

Northwest Nanoose Residents Association
ANNUAL GENERAL MEETING

Monday, May 31, 2004
7:00 p.m. at Nanoose Place

1. Welcome and Establishment of a Quorum

President, Ross Peterson called the meeting to order at 7:07 p.m. and confirmed that there was a quorum. He welcomed everyone to the third Annual General meeting of the Association and thanked Pauline Bibby, Area E Representative, RDN staff and representatives from Koers Engineering for attending.

2. Agenda Comments

Ross reviewed the evening agenda explaining that a number of the Directors were absent; therefore, he would give a brief report on their behalf. He explained that there would be an opportunity for participants to ask questions after the Director's reports and after the sewer project presentations.

3. Adoption of Minutes

MOVED by Trish Widdershoven, seconded by Vat Davies that the minutes of the May 27, 2002 and May 26, 2003 Annual General Meetings be adopted as presented.
CARRIED.

4. Financial Report

Treasurer, Diane Hill distributed and reviewed the letter from F.A. Herman, C.M.A. indicating that he has audited the balance sheet for Northwest Nanoose Residents Association as at December 31, 2003 finding the records concise and in accordance with generally accepted accounting principles. She further reviewed the Financial Report which states the actual income and expenses for years 2001, 2002, 2003 and the budget allocation for year 2004. Diane reported that a new category for mileage expenses has been added to the 2004 budget. A rate of \$.20 per kilometer has been established to assist Directors with gas expenses for meetings. Diane Hill moved adoption of her report.
CARRIED.

5. President's Remarks

President, Ross Peterson commented that in the past three years the Northwest Nanoose Residents Association has taken on a number of issues that have improved the quality of life for our residents. The sewer project is well on its way and we are enjoying improved ocean water quality. A financial review of the RDN's budget; involvement in the review of the Official Community Plan and the Parks and Open Space Committee have taken place. A number of social events have been organized and the publication of the Nor'wester Newsletter has attempted to keep residents apprised of newsworthy events. He extended his appreciation to all the Directors and volunteers who donated their time to the association for the betterment of others.

6. Committee Reports

• **Safe Community Program** (*Ross Peterson*)

We have offered several editions of "Quake Tips" and an article on wild fire protection in our newsletter for resident's information. We will do some local distribution of the "Fire Smart" publication.

• **Block Watch Program** (*Ross Peterson*)

This program has been slow to get off the ground, but we will continue to encourage residents to participate.

• **Legislation and Growth Management** (*Chair Janet Farooq*)

This committee is in the process of the OCP review with several NNRA members participating in the public planning meetings. The committee will continue to monitor legislation and RDN planning initiatives and advise the Board on suitable action.

• **Budget and Financial Plans** (*Mike Gray*)

This committee has done an awesome job of working with the RDN staff to make budgets and financial planning documents more understandable and the whole process more transparent and open to public consultation. A great deal of work has been done this past year as reported in our newsletters, however, the committee needs more members and a new chair. The Committee is specifically looking for people with expertise or background in financial planning. Anyone who can assist, please contact Neil Watson.

• **Ocean Water** (*Art Lightburn*)

Our Association has had a contract with Environment Canada to conduct the sampling of ocean waters of Craig and Northwest Bay at Wall Beach for the past two years. Ditches, creeks and streams that were detected with high levels of fecal coliform bacteria were identified. Although the ocean waters of Craig Bay and Northwest Bay are considered acceptable for shellfish consumption, Environment Canada recommended leaving the shellfish harvesting ban on until a more definitive determination of the health of the shellfish could be reached. A month ago the funding for water sampling dried up and the Association will research other sources to continue monitoring the health of our ocean water.

• **Parks and Open Space Committee** (*Art Lightburn*)

Due to the time commitment for this committee, Art Lightburn has resigned and will be replaced with Frank Van Eynde. This hard working committee took on many projects this past year including beach access and the landscaping project for Nanoose Place.

• **Membership** (*Diane Hill*)

The total membership for 2004 is 193 over last year's total of 212. Diane Hill extended her appreciation to Anne Dombrowski and the area Zone Reps for their assistance with the membership drive. She also thanked the other volunteers who assisted with the sewer project questionnaire.

- **Social Committee** (*Diane Hill*)

Last year's garage sale was a huge success and we only received one complaint. We also hosted a neighbourhood BBQ during the summer. Another boat cruise to Bamfield is planned for Saturday, August 14 at \$20 per person for members of the Resident Association and \$25 for non members. Currently, there are 14 on our wait list and we will include residents of Craig Bay again this year.

- **Newsletter** (*Kathy Stoneadge*)

We are currently looking for someone to take over as Secretary for the Association as well as someone to produce our Nor'wester newsletter. If anyone with desktop publishing skills would like to volunteer, please contact Ross Peterson. The executive has discussed making some changes to the newsletter and Claire and Val Davies have agreed to prepare an article on some of the local history for inclusion. A questionnaire was handed out to poll some of the common interests of our residents. The Association would not be directly involved but would be willing to notify residents of organized events through the newsletter.

- **Water and Waste Committee** (*Mike Rich*)

Report will be presented as part of the sewer presentation.

5. Election of Officers

Rosemarie Davenport introduced herself explaining that she will be conducting the election of officers for the year 2004-2005. She presented the Slate of Officers as follows and asked for nominations from the floor for the vacant position of Secretary:

- President, Ross Peterson
- Vice President, Art Lightburn
- Secretary — vacant
- Treasurer — Diane Hill
- Director — Janet Farooq
- Director — Mike Gray
- Director — Mike Rich
- Director — Neil Watson
- Director — Don Anderson (replacing Lynn Voro)

Hearing none, she asked that the Slate of Officers for year 2004-2005 be accepted.

Moved by Martyn Green that the Slate of Officers be accepted.

Carried.

Rosemarie Davenport thanked Lynn Voro for serving as a Director and Kathy Stoneadge who acted as the publisher of our newsletter and Secretary for the Association. President, Ross Peterson presented them with Certificates of Appreciation and extended his appreciation for the contributions they brought to the Association.

6. Questions and Issues from the Floor

- Ross Peterson introduced Connie Bellhouse who has taken on the task of addressing the problem of dog feces on our streets with the Regional District. Connie explained that out of frustration with residents who do not pick up after their pets and loop holes in the current animal bylaw, she conducted a very successful petition with local residence.

Connie read a letter addressed to Pauline Bibby, RDN Area E Representative, outlining her frustrations, the results of her petition, and asking for changes to the RDN's Animal Bylaw to address the problem. She explained that it is a very heated issue in our area and that some resolution needs to be found. After some discussion, Trish Widdershoven thanked Connie for all her hard work on the behalf of the residents who share the same concerns. She also praised those residents who do look after their pets, which is a better approach than causing such concern for others. Pauline Bibby sympathized with neighbours indicating that enforcement is a problem but will take the issue forward for advice and keep residents posted on any results.

- Notice given that a bear has been seen in the Ballenas and Acacia area.
- Citizens on Patrol are looking for volunteers to commit to volunteering 2 hours of their time each month to conduct patrols of our area. It was reported that COPS patrolled our neighbourhoods during several Association social events.
- Blackberry bushes have grown over the trails on a number of beach accesses. It was agreed that it is best left up to neighbours to cut the trails back and that we will try to do it ourselves.
- Question raised if there is a bylaw to address unsightly premises as there is very high grass on the property at Sangster and Beaver Creek Road. As vegetation is not covered by a bylaw and the Ministry of Transport does roadsides and not private land, it was suggested making a direct appeal to the land owner.

BREAK

7. Comments from Pauline Bibby, RDN Director for Area E

Pauline stated that she was delighted to attend the second Annual General Meeting of the Nanoose Residents Association. She commented that the Water and Waste committee are working well with the Regional District and she was pleased to see the Fire Smart articles in our newsletter. She emphasized the importance of being informed about wild fires and suggested residents visit the website and pick up a copy of the Fire Smart manual which includes a phone number for advice. We are forecast for a hot dry summer and she encouraged people to look at ways to conserve water. Residents can pick up a free copy of the Household Guide for Water Efficiency at the RDN office.

The Official Community Plan is currently under review and the working groups are meeting twice per month. There are two public meetings scheduled, the first on June 7 and Pauline encouraged residents to attend as it is an opportunity to present issues and have questions answered. An Open House is scheduled for June 28 at 7:00 p.m. at Nanoose Place where the working groups will make presentations of where they are with the review. After the summer, a more simplified and definitive draft of the community plan will begin. Pauline stated that she is delighted with the number of people from our Association involved in the OCP review and that there is always a representative at her Thursday drop-in sessions.

Questions to Pauline Bibby:

- *Any information of advance polls?*
Pauline agreed to look into it.
- *Where else can the public pick up the Water Efficiency manual?*
Home Depot has copies.

Ross Peterson thanked Pauline for her comments and for attending the meeting.

8. Water and Waste Committee Report

Martyn Green introduced himself as a member of the Water and Waste Committee explaining that Mike Rich, chair was absent and he was asked to conduct the presentation for the Committee. He introduced the Committee members: Bruce Galick, Martyn Green, Ken Kyler, Ryan Peterson, Mike Rich (Chair), and Cohn Wykes. Also joining in the presentations are: John Finnie, P. Eng. RDN; Wayne Moorman, Manager of Engineering/Utilities, RDN; Dave Shillabeer, P. Eng, Koers & Associates Engineering Ltd.; and Matt Palmer, P. Eng., Koers.

Introduction

Martyn highlighted the Agenda, which was following the Introduction included two segments, Water, and the Waste "Sewer" project.

To clarify any possible confusion, and following last year's Annual General Meeting, the Water Supply Committee and the Liquid and Solid Waste Committee, due to the community of their interests, were merged into a single unit with a working title of "Utilities Committee". It soon became evident that this title was inappropriate, since the scope of its mandate did not extend to all utilities — notably electric, gas and telephone, and in September your Board therefore approved a name change to the Water and Waste Committee.

Water (Bruce Galick)

The past year has been characterized by lack of complaints. For the third year in a row, we took our 2003 summer supplies from the Englishman River, starting in early May and finishing - earlier than anticipated due to high turbidity in the surface water - on October 11, when we reverted to supply from our own well, assisted during periods of peak demand from Fairwinds. Water samples are tested regularly, and the results are sent to us monthly. There were no reports of discoloured water received either by the RON or by your committee, and the quality of tested water has always met or exceeded the Canadian Drinking Water Guidelines.

During the winter, the No 4 (Madrona) well performed admirably 24 hours a day, 7 days a week, and following the reinstatement of supply from the Englishman River in April 2004. It is now out of service and being readied for regular maintenance. With the heavy duty cycle to which it has been subjected, the pump at Well No 4 will be taken out for reconditioning this summer, and a standby pump installed. This year's budget provides for the purchase of an additional pump, and a down-hole data-logger (in effect a miniature TV camera) which allows for much improved information on well conditions at depth, and thus the ability to specify and undertake timely corrective or maintenance procedures.

For the 2003 fiscal year, annual revenues (net of surplus) showed a 5 % increase over 2002, and annual expenses a 3 % increase, which had the effect of increasing the

surplus by almost \$5,000 to \$25,636. The 2004 budget for the Madrona Water LSA, which has been approved by the RON Board, forecasts that revenues will be essentially flat, and expenses will increase by about 12% over 2003. The result is that the surplus is forecast to be \$20,349, which is just about the same as the level in 2002.

This summer, starting in June, the RDN has arranged with the City of Parksville to take up to 300 imperial gallons a minute (lgpm) over and above the limit of 200 lgpm which is earmarked for the Madrona system. The purpose of this is to test the distribution system in the Beachcomber area, and to plan whatever remedial work may be necessary, with a view to having the total supply of 500 lgpm from the Englishman River, as described in the relevant contracts, available to the Nanoose peninsula in 2005. The test will last about a month, and Madrona residents will not be footing the bill for these incremental volumes.

Water (*John Finnie. P.Eng. General Manager, RDN*)

John Finnie thanked the Association for the invitation to attend. He also thanked Pauline Bibby for raising the issue of water conservation and encouraged residents to use the Household Guide for Water Efficiency available at the Regional district Office. Residents could also access the website via Environment Canada for further information.

He reported that the RDN has undergone a departmental restructure and relocation of staff. Wayne Moorman had moved out of Utilities into Engineering Standards. Although his background and expertise in utilities would be available, his responsibilities will move toward updating the RDN's engineering standards, new developments, drawings and specs. Mike Donnelly will be responsible for water and sewer, and the transfer of responsibilities will take place in July 2004. John further advised that the RDN will convene a meeting with NNRA to meet with Mike. Further, that there will be a Manager of Transportation on staff soon.

The RDN is working on bulk water initiatives in an attempt to share resources and defer some of the major costs and higher taxes. He explained that bulk water is the water held in Arrowsmith Dam reservoirs. The supplement service areas are Madrona, Qualicum Beach and Parksville and there is a management committee in place to look after these areas. A new intake has been identified on the Englishman River and the RDN will make sure that it is acceptable. There is enough water to satisfy everyone and the RDN is working on an agreement whereby we share the resources and defer some of the major costs and higher taxes. The system has been tested and can accommodate the 500 gallons per minute requirement, and the RDN will be approaching the City of Parksville to renew. In response to questions, John advised some of the pipes are 35/40 years old, and are made of asbestos and cement. Also, dates are posted to advise regarding the flushing out of water pipes.

Martyn Green thanked John Finnie for his presentation.

Waste - Sewer Project

As a quick review of the background to the current status of this issue, it was explained that the Northwest Residents Association was formed to deal with a number of issues that affect the quality of life for the community. To address the specific issues of liquid waste, septic systems and water quality a committee was formed and it became the vehicle to investigate and make recommendations.

The life expectancy of a typical septic system is 25-30 years and the majority of systems in the area are reaching that age and a number are becoming suspect as is evident through the water sampling program. In 1996 the Craig Bay Sewer Extension Agreement was signed between the City of Parksville and the RDN that would permit the Madrona Point area to hook up to the existing oversized pipe which serves Pacific Shores.

A NNRA questionnaire, in 2003/4 with the guidance of Koers and Associates, was conducted by NNRA volunteer canvassers, going door-to-door and interviewing residents, in an effort to sense community response to the possible introduction of sewers to the area. Results indicated 70% of residents were in favour of a sewer system and 9% opposed, with 14% undecided. It was recognized, however, that once the costing was known, there could well be a shift in these values.

Late in 2003 the RDN, having successfully obtained modest financing from Victoria (\$10,000), plus \$5,000 of their own funds, retained the services of Koers and Associates Engineering Ltd, to undertake and prepare the Madrona Service Area, Sanitary Sewer Extension, and Pre-design Report.

This is another step of a continuing lengthy process and in the future, the community will require to be polled, by a referendum or similar and assuming results confirm that the project process is to continue, many activities will follow, the consideration of financing options, determination of grant availability, completion of engineering designs etc. Assuming concurrence by the community, who will be fully involved in the process, it will take approximately 2 years before construction can commence. A special vote of thanks was accorded to the volunteer canvassers for their time and effort.

Martyn then introduced Wayne Moorman, Environmental Services, RDN.

Wayne Moorman thanked NNRA residents and directors, his staff and Koers & Associates Engineering Ltd. for all their hard work in bringing the proposed sewer project to this point.

The pre-engineering study offered 2 options for sewage treatment and Wayne explained the proposed sewer routes to French Creek and Dorcas Point. He explained that the Late Corners Agreement with Craig Bay expires in 2005. There are currently 217 properties involved in the study at approximately \$13,200 per household which does not include off site costs.

Using aerial maps Dave Shillabeer of Koers Engineering explained that there are three main areas for pump stations if the Nanoose sewer plant were to be used: Seahaven, central Madrona and Stroulger Basin. Matt Palmer, Koers, responding to questions, explained the connections required from the houses to the pump stations and cleanout values. All homes require a 4" pipe out to the street. Some homes will need a pump at an average cost of \$3- 4,000 per home and others will have a gravity feed at an average cost of \$2-3,000.

Questions from the Floor

- *Can the current treatment plants handle our sewage?*

An expansion of the French Creek facility would be required if Nanoose area is directed there. The Fairwinds plant has not reached its full capacity but not all homes have been built in that area. The Craig Bay hookup is more feasible but would still require an expansion of the French Creek facility.

- *How much input will residents have on the decision?*
The process will include public consultation, involvement of the NNRA Water and Waste Committee and ultimately there will be a referendum.
- *The residents of Chartwell took up a petition to hook up to Qualicum Beach, should we be petitioning the City of Parksville?* That is an option but you might want to be cautious of that because it could give the City leverage to include Madrona in their boundaries.
- *Will residents have the any option of water only, pumping their septic tank, and how they hook-up, etc.?*
The RDN provides connections at the road, homeowners are responsible for their own systems on their property but it will be inspected and is subject to approval.
- *We have heard we have a coliform problem and tonight you tell us there is no problem — is hooking up mandatory?*
Many systems are getting old and it will cost \$10-20,000 to replace a septic system. You are looking at an approximate cost of \$13,000 plus hook-up and any additional costs. Coliform counts are high in the ditches in some places which indicates failing septic systems. Once a referendum passes everyone will need to hook-up.
- *How do we pay for this, is there grant money?* Currently Nanoose does not qualify for grants as there are restrictions on lot sizes by the RDN can look into it. There are different ways residents can pay for their system i.e. pay up front; amortize over 25 years, MFA financing, parcel tax, etc. and the RDN will look into the options available.

Martyn thanked John Finnie, Wayne Moorman, Dave Shillabeer and Matt Palmer for taking the time to come this evening and help to answer questions. There is clearly a lot more work to be done and the Association will give residents more information as we move forward with the sewer project.

Moved by Rosemarie Davenport that the meeting be adjourned at 9:30 p.m.

5/31/04

NORTHWEST NANOOSE RESIDENTS ASSOCIATION

BUDGET ALLOCATION

		2001	2002	2003	2004	
		ACTUAL	ACTUAL	ACTUAL	BUDGET	
INCOME	Donations	228.00	0.00	0.00	0.00	
	Interest Income	1.73	1.79	49.94	50.00	
	Membership Fees	2070.00	2030.00	2120.00	2000.00	
	Other Income	0.00	125.00	0.03	0.00	
	Social Gatherings	54.35	3430.00	12.00	4125.00	
	Ocean Water Testing	0.00	350.00	200.00	0.00	
TOTAL INCOME		2354.08	5936.79	2381.97	6175.00	
EXPENSES	Advertising	0.00	0.00	0.00	0.00	
	Bank Charges	61.00	0.00	0.00	0.00	
	Computer Supplies	52.16	48.01	39.41	100.00	
	Flyers & Special Notices	59.87	87.18	128.24	100.00	
	Insurance	0.00	0.00	0.00	0.00	
	Legal Costs	0.00	0.00	0.00	0.00	
	Licenses & Dues	178.00	25.00	25.00	25.00	
	Meetings	34.82	149.57	33.00	75.00	
	Mileage for Meetings	0.00	0.00	0.00	600.00	
	Neighborhood Improvements	0.00	74.19	0.00	0.00	
	Newsletter - printing	97.05	126.41	358.03	400.00	
	Office Costs	174.34	365.84	266.47	275.00	
	Photocopies	94.58	34.48	145.42	150.00	
	Postage & Delivery	76.59	366.09	408.29	400.00	
	Social Gatherings	261.48	3088.45	173.66	3750.00	
	Telephone	18.41	13.00	5.00	25.00	
	Ocean Water Testing	0.00	401.56	160.00	0.00	
	TOTAL EXPENSES		1108.30	4779.78	1742.52	5900.00
	INCOME MINUS EXPENSES FOR YEAR		1245.78	1157.01	639.45	275.00
CONTINGENCY FUND TO CASHABLE BOND		-1000.00	-1000.00	-1000.00		
BALANCE IN BANK FOR THE END OF THIS YEAR		245.78	157.01	-360.55	275.00	
BALANCE IN BANK AT END OF PREVIOUS YEAR		0.00	395.78	522.79	43.03	
.CCTS RECEIVABLE	Environment Canada	150.00	100.00	100.00		
.CCTS RECEIVABLE	Prepaid Membership Fees		70.00		50.00	
INTEREST ON BONDS	Income out to Bond Balance			49.21		
BALANCE IN CHEQUING ACCT FOR NEXT YEAR		395.78	522.79	43.03	468.03	
	Membership Reward Account			0.03	0.03	
	CCCU Cashable Bond #001	1000.00	1,000.00	1022.50	1050.00	
	CCCU Cashable Bond #003		1,000.00	1022.25	1050.00	
	CCCU Cashable Bond #004			1004.43	1030.00	
TOTAL ASSETS		1395.78	2522.79	3092.24	3598.06	

May 27, 2004

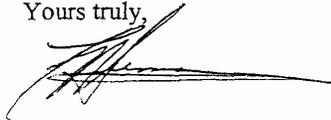
Northwest Nanoose Residents Association
P.O. Box 216
Nanoose Bay, B.C.
V9P 9J9

To the Directors,

I have reviewed the balance sheet of Northwest Nanoose Residents Association as at December 31, 2003 and the statements of income and expense. My review consisted primarily of confirming the revenue and expense summaries related to information supplied and did not include analysis for expense distribution.

Based on my review, the vouchers and records are concise and in accordance with generally accepted accounting principles.

Yours truly,

A handwritten signature in black ink, appearing to read 'F.A. Herman', with a long horizontal flourish extending to the right.

F.A. Herman, C.M.A.
1400 Madrona Drive
Nanoose Bay, B.C.
V9P 9C9

Copy to:
Mrs. D. Hill