

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, OCTOBER 14, 2008
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

4-6 Minutes of the regular Committee of the Whole meeting held September 9, 2008.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

7 **Al Tully, Oceanside Tourism Association, re Eligible Entity Status application.**

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

8-11 Port Theatre Society Agreement.

FINANCE AND INFORMATION SERVICES

DEVELOPMENT SERVICES

BUILDING & BYLAW

12-14 Unsightly Premises – 1449 Moby Dicks Way – Area ‘B’.

15-16 Electoral Area ‘G’ Noise Control - Reserve Fund Expenditure.

ENVIRONMENTAL SERVICES

RECREATION AND PARKS SERVICES

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

17-19 Electoral Area 'H' Pilot Yard Waste Program.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

20-29 Minutes of the District 69 Recreation Commission meeting held September 18, 2008.
(for information)

That a letter of thanks be sent to the Rotary Club of Qualicum Beach in regards to their successful Rotary District 5020 Annual Conference held at Oceanside Place, and for returning the funds from the District 69 Recreation Community Grants program.

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

30-36 Minutes of the Electoral Area 'A' Parks and Green Space Advisory Committee meeting held September 18, 2008. (for information)

- 1. That the "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.06, 2008", be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.*
- 2. That the Regional Board direct staff to determine if the "Electoral Area 'A' Recreation and Culture Service Bylaw No. 1467, 2005" can be amended to permit financial support for operations and improvements to facilities owned and operated by incorporated non-profit organizations.*

Grants-in-Aid Advisory Committee.

37-38 Minutes of the Grants-in-Aid Advisory Committee meeting held October 7, 2008. (for information)

District 68:

<i>Name of Organization</i>	<i>Amount Recommended</i>
<i>Poetry Gabriola Society</i>	<i>\$ <u>600</u></i>

District 69:

<i>Name of Organization</i>	<i>Amount Recommended</i>
<i>Errington War Memorial Hall Association</i>	<i>\$ 1,500</i>
<i>Nanoose Bay Catspan</i>	<i>\$ 2,355</i>
<i>North Island Wildlife Recovery Association</i>	<i>\$ 605</i>
<i>Parksville & District Historical Society</i>	<i>\$ 800</i>
<i>Vancouver Island Opera</i>	<i>\$ 800</i>
	<i>\$ 6,060</i>

That the general grant-in-aid funding amount of \$14,960 annually in District 69 only allows the Committee to provide approximately 50% of the requested funding to organizations in the area, therefore as per Policy No. A1.28, the Grants-in-Aid Committee requests that the RDN Board of Director's consider increasing the general grant-in-aid funding in District 69 to \$18,000 annually.

Regional Liquid Waste Advisory Committee.

- 39-43 Minutes of the Regional Liquid Waste Advisory Committee meeting held June 5, 2008 and September 4, 2008. (for information)

Regional Hospital District Select Committee.

- 44-45 Minutes of the Regional Hospital District Select Committee meeting held September 15, 2008. (for information)

That staff arrange a meeting with the Vancouver Island Health Authority to review their capital plans.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, SEPTEMBER 9, 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. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director M. Unger	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. McNabb	City of Nanaimo
Alternate	
Director L. Sherry	City of Nanaimo
Director B. Bestwick	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
D. Trudeau	Gen. Mgr. of Transportation & Solid Waste 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 Van Eynde, Cameron and Sherry to the meeting.

MINUTES

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

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

2009 to 2013 Financial Plan Schedule.

MOVED Director Westbrook, SECONDED Director McNabb, that the proposed 2009 financial plan review schedule be approved as outlined.

CARRIED

Request from Municipal Pension Retirees' Association – Municipal Pension Plan Contributions and Member Benefits.

MOVED Director Westbrook, SECONDED Director Haime, that the background report regarding the Municipal Pension Retirees Association request for additional financial support for group health benefits be received.

CARRIED

Nanoose Bay Firehall – Final Seismic Review Report.

MOVED Director Van Eynde, SECONDED Director McNabb, that this report on the final seismic review of the Nanoose Bay Firehall be received.

CARRIED

MOVED Director Van Eynde, SECONDED Director McNabb, that staff continue to work with the firm of Johnston, Davidson Architecture Inc. to design a replacement firehall following the Regional District's Green Building Policy.

CARRIED

MOVED Director Van Eynde, SECONDED Director McNabb, that an amount of \$100,965 be released from the Nanoose Bay Fire Protection Service building reserve fund to cover cost as outlined in this report.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Notice of Bylaw Contravention – 1628 Murdoch Road – Area 'A'.

MOVED Director Burnett, SECONDED Director McNabb, that staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 of the *Community Charter* and that legal action be taken if necessary to ensure Lot 4, Section 16, Range 5, Plan 14877, Cedar District, is in compliance with the "Regional District of Nanaimo Building Regulation & Fees Bylaw No. 1250, 2001".

CARRIED

Notice of Bylaw Contravention - #251 2464 Apollo Road – Area 'E'.

MOVED Director Van Eynde, SECONDED Director Bestwick, that staff be directed to register a Notice of Bylaw Contravention 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 1, District Lot 6, Plan 22814, except that part in Plan 23588, Nanoose District, is in compliance with the "Regional District of Nanaimo Building Regulation & Fees Bylaw No. 1250, 2001".

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Residential Food Waste Collection Program Approval.

MOVED Director Burnett, SECONDED Director McNabb, that the Board approve the addition of food waste to the upcoming tender for the RDN Garbage Collection & Recycling Service and continue the collection of food waste on Route 52 in Electoral Area 'A'.

CARRIED

Plebiscite on Open Burning Restrictions – Area 'E'.

MOVED Director Van Eynde, SECONDED Director Burnett, that the Regional District ask the following plebiscite question to gauge public opinion on November 15, 2008 in Electoral Area 'E' on the issue of backyard burning restrictions and that the plebiscite question be as follows:

"Are you in favour of burning restrictions in Electoral Area E?"

CARRIED

ADJOURNMENT

MOVED Director Van Eynde, SECONDED Director Bestwick, that this meeting terminate.

CARRIED

TIME: 7:26 PM

CHAIRPERSON



PARKSVILLE AND
 QUALICUM BEACH
Vancouver Island's Oceanside Region

September 29, 2008

RDN			
GAO	<input checked="" type="checkbox"/>	GMF&IS	<input type="checkbox"/>
GMDS	<input type="checkbox"/>	GMR&PS	<input checked="" type="checkbox"/>
GMES	<input type="checkbox"/>	GMTS	<input type="checkbox"/>
OCT - 2 2008			
SMCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
Info			

Chairperson Joe Stanhope and Regional District Board of Directors
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC V9T 6N2

Dear Mr. Stanhope and Directors:

I am writing to update the Regional District Board on the Oceanside Tourism Association's (OTA) Eligible Entity Status application as it relates to our service agreement.

OTA proceeded with developing our Eligible Entity Status application earlier this year after receiving support from the RDN, the City of Parksville, and the Town of Qualicum Beach. The Ministries of Finance and Tourism, Culture and the Arts have given OTA preliminary approval and the accommodation sector has been supportive of our proposal.

The Ministry of Finance has indicated that proposals are normally approved within six-months of submission. As OTA plans to formally submit our proposal by the first week of October, we should expect Ministry approval by the end of March, 2009. This means that OTA's service agreement with the RDN will expire prior to our Eligible Entity transition.

In order to address this situation, we propose that the RDN Board provide OTA with a six-month extension letter rather than going through the process of renegotiating a new service agreement. OTA believes this solution will address both party's interests in the most efficient manner. The OTA will make the same proposal to the City of Parksville and the Town of Qualicum Beach so there is consistency between all our Municipal and Regional District partners.

Please contact me for any further clarification and I thank-you in advance for your support.

Best regards,

pe - Al Tully, Chair
 OTA Board of Directors

Cc: Tom Osborne, General Manager, RDN Recreation and Parks Services

OCEANSIDE TOURISM ASSOCIATION

The Destination Marketing Organization representing:

Parksville • Qualicum Beach • Nanoose Bay • French Creek • Lighthouse Country • Arrowsmith Coombs Country



REPORT	
EAF	
COW	✓ Oct 14 '08
SEP 16 2008	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: September 17, 2009

FROM: Maureen Pearse
Senior Manager, Corporate Administration

FILE:

SUBJECT: Port Theatre Society Agreement

PURPOSE

To authorize entering into an agreement with the Port Theatre Society which provides for annual reporting to the Board.

BACKGROUND

Electoral Areas A, B, C and E provide on going contributions to the Port Theatre as a result of successful referendums held in 2002 and 2005. Also contained in the referendum bylaws was a section which obligated the Regional District to enter into an agreement with the Port Theatre. This agreement provides for annual reporting by the Port Theatre to the Regional Board. The term of the agreement is for three years with an option to renew for further terms of three years based upon a satisfactory review of the Port Theatre's financial statements and accounting records. An agreement was endorsed with the Port Theatre in December, 2005 with a term ending December 31, 2008.

With the term of the agreement expiring in December, a new agreement has been drafted and is attached to this report for the Board's consideration. The term of the agreement will be from December 31, 2008 to December 31, 2011.

ALTERNATIVES

1. To authorize entering into a three year agreement with The Port Theatre Society for a term ending December 31, 2011.
2. To enter into an agreement with The Port Theatre Society as amended.

FINANCIAL IMPLICATIONS

The annual fixed contributions from the four electoral areas is noted below:


Participant	Annual Contribution
Electoral Area A	\$13,900
Electoral Area B	\$13,915
Electoral Area C	\$17,395
Electoral Area E	\$19,950
Total Contribution	\$65,160

SUMMARY

As a result of referendums held in 2002 and 2005, four electoral areas provide on going contributions to the Port Theatre. Also contained in the bylaws is a requirement to enter into a three year agreement with the Port Theatre Society with an option to renew for further terms of three years based upon a satisfactory review of the Port Theatre's financial statements and accounting records. The current agreement will expire on December 31, 2008 and a new agreement has been drafted and is being presented to the Board for their consideration. Staff are recommending that the Board authorize entering into this agreement for a further 3 years.

RECOMMENDATION

That the Board authorize entering into a three year agreement with The Port Theatre Society for a term ending December 31, 2011.



Report Writer



CAO Concurrence

COMMENTS

THIS AGREEMENT made the ____ day of _____ 2008.

BETWEEN:

**THE REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY ROAD
NANAIMO, BC
V9T 6N2**
(hereinafter called the "Regional District")

OF THE FIRST PART

AND

**THE PORT THEATRE SOCIETY
125 FRONT STREET
NANAIMO, BC
V9R 6Z4**
(hereinafter called the "Port Theatre")

OF THE SECOND PART

WHEREAS the Regional District of Nanaimo established a service within Electoral Areas A, B, C and E for the purpose of contributing to the cost of providing and operating a theatre and cultural centre known as the Port Theatre within the City of Nanaimo;

AND WHEREAS the Regional District wishes to enter into an agreement having a term of three (3) years which may be renewed for further terms of three years based upon a satisfactory review of the Port Theatre's financial statements and accounting records;

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in consideration of the Regional District transferring to the Port Theatre monies raised by requisition in Electoral Areas A, B, C (defined Area C and defined Area D) and E, the parties covenant and agree each with the other as follows:

The Port Theatre shall:

1. Arrange for an authorized representative of the Port Theatre on or before September 30th in each year to present to the Board of the Regional District financial statements and accounting records for the past year's activities and to present the future year's activities;

The Regional District shall:

2. In consideration of the Port Theatre supplying the aforementioned information, the Regional District hereby agrees to transfer funds received from the Province of British Columbia collected under the authority of:

“Electoral Area ‘A’ Port Theatre Contribution Local Service Area Bylaw No. 1318, 2002.”
“Electoral Area ‘B’ Port Theatre Contribution Local Service Area Bylaw No. 1319, 2002.”
“Electoral Area ‘C’ Port Theatre Contribution Local Service Area Bylaw No. 1320, 2002.”
“Electoral Area ‘D’ Port Theatre Contribution Local Service Area Bylaw No. 1448, 2005.”
“Electoral Area ‘E’ Port Theatre Contribution Local Service Area Bylaw No. 1449, 2005.”

The Term of the Agreement shall be for three years effective December 31, 2008 to December 31, 2011 with an option to renew for further terms of three years.

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf.

THE REGIONAL DISTRICT OF NANAIMO)

Chief Administrative Officer)

Senior Manager, Corporate Administration)

SIGNED ON BEHALF OF THE)
PORT THEATRE SOCIETY)

Authorized Signatory)

Authorized Signatory)



CAO APPROVAL	
EAP	
COW	✓ Oct 14 '08
OCT 06 2008	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet
Manager Building and Bylaw Services

DATE: October 2, 2008

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: 202B08

SUBJECT: Unsightly Premises – 1449 Moby Dicks Way, Gabriola Island

PURPOSE

To obtain Board direction regarding an on-going property maintenance contravention at the above-noted location.

BACKGROUND

Property: 1449 Moby Dicks Way, Electoral Area 'B'

Legal Description: Lot 148 Sec 31 Plan 17658 Nanaimo Gabriola Land District

Property Owner: David Kent
46 Gillingham Ave
Winnipeg, Manitoba R3T 3S9

Zoning: Residential 1

The subject property is located in a rural residential neighbourhood on the Eastern side of Gabriola Island, in an area of neat and well maintained properties. On July 28th, 2008 a complaint was received that the subject property was in an unsightly condition. On July 30th staff conducted an inspection and confirmed the property contained an accumulation of old appliances, household garbage, building materials, and logs in the front and side yards contrary to Regional District regulations.

The property owner resides in Winnipeg, Manitoba and visits Gabriola once a year to check on his two rental properties. Mr. Kent advised staff that he had to do some unexpected renovations on the subject property this summer as the house had black mold growing inside of it. He hired a contractor to carry out the work and the construction debris was left piled in the driveway.

On August 1st, 2008, staff issued a written order to clean up the property and subsequently spoke to the owner via phone on several occasions. Mr. Kent stated that he would try to clean up the property but it was difficult because he was in Winnipeg. Mr. Kent stated that he did not want to spend money on cleaning up the property, and could not afford to hire a contractor to clean up the property. Mr. Kent further explained that he had some difficulties with his tenants.

Several site inspections were conducted in the following weeks with minimal improvement to the condition of the property noted. On September 19th, 2008 a second letter was couriered to Mr. Kent advising him to rectify the condition of the subject property. In that letter information on recycling and refuse collection was also provided. To date the property remains in a state of non-compliance.

ALTERNATIVES

1. To notify the property owners and bring forward a Resolution requiring the property be cleaned up pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996.”
2. To not consider a clean up Resolution pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996.”

FINANCIAL IMPLICATIONS


If the Board adopts a resolution to have the identified material removed from the property, any costs incurred by the Regional District of Nanaimo or its agent with respect to the removal may be recovered from the property owner.


CONCLUSION

The owner has demonstrated an unwillingness to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

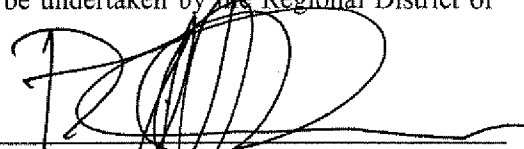
RECOMMENDATION

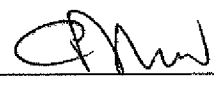
That should this matter not be rectified by October 28, 2008, pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996,” the Board directs the owner to remove from the premises those items as set out in the attached Resolution within (14) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the owner’s cost.



Report Writer


Manager Concurrence



General Manager Concurrence


CAO Concurrence

Attachment No. 1





REGIONAL
DISTRICT
OF NANAIMO

EAP		CAO APPROVAL	<i>[Signature]</i>
COW	✓		Oct 14 '08
		OCT 06 2008	
EHD			
MEMO			

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: October 2, 2008

FROM: Tom Armet
Manager, Building and Bylaw Services

FILE:

SUBJECT: Electoral Area 'G' Noise Control - Reserve Fund Expenditure

PURPOSE

To obtain Board approval for expenditure from the Electoral Area 'G' Noise Control Reserve Fund for legal fees.

BACKGROUND

Bylaw Services staff recently laid numerous noise bylaw charges against the owners and occupants of 1491 Sunrise Drive in Electoral Area 'G'. To date, the legal fees for prosecution of these offences amount to \$3,115. The court proceedings are not yet concluded and further costs of approximately \$1,000 are anticipated in this fiscal year. Staff project that this will reduce the operating surplus of this budget to zero by year end. This would necessitate a tax increase of about \$2,085 in 2009 (the current requisition is \$3,715 which funds about 80% of typical annual expenditures).

A reserve fund was established by *Electoral Area 'G' Noise Control Extended Service Reserve Fund Bylaw No. 1463, 2005* for payment of legal fees for this function. The reserve fund has a current balance of approximately \$4,120.

ALTERNATIVES

1. Authorize the release of up to \$4,120 for payment of legal fees.
2. Charge costs to the current year as incurred costs and adjust the tax requisition in 2009.

FINANCIAL IMPLICATIONS

Alternative 1

The Electoral Area 'G' Noise Control Reserve Fund was established as a contingency for unexpected legal expenses associated to the enforcement of noise control regulations. The reserve fund has a balance of approximately \$4,120 which is sufficient to fund the current expenditure of \$3,115 and any further anticipated costs in this fiscal year. Under this alternative, the reserve fund would be depleted however there would be no requirement to increase the tax requisition in 2009 due to this expenditure.

Alternative 2

Under this alternative the service would retain its reserve fund balance and the budget would be re-balanced in 2009 as needed. The estimated impact of the adjustment is \$.10 per \$100,000.

CONCLUSION

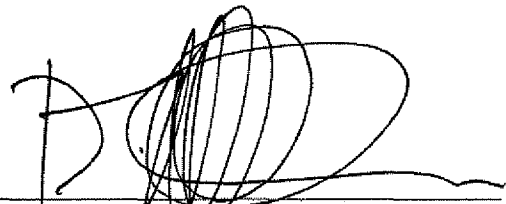
Prosecutions of this nature are uncommon. The Electoral Area 'G' Noise Control Reserve Fund was established to provide funding for such a purpose and there are sufficient funds to cover the costs of the prosecution without impacting the current year budget or necessitating an increase in the 2009 budget. Staff recommend that a reserve fund expenditure be authorized for the payment of legal fees in this matter.

RECOMMENDATION

That \$4,120 be authorized for the payment of legal fees from the Electoral Area 'G' Noise Control Reserve Fund.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:



RDN REPORT		
CAO APPROVAL <i>(initials)</i>		
EAP		
COV	✓	Oct. 14/08
OCT - 6 2008		
RHD		
BOARD		

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: October 1, 2008

FROM: Sharon Horsburgh
Senior Zero Waste Coordinator

FILE: 5370-02

SUBJECT: Electoral Area H Pilot Yard Waste Program

PURPOSE

To provide a report on a proposed pilot program for yard waste pick up in Electoral Area H.

BACKGROUND

The disposal of yard and garden waste is a significant policy issue in the RDN. Consequently, the 2008 Business Plan for solid waste includes a review of demand and service options for a region-wide yard waste collection program.

Yard waste consists of grass clippings, leaves, branches, and prunings. RDN residents currently manage yard waste either through backyard burning, illegal disposal on vacant lots, backyard composting, private haulers, a trip to the regional landfill, the Nanaimo Recycling Exchange or to the Church Road Transfer Station (CRTS). However, with the introduction of backyard burning bans as well as rapid growth in urban areas, these disposal options have become more limited. As a result, there has been a significant increase in the number of customers delivering yard waste to RDN facilities as well as dumping illegally along rural roads. This in turn has created a demand for curbside collection of yard waste from urban areas.

Results from Previous Review

In 2001, the RDN conducted a yard waste customer survey to review demand and service options for a region-wide residential curbside collection program. It was concluded that 53% of the respondents were in favour of a program to collect yard and garden waste. This positive response was slightly higher for respondents in urban areas with the City of Nanaimo at 55%, the City of Parksville 58% and the Town of Qualicum Beach at 48%.

With respect to frequency of collection, 40% of respondents were in favour of a monthly municipal collection of yard waste, while 22% preferred every two weeks. Fourteen percent (14%) indicated yard waste should be collected twice a year while 11% indicated that they would like to see it collected on a weekly basis.

While 22% of respondents said they were not prepared to pay for this service 36% said that they did not know how much they would be prepared to pay which suggests that they may have been willing to pay something in order to have their yard and garden waste collected for recycling.

A yard waste collection service was not included in the 2001 Garbage and Recycling Collection contract as the final price of the service was cost prohibitive also, the customer survey indicated there was not strong evidence that this program would have been fully utilized in the rural areas. Based on tender results, the annual per household user fee was \$30 for bi-weekly yard waste collection.

Current Situation

It is fair to say that there would be stronger support for curbside collection of yard waste and a greater willingness to pay for an annual service due to recent increases in the tipping fees for yard waste at the regional facilities. In addition, staff have received ongoing requests for a yard waste collection program, and this service will be included in the next garbage and recycling collection tender, which will be issued December 2008. Furthermore, many of these requests for yard waste collection are from residents throughout the RDN, particularly those in Area H.

Electoral Area H Residents

Electoral Area H residents have long distances to travel to the nearest regional facility as there are no convenient drop off facilities in the area. Due to its location in relation to the rest of the RDN, Area H residents are required to transport yard waste for recycling either 35 kms to the Church Road Transfer Station in Parksville, or 37 kms to Pigeon Lake Landfill in the Comox Valley. These are the closest drop-off facilities for yard waste.

Yard waste drop-off facilities are more accessible in urban areas. For example, it is approximately 10 kms for Parksville/Qualicum residents to haul material to CRTS. In Nanaimo and surrounding areas residents have access to two drop-off sites depending on where they are located. In the north and central areas of Nanaimo, residents may drop yard waste at the Nanaimo Recycling Exchange which is between 5-10 kms. from most households. Residents in the south end of the city, Cedar and Electoral Areas A and C have access to the Regional Landfill yard waste drop-off facility, a distance of between 5-15 kms for most residents. As an alternate to self haul, there are a number of residents who pay for private hauling services to remove yard waste.

The vision of the RDN is to provide residents with sustainable service options that will reduce greenhouse gas emissions and help us reach our goal of 75% waste diversion. Therefore, to gauge the level of support for a more accessible yard waste disposal option, staff are proposing a pilot yard waste drop-off event for one weekend on November 8th and 9th at the Lighthouse Community Park in Electoral Area H.

Staff will coordinate and manage the program onsite in Qualicum Bay. The cost for residents will be \$5 per car and \$10 for pick-up trucks. This drop-off event is for residential use only. Commercial operators will be advised to use CRTS.

This pilot program in Electoral Area H will provide a sustainable alternative for residents as it will help to reduce air emissions by avoiding using vehicles to transport yard waste long distances. In addition, air quality would be improved as there would be less material for seasonal backyard burning. Furthermore, Electoral Area H has the highest incidence of illegal dumping in the region, which consists mainly of yard waste. Until our Garbage and Recycling Collection contract is finalized, this program is a good interim measure to not only alleviate some of the complaints from Electoral Area H residents but will provide staff with valuable information regarding volumes, costs and peak user periods.

ALTERNATIVES

1. To implement a pilot yard waste drop-off in Electoral Area H.
2. Not to implement a pilot yard waste drop-off in electoral Area H at this time.

FINANCIAL IMPLICATIONS

The charge to residents for the Electoral Area H pilot yard waste drop-off in November will be \$5 per car load and \$10 per pick-up truck load. This will be used to offset the cost of the pilot program. Staff estimate program costs will not exceed \$10,000. This also includes advertising, staffing a drop-off site, chipping and hauling material to CRTS.

With respect to the next Garbage and Recycling Collection contract it is anticipated that the yard waste collection cost component will be higher than the 2001 tendered cost of \$30 annually per household.

SUMMARY/CONCLUSIONS

The disposal of yard and garden waste is a significant policy issue in the RDN. Consequently, the 2008 Business Plan for solid waste includes a review of the demand and service options for a region wide yard waste collection program.

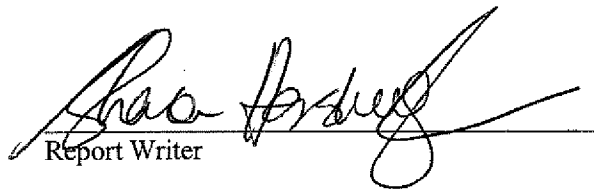
Growth in urban areas from increased development has resulted in higher traffic volumes at regional facilities and tighter backyard burning restrictions. Consequently, yard waste collection will be included in the next Garbage and Recycling Collection tender that will be issued in December 2008.

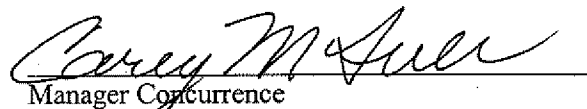
To respond to requests for a yard waste collection program from Electoral Area H, staff are arranging a pilot program to facilitate the drop-off of yard waste at the Lions Club at Lighthouse Park in Qualicum Bay. This initiative will support the RDN's goal to provide sustainable service options that contribute to reducing greenhouse gases from vehicular traffic, backyard burning and illegal dumping.

Staff estimate that the yard waste drop-off pilot program costs will not exceed \$10,000. User fees charged to drop off the yard waste will be used to offset the program costs. Staff will use information gathered in this pilot program to calculate costs and volumes.

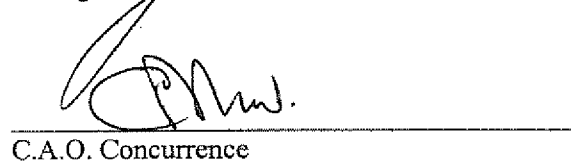
RECOMMENDATION

That staff implement a pilot program for a yard waste drop-off in Electoral Area H.


Report Writer


Manager Concurrence


GM Concurrence


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, SEPTEMBER 18, 2008
AT OCEANSIDE PLACE**

- Attendance:** Reg Nosworthy, Electoral Area 'F', Deputy Chair
Dave Bartram, Director, RDN Board
Charles Robinson, Councilor, City of Parksville
Jack Wilson, Councilor, Town of Qualicum Beach
Eve Flynn, Trustee, School District 69
Jennifer O 'Farrell, Electoral Area 'G'
- Staff:** Tom Osborne, General Manager Recreation and Parks
Dan Porteous, Manager of Recreation Services
Sandra Pearson, Superintendent of Recreation Services
Jenny Gibson, Recording Secretary
- Regrets:** Frank Van Eynde, Electoral Area 'E'
Patti Biro, Electoral Area 'H'

CALL TO ORDER

- 1** Chair Nosworthy called the meeting to order at 2:04pm.

DELEGATIONS

- 2.1** Rotary Club of Qualicum Beach, Michael Procter

Mr. Procter gave an overview of the successful Rotary District 5020 Annual Conference held at Oceanside Place on May 30 – June 1, 2008. The Conference Committee was very pleased with both the facility and the assistance facility staff provided. Mr. Procter noted the Committee provided a booklet to staff on how the conference was organized in order for it to be used to facilitate other similar size conference events at Oceanside Place. Mr. Procter thanked the Commission for its assistance with respect to the District 69 Recreation Community Grant in Aid Program and informed the Commission that the Committee will be returning the \$3,000 grant in aid and the full facility damage deposit to the Commission as the event made a profit.

MOVED Commissioner Bartram, SECONDED Commissioner Wilson that the delegation from the Rotary Club of Qualicum Beach be received.

CARRIED

MINUTES

- 3.1** MOVED Commissioner Bartram, Seconded Commissioner Wilson that the Minutes of the District 69 Recreation Commission Meeting held June 19, 2008 be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

- Bowser Elementary School PAC, Re: Thank You Grant Funding Leveled Reading Program
- D. Porteous to District 69 Family Resource Association, Re: Citizen Builders Mentorship Program
- C. Mackenzie to Arrowsmith Mountain Bike Club, Re: Grant Funding Clarification
- R. Smith, Qualicum Beach Seedy Saturday Association, Re: Thank You Grant Funding 2009 Seedy Saturday Event
- J. MacMillan, Family Resource Association, Re: Thank You Grant Funding Qualicum Beach Family Day
- D. Porteous to Arrowsmith Community Enhancement Society, Re: Area 'F' Recreation Services Agreement
- Errington Elementary School, Re: Thank you Grant Funding Community Kids Cook
- B. Hawkes, Parksville Curling Club, Re: Financial Reports
- F. Van Eynde, Re: Staff Customer Service
- M. Procter, Rotary Club of Qualicum Beach, Re: 2008 Rotary District 5020 Annual Conference

CARRIED

FUNCTION REPORTS

6.1 Recreation Services

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

- A very successful season of summer camps.
- Summer guided hikes are now starting to pick up again with plans to explore introductory hiking programs for newcomers next spring/summer.
- Area 'H' Tennis Camp to be reviewed with the Lighthouse Recreation Commission for next summer.
- The Area 'H' Summer Camp Program flourished this year due to the involvement of a part time Programmer housed there; however, the Area 'E' program was cancelled due to low registration and the Area 'F' program had minimal numbers. Staff will explore ACES taking over the summer camps in Area 'F' as the Society's Activity Coordinator implemented a 2008 summer camp as well.
- The new "Beat the Heat Skate" at Oceanside Place was well received during the summer, as was the Scrub Hockey and the Co-Ed Scrub Hockey program.
- Ice and dry floor rentals have increased over last year.
- The Child Identification program hosted by Community Policing at Ravensong Aquatic Centre continues to be successful with over 60 more children participating.
- Staff have painted flags and a welcome sign in The Pond ice for the U-17 event at Oceanside Place. The theme has been well received by the Host Committee.
- The front exterior and north wall of Oceanside Place was recently painted.
- The Ravensong Aquatic Centre computer operating system has been upgraded.
- Two air handling units were replaced during the Ravensong Aquatic Centre shutdown.
- A number of cracked panes in the skylight at the Aquatic Centre have been replaced. A full skylight replacement will be considered with the Aquatic Centre expansion review in the Winter of 2009.

- Field lighting is now in place at two field sites, Springwood Park in Parksville and the Qualicum Beach Community Park.
- The Track and Field Study is nearing completion with two open houses being scheduled this fall and a draft Plan completed.
- The Department received a grant of \$45,000 funding from Community Living BC, which was used towards providing inclusion workers. A new agreement may be worked out with the Ministry of Children and Family Development as it is now administering the funds.
- Fall / Winter Active Living Guides were distributed at the end of August.

6.2 Regional Parks and Trails, Community Parks (EA 'E' – 'H')

Mr. Osborne presented the Parks Report highlighting the following items:

- The Department has filled two vacant Park Technician positions.
- The Department has been working with the Coastal Fire Base in regard to recent arson fires at Top Bridge as well as the Mount Benson area.
- Community Tourism Program Phase I funding is near completion with the Parksgo Website now operating, kiosks are in place at some key regional parks, highway signage and trail signage is in place and the brochure is nearing completion.
- The Englishman River Regional Park Management Plan is nearing completion with Board adoption expected this fall.

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

CARRIED

BUSINESS ARISING FROM DELEGATIONS

- 7 MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that a letter of thanks be sent to the Rotary Club of Qualicum Beach in regards to their successful Rotary District 5020 Annual Conference held at Oceanside Place, and for returning the funds from the District 69 Recreation Community Grants program.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

- 8 MOVED Commissioner Bartram, SECONDED Commissioner Flynn that the District 69 Recreation Commission provide a letter of thanks to the Recreation and Parks staff who dealt with a patron who had a heart attack at Oceanside Place on August 28, 2008.

NEW BUSINESS

9 Recreation Services Master Plan Status Review Update

Mr. Porteous in conjunction with Mr. Osborne presented a review of the 2006 Recreation Services Master Plan recommendations and updated the Commission on the current status of these recommendations as attached to the minutes.

COMMISSIONER ROUNDTABLE

- 10 Commissioner Wilson reported the community gardens will hopefully be starting up by next spring. Commissioner Wilson expressed concerns about the future of Moorcroft Camp and would like the Regional District to explore the potential of acquiring the camp.

Commissioner Flynn reported the school year is off and running. There has been an increase in enrollment this year, but not due to families moving into the area. Beacon Christian School has had to close its upper grades so they are now a grade K-3, Montessori and Morning Glory have also seen low numbers this year with children and youth transferring to the public school system. The Healthy Schools Nutrition program is now in place. Vending machines are filled with healthier and nutritional choices. Students are also required to commit to 150 minutes a week of exercise outside of school hours. This may be an area the Recreation and Parks Department may have a role in providing opportunities for students to be more active.

Commissioner Bartram noted Area H is undertaking a Village Planning exercise. Commissioner Bartram also relayed an e-mail from Commissioner Biro in which she noted that the Poker Path Run had ninety people attend. The event was very successful and staff (Joan Michel, Jonathan Lobb and Kim Longmuir) were thanked for their assistance. This fall the Lighthouse Recreation Commission is planning floor hockey, badminton, mini soccer and a community Halloween party. The floor in Lighthouse Community Centre has been replaced and looks great.

Commissioner Nosworthy reported the ACES Community Activity Coordinator is working out very well and has a new office in the Coombs Fairgrounds. A Youth Action Committee is up and running and fifteen youths that have signed up for the program. They will be working with the PQ Community Foundation. An Arrowsmith Outdoor Club has been created and includes a Nordic Walking program along with intermediate and advanced hikes. Share the Health is a series of monthly seminars - \$10.00 a seminar includes a pot luck dinner - all do with Wellness and Health issues. Exploration Camps were very successful. Malcolm Property now has trail access starting at the Whiskey Creek Store and goes right up to the park border.

ADJOURNMENT

- 12 MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the meeting be adjourned at 4:10pm.

NEXT MEETING

Thursday, October 16, 2008
2:00 PM, Oceanside Place Multipurpose Room

Frank Van Eynde, Chair

Recreation Services Master Plan for Oceanside

2008 Status Review

Planning for Leisure Services (2007)

- Review and update current goals and objectives.
- Develop a revised Mission Statement related to the delivery of services.
- Approve new Mission Statement and updated goals and objectives.
- Review objectives on an annual basis.
- Review Mission Statement every five years.

Status: Initiate at staff level (Jan 09) and follow up with Commission.

RECREATION FACILITIES



Centralized Facilities (2007)

- That the following facilities - aquatic centre, ice arenas, a comprehensive multi-purpose facility, a cultural arts facility and a curling facility - be considered as "centralized" and provided within the immediate area of the City of Parksville and the Town of Qualicum Beach.

Status: Will continue to consider during facility decision making processes.

Aquatic Centre (2007-10)

- Approve the addition of leisure, fitness, meeting space and aquatic features to the Ravensong Aquatic Centre.
Status: Done.
- Retain consultants to determine specific facility needs and to prepare concept drawings.
Status: Done.
- Initiate a public consultation program throughout the Oceanside area to discuss proposed improvements to the pool, as well as the potential impact on local taxpayers.
Status: Pending facility review in Winter 2009.

Aquatic Centre (cont'd)

- Initiate the preparation of grant applications and fundraising to offset construction costs.
Status: Municipal Rural Infrastructure Funding Grant submitted 2007, not approved in 2008. Awaiting other grant opportunities and will apply as applicable.
- Approve the placement of a referendum before Oceanside residents.
Status: Pending facility review in Winter 2009.

Ice Arenas (2010-11)

- Initiate the preparation of a feasibility study and business plan related to the need for additional ice arenas.
- Based on the results of the feasibility study and business plan, determine whether or not the timing is appropriate to initiate planning studies related to additional ice surfaces in the Oceanside area.

Status: Consider in 2010.

Multipurpose Recreation Centre (2010-12)

- Initiate discussions with School District 69, the City of Parksville and the Town of Qualicum Beach regarding the Recreation and Parks Department's greater use of local school gymnasiums, and the use of the Parksville Community and Conference Centre and Qualicum Beach Civic Centre.
- Depending on the results of those conversations, initiate the preparation of a feasibility study and business plan related to a new multi-purpose recreation centre.
- Determine the most appropriate date to commence construction.

Status: Consider in 2010.

Cultural Facility (2007)

- Support the Cultural Coalition in its efforts to prepare a feasibility study and business plan related to an arts facility in the Oceanside area.

Status: Request for assistance from Cultural Coalition not received to date.

Decentralized Facilities (2007-08 / Ongoing)

- Approve and develop a financial assistance program that provides financial assistance for the upgrading, repair and expansion of Electoral Area community halls located throughout Oceanside.
- Develop criteria and determine the amount of money that will be provided for improvements on an annual basis.
- Develop and communicate the procedures to be followed in order to access funds for facility improvements.
- Conduct an evaluation of the facility assistance program on an annual basis.

Status: Electoral Area Community Parks Bylaws amended to provide assistance to community facilities operated by non-profit societies. Responsibility now resides with each Electoral Area Parks Advisory Committee.

PARKS AND OPEN SPACE



Centralized Facilities (2007)

- Consider the following facilities – a sports complex, a track and field facility, and Regional Parks Trails – as Region-wide facilities, to be provided as conveniently as possible to all Oceanside residents.

Status: Will continue to consider during facility decision making processes.

Outdoor Sports Complex (Ongoing)

- Facilitate a meeting with local sport organizations to discuss the possibility of developing a major sports complex in the Oceanside area.
- Visit sports complexes in other communities.
- Identify potential sites.
- Prepare a concept plan for the facility.
- Investigate funding sources.
- Determine priorities / phasing possibilities.
- Initiate construction.

Status: Working in partnership with School District 69 through the UBCM Community Connections Program in conducting a Track and Field facility feasibility study.

Track and Field Facility (2009)

- Ensure that track and field interests are represented in discussions regarding the development of a centralized sports complex.
- Contact the Chesterfield Track and Field Society (District of North Cowichan) to discuss the planning, development and current use of the Cowichan Valley facility.

Status: Working in partnership with School District 69 through the UBCM Community Connections Program in conducting a Track and Field facility feasibility study.

Trail Development (Ongoing)

- Continue development of trail system.
- Identify and reclaim unused public roads, and ensure their availability, where appropriate, for public use.

Status: 19A Trail feasibility survey, 1950 Gazzetted Route feasibility survey, Area F Trail feasibility survey, and E&N Trail by Rail Feasibility Study in progress.

Sportsfield Development and Maintenance (2007 / Ongoing)

- Facilitate meetings with the School District, the City of Parksville and the Town of Qualicum Beach regarding potential areas of cooperation in the area of sportsfields and other similar amenities such as tennis courts in terms of development and maintenance.
- Develop an outline of specific areas and priorities in which cooperative developments / maintenance could occur.
- Identify potential capital and maintenance cost requirements.
- Based on those discussions, prepare a report for the Recreation Commission, recommending areas in which the Regional District could potentially be involved.

Status: Renewal of Sportsfield Services Agreement required in 2010. In addition, outcomes of Track and Field Complex feasibility study will begin discussion process.

Youth (2007 / Ongoing)

- Establish a Task Force to identify potential facilities that could be located in parks that would be appealing to youth.
- Address each facility in terms of need and interest, and whether the requirement is for a centralized or decentralized amenity.
- Consider priorities and funding mechanisms.
- Initiate developments as funding is available.

Status: Staff continue to be involved in and explore opportunities as each arise. Two recent examples include the addition of a jump to the Parksville Skatepark and working with a group interested in a frisbee golf course. Initiatives to be considered in concert with the Recreation and Parks staff.

Electoral Area Facilities (2007 / Ongoing)

- Convene meetings of Electoral Area representatives to discuss the need for improvements to community park sites.
- Consider priorities and funding mechanisms.
- Initiate developments as funding is available.

Status: Role of Electoral Area Park Advisory Committee and now in place in all four northern Electoral Areas.

RECREATION SERVICES AND MARKETING



PROGRAM QUALITY AND EVALUATION (2007 / Ongoing)

- Establish evaluative criteria, and a formal process to measure the quality of program services and the level of satisfaction of program participants. In addition to a participant evaluation, this process should include:
 - Conducting surveys or focus groups to gauge levels of satisfaction with a number of programs each year.
 - Conducting a statistically reliable survey of program participants every three to five years.
 - Comparing the results of each survey with the results of previous surveys to determine whether satisfaction levels are increasing or decreasing.
 - Communicating the results of each survey / discussion to program instructors.

Status: Staff currently working on evaluation process and survey opportunities such as Survey Monkey (Fall 08).

PROGRAM QUALITY AND EVALUATION (Cont'd)

- Support low income residents by continuing to provide a Financial Access Program in conjunction with SOS, and develop a tracking program to identify areas of greatest need.

Status: Continuing to utilize Financial Access Program – review to be completed (Fall 08).

- Work with SOS, the School District, and other partners to implement "Everybody Gets to Play" principles and programs in Oceanside.

Status: Exploring "Everybody Gets to Play" program in-house (Fall 08) and involving community (Winter 09).

DECENTRALIZED PROGRAMMING (2007 / Ongoing)

- Explore the development of community school partnerships with the School District to add an office and community spaces to the following schools in Electoral Areas E, F and H, at Nanoose Bay Elementary, Errington and French Creek Community Schools, and Bowser Elementary.

Status: Service Agreement signed with ACES for Electoral Area F who have retained an Activity Coordinator, and a Part Time RDN Recreation Programmer has been retained for Electoral Area H.

PROGRAM PARTNERSHIPS (2008 / Ongoing)

- Explore developing program partnership agreements with the Parkville Community and Conference Centre and the Qualicum Beach Civic Centre to develop a shared model in providing additional recreation programs in the two facilities.

Status: PVCC – past consideration when facility first built – staff will meet with PVCC (Fall 08) to explore future opportunities.

Previously explored access issues in the past at QBCC. Currently rent QBCC facility for programs and events. Staff prepared to revisit this issue (Fall 08).

MARKETING (2007 / Ongoing)

- Review and evaluate all of the marketing techniques, and their costs, that are utilized within a more formal Marketing Plan, placing special emphasis on expanding the distribution of the brochure and other forms of advertising to reach those who are currently not program participants.

Status: Staff continue to monitor and evaluate marketing and promotion techniques. Exploring rack cards for district wide distribution (Fall 08). Plan to review Marketing Plan and revise (Fall 08 / Winter 09).

- Continue to expand the RDN website in terms of promoting Department programs and services. (Note: This includes the implementation of a web based Active Living Guide and program registration process.)

Status: Done - @ctivereg now fully functioning.

AREAS OF PROGRAM EXPANSION (2007 / Ongoing)

- Continue to use the Youth Services Plan as a guideline for the continued provision of youth programs and services.
Status: Ongoing -- staff review of youth services past three years (Fall 08). Consider new youth services strategy / plan (09).
- Place a greater focus on wellness related activities that provide a number of health and wellness benefits to residents of Oceanside. (Note: This includes developing a comprehensive Active Communities Plan, exploring rehabilitation and chronic disease management partnerships and opportunities, working with the School District to address youth inactivity and obesity, and addressing the needs of persons with a disability through programs and facility accessibility.)
Status: Ongoing through Active Communities initiatives, ie. Walking Challenge, Eat Well -- Get Moving program, and inclusion program, ie partnership agreement CLBC.

AREAS OF PROGRAM EXPANSION (Cont'd)

- Identify opportunities to expand parks-related programs in areas such as gardening and home landscaping, including partnerships with the private sector involved in this area.
Status: Staff exploring opportunities for spring of 08 implementation.

PROGRAM DELIVERY PHILOSOPHY (2007)

- Engage the Recreation staff in the development of a Recreation Program Philosophy including long-term goals, a rationale for program provision, direct programming and community development roles, partnering criteria and processes, and assessing program needs and shifts.
Status: To be considered when working through the development of a revised Mission Statement (note: recommendations under Planning for Leisure Services)

ADMINISTRATION



FACILITY ALLOCATION POLICY (2007)

- Develop formal ice and pool allocation policies and processes, based on models from other communities and the needs of Oceanside groups.
- Develop one or more scenarios that could be applied to the Oceanside situation, and review the draft policies with user groups prior to consideration by the Regional District.
Status: (Winter 09) - Staff will also explore field allocation policy / procedures.

PARTNERSHIPS (2007 / Ongoing)

- Develop a partnership strategy which identifies organizations and agencies with which Recreation and Parks should maintain close relationships, and outlines a process to contact and maintain communications with these groups. (Note: The document should also identify potential collaborative strategies with and between the Department and these organizations.)
Status: (Spring 09)

**AGREEMENT WITH SCHOOL DISTRICT #69
(2007 / Ongoing)**

- Initiate discussions with the School District regarding the development of a Partnership Agreement that addresses joint use, potential joint developments, and program partnerships.

Status: Ongoing - presently, the Department is involved in a few initiatives with the School District in terms of projects, programs and events, ie. Track and Field Facility Feasibility Study; physical and nutritional programs like Eat Well, Get Moving; and grant partnerships for the Summer Exploration programs.

DEPARTMENT STRUCTURE (2007-11)

- The Manager of Recreation Services should develop a proposal for a new staffing structure for the Division, to be implemented over the next three to five years.
- The Department should fill the position of Recreation Supervisor in the near future. (Note: This position is responsible for supervising four Programmers and support staff in the development of community recreation services to all age groups, outside of Aquatic and Arena operations.)
- The Manager of Parks Services should review staffing capacity and potential needs, and clarify maintenance priorities and capabilities.

Status: Review done and new structure implemented in 2007 and to be refined in 2009 for Recreation Services. A staffing review for Parks Services is scheduled to take place in 2009.

TRENDS ANALYSIS (2007 / Ongoing)

- Develop a process for demographic and trends analysis. (Note: Staff should obtain and evaluate the 2006 Census for Oceanside when it becomes available in the spring of 2007 and compare it to the 2001 Census. The General Manager should also have staff organize a "trends and issues analysis" retreat to identify implications for current and future services. The trends analysis retreat should be held on a regular basis, perhaps in conjunction or just before the Regional Board's strategic planning process.)

Status: Process for demographic and trends analysis yet to be completed.

- Develop a community development strategy. (Note: The Department should examine if there is a greater potential balance in Oceanside in terms of direct program services and the community development approach. The Strategy would include the philosophy, principles, applicability and training and fiscal implications of a community development approach.)

Status: To be considered when working through the development of a revised Mission Statement (note: recommendations under Planning for Leisure Services).

BUDGET (2007 / Ongoing)

- The Board and Commission should support the continued allocation of operating surpluses to the Facility Development and Repair Reserve Fund and identify other mechanisms to build the Fund.

Status: Support is being provided annually; however, other mechanisms have not been explored to date.

- The Board and Commission should support the creation of the new Facilities Grant Program to ensure that facility repair needs in Electoral Area community facilities are addressed, without draining the resources available in the Recreation Grants Program.

Status: Electoral Area Community Parks Bylaws amended to provide assistance to community facilities operated by non-profit societies. Responsibility now resides with each Electoral Area Parks Advisory Committee.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS AND GREEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
HELD THURSDAY, SEPTEMBER 18, 2008, 7:30PM
AT CEDAR HERITAGE CENTRE**

Attendance: Frank Garnish, Chair
Joe Burnett, Director, RDN Board
Kerri-Lynne Wilson
Barbara Metcalf
David Flynn
Lynne Aldcroft
Gay Cunningham, Secretary

Staff: Tom Osborne, RDN General Manager of Recreation and Parks
Elaine McCulloch, RDN Parks Planner
Joan Michel, RDN Parks and Trails Coordinator

Absent: Margaret Johnson
Jim Fiddick

CALL TO ORDER

1 Chair Garnish called the meeting to order at 7:30 pm.

MINUTES

3 MOVED J. Burnett, SECONDED K. Wilson, that the Minutes of the Electoral Area 'A' Parks and Green Space Advisory Committee Meeting held May 15, 2008, be approved. CARRIED

COMMUNICATION/CORRESPONDENCE

5.1 MOVED L. Aldcroft, SECONDED B. Metcalf, that the Correspondence M. Pearse to James Flynn, Re: Appointment Electoral Area 'A' Parks and Green Space Advisory Committee, be received. CARRIED

REPORTS

8.1 Cedar-South Wellington Community Trail Group

At the present time, the Trail Group has not been able to find a replacement for the position Mr. Materi vacated. A going away party for the Materi family will be arranged.

8.2 Amendment to Electoral Area 'A' Community Parks Bylaw 798

MOVED K. Wilson, SECONDED B. Metcalf, that the "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.06, 2008", be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED J. Burnett, SECONDED K. Wilson, that the Regional Board direct staff to determine if the "Electoral Area 'A' Recreation and Culture Service Bylaw No. 1467, 2005" can be amended to permit financial support for operations and improvements to facilities owned and operated by incorporated non-profit organizations.

CARRIED

8.3 Monthly Update of Community Parks and Regional Parks and Trails Projects March to May 2008.

Ms. McCulloch highlighted the following items:

- The Quennell Lake access, off Ritten Road, MoT Permit Application to cover improvement costs, has not been completed.
- The RFP for skate park design will be prepared shortly.
- A parks inventory will be prepared by staff.
- The garbage can on Nelson Road (boat ramp) is now in place.
- An Open House to celebrate the new, improved Thelma Griffiths Park will be held on either October 3 or 4.
- Staff are in the process of working with the landowner on Whiting Way to replace trees which were removed earlier.

MOVED B. Metcalf, SECONDED K. Wilson, that the Reports be received.

CARRIED

NEW BUSINESS

9.1 Non-Vehicular Transportation Routes Provincial Grant

Ms. Michel, the Regional District Parks and Trails Coordinator, presented an overview of the Non-Vehicular Transportation Routes Provincial Grant received for transportation planning in Electoral Area 'A'. Boulevard Transportation Group, the consultants retained for the project, will hold public consultations for public input this fall. An online survey on the Regional District website will also be available. Mr. Greg Keller, Senior Planner, will be the staff liaison. One representative from the Electoral Area 'A' Parks and Green Space Committee is required for the Transportation Technical Advisory Committee.

MOVED F. Garnish, SECONDED B. Metcalf, that Ms. Wilson be appointed to the Transportation Technical Advisory Committee.

CARRIED

COMMITTEE ROUND TABLE

- 10 Mr. Flynn suggested an interpretive sign showing the old trestle bridge over the Nanaimo River be installed at the end of the MCT trail on the Morden Road side.

MOVED K. Wilson, SECONDED D. Flynn, that a request for a picture of the trestle be made to the Friends of Morden Mine.

CARRIED

ADJOURNMENT

- 12 MOVED B. Metcalf that the regular meeting be adjourned.

Chair

TO: Carol Mason
Chief Administrative Officer

DATE: April 16, 2008

FROM: Tom Osborne
General Manager of Recreation and Parks

FILE:

SUBJECT: Amendment to Electoral Area A Community Parks Bylaw 798

PURPOSE:

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

BACKGROUND:

Throughout the Electoral Areas there are community halls and facilities operated by non-profit organizations for recreational and cultural activities. Many of these facilities are in need of upgrades and improvements to bring them to better standards for public assembly use. In 2006 staff reviewed the Regional District's options to provide financial support to these types of facilities which are neither owned nor operated by the Regional District itself. The preferred option resulted in amendments to some of the Community Parks bylaws because this service most closely matched the purpose for which funds would be used. On November 28, 2006 five Electoral Areas amended their Community Parks bylaws (C, E, F, G and H) and at the time the Electoral Area A Community Park Local Service Amendment Bylaw No. 798.06, 2006 was deferred pending the outcome of the Area A Recreation and Culture Master Plan Review.

Recently community hall associations in Electoral Area A have approached staff and the Director seeking financial support to upgrade their buildings. In addition to a Community Parks bylaw Electoral Area A also has a recreation and culture services bylaw. Staff reviewed this bylaw for adaptation, but have concluded that its sole purpose is for recreation and culture programming and for construction and operation of recreation and cultural facilities owned by the Regional District. An amendment to the recreation and cultural services bylaw to upgrade non RDN owned community facilities would involve seeking assent of the electors because it is a significant change to the intent of the original bylaw. Accordingly, staff recommend amending the Area A Community Parks bylaw in a manner similar to the model in the other Electoral Areas.

ALTERNATIVES:

1. Approve an amendment to the Electoral Area A Community Parks bylaw to permit financial support for operations and improvements to facilities owned and operated by incorporated non-profit organizations
2. Do not amend the bylaw at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative incorporated non-profit organizations which own and operate community facilities offering recreation and cultural opportunities would submit proposals for funding which would be evaluated for recommendations during the annual budget process. What is unknown is the potential value of requests for financial assistance, however, there is general community support for the Regional District to provide financial assistance to local organizations who have built community facilities.

The following are current approved examples of funding support:

Electoral Area H- The Lighthouse Community Center is receiving \$16,000 annually for capital improvements (three year term). The Lighthouse Center is owned by a non-profit society but stands on land owned by the Regional District.

Electoral Area A- In the mid 90's the Electoral Area A Community Parks service provided \$30,000 to repair and improve a heritage schoolhouse building in Cedar. That building is now owned by the Regional District and leased to the Cedar School and Community Enhancement Society.

Alternative 2

Under this alternative the Regional District would develop facilities or land which it owned directly. Community facilities not located on Regional District owned land would support themselves by fundraising and/or by application to the Regional District general grants in aid program or the Area A Recreation and Cultural grants in aid program that is being developed. These grant programs are only available for community programming and events and not for capital projects.

SUMMARY/CONCLUSION:

Throughout the Electoral Areas there are community halls and facilities operated by non-profit organizations, many of which are in need of capital upgrades and improvements to bring them to better standards for public assembly use. The organizations are having considerable difficulties generating the financial resources to carry out those projects. Staff have recommended, where the Director and Board support this type of financial assistance, that the most appropriate mechanism is to amend the Community Parks bylaw for the Electoral Area.

On November 28, 2006 five Electoral Areas amended their Community Parks bylaws (C, E, F, G and H) and at the time the Electoral Area A Community Park Local Service Amendment Bylaw No. 798.06, 2006 was deferred pending the outcome of the Area A Recreation and Culture Master Plan Review. With the Master Plan now complete Bylaw 798.06 is attached for consideration.

RECOMMENDATION:

That “Electoral Area ‘A’ Community Parks Local Service Amendment Bylaw No. 798.06, 2008” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

Original signed by T. Osborne

Original signed by C. Mason

Report Writer

C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 798.06

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

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

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

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

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

1. Section 1 of Bylaw No. 798 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'A'."
2. This bylaw may be cited as "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.06, 2008".

Introduced and read three times this 27th day of May, 2008.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2008.

Adopted this ____ day of _____, 2008.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE
HELD ON TUESDAY, OCTOBER 7, 2008 AT 9:00 AM
IN THE REGIONAL DISTRICT OFFICES

Present:

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

DISTRICT 68

Funds available: \$ 1,950.00

MOVED F. Van Eynde SECONDED M. Young, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Poetry Gabriola Society	\$ 600	\$ <u>600</u>
		\$ <u>600</u>

CARRIED

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

Poetry Gabriola Society – funds to be used towards the costs of equipment rental, transportation of youth, publicity and advertising for the production of a youth workshop during the annual Poetry Gabriola Festival.

DISTRICT 69

Funds available: \$6,060.00

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

Name of Organization	Amount Requested	Amount Recommended
Errington War Memorial Hall Association	\$ 3,000	\$ 1,500
Nanoose Bay Catspan	\$ 4,395	\$ 2,355
North Island Wildlife Recovery Association	\$ 908	\$ 605
Parksville & District Historical Society	\$ 800	\$ 800
Vancouver Island Opera	\$ <u>2,000</u>	\$ <u>800</u>
		\$ <u>6,060</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

Errington War Memorial Hall Association – grant funds were approved to purchase new light weight tables for the hall replacing a portion of the old heavy and splintered tables.

F. Van Eynde left the meeting.

Nanoose Bay Catspan – funding to be used towards spaying and neutering costs and for emergency veterinary care.

F. Van Eynde returned to the meeting.

North Island Wildlife Recovery Association – grant funds were approved to purchase two benches from the Nanaimo Correctional Centre. The recovery centre provides handicapped groups and senior care homes free entrance to visit. The benches would be for visitors to rest upon during their visit.

Parksville & District Historical Society – grant to be used to purchase a lap top computer to be used with their existing projector for the organization's monthly speakers program and for community presentations.

Vancouver Island Opera – funding will be used towards the purchase of sound and lighting equipment. The society has previously received 2008 grant funding totalling \$1,000 through Recreation and Community Grants for production costs.

MOVED F. Van Eynde, SECONDED N. Randall that the general grant-in-aid funding amount of \$14,960 annually in District 69 only allows the Committee to provide approximately 50% of the requested funding to organizations in the area, therefore as per Policy No. A1.28, the Grants-in-Aid Committee requests that the RDN Board of Director's consider increasing the general grant-in-aid funding in District 69 to \$18,000 annually.

CARRIED

ADJOURNMENT

The meeting adjourned at 9:45 AM.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, JUNE 5, 2008 IN THE RDN COMMITTEE ROOM

Present:

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Merv Unger	Director (Nanaimo)
Julia Brydon	Environment Canada
Kirsten White	Ministry of Environment
Blake Medlar	Ministry of Environment
Fred Spears	District of Lantzville
Gary Tuyls	Public Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Blair Nicholson	Business Representative (South)
Christianne Wilhelmson	Environment Representative

Also in attendance:

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Nadine Schwager	Liquid Waste Coordinator, RDN
Harold Halvorson	Chief Operator, RDN
Mike Brophy	Chief Operator, RDN
David Forgie	Associated Engineering (BC) Ltd.
Kelly Bush	Associated Engineering (BC) Ltd.
Bev Farkas	Recording Secretary, RDN

Absent:

Sandy Herle	Director (Parksville)
Gary O'Rourke	City of Parksville
Bob Weir	Town of Qualicum Beach
John Elliot	City of Nanaimo
James Wesley	Snuneymuxw First Nation
Gary Anderson	Vancouver Island Health Authority
Karen Limin	Public Representative (South)

Note: Action items in minutes are *italicized*.

CALL TO ORDER

Director Holme called the meeting to order at 12:10 p.m.

INTRODUCTIONS

Three new members, Frank Van Eynde, Kirsten White and Julia Brydon were welcomed and introduced themselves to the committee.

APPROVAL OF AGENDA

MOVED Joe Burnett, SECONDED Merv Unger, that the agenda be approved.

CARRIED

MINUTES

MOVED Frank Van Eynde, SECONDED Joe Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of April 3, 2008 be adopted.

CARRIED

MATTERS ARISING FROM THE MINUTES

Douglas Anderson noted that that the RDN website does not effectively inform viewers that the LWMP is under review. *Nadine Schwager will have the website changed to make this clear to viewers.*

ON SITE SYSTEMS, HOLDING TANKS, MAINTENANCE PROGRAMS

Nadine Schwager gave a powerpoint presentation on follow-up matters from the last LWAC meeting. Ms. Schwager noted that the May 1st tour was successful and that approximately half of the committee attended; individual tours can still be arranged on request. A preview of the Septic Education program will be presented at the next LWAC meeting by RDN co-op student, Sara Ellis.

In regard to the powerpoint information, John Finnie clarified that the RDN does not support community sewer outside the Urban Containment Boundary. The policy is for sewer *within* the UCB. *Nadine Schwager, Douglas Anderson and Sean De Pol to follow up for September meeting and have planning staff attend.*

DISCUSSION PAPER #3 – POLICIES REGARDING DEVELOPER INSTALLED TREATMENT PLANTS

Dave Forgie of Associated Engineering (BC) Ltd. provided an overview of Discussions Paper #3. The following questions presented in the Discussion Paper were discussed by the committee:

- ◆ Should the RDN enter into ownership, operation and maintenance of package treatment systems?
There was consensus that the RDN should enter into ownership, operation and maintenance of package treatment plants.
- ◆ To what degree should the RDN be involved in the operation and maintenance of systems acquired?
RDN have trained staff and contracting out may be an issue with the Union. The Ministry would work with the RDN in respect of requirements and RDN would apply directly to MOE. If RDN assumes plants when built, the RDN could have involvement in design, construction etc. Developer would sign over plant to RDN as in the case of DPPCC and NPCC. The subdivision process would be the trigger for providing requirements to developer.
- ◆ What standards of wastewater treatment should be established?
This would be dependent on standards. Start by aiming high; toxic chemicals to be removed from waste streams, aim for heat reclamation. Goal is to make sure it is economical. Public should get an idea of the full picture – what are the benefits (lowering heating costs, etc.)

- ◆ Which wastewater treatment technologies would be acceptable for use?
Need to be “ahead of the game” with technologies, (ie. awareness of endocrine disrupting chemicals to be considered) the public will demand this.
- ◆ What is the acceptable minimum size of the system?
Size of system would have to be on a case by case basis. Private companies determined <60 units is not economical. CVRD uses <50 as the guideline with some flexibility. Smaller systems cannot support themselves for instance a 16 unit development would struggle to pay for a system failure. Important to consider the point of discharge; safe point of discharge would be difficult for a 50 or 60 home system.
- ◆ When a developer constructs a system, should there be a requirement to provide additional treatment plant capacity for servicing adjacent existing homes?
Additional capacity for servicing existing adjacent homes should be required of the developers. Must look at needs of community around subdivision and build in the opportunity for systems to be expandable; not certain who will pay. Latecomer fees may be applicable.

OTHER

Nadine Schwager will email links to committee members for access to the provincial report on integrated resource management.

John Finnie explained that regional districts’ ability to fund is service area based. The RDN will think about aggregating PTPs into a single service area into which all PTP participants would pay.

Mr. Finnie asked the committee to look ahead to public consultation as the public will be very interested, including those with existing systems.

Mr. Finnie also noted that the RDN has no stormwater systems and needs to support better rainwater and stormwater systems in developments.

NEXT MEETING

Next meeting will be held Thursday, September 4, 2008 from 12:00-2:00 pm in the RDN Committee Room

ADJOURNMENT

Chairman Holme adjourned the meeting at 2:07 pm.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, SEPT 4, 2008 IN THE RDN COMMITTEE ROOM

Present:

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Merv Unger	Director (Nanaimo)
Kirsten White	Ministry of Environment
Blake Medlar	Ministry of Environment
Fred Spears	District of Lantzville
Gary Tuyls	Public Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Christianne Wilhelmson	Environment Representative
Doug Glenn	Vancouver Island Health Authority
Sandy Herle	Director (Parksville)
Gary O'Rourke	City of Parksville
John Elliot	City of Nanaimo

Also in attendance:

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Nadine Schwager	Liquid Waste Coordinator, RDN
Lindsay Dalton	Liquid Waste Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
Paul Thompson	Manager of Long Range Planning, RDN
Sara Ellis	Special Projects Assistant, RDN
Rebecca Graves	Recording Secretary, RDN

Absent:

Bob Weir	Town of Qualicum Beach
James Wesley	Snuneymuxw First Nation
Gary Anderson	Vancouver Island Health Authority
Karen Limin	Public Representative (South)
Julia Brydon	Environment Canada
Blair Nicholson	Business Representative (South)
Harold Halvorson	Chief Operator, RDN
Mike Brophy	Chief Operator, RDN
David Forgie	Associated Engineering (BC) Ltd.
Kelly Bush	Associated Engineering (BC) Ltd.
Bev Farkas	Recording Secretary, RDN

Note: Action items in minutes are *italicized*.

CALL TO ORDER

Director Holme called the meeting to order at 12:15 p.m.

INTRODUCTIONS

Two new members, Lindsay Dalton and Ellen Hausman, were welcomed and introduced to the committee.

APPROVAL OF AGENDA

MOVED Frank Van Eynde, SECONDED Gary Tuyls, that the agenda be approved.

CARRIED

MINUTES

No motion to adopt minutes from the Regional Liquid Waste Advisory Committee regular meeting of June 5, 2008 due to changes brought forward by Kirsten White (MOE). Minutes to be amended.

CARRIED

LWMP OVERVIEW

Sean De Pol began a powerpoint presentation on the LWMP review process to date. The LWMP review process was described. This was followed by a summary of issues discussed during previous meetings. Included was an overview of facilities, onsite treatment issues, and package treatment plants.

ADJOURNMENT

Meeting was interrupted due to evacuation approx. 12:25 p.m.

NANAIMO REGIONAL HOSPITAL DISTRICT

**MINUTES OF THE MEETING OF THE
REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE
HELD ON MONDAY, SEPTEMBER 15, 2008 AT 2:00 PM
IN THE RDN CONFERENCE ROOM**

Present:	Director T. Westbroek	Chairperson
	Director J. Burnett	Electoral Area A
	Director J. Stanhope	Electoral Area G
	Director D. Brennan	City of Nanaimo
	Director M. Unger	City of Nanaimo
	Director S. Herle	City of Parksville
Absent :	Director C. Haime	District of Lantzville
Also in Attendance:	C. Mason	Chief Administrative Officer
	N. Avery	General Manager Finance & Information Services

MINUTES

MOVED Director Burnett, SECONDED Director Brennan, that the minutes of the Regional Hospital District Select Committee meeting held September 18, 2007 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Brennan, SECONDED Director Herle, that the correspondence with respect to the UBCM Healthy Communities Committee review of the 2003 Regional Hospital District Cost Sharing Review be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Cross Boundary Cost Sharing – considerable discussion took place regarding whether to continue to seek consensus from other Vancouver Island Regional Hospital Districts for changes to the cost sharing formula for health care capital. Staff provided comments with respect to the continuing challenges on governance and funding and advised the committee that there are no current resources to assist in determining how projects proposed by VIHA should be prioritized for the Regional District of Nanaimo. Staff can provide information with respect to the financial implications of VIHA's proposed plans as they become available.

MOVED Director Burnett, SECONDED Director Unger that staff arrange a meeting with the Vancouver Island Health Authority to review their capital plans.

CARRIED

REPORTS

Report on Consultant Discussion re: Response to RHD Cost Sharing Review – staff and Director Stanhope gave a synopsis of comments provided to the consultant on this project. The primary points emphasized were the inconsistency of the governance model with the funding model and the role of Regional Hospital District's in providing meaningful direction to VIHA with respect to capital plans.

ADJOURNMENT

MOVED Director Brennan, SECONDED Director Unger, that the meeting terminate.

CARRIED

TIME: 2:50 PM

Chairperson