENDATIONS

1. That the Board authorize a drawdown of \$110,000 from the "San Pareil Water Service Security Issuing Bylaw No. 1395, 2004." for the installation of the San Pareil #3 well head works.

  
\_\_\_\_\_  
Report Writer  
\_\_\_\_\_  
General Manager Concurrence  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



RDN REPORT	
CAO APPROVAL <i>QW</i>	
EAP	
COW	<i>✓ JUN 10th</i>
JUN 03 2008	
RHD	
BOARD	

# MEMORANDUM

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

**DATE:** May 27, 2008

**FROM:** Jeff Ainge  
Zero Waste Coordinator

**FILE:** 5365-72

**SUBJECT:** Residential Food Waste Collection Field Test – Summary and Analysis of Survey Responses and Focus Group Session

## PURPOSE

To provide the Board with a summary and analysis of survey responses received from the food waste collection project participants.

## BACKGROUND

In April 2008, the Board received an update on the implementation and progress of the Residential Food Waste Collection Field Test. The Field Test has been operating on three routes for six months. Over 120 tonnes of compostable waste has been collected from 1,985 homes and sent to the International Composting Corporation facility at Duke Point. When combined with the curbside recycling program, the participating households are achieving a total diversion rate of 64% on average.

In the April 2008 report, staff indicated a survey requesting feedback on the project had been sent to all homes on the three routes participating in the program (Attachment 1). The survey dealt primarily with the start up of the food waste collection program and the various materials provided to the householders. Over 450 responses were submitted providing staff with a large amount of information to use in the design and implementation of a region-wide food waste collection system.

A summary of the response numbers is attached for the Board’s reference (Attachment 2), with some of the key findings included below.

### Summary of Key Survey Findings

#### *Number of responses received*

A total of 456 responses were received and entered into Survey Monkey, an online data management program. This is a very encouraging 23% response rate overall.

#### *Frequency in setting green bin out for collection*

The green bin is set out at the curb every week by 78% of respondents. A further 15% set it out for collection every two weeks. The remainder either set it out infrequently (2%) or indicated they are not participating (5%). The reasons for not participating included being very active users of home or farm compost systems, having pets or livestock to eat food scraps, or using garburators to process food waste.

#### *Usefulness of the information provided at the start*

Over 95% of respondents found the information provided at the start to be either “Somewhat Useful” or “Very Useful”.



### *Schedule and Collection information*

The schedule and collection information was useful and easy to follow for 81% of respondents. There were some challenges noted by Chartwell participants, which included the change to the Town's fixed day garbage collection schedule while the recycling schedule continued on the add-a-day schedule with the RDN collection contractor. This mixed garbage and recycling schedule has been the norm for Town residents for several years.

Issues with the reduction of garbage collection to every two weeks (with the limit staying at one can) were mentioned by a small number of people on each collection route.

### *Rating the green bin, kitchen collector, and liner bags*

The food waste collection containers provided to each household were rated as being "Excellent" by at least two thirds of respondents. A small number of minor annoyances such as size of the containers, handle heights and container robustness were noted and staff will provide this information to the container manufacturers.

The majority of respondents (87%) indicated the compostable liner bags provided at the start were "Good" or "Excellent". A large number of people provided comments about the bags' performance and others commented on the cost and availability of bags. This has been discussed with some suppliers. Staff from the RDN and its partners are exploring options.

### *Existing home composters*

There was quite a significant range in answers to the question regarding home composting. Over 55% of Chartwell respondents do not compost; 34% of the City of Nanaimo participants do not compost; and 23% of the Cedar respondents do not compost. However, on average 59% of those who are already home composting indicated they are using the food waste collection to dispose of items not suitable for the home composter.

### *Acknowledging a difference in household garbage accumulation*

The vast majority of respondents (80%) said they could tell there was a noticeable difference in their garbage. There was no noticeable difference for 15% of respondents. Only 23 respondents (5%) said they are using more garbage tags to deal with garbage accumulated over two weeks.

### *General comments; Likes and Dislikes*

Almost 300 respondents provided additional comments, ranging from those who were surprised at how easy and effective the food waste separation and collection system was, to those who perceive that the summer heat will cause odour issues, to those who find the reduced garbage collection challenging, and a very small minority who feel the project is not working and should be stopped.

Over 200 of the 300 additional general comments submitted by participants were supportive. These comments included disappointment that the field test will stop after 12 months, and amazement at the small amount of garbage remaining after recycling and food or compostable waste is removed.

The aforementioned cost of the compostable liner bags and reduction of garbage collection to once every two weeks were the main frustrations expressed. While generally supportive of food waste collection, a number of the committed home compost users and some who produce very little food waste felt penalized with the altered garbage pickup schedule.

### Focus Group

On May 6<sup>th</sup>, a focus group was convened to expand on some of the project elements. Participants from each of the three collection routes were invited from the 92 survey respondents who indicated a willingness to be involved further.

Participants joined staff in discussing the food waste collection project, providing feedback on the information provided at the start of the project in addition to outlining the experiences of their household members in starting the program. Key observations include the need for providing more recycling information in conjunction with the food waste collection start up information, and for regular information refreshers updating participants on acceptable compostable materials to be provided. With this waste stream in particular, it became clear that most households have one "food waste champion" who ensures the compostable waste is sorted and set at the curb for collection.

There was agreement from all focus group participants that food waste collection is worthwhile and there was overwhelming support expressed for collection continuing beyond the twelve month field test timeframe.

Staff at the Regional District along with the project partners are investigating the cost and operational implications involved in continuing food waste collection for the individual field test routes beyond October. Staff expect to report to the Board on this issue in the fall.


### SUMMARY

A recent survey sent to almost 2,000 households participating in the Residential Food Waste Collection Field Test garnered a 23% overall response rate. Staff will use the information received to design and implement a region-wide food waste collection system. While there were some issues and challenges noted in a number of responses, they were minor in relation to the overwhelming support for the program. Although not specifically asked, a majority of the respondents who provided additional comments requested that the food waste collection be continued as a permanent feature of their current curbside garbage and recycling service.

The Food Waste Collection pilot is slated to continue through to the end of October, at which time the participating partner municipalities, Council and Board members and staff will evaluate the project's results.


### RECOMMENDATION

That the Board receive the Residential Food Waste Collection Field Test summary and analysis of survey responses and focus group report for information.

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

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

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

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

*Attachments: Survey questions and results*

**RESIDENTIAL FOOD WASTE COLLECTION PARTICIPANTS' SURVEY – WINTER 2008**

The RDN and its partners in the Residential Food Waste Collection Pilot Project are asking participating households to complete the following survey. Your participation and input will help the participating municipalities and the regional district better prepare for a potential region-wide program.

**Options for completing and sending the survey:**

- 1. Click on the survey link at [www.rdnfoodwaste.ca](http://www.rdnfoodwaste.ca) (you will need to enter **nan100** as the password).  
Completing the survey on-line is easy and will speed compiling results.
- 2. By hand – Detach the survey, check the appropriate boxes and print your comments. You can:
  - Mail the survey to: RDN Environmental Services, 6300 Hammond Bay Rd., Nanaimo, BC V9T 6N2
  - Drop the survey at: **Qualicum Beach municipal office** (Town Hall), **Ravensong Aquatic Centre, Oceanside Place Arena**, **RDN Administration office** (6300 Hammond Bay Road), **City of Nanaimo Public Works** (2020 Labieux Road), **North Cedar Improvement District office** (2100 Yellow Point Road)

**Deadline:** Completed surveys must be received by **March 15, 2008**

- 1. I live in: Chartwell  City of Nanaimo (Route E-3)  Cedar (Route 52)
- 2. My household has: 1 - 2 people  3 - 5 people  6+ people
- 3. I put out the green bin: Every week  Every two weeks  Seldom  Don't participate

If you are not participating please tell us why: \_\_\_\_\_

*When the project started we provided you with collection containers and an information package. Please help us evaluate the various items by responding to these questions.*

- 4. The start up information brochure was:  
 Very useful and informative  Somewhat useful and informative  It was okay I guess   
 Not very useful and informative  It left me with more questions than answers

Comments on the information brochure: \_\_\_\_\_

- 5. I attended an open house information session: Yes  No

Comments on the open house: \_\_\_\_\_

- 6. I have visited the Website: ([www.rdnfoodwaste.ca](http://www.rdnfoodwaste.ca)) Often  Once or twice  Never

Comments on the open house: \_\_\_\_\_

- 7. I found the website: Useful and informative  Not useful  I forgot the password

Comments on website: \_\_\_\_\_

- 8. I found the schedule and collection information to be: Useful and easy to follow   
 Okay but it took a while to figure it all out  Confusing and it made starting the project difficult

Comments on the schedule: \_\_\_\_\_



*Please tell us about the bins and bags that were provided:*

**9. I would rate the green bin as:**

Excellent, the right size and well designed  Good but some annoyances (list below)   
Adequate for the job  Fair but could be greatly improved (list below)  I don't like it at all

Comments on the green bin: \_\_\_\_\_  
\_\_\_\_\_

**10. I would rate the kitchen collector as:**

Excellent, the right size and well designed  Good but some annoyances (list below)   
Adequate for the job  Fair but could be greatly improved (list below)  I don't like it at all

Comments on the kitchen collector: \_\_\_\_\_  
\_\_\_\_\_

**11. I would rate the compostable bags provided at the start as:**

Excellent, perform well  Good  Adequate  Fair  Poor

Comments on compostable bags provided: \_\_\_\_\_  
\_\_\_\_\_

**12. Which of the following statements best describes your household:**

We do not have a backyard composter  We backyard compost so we don't use the green bin at all   
We backyard compost but use the green bin for food waste and other compostable materials

**13. Which of the following best describes the impact of the green bin on the amount of garbage you put out:**

We can tell there is a difference  There is no difference that we can tell   
I am using more garbage tags than before the pilot project started  I am not using more garbage tags

General comments about food waste collection (what you like and don't like):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please enter my name in the draw for a \$50 grocery voucher.**

Name: \_\_\_\_\_ Phone or Email address: \_\_\_\_\_

*Thank you for participating in this survey!*

**Opportunity to participate in a focus group session**

As part of gathering feedback on the pilot project, the RDN, City of Nanaimo and Town of Qualicum Beach will hold a focus group session in the Spring. A random selection of residents from each route will be invited to share their experiences and answer questions. To be considered, please provide your contact details below.

Yes I am interested in participating in a focus group. I understand I may be contacted if my name is selected.

Name: \_\_\_\_\_ Phone or Email address: \_\_\_\_\_

**MORE INFORMATION ?**

For more info about the Food Waste Collection Pilot Project or the survey, please contact:

RDN Environmental Services, Solid Waste Department

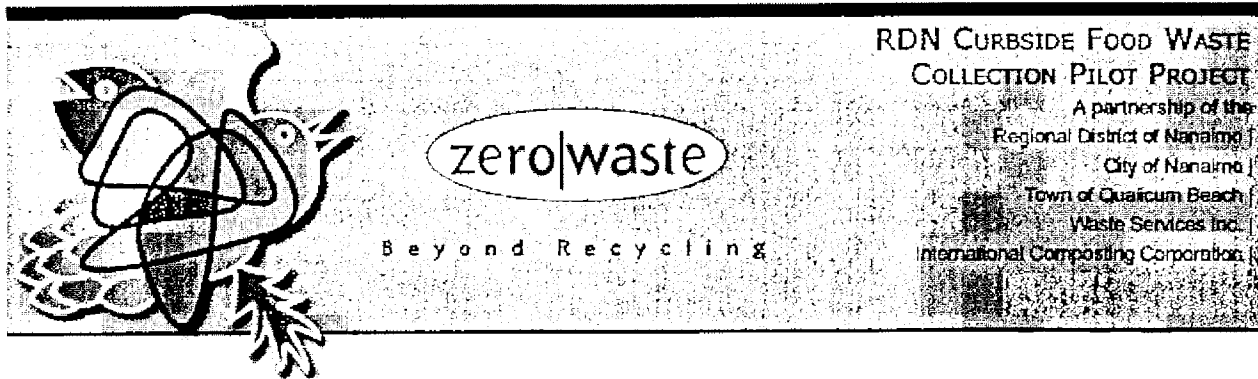
Ph. 250-390-6560 (Nanaimo area) or 250-954-3792 (Parksville-Qualicum area)

Email: [foodwastepilot@rdn.bc.ca](mailto:foodwastepilot@rdn.bc.ca) Website: [www.rdnfoodwastepilot.ca](http://www.rdnfoodwastepilot.ca)



Beyond Recycling

Printed on 100% post-consumer recycled paper.



## Residential Food Waste Collection Pilot Project Survey Spring 2008

### Summary of Responses

Approximate number of households participating in pilot project: 1,985

#### Responses received:

Online	285 (submitted online by respondents)
Hard Copy	171 (entered into computer by RDN staff)
<b>Total</b>	<b>456</b>

Chartwell responses	130 (of approx 500 homes on route = 26.0% response rate)
City of Nanaimo responses	153 (of approx 720 homes on route = 21.25% response rate)
Cedar responses	173 (of approx 765 homes on route = 22.6% response rate)

Overall response rate of 22.97%

Number of completed responses (no skipped questions) 435 (95.6%)

#### Number of people in the household:

1-2 people	75%	[Chartwell 89%, Nanaimo 66%, Cedar 72%]
3-5 people	24%	[Chartwell 10%, Nanaimo 33%, Cedar 27%]
6+ people	1%	[Chartwell <1%, Nanaimo 1%, Cedar 1%]

#### Frequency of green bin set out

Every week	78%	(355 responses)	[Chartwell 85%, Nanaimo 86%, Cedar 65%]
Every two weeks	15%	(68 responses)	[Chartwell 12%, Nanaimo 9%, Cedar 23%]
Seldom	2%	(10 responses)	[Chartwell 2%, Nanaimo 3%, Cedar 2%]
Don't participate	5%	(23 responses)	[Chartwell 2%, Nanaimo 3%, Cedar 9%]

A total of 43 people (9%) provided comments as to why they do not participate. The reasons for not participating included being active home or farm composters, feeding pets or livestock the food scraps, thinking they do not have enough to make it worthwhile, or using garburators to process food waste.

#### How useful and informative was the start-up information provided?

Very Useful	80%	[Chartwell 79%, Nanaimo 79%, Cedar 82%]
Somewhat Useful	15%	[Chartwell 18%, Nanaimo 15%, Cedar 14%]
Okay	3%	[Chartwell 2%, Nanaimo 6%, Cedar 2%]
Not Very Useful	0.5%	[Chartwell 0%, Nanaimo 0%, Cedar 1%]
Confusing	0.7%	[Chartwell 1%, Nanaimo <1%, Cedar <1%]

A total of 86 people (19%) provided additional comments. The majority commented on how well the information explained the new program.

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#### Open House attendance

Yes	18% (80 respondents)	[Chartwell 13%, Nanaimo 24%, Cedar 16%]
No	82% (364 respondents)	[Chartwell 87%, Nanaimo 76%, Cedar 84%]

Additional comments were provided by 86 people (19%). The majority of comments were positive however a small number (5) would have preferred a formal presentation, with an open question and answer session to follow. A further five people felt there could have been more staff on hand to answer questions, or they did not like the information offered by staff.

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#### Website visitation (prior to online survey)

Often	1% (5 respondents)	[Chartwell 0%, Nanaimo 3%, Cedar, <1%]
Once or twice	37% (158 respondents)	[Chartwell 41%, Nanaimo 34%, Cedar 36%]
Never	62% (268 respondents)	[Chartwell 59%, Nanaimo 63%, Cedar 64%]

#### Was the website useful?

Yes	87% (167 respondents)
No	6% (12 respondents)
Forgot password	7% (14 respondents)

Additional comments were provided by 81 people (17%). Most commented that they either did not have a computer or were not aware of the website. Thirteen respondents said the website had good or adequate information, while five questioned the need for a password to enter the site.

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#### Schedule and Collection information provided

Useful and easy to follow	81% (350 respondents)	[Chartwell 74%, Nanaimo 84%, Cedar 84%]
Okay but took a while to figure	15% (65 respondents)	[Chartwell 22%, Nanaimo 11%, Cedar 13%]
Confusing and difficult	4% (17 respondents)	[Chartwell 5%, Nanaimo 4%, Cedar 3%]

Of the 81 people (17%) providing additional comments, 17 comments were from Chartwell residents who experienced challenges with the visual quality of the printed schedule provided them (8 comments), or with the change over to the Town's fixed day collection schedule while the recycling schedule continued on the add-a-day schedule with the RDN collection contractor (9 comments). This mixed garbage and recycling schedule has been the norm for Town residents for several years.

Issues with the reduction of garbage collection to every two weeks, (with the limit staying at one can), was mentioned by a small number of people on each collection route (10 in total). Over 30 people noted the schedule was okay or easy to follow.

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#### Green bin

Excellent size and design	78% (336 responses)	[Chartwell 88%, Nanaimo 76%, Cedar 73%]
Good with some annoyances	11% (48 responses)	[Chartwell 6%, Nanaimo 11%, Cedar 15%]
Adequate	6% (39 responses)	[Chartwell 4%, Nanaimo 9%, Cedar 6%]
Fair - Needs improvement	1% (5 responses)	[Chartwell 0%, Nanaimo 1%, Cedar 2%]
Not liked at all	3% (13 responses)	[Chartwell 2%, Nanaimo 3%, Cedar 4%]

A range of comments were provided by 135 respondents (28%). Thirty-five people said it was the right size; however 20 said it was too big and a further 10 said it was too small. Other common comments included the size and suitability of the wheels (21 comments) (rural residents in particular noted the wheels were not good on long or unpaved driveways), the height of the handle (22 comments), latch and lid concerns (10 comments), difficulty in cleaning it (eight comments).

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**Kitchen collector**

Excellent size and design	68%	(293 responses)	[Chartwell 73%, Nanaimo 66%, Cedar 64%]
Good with some annoyances	17%	(74 responses)	[Chartwell 14%, Nanaimo 17%, Cedar 20%]
Adequate	9%	(39 responses)	[Chartwell 8%, Nanaimo 10%, Cedar 9%]
Fair - Needs improvement	2%	(10 responses)	[Chartwell <1%, Nanaimo 3%, Cedar 3%]
Not liked at all	4%	(17 responses)	[Chartwell 4%, Nanaimo 4%, Cedar 4%]

Additional comments were provided by 150 people (32%). Once again, there was a range of comments on the size with 29 people saying it was a good size, 19 said it was too small while 19 noted they had no room for it in their kitchen (too big, or the shape made it hard to store). Forty-four people indicated some liner bags do not sit well in the container, and 14 comments pertained to the lid or latch. A further 14 had odour concerns. Eleven people said they use a different container than the one provided.

**Compostable bags provided**

Excellent performance	67%	(286 responses)	[Chartwell 72%, Nanaimo 64%, Cedar 64%]
Good	20%	(85 responses)	[Chartwell 17%, Nanaimo 20%, Cedar 22%]
Adequate	9%	(39 responses)	[Chartwell 9%, Nanaimo 10%, Cedar 9%]
Fair	3%	(11 responses)	[Chartwell 2%, Nanaimo 2%, Cedar 4%]
Poor	2%	(9 responses)	[Chartwell <1%, Nanaimo 4%, Cedar 1%]

Of the 168 (37%) sets of comments received for this question, 52 were related to the cost of buying replacement bags after the initial free supply was used up. Fourteen people noted that not all retailers stock compostable bags making purchasing replacements a challenge at times. Leaky bags were a concern for 17 people, while 29 people found that they couldn't tie off full bags due to the lack of bag handles. Other minor inconveniences noted included the bags can tear with sharp object in them, the bags are too small, lining the larger green bin is preferred, or a paper liner is cheaper and as good. Twenty-six people indicated the bags provided worked well for them.

**Do you compost at home?**

No	36%	(160 responses)	[Chartwell 55%, Nanaimo 34%, Cedar 23%]
Yes – <u>Not</u> using green bin	5%	(22 responses)	[Chartwell 2%, Nanaimo 2%, Cedar 10%]
Yes – <u>but are</u> using green bin	59%	(264 responses)	[Chartwell 44%, Nanaimo 64%, Cedar 67%]

There is a very obvious range in home composting practices between the rural residents of Cedar, of whom 23% indicated they do not have a backyard composter (which means 77% do have one) and the suburban Chartwell residents who indicated that 55% of them do not have a backyard composter. More gratifying is the overall 59% of respondents who do compost but who are also utilising the green bin food waste collection program for materials they choose not to compost themselves (meat, bones, cooked foods and compostable paper etc).

**The impact of the Green Bin on your garbage**

There is a noticeable difference	80%	(357 respondents)	[Chartwell 89%, Nanaimo 78%, Cedar 76%]
No noticeable difference	15%	(68 respondents)	[Chartwell 10%, Nanaimo 14%, Cedar 21%]

Using more tags than before	23 respondents	[# of respondents Chartwell 3, Nanaimo 13, Cedar 7]
Not using more tags	38 respondents	

**General comments – main themes:**

In addition to comments submitted for each of the survey questions, a further 298 sets of comment responses were received in response to the last open ended question. Of those, a large number (216) were supportive of the project and many of them hoped to see the project continue and expand to other areas. Thirty-two people commented on the change to a bi-weekly garbage collection regime and how this is challenging for them. The cost and availability of compostable bags were issues raised by a further 29 respondents. Ten people noted concerns with the collection schedule and six did not like the collection vehicle used. Eight people expressed concerns about odours in summer, five thought a garburator was a better method of processing food waste, seven requested yard waste collection to be the next waste stream to be collected, and six had concerns about the landfill or thought the project was a failure. By far the majority of responses were favourable, with many requesting the project continue beyond the twelve month pilot period.

Four hundred entered their name in draw for a \$50 grocery voucher. One winner was drawn from each route.

Almost 100 (92) indicated their willingness to participate in a focus group. A dozen people in total representing each route were invited to participate in the session which was held on May 6<sup>th</sup> at the Regional District offices.

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**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
MONDAY, APRIL 7, 2008  
7:00PM**

**Attendance:** George Holme, Director RDN Board  
Frank Van Eynde, Chair  
Gabrielle Cartlidge  
Scott Wroe

**Staff:** Elaine McCulloch

**Absent:** Floyd Harry  
Steven Watson

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**CALL TO ORDER**

- 1 Chair Van Eynde called the meeting to order at 7:00pm.

**DELEGATIONS**

- 2 MOVED F. Van Eynde, SECONDED S. Wroe, that the late delegation Nanoose Bay Parents Advisory Committee be received.

CARRIED

Cynthia Pollock, on behalf of the Nanoose Bay Parents Advisory Committee (PAC), addressed the Committee regarding their plan to develop a children's playground at Nanoose Bay Elementary School (NBES). The playground would be located on the school grounds, would be wheelchair accessible and available for public use except during school recess. The cost for the playground is approximately \$70,000, including estimated installation charges. Currently the Nanoose Bay PAC has a \$2,500 funding guarantee and they are also expecting a \$35,000 grant from the Rick Hansen Society to cover the cost of the playground. The PAC group is also exploring other sources for funding.

**MINUTES**

- 3.1 MOVED G. Holme, SECONDED S. Wroe, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held February 4, 2008, be approved.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS**

- 6 MOVED G. Holme, SECONDED S. Wroe, that the Nanoose Bay Parents Advisory Committee playground project at Nanoose Bay Elementary School be referred to Parks Staff for review, which would include liability insurance, the overall cost of the project and ownership of the equipment once installed, and in addition should the project be deemed feasible, the Committee will revisit the issue prior to the 2009 budget process to consider funding.

CARRIED

## REPORTS

### 8.1 Director's Report

Mr. Holme presented a verbal update, highlighting the following items:

- A new well producing 500 to 600 gallons per minute has been discovered.
- An upgrade review of the Nanoose Bay Fire Hall is in progress.
- A Liquid Waste Committee has been established to investigate the extension of sewer service to the Red Gap area.
- The annual budget received Board approval.

### 8.2 Staff Update

Ms. McCulloch reported Timberline Estates have requested return of their \$20,000 bond. Deficiencies in the park will need to be addressed before the return of the monies.

### 8.3 Development Project Priorities – POSAC Report

MOVED G. Cartlidge, SECONDED S. Wroe, that the review of the Committee's priorities with regard to the Park Survey be postponed until the next meeting.

CARRIED

### 8.4 Beach Access Priorities – POSAC Report

After review of the beach access priorities, in addition to the four selected, item number 34 on the list may also be added. Mr. Van Eynde will review the site and report back to the Committee. Ms. McCulloch noted that beach access work should be completed by the fall.

## ADJOURNMENT

12 MOVED G. Holme, SECONDED F. Van Eynde, that the meeting be adjourned at 7:45pm.

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Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
APRIL 21, 2008**

**Attendance:** Lou Biggemann, Director RDN Board  
Reg Nosworthy  
Don Brittain  
Kebble Scheaff  
Linda Tchorz

**Staff:** Elaine McCulloch, RDN Parks Planner  
Joan Michel, RDN Parks and Trails Coordinator

**Absent:** Peter Doukakis, Chair  
Robyn Elliott

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**CALL TO ORDER**

1 In the absence of Chair Doukakis, Ms. McCulloch called the meeting to order at 7:03pm.

**ELECTION OF SECRETARY**

2.1 Ms. Tchorz was elected by acclamation to the position of Secretary.

**MINUTES**

4.1 MOVED D. Brittain, SECONDED R. Nosworthy, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held February 18, 2008, be approved.

CARRIED

**REPORTS**

**9.2 Staff Report**

Ms. Michel reported Area 'F' residents have stated their concern regarding all terrain vehicle (ATV) use on area trails. Ms. Michel noted ATV use is an issue in the whole trail systems and the damage to conservation lands is considerable. A public education and awareness campaign will be initiated shortly, to remind the public of the laws regarding unlicensed motorized vehicle use on public roads. As well, the Parks Department will install more signage with regard to ATV use and strategies, such as curves, grade variety and rocks to block trailheads, to discourage ATV use are proposed.

**9.3 Malcolm Property Update**

Ms. McCulloch reported, she and Parks Technician, Andy Turner, toured the Malcolm Property to investigate potential trail access locations. Staff will also contact other neighbouring landowners regarding potential access through their properties. Ms. McCulloch noted a GPS mapped route should be available for the next Committee meeting.

9.4 **Trail Plan Update**

Ms. Michel presented the Proposed Electoral Area 'F' Community Trail Plan for discussion. The possibility of an open house in June to present the Community Trail Plan to the Community for information and input was discussed.

MOVED R. Nosworthy, SECONDED K. Scheaff, that the Electoral Area "F" Parks and Open Space Advisory Committee accepts and supports the Proposed Electoral Area 'F' Community Trail Plan First Steps, Spring 2008 to Spring 2009, initiative, as presented.

CARRIED

MOVED K. Scheaff, SECONDED R. Nosworthy, that the Reports be received.

CARRIED

**COMMITTEE ROUND TABLE**

- 11 Mr. Nosworthy reported he had been contacted by ACES President, Steve Stahley, suggesting the Malcolm Property could be a possible site for disc golf.

Ms. Michel noted the Regional District has been approached by others in this regard, however, disc golf can cause a substantial amount of damage to vegetation and suggested the Lighthouse Country has unused ball fields which may be better suited.

**ADJOURNMENT**

- 13 MOVED K. Scheaff, SECONDED L. Biggemann, that the meeting be adjourned at 8:20pm.

CARRIED

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Chair

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, MAY 22, 2008 AT OCEANSIDE PLACE

- Attendance:** Frank Van Eynde, Electoral Area 'E', Chair  
Dave Bartram, Director, RDN Board  
Reg Nosworthy, Electoral Area 'F'  
Eve Flynn, Trustee, School District 69
- Staff:** Tom Osborne, General Manager Recreation and Parks  
Marilynn Newsted, Recording Secretary
- Regrets:** Patty Biro, Electoral Area 'H'
- Absent:** Jennifer O'Farrell, Electoral Area 'G'  
Charles Robinson, Councilor, City of Parksville  
Jack Wilson, Councilor, Town of Qualicum Beach

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#### CALL TO ORDER

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

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that staff contact the City of Parksville regarding the absence of Commissioner Robinson, the City of Parksville representative, at the last two consecutive District 69 Recreation Commission regular meetings.

CARRIED

#### MINUTES

- 3.1 MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the Minutes of the District 69 Recreation Commission Meeting held March 20, 2008, be approved.

CARRIED

- 3.2 MOVED Commissioner Nosworthy, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission Grants Committee Meeting held May 9, 2008, be approved.

CARRIED

#### COMMUNICATION/CORRESPONDENCE

- 4 Mr. Osborne noted the correspondence received from the Canada-British Columbia Municipal Rural Infrastructure Fund was notification that the Grant Application for the Expansion of the Ravensong Aquatic Centre was denied. Mr. Osborne stated there is still a need for the expansion to the facility; however, at this time there is no organized body or political drive to advance this initiative in the community at this time. In that regard, Mr. Osborne suggested the issue be brought forward in September to allow the Commission to review and give direction with regard to the expansion of the Aquatic Centre.

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the following Correspondence be received:

- R. Dyson, 2009 World Under 17 Hockey Challenge Society, Re: Support Thank You
- T. Osborne to Doug Walker, Re: Brant Wildlife Festival Funding
- J. MacMillan, Family Resource Association, Re: Thank You
- Canada-British Columbia Municipal Rural Infrastructure Fund, Re: Ravensong Aquatic Centre Expansion
- P. Taylor, Lighthouse Recreation Commission, Re: Thank you
- B. Gillett, Oceanside Floor Curling Club, Re: Thank you
- T. Osborne to Parksville Curling Club, Re: Sublease of District 69 Arena
- S. Peter, Ballenas Dry Grad Committee, Re: Thank you

CARRIED

## FUNCTION REPORTS

### 5.1 Recreation Services

Mr. Osborne reported Dan Porteous, Recreation Services Manager, had suffered an injury over the weekend and would be off work for a period of time.

Mr. Osborne presented the Recreation Services Report highlighting the following items:

- A very successful 2008 Spring Break Camp was held, with forty children participating in the program.
- The Department continues to struggle with the challenges to find qualified fitness instructors.
- The Walking Challenge kicked-off on April 17<sup>th</sup>. The Department received 500 pedometers to be distributed to registrants of the program. One Parksville Medical Clinic is providing the pedometers to patients as part of their treatment.
- Commissioner Nosworthy and Commissioner Van Eynde, along with a number of staff, attended the 50<sup>th</sup> Annual BCRPA Symposium in Victoria, April 23 to 26.
- Oceanside Place hosted three hockey tournaments and the Vancouver Island Skate International Competition this spring.
- Approximately 25% of the U17 World Hockey Challenge tickets have been sold.
- Oceanside Place hosted the annual Home Show, Ballenas Dry Grad and next week the Rotary Convention will be held.
- Ravensong Aquatic Centre was awarded the Lifesaving Society Award for the most Boat Operator Accredited training courses taught in BC for communities between 50,000 - 100,000.
- Archie Johnstone Plumbing and Heating have been awarded the contract to replace the air handling units at Ravensong Aquatic Centre.
- Some building envelope issues have been discovered at the Aquatic Centre. Mr. Mark Van Ek has been retained to assist with the coordination of the trades during review of the facility and to prepare a report on the issues needing to be resolved. The skylight and the H-Vac are both currently scheduled to be replaced. Mr. Van Ek's report will be taken into consideration during budget preparations.
- The UBCM Phase 2 funding of the School Community Connections grant for the District 69 Track and Field Facility project has been received.

**5.2 Regional Parks and Trail and Community Parks (EA 'E' – 'H')**

Mr. Osborne reported, Wendy Marshall, Manager of Park Services, will be off for the next few weeks do to an illness.

Mr. Osborne reported Parks Technician, Andy Turner, will be leaving the Department on Friday, May 23<sup>rd</sup>. With the resignation of Mr. Turner and Ms. Marshall's absence the Parks Department is short three major positions, as the new Parks Technician hired this spring, does not start until the fall.

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

CARRIED

**BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE**

**7 Canada-British Columbia Municipal Rural Infrastructure Fund, Re: Ravensong Aquatic Centre Expansion**

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the District 69 Recreation Commission review in the fall 2008 and winter 2009 the Ravensong Aquatic Centre expansion project and prepare a recommendation on the future of the project.

CARRIED

**NEW BUSINESS**

**8.1 Safety Issues and Use of 15-Passenger Vans**

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Regional District continue to use the Recreation and Parks Department's 15-passenger van with changes to procedures, and limitations and restrictions, as outlined in *Appendix I* to be written in a formal policy and procedure, and that staff continue to explore alternative modes of transportation.

CARRIED

**8.2 Grants Committee Recommendations**

MOVED Commissioner Flynn, SECONDED Commissioner Nosworthy, that the Commission endorses the following Youth Grants:

<i>Community Group</i>	
<i>Bard to Broadway - Teen Musical Theatre</i>	<i>\$1,650</i>
<i>District 69 Family Resource Ass - Youth bus supplies</i>	<i>\$1,500</i>
<i>Kidfest - youth events</i>	<i>\$1,000</i>
<i>One Five One - art materials</i>	<i>\$1,500</i>
<i>Qualicum First Nation - youth event</i>	<i>\$1,300</i>

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Commission endorses the following Community Grants:

<i>Community Group</i>	
<i>Bard to Broadway - Pacific Vocal Institute</i>	<i>\$1,650</i>
<i>Building Learning Together - WOW Bus supplies</i>	<i>\$800</i>
<i>Coombs Candy Walk</i>	<i>\$1,500</i>
<i>Family Resource Association - Family Days</i>	<i>\$1,500</i>
<i>District 69 Mixed Orthodox League - team equipment / uniforms</i>	<i>\$1,000</i>
<i>Oceanside Ebbtide Slo-Pitch - equipment</i>	<i>\$1,000</i>
<i>Parksville Curling Club - equipment for Special Olympics and beginner clinics</i>	<i>\$1,145</i>
<i>Parksville Seniors Athletic Group - equipment</i>	<i>\$1,000</i>
<i>Qualicum Beach Museum - Harvest Festival/Children's Museum day</i>	<i>\$950</i>
<i>Qualicum Beach Seedy Saturday - cloth grocery bags</i>	<i>\$1,000</i>

CARRIED

MOVED Commissioner Nosworthy, SECONDED Commissioner Bartram, that the Community Grant in Aid request received from The Nature Trust of BC, Brant Wildlife Festival in the amount of \$1,500, be deferred to the 2009 Grant in Aid program.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Building Learning Together Community Grant in Aid request in the amount of \$2,500 be received, and that a Transportation Plan be submitted to the District 69 Recreation Commission prior to final approval of the grant request.

CARRIED

MOVED Commissioner Nosworthy, SECONDED Commissioner Flynn, that the Community Grant in Aid request Building Learning Together for Goosetrax in the amount of \$1,500 to purchase swim/skate program passes be denied, as the swim/skate passes have already been donated to the organization through a separate request.

CARRIED

#### 8.4 Master Plan Initiatives Update

Mr. Osborne requested the Master Plan Initiatives update be deferred to the September meeting.

#### 8.5 Fees and Charges

Mr. Osborne requested the Fees and Charges review be deferred to the June meeting.



## COMMISSIONER ROUNDTABLE

- 9 Commissioner Nosworthy reported he very much enjoyed attending the 2008 BCRPA Symposium and especially the Pre Symposium Commissioners' Workshop. He strongly suggested all Commission members should try to attend a BCRPA Symposium during their tenure, as he felt it was a valuable learning experience.

Commissioner Nosworthy highlighted the following items taking place in Area 'F' under the direction of ACES:

- The application for two summer camps has been approved. A Summer Camp Coordinator will now be hired to run the programs, at French Creek and Errington Elementary Community Schools.
- A young adult softball team has been formed.
- Planning is underway for an Activity Day.
- Two new information centres in Area 'F', in addition to the current one at Errington Elementary Community School and the creation of an activity newsletter are being considered.
- The Partnership Agreement between ACES and School District 69 is being re-negotiated.

Commissioner Flynn reported the School District final budget was approved last month which will require cuts of approximately \$1.5 million. The cuts are due largely to the cost for fuel and heat. The results will be a structural deficit with the cuts felt for years to come.

Commissioner Flynn reported the participation in the 2008 Eat Well Get Moving Program was the best ever.

Commissioner Flynn noted she attended the Ballenas Grad and Dry Grad event at Oceanside Place over the weekend. She reported the facility itself is wonderful for hosting such events and the staff were excellent, however, the food handling situation is very difficult.

Commissioner Bartram reported the new Recreation Programmer position is working very well in conjunction with the Lighthouse Recreation Commission in Electoral Area 'H'.

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that staff prepare a Memorandum of Understanding with the Lighthouse Recreation Commission on the provision of Recreation Services in Electoral Area 'H'.

CARRIED

Commissioner Van Eynde reported he also very much enjoyed the BCRPA Symposium and Pre Symposium Workshop. He noted though the Pre Symposium group was very small, it was very interesting, they had great dialogue and exchange of good ideas.

**ADJOURNMENT**

11 MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the meeting be adjourned at 3:12pm.

CARRIED

**NEXT MEETING**

Thursday, June 19, 2008  
2:00pm, Oceanside Place, Multipurpose Room

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Chair



RDN REPORT	
CAO APPROVAL <i>OW</i>	
EAP	
COW	<i>✓ JUNE 10th</i>
MAY 12 2008	
RHD	
BOARD	
<i>Doc Rec Com - May 22</i>	

## MEMORANDUM

**TO:** Tom Osborne  
General Manager, Recreation and Parks Services

**DATE:** May 8, 2008

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

**FILE:**

**SUBJECT:** Safety issues and use of 15-passenger vans.

### PURPOSE

To provide information and recommendations regarding the safety issues and use of 15-passenger vans owned and rented by the Regional District of Nanaimo Recreation and Parks Department.

### BACKGROUND

In light of recent publicized reports concerning the safety and use of 15-passenger vans the Regional Board passed the following resolution at the February 26, 2008 Board meeting:

*"That staff prepare a report on the safety issues and the use of fifteen passenger vans by the RDN Recreation and Parks Department."*

### *Current Issues:*

Two significant accidents involving 15-passenger vans have refocused attention on the safety and use of these vehicles in Canada and the US. The US National Highway Traffic Safety Administration (NHTSA) had issued four consumer safety advisories between 2000 and 2005 citing concerns related to safety issues regarding crashes and rollovers of these vans. In March 2007 a 15-passenger van was involved in an accident in the lower mainland killing three workers and injuring fourteen others. Then in early January 2008 another 15-passenger van was involved in an accident in Bathurst, New Brunswick killing seven teenagers and a teacher.

Due to the latest incident the US government has banned schools from purchasing these vehicles to transport students; however, there have been no changes to federal regulations regarding the importation and sale of 15-passenger vans in Canada. Also, there have been no changes to federal or BC legislation, regulations and standards from Transport Canada, the Transportation Safety Board of Canada, BC Ministry of Transportation or WorkSafe BC regarding either the use of or prohibiting the use of these vehicles. Currently, these Canadian organizations and others are involved in reviews regarding the safety issues associated with the use of the vans, which are addressed later in the report.

As the RDN Recreation and Parks Department owns and rents 15-passenger vans these issues directly impact the Department in terms of service delivery with respect to the use of these vans.

***RDN Recreation and Parks Department Past and Current Use:***

The Recreation and Parks Department has used 15-passenger vans since its inception in 1986 without incident. The most recent purchase was a brand new model in 2007 replacing an older 1990 15-passenger van that was donated to the Department in 1998. These vans have been mainly used to transport program participants, mostly children and youth, to and from various programs including local pool trips to Ravensong Aquatic Centre, skiing/tubing programs at Mt. Washington, and movie nights in Nanaimo, specialty trips to Vancouver and Victoria, and adventure type programs to the west coast or other areas on Vancouver Island. The majority of use is during the summer months of July-August when the summer camp programs are implemented for children/youth. At times the van may be used to transport staff and/or volunteers, public and other associated individuals to various program based activities or events.

Over this same period of time the Department has rented one to three 15-passenger vans from Budget Car and Truck Rental to provide additional support in transporting the larger number of children and youth participating in summer camp programs. The Department also owns an eight passenger van that is used for transporting passengers for a variety of programs and service related opportunities.

***Current Departmental Van Safety:***

Although the Recreation and Parks Department does not have a written policy specific to the use of its 15-passenger van, the Department does follow strict guidelines and procedures regarding its use. The van is licensed and insured in accordance with the Provincial regulations and must be inspected every year, although the Department's practice has been to have the van inspected every six months. It is maintained on a regular basis with monthly general inspections of various items including, but not limited to, fluids, lights, brakes, tires, seat belts, fire extinguisher, first aid kit, glass and mirrors. If any items need attention over and above the regular checks, these items are taken care of promptly through the dealership. Records are maintained regarding the inspections and maintenance work completed.

All drivers who provide transport for the participants of programs must have a Class IV License and must also submit a Driver's Profile so that the Department can review their driving record before being permitted to drive in this capacity. A Criminal Record Check is also required of all staff working with children and youth in any capacity.

Also, all drivers must follow pre-trip inspections as part of the Class IV licensing procedures to ensure that the vehicle is safe before loading and departure. Records are also maintained regarding these inspections. All participants and drivers must adhere to strict procedures and safety precautions like the wearing of seatbelts and other Class IV regulations.

***Other Jurisdictions:***

Staff communicated with other organizations including the Society of Organized Services in Parksville, and Recreation Departments for the City of Nanaimo, Campbell River, Port Alberni and the Cowichan Valley Regional District and the Boys and Girls Club in Nanaimo to explore any changes implemented with respect to the use of their vans. The majority of these organizations are continuing to use the vehicles; however, most have implemented various changes to procedures, and limitations and restrictions for the use of the vans, including:

- enhancing maintenance programs especially focusing on tire pressure and care;
- limiting the range of vehicles, for example, only within city boundaries and no highway use;
- or if permitted on highways, limiting the speed to no more than 80 km/hour;
- loading vehicles from the front to back with the back seats remaining empty if the van is not full;
- and/or limiting the capacity of the vehicles to eleven people rather than the fifteen permitted.

Although all of these organizations are aware of the vehicle safety concerns, there are different approaches, which are being taken. The decisions regarding these vehicles range from banning the use to continuing with current use until further reviews are completed and changes to regulations are established. However, based on recent safety advisories and reports from organizations like NHTRS, Transport Canada and WorkSafeBC most departments are taking prudent and cautionary measures to decrease the risk of accidents and associated rollovers. These organizations are also aware of the potential for changes to government regulations once investigations and reviews are completed; therefore, some of the organizations have been considering future plans such as replacing their existing 15-passenger vans with alternative styles of passenger vehicles such as school buses.

***Investigations, Studies, Outcomes and Departmental Changes Being Considered:***

As previously mentioned a number of regulatory bodies and other organizations have either completed or are involved in investigations or reviews regarding the safety and use of 15-passenger vans.

In 2001, when the NHTSA issued a warning regarding the safety of 15-passenger vans, Transport Canada also completed an investigation. At that time the findings showed that there “was insufficient data to mirror the US warning” with respect to similar accidents involving 15-passenger vans; therefore, it was concluded that changes to regulations were not necessary. However, Transport Canada is completing a full investigation regarding the 2008 accident and will use the recommendations to improve vehicle regulations if necessary.

WorkSafe BC has completed a full investigation regarding the March 2007 accident in the lower mainland. Although their findings are specific to this accident the conclusions and information from the report can be useful in determining safe practices for other organizations using 15-passenger vans.

Currently, the BC Ministry of Transportation is also investigating the safety issues pertaining to the use of these vans in light of the 2008 accident, as are BC School Districts, recently urged on by the Canada Safety Council.

The Canadian Standards Association is also currently involved in a study exploring multi-functional activity buses that could be used to provide alternative transportation to the 15-passenger vans.

Studies by the NHSTA, Transport Canada, BCAA Traffic Safety Foundation, ICBC Roadsense and WorkSafe BC have found that tire inflation, seatbelts, vehicle loading, driver knowledge and awareness, vehicle speed and travel locations are all important aspects to consider when using 15-passenger vans. It should also be noted that the number of accidents involving these vans were due to driver error (speeding, not paying close attention to surroundings and conditions); inclement weather and poor driving conditions; lack of training, education and experience of drivers; not following regulations such as seatbelt use for all passengers and loading the vehicles with more than the legal load limits of passengers; and a poor record of vehicle maintenance, especially tire maintenance. The manner in which the vans have been loaded is also suspect, noting that when 15-passenger vans are fully loaded with passengers, the centre of gravity shifts to the rear of the vehicle. This weight shift causes the vans to handle less responsively at highway speed in abrupt or panic-like steering situations when a driver tries to realign the vehicle if for instance, it has steered onto the shoulder of a highway.

The agencies noted above continue to inform the public and other organizations about safety concerns and ways in which to minimize the risks associated with the use of 15-passenger vans. Some background information from the NHTSA website and an excerpt from a standard written reply from the Ministry of Transportation pertaining to recommended 15-passenger van safety precautions to help minimize risks are included as *Appendix II and III* respectively.

Based on information gathered through speaking with other departments and information gleaned from various sources noted above, staff have compiled a set of recommendations focused on changes to procedures, and limitations and restrictions should the Department continue using 15-passenger vans. These proposed changes are in addition to procedures already in place for the van. The recommendations are outlined in *Appendix I* and should be documented in a formal policy and procedure.

### **ALTERNATIVES**

1. That the Regional District ban the use of the Recreation and Parks Department's 15-passenger van, and that staff continue to explore alternative modes of transportation.
2. That the Regional District continue to use the Recreation and Parks Department's 15-passenger van based on past practice and current regulations, and that staff continue to explore alternative modes of transportation.
3. That the Regional District continue to use the Recreation and Parks Department's 15-passenger van with the changes to procedures, and limitations and restrictions, as outlined in *Appendix I* to be written in a formal policy and procedure, and that staff continue to explore alternative modes of transportation.

### **FINANCIAL IMPLICATIONS**

1. Currently, the Five Year Financial Plan includes a lease for the 15-passenger van. The amount remaining on the lease is approximately \$28,000 with annual payments of around \$7,000 over the next four years. If the vehicle was banned and no longer of use, the RDN would have to pay out the remainder of the lease and sell the van to recoup some of the funding.

To maintain the same level of service currently being provided, the Department would need to consider purchasing an alternative passenger vehicle such as a new or used coach or used school bus that could hold 20-24 passengers that could be used throughout the year and in conjunction with the rented vehicles in the summer. New coach style vehicles are in the range of \$120,000-\$150,000, which would not be financially viable. The cost to purchase a second hand 20-24-passenger vehicle can range between \$10,000-\$50,000 or more depending on the age and quality of the vehicle, and the type, whether it is a school bus or coach style. School buses would be the more affordable option. Due to budget constraints this would not be feasible for the summer of 2008, significantly impacting the service provided for summer camps. The purchase of such a vehicle would have to be explored during the annual budget process for 2009 and beyond.

Currently, there is \$15,000 budgeted annually for the 15-passenger van summer rental fleet. As the ban would extend to the rental of 15-passenger vans, the Department would utilize those funds to rent only alternative passenger vehicles like a 24-passenger bus as available through Wilson's Transportation Limited in Victoria so as to provide at least the minimal level of service within the approved budget.

2. Other than the rising cost of fuel there are no other substantial financial implications to be considered if the Department were to continue with the past practice of using 15-passenger vans. The budget has been approved and provides for the additional rental fleet in the summer. However, a recent new regulation requiring the use of Booster Seats will come into affect as of July 1, 2008 through ICBC and the BCAA Traffic Safety Foundation "Child Passenger Safety Program". The seats are required for transporting any children under nine years of age or under the height of 145 cm. Booster Seats will be purchased to comply with the new regulation unless the use of the van is banned. The cost for the Booster Seats is not substantial and will range from \$200-\$500 depending on the number of seats deemed necessary to accommodate program needs and the number of vans used.

3. Similarly, costs associated with Alternative 3 would be the same as Alternative 2 including the cost of Booster Seats for the 15-passenger vans both owned and rented by the RDN.

As noted in *Alternative 1* staff would continue to explore alternative modes of transportation for future consideration with respect to *Alternatives 2 and 3*. Plans are already in the works to rent one 24-passenger vehicle this summer along with a 15-passenger van that would be used in conjunction with the Department's 15-passenger van and 8-passenger van and is within the scope of the approved budget. This would allow the Department some flexibility in the use of the 15-passenger vans and provide an opportunity for staff to monitor the use of alternative vehicle transportation.

### **PROGRAM/CITIZEN IMPLICATIONS**

1. The use of passenger vans is crucial and beneficial to the delivery of program services to the community. Without this type of transportation programming opportunities would be significantly restricted based on the current service delivery model, especially during the summer months. Some of the key programs would have to be significantly modified and may suffer as a result due to the attractiveness of the program if the current use of 15-passenger vans was banned.
2. Based on past and current information compiled regarding the safety and use of 15-passenger vans it would not be prudent for the Department to continue using the van in its current capacity. There are certain past practices that have now come under scrutiny due to the issues and concerns raised, for example trips involving weather and road conditions that may be potentially hazardous in nature like ski programs. The Department needs to be cognizant of these types of issues regarding past practice and new information regarding the safe use of these vans, and make changes accordingly to ensure the comfort and safety of drivers and passengers.
3. By maintaining the use of owned and rented 15-passenger vans with changes to procedures, and limitations and restrictions as outlined in Appendix I the Department will be able to continue providing attractive and quality program services while alleviating potentially dangerous situations with respect to the safety and use of the van, and with minimal impact to the service levels currently enjoyed by the participants.

The Department would continue to monitor future issues arising from the investigations and reviews and like many other organizations the Department would adhere to any changes to legislation, regulations and standards as established by the regulatory bodies to continue to ensure the safe passage of participants.

### **SUMMARY/CONCLUSION**

Due to recent concerns raised publicly regarding the safety and use of 15-passenger vans, staff of the RDN Recreation and Parks Department have explored the issues and considered changes necessary for the continued use of the Department's 15-passenger van.

Reports from the US National Highway Traffic Safety Administration and the Workman's Compensation Board of BC indicate that 15-passenger vans are more susceptible to roll over when involved in accidents on the highways. This may be caused by a number of factors including weather conditions, road surface conditions, speed, driver's lack of awareness and training, tire care and maintenance, and vehicle loading factors that change the centre of gravity. Reports also indicate that such accidents lead to increased death rates, often due to lack of seatbelt use.

Currently, the Department owns one 15-passenger van and rents 15-passenger vans from Budget Car and Truck Rental during the summer months for use in summer camps. The Department has used these vans for a variety of programs and services over the past twenty-one years without incident. The Department

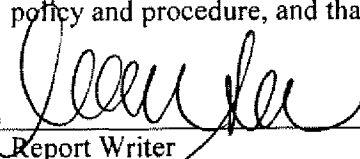
adheres to a rigorous safety program that involves regular van maintenance, bi-annual regulated and certified inspections, licensed Class IV Driver's with required Driver's Profiles, and staff orientation.

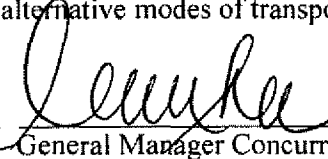
Staff have also communicated with other organizations that use 15-passenger vans and have identified a number of changes that these organizations have taken to alleviate some of the concerns regarding the safety and use of these vehicles. Currently, there are no regulations in Canada prohibiting the use of 15-passenger vans although a number of agencies are reviewing such uses due to the high profile of recent accidents over the past year, although there are a number of organizations currently reviewing the safety and use of these vehicles. Most organizations are continuing to use the vans, but limiting the usage to some degree, and awaiting changes to regulations that may result from the investigations and studies.


Based on the information compiled and the issues involved it is recommended that the Regional District approve the continued use of the 15-passenger van with changes to procedures, and limitations and restrictions, as outlined in *Appendix I* to ensure the safe and proper use of the vans, as well as the comfort and safety of the individuals being transported. It is also recommended that a policy and procedure be developed specific to the use of 15-passenger vans and that the Department continue to explore alternative modes of transportation for future consideration that may help to dissolve the concerns regarding the safety and use of 15-passenger vans.

**RECOMMENDATION:**

That the Regional District continue to use the Recreation and Parks Department's 15-passenger van with changes to procedures, and limitations and restrictions, as outlined in *Appendix I* to be written in a formal policy and procedure, and that staff continue to explore alternative modes of transportation.

  
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Fur Report Writer

  
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Fur General Manager Concurrence

  
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CAO Concurrence

**COMMENTS:**



## APPENDIX I

### **Limitations, restrictions and changes to procedures for the use of RDN Recreation and Parks Department 15-passenger van (owned and/or rented):**

- Continue to complete regular inspections of the van (including summer rental vehicles), with an emphasis on tire maintenance and care.
- Continue to train and educate Class IV Drivers with respect to their role, making them aware of the concerns regarding safety issues, emphasizing the safety of participants especially in the use of seatbelts, priority loading of the van, paying strict attention to highway signs and road conditions, and other Department policy and procedures related to the use of the van.
- Make use of the NHTSA vehicle hangtags highlighting risk factors involved with 15-passenger vans to be placed in sight of the driver, and ensure the driver reads the information.
- Ensure the van is passenger priority loaded from the front to rear, leaving rear seats vacant where applicable.
- Where possible, limit the seating to eleven passengers and use the small eight passenger van or other rented vehicles to transport larger capacity passenger loads.
- Limit the speed of the van to 80 km/hours for highway travel and limit the use of the van for highway use when possible, for example other vehicles are available for transport.
- Restrict the use of the van for trips that may increase the chance of accidents due to the likeliness of hazardous environmental conditions including poor weather and challenging road surface conditions, for example, ski trips to Mt. Washington as has been the practice in the past.
- No luggage compartments or loads to be attached to the roof of the van.
- Rent twenty-four passenger vehicles for summer programs as available and if it is necessary to rent a 15-passenger van, it too, must comply with Department regulations for its use.
- Always use the eight passenger van when available for trips with less than nine participants.
- Purchase Booster Seats for the van as per the latest regulations.
- Explore the opportunity to replace the existing 15-passenger van with a twenty-four passenger van within the 2009-2014 Five Year Plan.
- Continue to monitor issues and adhere to any changes in Provincial or Federal regulations that may require changes to the safety and use of these vans.

## Appendix II

### **National Highway Traffic Safety Administration guidelines for minimizing the risks associated with crashes and rollovers of 15-passenger vans.**

- **Keep your passenger load light.** NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. In fact, 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded.
- **Check your van's tire pressure frequently — at least once a week.** A just-released NHTSA study found that 74 percent of all 15-passenger vans had improperly inflated tires. By contrast, 39 percent of passenger cars had improperly inflated tires. Improperly inflated tires can change handling characteristics, increasing the prospect of a rollover crash in 15-passenger vans.
- **Require all occupants to use their seat belts or the appropriate child restraint.** Nearly 80% of those who have died nationwide in 15-passenger vans were not buckled up. Wearing seat belts dramatically increases the chances of survival during a rollover crash.
- **If at all possible, seat passengers & place cargo forward of the rear axle — and avoid placing any loads on the roof.** By following these guidelines, you'll lower the vehicle's center of gravity and lower the chance of a rollover crash.
- **Be mindful of speed and road conditions.** The analysis of 15-passenger van crashes also shows that the risk of rollover increases significantly at speeds over 50 miles per hour and on curved roads.
- **Only qualified drivers should be behind the wheel.** Special training and experience are required to properly operate a 15-passenger van. Make sure your driver or drivers have both — and only operate these vehicles when well rested and fully alert.

### Appendix III

**Excerpt from Transport Canada's standard written reply regarding recommendations for the safe operation of 15-passenger vans and to minimize the risk of injury.**

- Be aware that these vans are substantially larger and heavier than automobiles, will require more space when changing lanes, will require longer distances to brake, and do not react or behave like an automobile, especially when they are heavily loaded.
- Be aware of the gross vehicle weight rating - with the passengers and the cargo, it is important not to overload the vehicle.
- Be aware that the different handling characteristics of the vans are due in part to the high center of gravity for these vehicles. The higher center of gravity increases the propensity for the vehicle to rollover under extreme manoeuvres. Loading a van with many passengers, and loading cargo on the roof both increase the height of the center of gravity of the vehicles. The driver must be aware of that the vehicle characteristics change with more load and must drive accordingly.
- Be aware that there are proper loading techniques to improve vehicle stability. When transporting fewer than 15 persons, the rear of the vehicle should be used for cargo. The NHTSA noted that this type of vehicles handles "differently" when the weight is concentrated at the rear -- it is not a good idea, for example, to have occupants seated at the rear leaving the middle section of the van empty.
- Ensure the Tires are inflated to the vehicle manufacturer's recommendations. The front and rear tire pressures may not be the same. Ensure that tires installed on the vehicle meet the vehicle manufacturer's tire load rating recommendations. Due to the heavy mass of these vans, the tires require stiffer sidewalls to support the weight.
- Ensure that passengers are properly restrained by the available seat belts, and never allow more than 15 persons to ride in this type of vehicle (since they cannot be properly restrained).
- Adhere to the posted speed limit, slow down when the weather conditions deteriorate, be especially cautious when driving on rural roads, and anticipate sharp curves by slowing down.
- Know what to do in the event that the vehicle drops off the roadway (i.e., gradually reduce speed and gently steer back on the roadway when it is safe to do so -- never "jerk" the steering wheel to return to the roadway, especially at high speed).
- Ensure that the vehicle is in good mechanical condition, especially the steering system, brakes and tires.
- Understand that the traction between the road surface and the tires of a vehicle is the most important factor in vehicle control. When operating a vehicle in winter snow or ice conditions the department suggests that four winter tires be installed. Winter tires provide additional traction as they are constructed of softer rubber with sufficient grooves in the tire to assist in providing winter traction. On our web site you can also view new informative demonstration videos which compare the traction of winter and all season tires.