

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JUNE 10, 2014

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

6 **Brenda Fowler, People for Healthy Community**, re Request for Grant to Conduct Homeless Survey.

7 **Sarah Poole, Oceanside Task Force on Homelessness**, re Needs Assessment for Oceanside Task Force on Homelessness.

MINUTES

8-15 Minutes of the Regular Committee of the Whole meeting held Tuesday, May 13, 2014.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

16-19 **Judith Roux, Gabriola Commons Foundation**, re Request for Funding Under the Community Works Program.

CAO

20-62 2014 Service Area Work Plan Project Update.

FINANCE

63-88 2013 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information.

89-95 2014 Gas Tax Transfer and Community Works Fund Program Update.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

- 96-105 Capacity Building to End Homelessness Reserve Fund – People for a Healthy Community – Homelessness Survey.
- 106-113 Options to Influence Seaweed Harvesting in Electoral Area ‘H’.

BUILDING, BYLAW, AND EMERGENCY

- 114-118 2220 Quail Grove Place – Electoral Area ‘A’ – Unsightly Premises.
- 119-123 1955 Stokes Rd – Electoral Area ‘B’ – Building Bylaw Contravention.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 124-136 Nanaimo Community Gardens Society Agreement – Greater Nanaimo Pollution Control Centre Greenhouses.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

- 137-143 The RDN’s Solid Waste Management Plan – Stage 2 & 3 Committee Structure.

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

Electoral Area 'F' Parks and Open Space Advisory Committee

- 144-146 Minutes of the Electoral Area ‘F’ Parks and Open Space Advisory Committee Meeting held Monday, March 17, 2014 (for information).

Errington Trails

That the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the Forest and Range Practices Act to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

District 69 Recreation Commission

147-151

Minutes of the District 69 Recreation Commission Meeting held Thursday, May 15, 2014 (for information).

Grant Approvals

1. *That the following District 69 Youth Recreation Grant applications be approved:*

Arrowsmith Community Recreation Association – sports programs	\$800
Bard to Broadway Theatre Society – summer youth theatre workshop	\$1,000
Bard to Broadway Theatre Society – performing arts education series	\$1,500
Errington War Memorial Hall Association – Youth Engagement music program	\$1,000
Ravensong Aquatic Club – visual aids and pace clock repair	\$1,000
Total	\$5,300

2. *That the following District 69 Community Recreation Grant applications be approved:*

Arrowsmith Agricultural Association - electrical service to outdoor stage	\$2,000
Arrowsmith Community Recreation Association -Coombs Candy Walk	\$1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	\$2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	\$1,500
Harmony Band (formerly Jugmentals Jug Band)	\$850
Parksville Golden Oldies Sports Association - Active Aging Week	\$2,495
Parksville Lawn Bowling Club - National Championships	\$750
Vancouver Island Opera	\$1,200
Total	\$13,595

152-155

Corporate and Group Recreation Facility Pass Program Report

1. *That a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.*
2. *That the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.*

156-159

Grade Five Active Pass and Grade Six Activity Card Programs Report

1. *That staff implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.*
2. *That staff implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.*

School District 69 Closures - Programming Use

That staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board.

Agricultural Advisory Committee

160-161

Minutes of the Agricultural Advisory Committee Meeting held Friday, May 23, 2014 (for information).

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

RDN Strategic Planning Process

At the May 13, 2014 Committee of the Whole Meeting Director Veenhof advised that he would be bringing the following motion forward to the June 10, 2014 Committee of the Whole meeting:

That staff be directed to re-evaluate Regional District of Nanaimo strategic planning processes so as to create a plan that is updated annually, is a living document (lives beyond the election), is adaptable to change and responds to the needs of Regional District of Nanaimo constituents.

Referendum – District 69 Service Area

At the May 13 Committee of the Whole Meeting Director Veenhof advised that he would be bringing forward the following motion to the June 10, 2014 Committee of the Whole agenda:

That staff be directed to prepare a report for the Board that examines holding a referendum during the next election to create a District 69 service area that supports minor funding for serious social issues.

IN CAMERA

That pursuant to Sections 90 (1)(e) and (i) of the Community Charter the Committee proceed to an In Camera meeting for discussions related to land acquisition, and solicitor-client privilege.

ADJOURNMENT

Re: Request for Grant to Conduct Homeless Survey

From: Brenda Fowler

Sent: Wednesday, May 14, 2014 9:58 AM

Subject: June 10 COW presentation request PHC

can you please schedule me into make a delegation presentation on June 10 to the COW? We are asking for a small grant to do a homeless survey in the Fall, the presentation would be less than 10 minutes, including questions. I will send you the overheads several days in advance. Thanks for your coordination.

Brenda Fowler
Executive Director
People for Healthy Community
Gabriola Island
P.O.Box 325
Gabriola Island
VOR 1X0
250 .247 .7311
Brenda@phcgabriola.org

Re: Needs Assessment for Oceanside Task Force on Homelessness

From: SOS, Homelessness
Sent: Friday, May 23, 2014 3:42 PM
Subject: change of date

I sent in a request to present at the May 27 meeting. After talking with Marc Lefebvre and Bill Veenhof, could I please register to present at the June 10 meeting instead?

Thank you

Sarah Poole
Homelessness Coordinator
Oceanside Task Force On Homelessness
c/o Society of Organized Services (SOS)
Tel: 250-248-2093 Ext. 234
Fax: 250-248-8433
www.sosd69.com

From: SOS, Homelessness
Sent: Wednesday, May 14, 2014 2:06 PM
Subject: request for May 27

I would like to present information on a needs-assessment on behalf of the Oceanside Task Force on Homelessness to the RDN board. Please let me know if you need any other information from me. Thank you for your help.

Sarah Poole
Homelessness Coordinator
Oceanside Task Force On Homelessness
c/o Society of Organized Services (SOS)
Tel: 250-248-2093 Ext. 234
Fax: 250-248-8433
www.sosd69.com

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MAY 13, 2014 AT 7:03 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
T. Osborne	Gen. Mgr. Recreation & Parks
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Harold Robinson, re House Location.

Harold Robinson provided an overview regarding the site of his house on his property in relation to the natural boundary of the sea, and requested the Board ensure the location of the site in perpetuity.

Cory Vanderhorst, MNP, re Audited Financial Statements.

Cory Vanderhorst provided a slide show and presented the highlights of the 2013 audited financial statements and Audit Findings Report to the Board.

LATE DELEGATIONS

MOVED Director Johnstone, SECONDED Director Brennan, that a late delegation be permitted to address the Board.

CARRIED

Lance Nater, re Town of Qualicum Beach request to amend the Regional Growth Strategy.

Lance Nater discussed the potential impacts of the proposed amendment to the Regional Growth Strategy, and expressed his concerns regarding the Town's public consultation process.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Holme, SECONDED Director Johnstone, that the minutes of the Committee of the Whole meeting held Tuesday, April 8, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Ken P. Gurr, Gabriola Island Chamber of Commerce, re Follow-up to March 11 Delegation Request for Action – Descanso Bay Wharf Usage Conditions.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Ken P. Gurr, Gabriola Island Chamber of Commerce, regarding follow-up to his March 11, 2014 delegation request for action regarding the Descanso Bay Wharf usage conditions, be received.

CARRIED

Darin Guenette, BC Ferry Services Inc., re Descanso Bay.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Darin Guenette, BC Ferry Services Inc., regarding Descanso Bay, be received.

CARRIED

M. Robertson, re Potential Major Change to the OCP of Qualicum Beach involving the UCB/RGS.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from M. Robertson regarding potential major change to the Official Community Plan of Qualicum Beach involving the Urban Containment Boundary / Regional Growth Strategy, be received.

CARRIED

Eoin Finn, re Follow-up to April 22 Presentation – Support for Ban on LNG Tanker Traffic.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Eoin Finn regarding follow-up to the April 22, 2014 presentation – Support for Ban on Liquid National Gas Tanker Traffic, be received.

CARRIED

Gabriola Community Bus Committee, re Request for Community Works Funding Submitted to Howard Houle, Area 'B' Director.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from the Gabriola Community Bus Committee regarding the request for Community Works funding submitted to Howard Houle, Area 'B' Director, be received.

CARRIED

Correspondence, April 2014, re Proposed Incinerator at Duke Point.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from April 2014, regarding the proposed incinerator at Duke Point, be received.

CARRIED

Correspondence, April 2014, re Island Corridor Foundation.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from April 2014, regarding the Island Corridor Foundation, be received.

CARRIED

Patrick B. Quealey, Ministry of Justice, re Province-Wide Earthquake Preparedness Consultation.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Patrick B. Quealey, Ministry of Justice, regarding province-wide earthquake preparedness consultation, be received.

CARRIED

Phil Turin, School District 68, re Proposal to Reduce Board of Education from 9 to 7 Trustees.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Phil Turin, School District 68, regarding the proposal to reduce the Board of Education from nine (9) to seven (7) Trustees, be received.

CARRIED

FINANCE

2013 Financial Statements and Audit Findings Report.

MOVED Director Willie, SECONDED Director Veenhof, that the Audit Findings Report and the financial statements of the Regional District of Nanaimo for the year ended December 31, 2013, be received.

CARRIED

MOVED Director Willie, SECONDED Director Veenhof, that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2013, be approved as presented.

CARRIED

Operating Results for the Period Ending March 31, 2014.

MOVED Director Holme, SECONDED Director Veenhof, that the summary report of financial results from operations to March 31, 2014, be received for information.

CARRIED

Amendments to Policy No. A2.16 Purchasing Card Policy.

MOVED Director Greves, SECONDED Director Lefebvre, that the Board approve the amendments to "Policy No. A2.16 Purchasing Card Policy" as presented.

CARRIED

Bylaw 1623.02 – Authorize the Use of Development Cost Charge Funds.

MOVED Director Lefebvre, SECONDED Director Houle, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.02, 2014", be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.02, 2014", be adopted.

CARRIED

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

2014 Local Government Elections – Appointment of Chief Election Officer and Deputy Chief Election Officer.

MOVED Director Veenhof, SECONDED Director Houle, that Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting the November 15, 2014 local government elections and referendums.

CARRIED

HUMAN RESOURCES

Regional District of Nanaimo Employee Benefits Plan.

MOVED Director Veenhof, SECONDED Director Willie, that the Board authorize staff to consolidate insurance coverage (excluding Accidental Death & Dismemberment) under Pacific Blue Cross by changing insurance carriers for life insurance and long term disability coverage to Pacific Blue Cross, effective July 1, 2014.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Regional Landfill Environmental Monitoring Services Contract.

MOVED Director Holme, SECONDED Director Brennan, that the Board award the contract for environmental monitoring program services at the Regional Landfill for June 2014 to March 2017 to SNC Lavalin at a cost of \$244,981.

CARRIED

Review of Draft Landfill Criteria

MOVED Director Veenhof, SECONDED Director Brennan, that the Regional District of Nanaimo Board direct staff to respond to the Ministry of Environment by May 31, 2014 asking that the draft Landfill Criteria provide clarity on application of Contaminated Sites Regulation to closed or partially closed landfills.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Reduction of Sewer Development Cost Charges for the Proposed Nanaimo Affordable Housing Society Development at 1597 Boundary Crescent in Nanaimo.

MOVED Director Veenhof, SECONDED Director Houle, that the Board approves the 50% rate reduction for the proposed Nanaimo Affordable Housing Society development at 1597 Boundary Crescent in Nanaimo.

CARRIED

WATER AND UTILITY

Memorandum of Understanding – Regional District of Nanaimo / City of Parksville Water Supply Agreement – Nanoose Water Connection.

MOVED Director Lefebvre, SECONDED Director Holme, that the Board direct staff to execute the City of Parksville / Regional District of Nanaimo Water Supply Agreement Memorandum of Understanding with the City of Parksville commencing May 1, 2014, and remaining in effect until April 30, 2017 or until the Englishman River Water Service infrastructure is in place and operational.

CARRIED

Community Works Funds – Hawthorne Rise Sanitary Sewer.

MOVED Director Holme, SECONDED Director Brennan, that the Board approve a total of \$4,500 in Community Works Funds from Electoral Area 'G' in support of the Hawthorne Rise Sanitary Sewer installation project.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION MINUTES AND RECOMMENDATIONS

Liquid Waste Advisory Committee.

Minutes of the Liquid Waste Advisory Committee meeting held Friday, January 10, 2014.

MOVED Director Holme, SECONDED Director Young, that the minutes of the Liquid Waste Advisory Committee meeting held Friday, January 10, 2014, be received for information.

CARRIED

Electoral Area 'H' Parks and Open Space Advisory Committee.

Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, April 2, 2014.

MOVED Director Veenhof, SECONDED Director Greves, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, April 2, 2014, be received for information.

CARRIED

Lighthouse Community Centre Society – Funding for Maintenance Project.

MOVED Director Veenhof, SECONDED Director Young, that staff be directed to review potential funding sources to accommodate capital and maintenance project requests for the Lighthouse Community Centre.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that staff review and make recommendations to reallocate funding in the 2014 Electoral Area 'H' Community Parks budget and Five Year Financial Plan to provide funding assistance to Lighthouse Community Centre Society for capital and maintenance projects at the Lighthouse Community Centre.

CARRIED

Electoral Area 'A' Parks, Recreation, and Culture Commission.

Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 16, 2014.

MOVED Director McPherson, SECONDED Director Fell, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 16, 2014, be received for information.

CARRIED

Grant Approvals.

MOVED Director McPherson, SECONDED Director Young, that the Electoral Area 'A' Grant-In-Aid application from the Cedar 4H Club be approved for a total of \$1,500 towards the club's expenses for materials.

CARRIED

Skate Park Official Opening Update.

MOVED Director McPherson, SECONDED Director Young, that \$500 be allocated from the Electoral Area 'A' Community Parks Budget for the Cedar Skate Park Opening event.

CARRIED

Morden Colliery Tipple Funding.

MOVED Director McPherson, SECONDED Director Young, that funding from the Electoral Area 'A' Community Parks Budget be approved of up to \$6,500 to the Friends of Morden Mine Society for the engineering study of the Morden Colliery Tipple if the Province of BC declines to participate in providing funding to the project.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabriola Community Bus Committee.

MOVED Director Houle, SECONDED Director Greves, that \$8,500 from the Electoral Area 'B' Community Works Fund be allocated to Island Futures for capital cost upgrades to the two buses in the Gabriola community bus fleet.

CARRIED

NEW BUSINESS

MOVED Director Brennan, SECONDED Director Anderson, that this matter be referred to the Board Remuneration Review Committee:

That Regional District of Nanaimo Directors be fully compensated for reasonable child care costs while attending or travelling to and from all meetings necessary in the conduct of their Regional District of Nanaimo duties.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Remuneration Committee be requested to review Director compensation for all reasonable expenses.

CARRIED

Notice Of Motion – RDN Strategic Planning Process.

Director Veenhof noted that the following motion will be brought forward to the June 10, 2014 Committee of the Whole agenda:

That staff be directed to re-evaluate Regional District of Nanaimo strategic planning processes so as to create a plan that is updated annually, is a living document (lives beyond the election), is adaptable to change and responds to the needs of Regional District of Nanaimo constituents.

Notice of Motion – Referendum - District 69 Service Area.

Director Veenhof noted that the following motion will be brought forward to the June 10, 2014 Committee of the Whole agenda:

That staff be directed to prepare a report for the Board that examines holding a referendum during the next election to create a District 69 service area that supports minor funding for serious social issues.

IN CAMERA

MOVED Director Holme, SECONDED Director Kipp, that pursuant to Sections 90 (1)(a) and (e) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to personal information of Board appointees, and land acquisitions.

CARRIED

TIME: 8:32 PM

ADJOURNMENT

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

CARRIED

TIME: 8:36 PM

CHAIRPERSON

CORPORATE OFFICER

From: "Judith/Patrick"
Date: May 25, 2014 at 4:08:56 PM PDT
To: "'howard houle'"
Subject: Request for funding under the Community Works program

Hello Howard,

Over the past 4 months the Commons has been working in collaboration with the non-profit society GabEnergy on a project to harness solar energy through photo-voltaic panels and have fine tuned a proposal for a 10 kilowatt array on the Commons, positioned for optimal efficiency.

This is intended to be a demonstration project, both in the installation process and in the display of information to all interested in the viability of solar energy (particularly focussed on the educational aspect for teachers at the elementary school across the road.) We hope to show that such a bank of solar panels can significantly offset our consumption of electricity and anticipate offering community benefits such as a charging station for electric vehicles.

Bullfrog Builds, a company exploring various alternative energy models, supports community initiatives such as ours. An application to them for funding has been successful. They have indicated their willingness to fund 50% of our budgeted costs if we are able to find a community-based source to match their contribution. the balance.

We hope that the attached request for funding will receive your support and meet the requirements for funding under the Community Works program.

Thank you for considering our request,
Judith Roux
Trustee , Gabriola Commons Foundation

(250) 247-9948 for any questions.

Ps. We will shortly be installing a solar hot water system on the south wall of the community kitchen project (which we hope to complete by the end of the summer.) Developing energy alternatives to fossil fuels has long been a goal for the Commons. It's exciting to be able to move from good intentions to action.

Request for funding under the Community Works Program:

A solar photovoltaic system – demonstration project for the community of Gabriola

Request

The Gabriola Commons Foundation is requesting financial assistance to acquire and install the elements of a 10-kilowatt solar photovoltaic system on the Commons of Gabriola Island to demonstrate to the community that small-scale and local means of solar energy production are viable and, by significantly reducing our dependence on electricity supplied through the BC Hydro grid, can contribute to the reduction of greenhouse gas emissions. The cost of this project is budgeted at \$22,560. In order to achieve this goal we are requesting \$11,280 from the Community Works Fund to match a grant of \$11,280 confirmed by Bullfrog Builds.

Introduction

Until recently, the feasibility of capturing energy from the sun to create electricity in coastal British Columbia has been questioned in the search for means of reducing greenhouse gas emissions. The high cost of PV panels, the perception of a less than favourable climate for solar capture and the belief that BC's hydro-electric power source is already green enough and relatively inexpensive have caused researchers to focus their attention elsewhere.

This is no longer the case. The efficiency of mass production has reduced the cost of today's photovoltaic panels by over 60% from 2011 (U.S. Solar Energy Industries Association Report); technological advances permit the capture of significant energy even on overcast days (with Canadian manufacturers of PV panels now favoured by northern countries like Germany) and a "less than green" face of BC Hydro is emerging with plans to flood vast agricultural areas for a major dam, with increased tariffs to consumers and significant greenhouse gases emitted through the practices inherent in the development and transmission infrastructure required for such mega projects.

The Project:

We are proposing to install a 10 kW photo-voltaic array on the Commons which would offset approximately one-third of the annual electrical consumption, reduce our environmental footprint, and demonstrate to the community the feasibility of capturing solar energy. To accomplish this the Commons will work in collaboration with GabEnergy (see www.gabenergy.com), a non-profit society that works with our community to explore, plan, develop, and operate alternative and renewable energy systems to help meet a variety of goals including sustainability, community capacity building, and cost savings.

Below is a budget for the 10kW project to support our request for funding of \$22,560.00.

Expense	Details	Amount
Solar PV panels	40 Jinko 250W polycrystalline panels	\$7500.00
Inverters	40 Enphase M215-240V	\$5560.00
Panel wiring, sealing caps, branch terminator	44 Enphase 240V trunk cable – portrait	\$1000.00
DC disconnects, breakers, combiner boxes, underground wiring	Details to be determined	\$2000.00
Mounts	Materials and labour for community-built wall and ground mount arrays with single axis manual tracking	\$5000.00
Trenching, electrician and other sub-trades, permits	Details to be determined	\$1500.00
Total		\$22,560.00

Bullfrog Builds, a company supporting community initiatives such as ours, has pledged to grant us \$11,280 if we are able to secure matching funds from a community-based source.

We request that the Regional District of Nanaimo approve funding to the Gabriola Commons Foundation to match this grant of \$11,280 under the Community Works Program for community energy projects, to help us reach our overall budget of \$22,560.00.

Background on the Gabriola Commons:

Gabriola Island, with a population of 4000, is a vibrant community with a rich history and a strong artistic orientation. The Gabriola Commons, founded in 2005 is a community commons, a 26-acre parcel where sustainability, community and agriculture are interwoven for the benefit, in perpetuity, of the people of Gabriola Island. It is stewarded by a volunteer community association and is non-hierarchical and collaborative in nature.

The Commons is a place where things happen and people are involved: from allotment gardens to community meetings and conferences; there are fairs, concerts and workshops throughout the year. A large community kitchen, nearing completion, will be an “approved” space for chefs preparing commercial food products, or teachers giving courses in ethnic cooking, for parents coming together to make meals, for everyone to prepare seasonal feasts. The Commons is also a home for community organizations, such as People for a Healthy Community (giving support to those in need, with a food bank and counselling space) and GERTIE (the island’s new public transit system launched last summer).

The Commons' Needs

Making all of this happen sustainably is a challenge. We had set ourselves a clear mandate not only to explore alternatives to fossil fuels, but also to reduce our dependence on the BC Hydro electrical grid. Back in 2005 the cost of components made solar power seem a luxury we could not justify (and the wind on our island is too irregular to develop), so exploring energy alternatives took a back burner. Now, confronted with a rate of electrical consumption on the Commons for 2013 at 35,000 kW, and encouraged by the fact that solar panels have dropped significantly in price, we are ready to act.

The Project

GabEnergy and the Commons have been working collaboratively on this project for several months now. A feasibility report including siting options has been produced, showing several locations on the Commons satisfying our criteria: unobstructed day-long exposure to the sun and accessibility, allowing community members to participate in the installation and subsequently to observe seasonal array adjustments to receive the sun's rays. Since the elementary school is across the street from the Commons, information panels would illustrate the technical process involved in transforming sunlight into useable energy and moving that energy from panel to electrical meter.

A recent community consultation showed unanimous support to move forward with the project

Contact for Gabriola Commons:

Judith Roux, (rouxmackay@shaw.ca)
Trustee, Gabriola Commons Foundation
675 North Road, Gabriola BC V0R 1X1
(250) 247-9948



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
JUN 03 2014		
RHD		
BOARD		

MEMORANDUM

TO: Board of Directors

DATE: June 3, 2014

FROM: Paul Thorkelsson
Chief Administrative Officer

SUBJECT: 2014 Service Area Work Plan Project Update

PURPOSE:

To provide the Board of Directors with an update to the 2014 Service Area Work Plan projects.

BACKGROUND:

On an annual basis the General Managers and Department Directors of the RDN oversee the preparation of a list of Department/Service Area projects for the upcoming year. These projects are developed based on the direction obtained through the Board’s Five Year Financial Plan, the Strategic Plan, long term program plans (such as the Transit Business Plan, Regional Growth Management Plan, Liquid Waste Management Plan and the Solid Waste Management Plan), anticipated departmental activities and specific Board direction that occurs throughout the year.

The Work Plans for the respective Departments are presented for the Board’s information on an annual basis in January. In past years’ progress and completion of Work Plan projects were provided to the Board and community through the RDN’s Annual Report and Accomplishments reporting.

Staff and the Directors of the RDN have a strong interest in managing the workload in the various Departments to best assure the planned work for the year is completed in a timely manner or is supplanted by other priorities in an organized manner. In addition, Staff have received comments from the Board suggesting that more regular periodic reporting on the Annual Work Plans would be beneficial in understanding the work load of the respective Departments or Service Areas, as well as the status of planned projects, how additional projects brought forward during the year are included in the Work Plans, and how reprioritization of projects can be tracked.

To this end, the attachments to this report are provided here to specifically overview the status of the 2014 annual Work Plan projects and provide a simple graphical notation allowing Directors, the Community and Staff to easily see which projects are proceeding according to schedule, which projects are delayed and projects that have been rescheduled. The overview also provides a brief update/explanation of the project status. In addition, new work brought forward as a result of Board direction during the year has been added and highlighted within the tracking document and the respective Service Areas/Departments.

At this early stage in the year most projects are of course, still in progress and yet to be completed. The attachments to this report provide the Board with the initial update of progress and include a number of significant projects that have been already concluded in 2014.

Staff will be initially providing this update information in hard copy format to the Board three times per year with the intention of moving towards an electronic format on the RDN website in 2015 which will provide for more regular updates and tracking of projects. It is expected that this migration to a web based reporting format will form a 2015 Work Plan project of its own for consideration by the Board during the annual budgeting process.

ALTERNATIVES:

This report is presented to the Board for information only.

FINANCIAL IMPLICATIONS:

Each of the individual work plan projects and activities is funded through the service area budgets that are established annually through the RDN's Budgets and the Board's Five Year Financial Planning process. As such there are no additional financial implications at this time.

STRATEGIC PLAN IMPLICATIONS:

The projects included within the Annual Work Plan are developed based on the direction obtained through the Board's Five Year Financial Plan, Strategic Plan, long term program plans, anticipated departmental activities and specific Board direction that occurs throughout the year. The Annual Work Plan is aimed at achieving the priorities established by the Board's Strategic Plan and/or providing progress towards those established long term goals. In addition to supporting the work plan projects established by the Board the reporting framework presented and established here also works towards supporting the overall Values (including Transparency and Accountability, Communication, Responsiveness and the Focus on Solutions) and Priorities (particularly in terms of Monitoring and Communication) established by the Board in the 2013-2015 Strategic Plan.

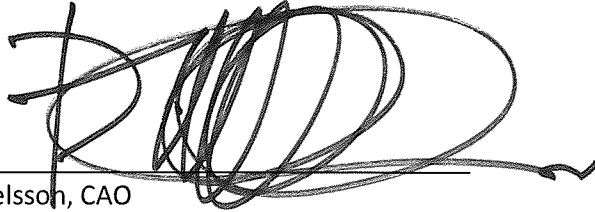
SUMMARY:

The reporting framework on the RDN Annual Work Plan projects presented in this report establishes an initial approach to periodic reporting to the Community on the status of the Annual Work Plan projects providing Directors, the Community and Staff an easy understanding of how planned projects are proceeding according to schedule, which projects are delayed, and projects that have been rescheduled or supplanted by higher priority work. The overview also provides a brief update/explanation of the project status.

As suggested by the RDN Board this reporting process will benefit the Community, individual Directors and Staff in understanding the work load of the respective Departments or Service Areas, as well as how additional projects brought forward during the year are included in the Work Plans and how reprioritization of new projects is tracked.

RECOMMENDATION:

That the Board receive the progress report on the 2014 Service Area Work Plan Project Update for the reporting period of January to May, 2014, for information.

A handwritten signature in black ink, consisting of a large, stylized 'P' followed by several overlapping loops and a long horizontal stroke ending in a small checkmark.

P. Thorkelsson, CAO

CORPORATE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All Corporate Services areas to participate in the review	Dec	+	Ongoing.
Administrative Services	action	due date	progress	comment
SharePoint - Staff Training	Provide staff training in searching for files, consistency in file naming and moving files to SharePoint	Ongoing	+	Info provided to Senior Secretaries re file naming on regular basis
SharePoint - Minutes	Complete scanning of minutes from meetings held prior to 1978	Ongoing	+	
SharePoint - Bylaws	Add status to bylaws (active, repealed, etc.), ensure maps and schedules are attached	Ongoing	+	Status addition approximately 50% complete. GIS assisting with attaching maps. Schedules are attached.
Agreements Database	Ensure tracking of agreements & establish new filing system	Ongoing	+	On hold pending best practices for Sharepoint.
RDN Website Maintenance	Enhance calendar and meeting search ability; update bylaw database	Ongoing	+	Gary working on meeting search; bylaws – future page of key bylaws
Policies - Board	Review existing Board policies to ensure relevant and up to date	Ongoing	+	Low priority for 2014
Bylaw Amendments	Amend bylaws as required to reflect new job titles and responsibilities (FOIPP and Records Mgmt Bylaws)	Ongoing	+	FOI Bylaw No. 1695 adopted April 22, 2014

Local Government Elections	Conduct Local Government Elections for the RDN Electoral Areas, School Districts 68 & 69, and Islands Trust, and implement mail-in ballot voting procedures	Nov	+	CEO/DCEO appointments May 27, 2014 Board.
Quickscribe Webinar (JH)	Set up webinar training at a Manager's Meeting.	2014	+	To investigate.
Marine Rescue funding Res#14-095	AAP or referendum	Dec New	+	Proceed with referendum.
Restructure Study Res#14-091	Admin Support	2015 New	+	May not begin until 2015.
Regional Growth Mgmt Service Establishment Bylaw No. 1553 Res#14-161	Amend to change EA B to participate at 50%	Dec New	+	Will be completed prior to 2015 budget.
Remuneration Committee Res#14-247	Coordinate process and provide committee recommendations to the Board	June New	+	Committee established April 22, 2014; COW rec to add consideration of child care and other expenses. Will go to May 27 Board.
Public Consultation				
RDN Website updates	Assist departments to complete content upgrades	Ongoing	+	Assisting Finance (Utility Billing), Planning (Agriculture)
Communications	<ul style="list-style-type: none"> Continue use of social media in communications Ongoing production of Regional Perspectives and Electoral Area Newsletters 	Ongoing	+	Pilot project done with Recreation re use of Instagram (Golden Shoe Contest) EA Newsletters – Spring edition to be delivered May 19-23
	<ul style="list-style-type: none"> Assistance with specific dept communications 	Ongoing	+	Many projects, i.e. Skateboard Park opening, new coordinators group established.

Human Resources	action	due date	progress	comment
Policies	Review existing HR policies on a priority basis to ensure relevant and up to date	Ongoing	+	Joe Evaluation and Orientation Policies with Union for comment.
Human Resources Database	Investigate Vadim HR module for suitability and proceed with implementation if determined to be best option	Dec	+	Have determined that Vadim will not meet the needs of HR. Looking at other options.
Collective Bargaining	Continue negotiations with CUPE 401 to finalize a new Collective Agreement	Mar May June	+	Next bargaining dates are April 28 & 30. Next bargaining dates are June 16 & 17.
Occupational Health and Safety	<ul style="list-style-type: none"> Continue improvement to the RDN's programs and training, using the Gap Analysis conducted in 2013 as a basis for determining areas of focus 	Ongoing	+	Received Gap Analysis April, 2014.
	<ul style="list-style-type: none"> Schedule training sessions on how to address workplace conflict and unwanted behaviours effectively with Arete Safety and Protection Inc. 	Ongoing	+	Two Arete sessions held April 3, 2014
Job Evaluation	Implement revised Job Evaluation Policy and Plan	June	+	Waiting for response from CUPE.
Benefits	Consolidate coverage under PBC to achieve cost savings	July New	+	COW recommendation going to May 27, 2014 Board

Information Services/GIS	action	due date	progress	comment
Boardroom / Committee Room A/V systems	Implementation of new Audio-Visual systems	Sept		Project cancelled at March Committee of the Whole meeting.
Disaster recovery failover - Oceanside Place	Live data replication and relocation of failover / servers to Oceanside Place computer room	Oct	+	John Marcellus investigating costs to upgrade power, needed for both IT project and new charging station.
Business Continuity / Risk Assessment	Investigate options for out of area alternate processing site or corporate data records storage	Dec	+	Cost may be high. Upgrade to band width may be necessary. Mike will discuss with others at MISA.
SharePoint / Records Management	Records Management system framework development & departmental file systems migrations	Nov 2015	X	Project moved to 2015 Work Plan due to the other priorities this year in Administrative Services (Election).
Digital conversion of paper permit files	Integration / import into Cityview property system	Dec	+	Waiting for Tom Armet re RFP.
Microfiche conversion and retrieval system	Development of SharePoint based retrieval system for Microfiche, RFP for scanning of microfiche, phased import of scanned fiche images	Dec	+	Waiting for Tom Armet re RFP.
Cityview mobile devices for Inspectors	Field deployment of wireless devices for live Cityview integration for inspections	Oct	+	Going ahead – working on logistics phone/tablet/camera.
Geoware Server and Operating systems migration	New servers to be implemented and migration from Linux O/S to Windows Server O/S	Sept	+	
Asset Management	Provide technical support / advice	Ongoing	+	
Cityview mobile devices for Inspectors	Cityview / mapping interaction development	Oct	+	GIS component of above.
Ortho Photo	RFP, data collection, processing and web map publishing of District Ortho Photo	Dec	+	Purchase order issued April 10, 2014.

GPS data collection	GPS collection and map processing for Utilities water meters and valves, and Parks trails	July Ongoing	+	Parks and GIS staff have met re symbology standardization.
ArcGIS Server 10.2 and web map	Implement 10.2 version upgrade from 10.0	Sept	✓	Done.
Election Assistance	IT - voting machine support GIS – voters list preparation, voting places maps	Nov New	+	Initial meeting – Jacquie, Joan and Mike held May 13, 2014.

FINANCE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All Finance Service areas to participate in the review, including Fire Services	Dec	+	Ongoing.
Financial Reporting	action	due date	progress	comment
Budgeting software	Implement capital module of new budget software program	Jan - Aug	+	
Financial Plan	Complete consolidation of 2014 – 2018 financial plan and provide analysis to Board as required for approval	Mar	✓	All requisitions transferred to the Surveyor of Taxes and the Municipalities.
Financial statement consolidation/reporting tools	Complete assessment of Caseware reporting tool and implement as needed	Sept	-	Pending FMW capital installation.
Annual Report	Meet all statutory reporting deadlines for financial information	June	+	Annual audit begins April 7.
Public Sector Accounting Board standards	Complete inventory of RDN properties for new liability for contaminated sites accounting standard and implement new government transfers acct standard	Dec	+	
Asset Management Strategy RFP	Complete RFP process with Committee and provide support to proponent as	June	+	The RFP has been completed. Committee continues with process.

	needed			
Gas Tax Transfer Program and other grant programs	Provide analysis for grant requests, complete grant claims and provide annual reporting to UBCM as required	Ongoing	+	

Accounting Services	action	due date	progress	comment
Web based payroll time recording	Expand implementation of existing products currently in use so that all departments within the RDN have web based payroll time reporting	Oct	+	
Electronic upload of Solid Waste scale transactions	Implement Geoware - Vadim interface	Oct	+	
Electronic vendor payments	Implement electronic vendor payments	Apr	+	Testing is underway.
Digital storage of vendor invoices	Review options and costs and implement as needed	Dec	+	
General Banking	Review service and arrange extension to current agreement if approved, or issue RFP	Feb	✓	Board approval to extend to March 2019.

Finance - Other	action	due date	progress	comment
Departmental support	Provide financial analysis, ad hoc reporting and accounting support to departments as needed	Ongoing	+	
Property and Liability Insurance	Commence review of options and RFP process for provision of insurance services	May	+	Contract extended one year. RFP to be issued in Fall 2014.

Nanaimo River Firehall	Review options with neighbourhood	Nov	-	Requires follow up with Electoral Area C Director to discuss future options for presentation to neighbourhood.
Dashwood Fire Department – building project	Complete next stage of requirements, analysis and design	Sept	+	Working with RCU Project Manager as needed.
Bow Horn Bay Fire Department	Complete Crown Land Grant application for Spider Lake site	May	+	Application is underway. Province requires additional information.
Nanoose and Coombs Hilliers Fire Departments	Work with departments to complete pumper truck RFP process	Sept	+	
Central Island Emergency 911	Follow up with Board for approval of revised call answer levy strategy	Jun	+	Working with Cowichan Valley RD and City of Nanaimo to complete.
Central Island Emergency 911 and North Island 911	Review impacts of revised RCMP funding agreements on RDN service and budgets	Dec	✓	
Fire Services General	<ul style="list-style-type: none"> Complete draft Regulatory Bylaw Review volunteer firefighter training standard recommendations and applicability to RDN services 	Mar May	-	Pending follow up with fire departments as part of the operational and efficiency review process.
		Oct	+	

2014 NEW PROJECTS AND ACTIVITIES:

Mudge Island Citizens Society Fire Fighting Assistance	Board follow up - staff to investigate the feasibility of a fire fighting agreement for Mudge Island waterfront properties with City of Nanaimo and Nanaimo Port Authority	Oct new	+	Have contacted the City of Nanaimo Fire Chief and he will discuss with City Management and the Nanaimo Port Authority.
North Cedar Improvement District water reservoir	Board follow up - correspondence from NCID for RDN to cost share in construction of reservoir. Develop agreement with NCID	Nov new	+	Requires discussion with Electoral Area A Director to confirm related land purchase requirements and impacts of revised construction estimates on process.

	for transfer of CWF dollars for EA 'A'.				
Central Island 911	The partnership to review 911 primary answering service point options for service; prepare revised CAL bylaw for Board approval	Jan 2015	new	+	RCMP contract for existing service being finalized and City of Nanaimo staff are preparing cost estimates related to revised Call Answer Levy Bylaw.
San Pareil Water (Fire) Improvements	Provide notification to area residents for option to pay share of capital costs as lump sum and invoice/track accordingly. Revise service area bylaw to exclude pre-payers from taxation	Sept 2014	new	+	Notices sent; prepaid resident's list completed; invoices to be issued in Summer.
French Creek Bulk Water DCC Bylaw Revision	DCC Bylaw is no longer applicable and is not being collected. Formal DCC process needs to be completed for Provincial approval	Aug 2014	new	+	Revised DCC submission and discussions with Province are underway
Nanoose Bay Fire Service ongoing correspondence with resident	Resident of the area disputes amounts budgeted for the service and has provided multiple requests for information/comments on service costs	May 2014	new	+	Latest response which is fourth response to resident is being drafted in conjunction with the Nanoose Fire Protection Service Area
Bowser Seniors Housing Society	Prepare sub-lease for Society for land under Crown Lease to RDN and assist with any grant proposals	May 2014	new	+	Strategic & Community Development staff are working with this group regarding zoning/development. RDN holds Crown Lease for the land for now and a sub-lease is required which Finance will administer. Group also wishes to pursue any grant possibilities.

RECREATION AND PARKS SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Recreation and Parks Service Area will participate in the review	Dec	-	Ongoing.
All Parks Services	action	due date	progress	comment
Parks and Trails Guidelines	Completion of Parks and Trails Guidelines	Jan	✓	Approved by Board Jan 28/14
Parks Operations Building	Secure site, building and yard for Parks Planning and Operations staff and equipment	June Sept	-	Site secured and approved by Board. Finalizing lease. Move date to Sept. Landowner submitted plans for building permit.
Website Upgrades	Assess web pages and continue to create pages to provide timely information to residents	ongoing	+	
Parks Maintenance	Continue with park and infrastructure inspections and maintenance programs	ongoing	+	
Parks Services	Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services	ongoing	+	
GIS and Mapping	Continue to work with GIS staff to map trails and facilities and update the RDN mapping system	ongoing	+	

Donation Program	Complete the Parks Donation Policy	Nov	+	
Invasive Plant Program	Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans	ongoing	+	
Gator Purchase	Work with Transit on purchase	June	+	Underway

Asset Management	Work with consultants on review of asset management program	July New	+	Underway
First Nations identification on signs	Work with First Nations to determine how to proceed for both Regional and Community Park Signage	2015 New	+	
Parks Symposium	Work with CRD and CVRD on the Regional Parks Workshop at the BCRPA 2015 Conference	2015 New	+	

Community Parks & Trails Services	action	due date	progress	comment
Community Parks and Trails Strategy (Northern EAs)	Completion of strategy for EAs E, F, G and H	Jan	✓	Approved by Board Jan 28/14
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy	Nov	+	Underway
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	Dec	+	
Community Park signage	Increase signage in developed parks	Dec	+	

Contract Management	Renew and manage contracts for park's maintenance	ongoing	+	New mowing contracts issued.
Cedar Skateboard and Bike Park (EA A)	<ul style="list-style-type: none"> Completion of project Organize the official opening 	Jan	✓	Park opened Feb 1/14
Morden Colliery Trail Bridge (EA A)	Design and costing for tender of multiuse bridge over Nanaimo River	Sept	+	Herold Engineering retained Mar 11/14 to perform work
Beach access and undeveloped road Right-of-Ways (EA A)	Work with committee to create plan for development	May Sept	-	Commission working on Plan. Committee will work on throughout year
Nelson Road boat launch (EA A)	Repairs to edge of ramp	July	+	
Huxley Community Park Plan (EA B)	Completion of park development plan	Apr July	-	Topographics Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined.
Village roadside path (EA B)	Design and costing for tender of multiuse path	July	+	Topographics Landscape Architecture retained and work underway. Final drawings and costing being prepared.
Village roadside path (EA B)	Trail Construction	2015 New	+	
Skateboard Park Site (EA B)	Locate site for future skateboard park	2015 New	+	Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtain permission at the fire hall. Search for a new site will take much longer.
Mudge Island beach access development – Phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	Sept	+	Davidson Bay site design underway.
Whalebone Community Park clean-up & reclaim entrances (EA B)	Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase	Oct	+	
Rollo McClay Community Park water reservoir upgrades (EA B)	Complete berm and seed	Apr	✓	Complete

707 Community Park gate (EA B)	Create agreement with landowner and install gate	June	✓	Complete
Honeysuckle Trail (EA B)	Work with GALT & MOTI on trail permit & development	Oct	+	
Decourcy Drive Stairs – MOTI (EA B)	Submit a permit to MOTI to construct stairs		✓	Completed
Decourcy Drive Park (EA B)	Create a trail and lookout in parkland	TBD New	+	Timing of project to be determined by POSAC through the five-year project plan.
Joyce Lockwood Lease renewal	Renew Existing lease	May New	+	Waiting for documents from the Province
Extension School (EA C)	Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission	Nov New	+	Met with school district. LOU agreement under development.
Extension Miners Community Park bridge and trail (EA C)	Complete design and install bridge and trail	July	+	Design complete and building permit obtained. Construction to start June 15. Trail design and install will follow.
Jingle Pot roadside path (EA C EW/PV)	Design and Costing for Tender of multi-use path and/or expanded roadside	July	+	Meeting with neighbours taken place and meeting scheduled with MOTI in May.
Andres Dorrit community consultation (EA C EW/PV)	Complete the community survey; compile and assess results	Jan	✓	Survey complete.
Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV)	Complete studies and designs as determined through the community consultation process	Nov	+	Report being prepared for the June POSAC meeting regarding the house.
Blueback Community Park development (EA E)	Complete planning process and develop Phase I	Dec	+	
Meadowood Way Community Park development (EA F)	Complete design, tender and install	July	+	Grading complete, construction tender issued and contractor retained. Completion date is mid-July.

Arrowsmith Community Trail (ACT) next phase (EA F)	Plan and develop next phase of trails	Nov	+	
Errington Park upgrades (EA F)	Work with community to upgrade park for the 100 year anniversary	Nov	+	
Errington Community Park (EA F) operator agreement	Complete the agreement with the Errington Hall Society	Apr Dec	-	Delayed due to staff resource issues.
Land agreements ACT trails (EA F)	Complete agreements with private land owners	Feb Oct	-	Work delayed due to staff resource issues.
Malcolm Park signage plan (EA F)	Create a signage plan and install	Sept	+	
Columbia Beach well capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	Sept	+	
Little Qualicum Hall upgrades (EA G)	Develop multiyear plan for hall repairs and proceed on priority items	Dec	+	Staff investigating funding options.
Wembley Road roadside path (EA G)	Design and costing for tender of multi-use path and/or expanded roadside	Oct	+	Discussions with MOTI underway.
Oceanside Cycling Coalition (EA G)	Attend meetings with local community groups for Active Transportation	ongoing	+	
Henry Morgan Community Park Phase II (EA H)	Install swings and portapotty	July	+	
Essary Trail development (EA H)	Work with volunteers to complete the trail	May	+	Parks Operations to flag route for volunteers to brush out trail.
Agreement Lighthouse Community Park (EA H)	Complete agreement for park management with the Lions Club	Apr Dec	-	Delayed due to staff resource issues.
Oakdowne Community Park signs (EA H)	Install signs as per plan	Mar June	-	Sign plan done. Signs ordered.
Shoreline Drive stairs (EA H)	Install new stairs	Apr July	-	Delayed due to staff resource issue.

Water access planning (EA H)	Work with POSAC to prioritize & implement first phase	Sept	+	
Lighthouse Centre Capital Upgrades and Maintenance Funding	Complete a funding agreement with the Lighthouse Community Centre Board	Oct New	+	Awaiting copy of Capital Plan from the Lighthouse Community Centre Board.

Regional Parks & Trails Services	action	due date	progress	comment
Brochure	Complete the design; print and distribute copies	Feb	✓	Complete.
Park Warden Program	Continue to work with volunteers	ongoing	+	
Caretaker Agreements	Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks	ongoing	+	
Operator Agreements	Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks	ongoing	+	
Partnerships	Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRRCA, ERRP, CMRP and MRP	ongoing	+	
Regional Park signage	Install signs and kiosks as per budget plan	Sept	+	Underway
Goose control	Continue to monitor and review progress of the Guardians of the Estuary	Sept	+	
Management Plan renewals	Create a plan and strategy to review and update plans	Oct	+	
E&N Rail Trail (Coombs to Parksville to French Creek)	Design, including preliminary studies, survey and public consultation	Sept	+	RFP issued and Koers Engineering selected. Work is underway.
E&N Rail Trail (Parksville to Coombs)	Tender and construction of trail	Summer 2015	+	

E&N Rail Trail (Parksville to French Creek)	Tender and construction of trail	Summer 2016	+	
Morden Colliery Regional Trail Lease	Work with Province to upgrade and renew the lease	Sept	+	Discussions held with Province. Trail needs to be surveyed and costs being determined.
Morden Colliery Regional Trail bridges	Repair and upgrade Thatcher Creek bridges	May Aug	-	Work delayed due to staff resource issues
Lighthouse Country Regional Trail Staging Area	Completion of staging area at Lighthouse Community Park entrance	Sept	+	
Lighthouse interpretive signs	Produce and install signs	Apr July	-	Signs ordered and will be delivered mid-June.
Benson Creek Falls Mgmt. Plan	Complete management plan	Jan	✓	Plan adopted by Board Jan 28/14
Benson Creek Falls Regional Park	<ul style="list-style-type: none"> Geotechnical study for placement of stairs to Ammonite Falls 	May July	-	Delayed waiting for decision from province on early lease renewal.
	<ul style="list-style-type: none"> Design and install stairs to Ammonite Falls 	Jun-2015	-	Due to change in capital budget, design will be done in 2014 and build/install will be done in 2015.
	<ul style="list-style-type: none"> Design & install parking upgrades at Jamison Road 	Apr June	-	Delayed due to budget review and adoption. Approval received from MOTI.
Benson Creek Falls access	Work with woodlot manager and province on the trail selection and agreement	Nov	+	
Benson Creek Falls licence	Work with province to explore early renewal	June	+	Discussions have taken place with the Province.
Descanso Regional Park upgrades	Campsite and road improvements	May	+	Underway
Englishman River Regional Park trail development	Trail upgrades and installation of directional signage	Oct	+	
Horne Lake Boat Launch Upgrades	Repair and upgrade boat launch	May Sept	-	Delayed due to budget review and adoption. Further delay due to the high level of the lake.
Horne Lake generator	Replacement of generator	Apr	+	Generator has been ordered.

Horne Lake Regional Park facility upgrades	Upgrade and relocation of campsites per concept plan	Dec	+	Underway.
Fairwinds Regional Parks Management Plan	Development of Management Plan (the due date is pending the PDA bylaw adoption)	pending	+	Plan to be completed within 9 months of adoption of Phased Development Agreement.
Little Qualicum River Estuary	Continue to work with partners on invasive plant removal and upgrades to the fish channel	ongoing	+	
Moorecroft Regional Park - trail upgrades	Update and improve accessibility to sections of trail system	July	✓	Complete.
Moorecroft Regional Park - facility upgrades	Boat house roof replacement and Kennedy Hall upgrades	Sept	+	
Moorecroft Regional Park - dog issues	Work with bylaw to create a strategy for dog management	May Aug	-	Delayed due to staff resource issues.
Mount Benson covenant	Work with NALT to complete the covenant	June Sept	-	Delayed due to staff resource issues.
Nanaimo River Regional Park - facility upgrades	Upgrade stairs to river	Nov	+	
Nanaimo River Regional Park - invasive species	Removal of invasive species at park	Nov	+	
Morden Colliery Mine tipple	Funding to society for engineering report for the tipples restoration	April	+	\$15,000 approved in 2014 budget. Waiting for the society to raise the rest of the funds.
Regional Park Zoning	Work with Planning Department to rezone parks.	2015 New	+	
Top Bridge Trail Upgrades	Work with City of Parksville to Upgrade facilities	TBD New	+	Meeting to be held to determine timeline.

Recreation Services	action	due date	progress	comment
2007 Recreation Services Master Plan	Review and compare applicable recommendations that may have an impact on 2014	June	+	
Fees and Charges	Complete annual revenue of fees and charges related to recreation services and create bylaw	May July	-	Draft bylaw and cover report due to June D69 Commission. Recommendations June regular Board. If Not July COW and regular Board.
Asset Management	Participate in RDN Asset Management working group	quarterly	+	Staff attending workshop and best practices sessions May 16 and 30.
Membership Pass Program	Expand existing Active Living Card to include options for corporations and organizations	April June	-	Approved by D69 Rec Commission in May. Recommendation for approval to go to Board
Website	Review Recreation Services presence on RDN website	June	+	Ongoing, will have develop a phased approach to changes that may occur prior to OER being complete.
Safety	Staff re-familiarization on safety plan manuals and emergency preparedness	Oct	+	Likely will form part of an OER recommendation.
Sport Tourism	Aid in the implementation of the joint communities plan to promote sport tourism as per the 2011 Advanced Sport Tourism Workshop	ongoing	+	See comments under Oceanside Place – Sport Tourism.
School District 69 Facilities	Keep apprised of SD#69 school closure process and if directed by Board meet formally on opportunities.	Ongoing New	+	
School District 68 Facilities	Keep apprised of SD#68 school closure process and if directed by Board meet formally on opportunities.	Ongoing New	+	
Electoral Area 'A'	Recreation Facility feasibility through EA 'A' PARKS, Recreation and Culture Commission	Ongoing New	+	Possible use of SD#68 or alternate property use.

Ravensong Aquatic Centre	action	due date	progress	comment
Facility Maintenance - Capital	Implement and complete maintenance capital plans	Sept	+	Ongoing now and scheduled to be completed for both OP and RAC by Fall 2014.
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	quarterly	+	
Aquatic Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of aquatic services	ongoing	+	Anticipated specific recommendations may come from OER.
Pool Audit	Lifesaving Society to review pool protocols/procedures	Nov	+	Contract with BC/Yukon Lifesaving Society to complete audit still to occur but audit will be completed before year end.
Mechanical Systems Optimization Review	Verification review of upgraded mechanical systems to ensure operating at optimal levels	Dec	+	Specific to RAC, report to go to CCAF committee in June on feasibility to secure funding for this review. If no funding available existing 2014 RAC capital funds are available.
Business Plan Metrics	Continue to focus on revenue generating opportunities, new programming and partnerships	ongoing	+	
	Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage	ongoing	+	
	Maintain and work to enhance marketing strategies to increase participation rates (e.g. MS Society, VIHA, schools, businesses, community events)	ongoing	+	

Recreation Facilities Sustainability Strategy	Continue to coordinate with Energy and Sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	quarterly	+	Report to CCAF June meeting to included potential projects; Cedar Heritage Centre, D69 Arena (curling club), RAC Mechanical Systems Optimization Review, OP electrical upgrade, electric ice resurfacers (Zamboni).
Ravensong Aquatic Centre Land Lease	Work with Town of Qualicum Beach on renewal of the land lease occupied by Ravensong Aquatic Centre	October	+	Waiting for reply from Town on renewal of Lease

<i>Oceanside Place</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Sport Tourism	Maintain and increase if possible sport tourism initiatives related dry and ice use. Continue to encourage and promote nine sport tourism related events of Oceanside Place	Ongoing	+	Vancouver Island Skate International, hockey tournaments (adult minor), Generals hockey camp, female hockey camp, National Women's U18 Hockey Championship
Arena Services	Participate in VISTC bid for the 2015 or 2016 National Women's U18 Hockey Championship	Jan/TBA	+	Will be submitting a bid prior to Fall of 2014 to host the 2016 Women's National U18 Hockey Championships.
Business Plan Metrics	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of arena services	ongoing	+	Anticipated specific recommendations may come from OER.
	Continue to focus on cost reduction and revenue generating opportunities in programs and services	ongoing	+	
	Increase the number of dry floor activities & events during the shoulder season (increase the utilization of dry floor use to 20% or 1,264 hours of use)	ongoing	+	Roller derby, great garage sale, health humongous feasibility, lacrosse tournament , 2014 BC Summer Games lacrosse

Facility Maintenance - Capital	Implement and complete maintenance capital plans	Nov	+	Ongoing and scheduled to be completed for both OP & RAC by Fall 2014.
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	quarterly	+	
Facility Services	Continue to update and develop facility signage	Sept	+	Second of three phases to be completed by September 2014.
Recreation Facilities Sustainability Strategy	Continue to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	quarterly	+	Report to CCAF June meeting to included potential projects; Cedar Heritage Centre, D69 Arena (curling club), RAC Mechanical Systems Optimization Review, OP electrical upgrade, electrical ice resurfacer (Zamboni) feasibility.
District 69 Arena (Parkville Curling Club)	Work with Club on options to reduce/remove the tax assessment. Provide to RDN Board staff report related to resolution #14-264.	July	+	Staff to prepare a report on the impacts the Parkville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parkville for the leased parklands and to provide options that will ensure the club and the regional district facility can be sustained in the long term.

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Recreation Program Services	action	due date	progress	comment
Facility Maintenance – Cedar Heritage Centre	Implement and complete capital maintenance projects as required and work with CSCES on management of building	ongoing	+	
Contract Services	Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS)	Ongoing GRS Oct.	+	Currently working with GRS to renew recreation services agreement. Current one expires Dec. 2014.
Business Plan Metrics	Continue to respond to D69/EA 'A' Commissions, RDN Board, industry, innovation and community direction in the area of recreation services	ongoing	+	

	Ongoing assessment of program evaluation to ensure program offerings are relevant, accessible and needed within District 69 - match relevant program services to the needs and wants of the community (school enrollment, demographics, Recreation/RDN Master Plans)					
	Promoting benefits of programs & events that align with Active Aging, Canadian Physical Activity, Sport 4 Life guidelines, RDN Employee Wellness Program					
Youth Recreation Strategic Plan	Year 4 implementation of recommendations from 5 year Youth Strategic Plan (2011-2015) including	Ongoing				
	Continue the delivery of developmental asset programming					
	Implementation of Youth Art program					Launched Jan. 2014 but to be expanded in Oct. 2014.
	Inventory & assessment of community & regional parks to improve youth outdoor playing facilities	2015				Postponed due to limited Parks staff time

Ballenas Track Resurfacing and Multiplex	Work with SD69 and OTF on Board per Resolution # 14-260-264	Oct	+	<ol style="list-style-type: none"> 1. That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School. 2. That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund. 3. That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School. 4. That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.
Field and Facility use and development	Complete meetings with Parksville, Qualicum Beach & SD69 on possible usage fees on sport fields /courts	Nov	-	SD69 Staff busy with school closures, RDN staff busy with other 2014 work plan items. Meeting to be scheduled.
Partnerships and Collaborations	Review and identify strategic partnerships	June	+	

REGIONAL AND COMMUNITY UTILITIES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Community and Utilities Service Area will participate in the review	Dec	+	<ul style="list-style-type: none"> Ongoing. Staff interviews complete. Stakeholder interviews in progress.
Wastewater Services	action	due date	progress	comment
GNPCC Outfall	Outfall replacement for land section - construction project and detail design marine section	Dec	+	<ul style="list-style-type: none"> RFP issued for marine section; Land section construction awarded in April
GNPCC Secondary Treatment	Secondary upgrade preliminary design	Nov	+	<ul style="list-style-type: none"> RFQ and RFP in development; Schedule subject to results of RFP
GNPCC Digester Cleaning	Empty contents Digester 2, inspection & maintenance	June	✓	Complete
Wastewater Facilities	Study to review resource recovery opportunities at RDN wastewater facilities	Dec	+	Planned for Fall 2014
Departure Bay Pump Station	Pump and electrical upgrade - construction project	June Dec 2015	-	Equipment delivery lead time – 16 weeks
FCPCC Trickling Filter upgrades	Roof, piping & concrete repairs – construction project	Dec	+	
FCPCC Decontamination Building	Construction project	Dec	+	In progress.
Chase River Pump Station	Bypass return line - construction project	June	+	<ul style="list-style-type: none"> Subject to resource constraints schedule. Lower priority.

Sewer Use Bylaw No. 1225	Review and update source control bylaw	Aug	+	
FCPCC Effluent Pumping Capacity	Increase flow capacity of outfall – construction project	Dec	+	Project deferred 2-5 years; Process changes to wet well levels has allowed this project to be deferred.
GNPCC and FCPCC DCC Bylaw	DCC Bylaw review and update	Aug 2015	-	Deferred to 2015, resources allocated to higher priority sewer servicing project.
Rural Village Sewer Servicing Project	Area H sewer servicing detailed design and Cedar Village servicing strategy	2015	+	Scoping underway.
Septic Smart Program	Provide operational advice/information to septic system owners via workshops, open houses and newsletters	ongoing	+	Ongoing.
Liquid Waste Management Plan	Submit draft LWMP to Ministry of the Environment	Feb	✓	Complete.
Liquid Waste management Plan	Implement LWMP actions related to the various program commitments	ongoing	+	Implementation underway. Environment Minister approval pending.
SFN/CON/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CON	Dec	+	Negotiations progressing with SFN and CON
Nanoose Bay DCC/CC review	Submit report and bylaw amendment	2015	+	Schedule pending LWMP approval by Environment Minister.
GNPCC Interceptor Rights of Way	Updates of SROWS	Ongoing	+	In progress.
Pump and Haul bylaw review	Bylaw review and recommendations	2015	+	In progress, initial priority on Gabriola Island.
Asset Management Plan	Assess asset conditions. Participate in development of RDN asset management plan.	Dec	+	Completed assessment and inventory of asset conditions. RDN planning underway.

Water and Utility Services				
<i>Water:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
NBPWSA DCC Bylaw	Finalize Development Cost Charge Bylaw	Mar Aug	-	Target report out to Board in August
NBPWSA Capital Charge Bylaw	Finalize the Capital Charges Bylaw	Mar Aug	-	Target report out to Board in August
NBPWSA Madrona PS Upgrade	Upgrade Logic Controller	Apr Sept	+	Rescheduled (contract electrician availability)
NBPWSA Madrona #8 Well	Redevelopment	May Sept	+	Rescheduled to Fall 2014
NBPWSA Beachcomber Reservoir	Reservoir Demolition	Apr Oct	-	Rescheduled to Fall 2014
NBPWSA West Bay Pumphouse	Electrical/Controller Upgrades	Apr Oct	-	Rescheduled for Fall 2014
NBPWSA Arbutus Park Pump Station Upgrade	Design and install pump station upgrades	Nov	+	Scheduling subject to ERWS demand studies
NBPWSA Gary Oak PRV and water main upgrades	Design and install pressure reducing valve station and watermain upsizing along Spruce Lane	Nov	+	Underway
NBPWSA Wall Beach & Ashcraft Road Watermain Upgrade	Replace watermains, valves and associated works	Nov 2015	-	Funding requires referendum approval in November. Installation in 2015.
NBPWSA Borrowing Bylaw	Establish Borrowing Bylaw for future Capital – Petition or Referendum for borrowing authority	Nov	+	In progress for November referendum.
San Pareil WSA Infrastructure Upgrade	Construct reservoir & pump station facilities	Apr Jul	-	90% complete. Commissioning in June.
San Pareil WSA Treatment Review	Develop additional water treatment options	Nov	+	In progress.

Whiskey Creek Treatment Review	Develop additional water treatment options	Nov	+	In progress.
Englishman River WSA Back Up	Install power back-up generator connection	Mar Oct	-	Rescheduled to Fall 2014.
Westurne Water System Review	Complete review and petition	Nov	+	In progress.
SFN/CON/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CON	Dec	+	Negotiations progressing with SFN and CON.
FCWSA water quality	Explore potential of water supply from TQB	Dec	+	Evaluation underway by RDN and QB staff.

<i>Drinking Water/ Watershed Protection:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Water Use Reporting Tool	Finalize regional pilot then introduce to partners	Mar	✓	Complete.
Volunteer well monitoring program	Establish volunteer wells in the region as per Water Balance data gap analysis	Mar June	-	Target June completion. In progress.
Watershed Water Balance Study	Address data gap recommendations	May Ongoing	+	In progress.
Rebate Programs	Continue rainwater cistern & rural water quality rebates	ongoing	+	Ongoing.
Rural Water Quality Outreach Program	Program development and delivery	Sept	+	Underway.
Team WaterSmart Program	Continue program delivery in region	ongoing	+	Ongoing.
Integrated Watershed Management (IWM)	Develop IWM model and implementation plan	Nov	+	Scoping underway.

<i>Sanitary / Storm Sewer:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Sanitary sewer maintenance	Develop RFP for camera and flushing activities	Mar	+	RFP complete.
Breakwater Pump Station upgrades	Upgrade electrical controls	June	+	In progress.
Surfside Pump Station upgrades	Replace duty pump	June	+	In progress.
Hawthorne Rise Sanitary Sewer Main extension	Finalize engineering and tender the project	Apr	+	Complete.
Stormwater Service Area Fairwinds	Develop service area and standards	Nov	+	In progress, working with MOTI.

STRATEGIC AND COMMUNITY DEVELOPMENT

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind Schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Strategic and Community Development Service Area will participate in the review	Dec	+	<ul style="list-style-type: none"> Ongoing. Staff interviews completed.
Building Inspection	action	due date	progress	comment
Mobile Inspection Devices	<ul style="list-style-type: none"> Eliminate hand-written inspection reports through the use of mobile field devices 	July	+	Working with vendor on software configuration and implementation scheduling. Devices and application to be field tested in late May.
Document Storage/Archiving	<ul style="list-style-type: none"> Research and examine systems for digital storage and retrieval of historical records 	Sept	+	Working with Information Services Department to develop standards for an RFP to be released in late summer.
Public Awareness	<ul style="list-style-type: none"> Maintain relationships with development community to improve knowledge of inspection services and requirements Continued operation of community offices in EAs 'B' and 'H' Educational material available to public at site offices, main office and on website 	ongoing	+	
Compliance	<ul style="list-style-type: none"> Maintain focus on compliance by resolving infractions through pro-active enforcement and public awareness 	ongoing	+	

Bylaw Enforcement	action	due date	progress	comment
Nanaimo Airport Transport Canada Agreement	Preparation of draft bylaw and report to Board	August		Approval from Transport Canada on the agreement to regulate tree height on the flight path in and near the airport. The agreement is subject to completion of amendments to documents that staff are currently completing.
Response time	Continue timely response to public complaints with focus on compliance versus legal action	ongoing	+	Continued monitoring.
Public awareness	Increase public awareness of regulatory bylaws and online contact form through the development of printed material and website updates	ongoing	+	Ongoing review and updates to online material.
Inter-agency cooperation	Participation in inter-agency meetings with key organizations such as police, fire, ALC & municipalities to maintain working protocols and cooperation	ongoing	+	
Emergency Planning	action	due date	progress	comment
Program Development	<ul style="list-style-type: none"> Centralize volunteer management & expand NEP program Focus on building volunteer base in EAs 'A' and 'C' 	ongoing	+	Contractor focused on expanding active NEP program.
Emergency Operations Centre / Response	<ul style="list-style-type: none"> One table top exercise; amateur radio emergency communications drill; EOC notification drill, livestock evacuation training 	Apr Sept	-	Table top exercise held April 25; communication drills in May; EOC notification drill completed in May; Livestock evacuation training to be scheduled later in 2014.

Volunteer recruitment and retention	<ul style="list-style-type: none"> Increase focus on recruitment and retention of ESS and NEP volunteers; establish new NEP groups and provide related training 	ongoing	+	Continuing workshops scheduled.
Wildland Urban Interface fire hazard abatement	<ul style="list-style-type: none"> Provide outreach on FireSmart Communities – Risk Mitigation 	May-Oct	+	
Carcass Disposal	Conduct next phase of livestock carcass disposal study	Sept	+	Grant funding application going forward.
Recovery Plan	Continue development of the Recovery Plan to include the Canadian Red Cross Services	Sept	+	Recovery plan draft completed and being reviewed/ revised.
Cooperative agreements/ partnerships	<ul style="list-style-type: none"> Complete agreement with Canadian Red Cross Society to secure Recovery Services 	Jan	✓	Agreement approved by Board and signed by parties.
District 69 Emergency resources agreement	<ul style="list-style-type: none"> Consider continuation of Parksville/Qualicum Beach operating agreement to share Oceanside ESS and emergency communications 	ongoing	+	Contractor hired as approved by all parties. Ongoing monitoring of program in 2014.

Long Range Planning	action	due date	progress	comment
Regional Growth Strategy implementation	<ul style="list-style-type: none"> Produce Annual Report on RGS implementation 	Feb	✓	Complete.
	<ul style="list-style-type: none"> Initiate target setting for achieving RGS goals 	Feb	✓	Initiated in February.
	<ul style="list-style-type: none"> Develop RGS monitoring and reporting program 	Dec	+	Workshop held with professionals; workshop report produced; workshop with board scheduled for June 12.
	<ul style="list-style-type: none"> Review RGS to ensure support for agriculture, affordable housing and renewable energy 	Oct	+	Underway - part of AAP Implementation.

	<ul style="list-style-type: none"> Initiate RGS Master Implementation Agreement 	Sept 2015	-	Mar. 31/14 completion date changed.
	<ul style="list-style-type: none"> Initiate development of Corporate Implementation Strategy 	Sept	+	To be initiated in the Fall.
	<ul style="list-style-type: none"> Education and awareness activities 	ongoing	+	Two presentations made so far this year.
	<ul style="list-style-type: none"> Complete Commercial Land Supply & Demand Study 	Nov	+	RFP to be issued in the Fall.
	<ul style="list-style-type: none"> Coordinate Intergovernmental Advisory Committee meetings 	As needed	+	None needed or anticipated this year.
Climate and Energy Action Plan	Provide assistance and advice	2014	+	Work with E&S on a regular basis.
Affordable Housing	<ul style="list-style-type: none"> Implement community engagement program for secondary suites policy 	Feb	+	Brochure produced; will be meeting with real estate and construction organizations later this year.
	<ul style="list-style-type: none"> Continue implementation of Housing Action Plan 	ongoing	+	Continue to work with housing providers to provide assistance.
	<ul style="list-style-type: none"> Update web resource pages on affordable housing 	ongoing	+	Updated in February.
Capacity Building for Homelessness	Staff involvement to allocate funds to homelessness projects	ongoing	+	Three projects to date in 2014; two more requests to be processed.
Nanaimo Airport Land Use Planning Process	<ul style="list-style-type: none"> Provide support for Nanaimo Airport Land Use Planning Process 	ongoing	+	Meetings with Nanaimo Airport Commission have taken place.
	<ul style="list-style-type: none"> Continue Phase 2 of the Airport Planning Exercise 	Feb	+	Meetings with Nanaimo Airport Commission re MOU have taken place. A draft MOU is being developed.
	<ul style="list-style-type: none"> Continue Phase 3 – Master Development Plan and OCP / zoning amendments 	2015	+	To follow completion of Phase 2.

Community Planning	action	due date	progress	comment
Cedar Main Street Plan	Implement Cedar Main Street Plan		+	No active projects.
Electoral Area 'A' OCP Implementation	<ul style="list-style-type: none"> Complete zoning bylaw amendments 	Dec	+	No active projects.
	<ul style="list-style-type: none"> Review of Yellowpoint Aquifer DPA 	Mar	✓	To be adopted in June.
Agricultural Area Plan Implementation	Initiate implementation of Agricultural Area Plan	Jan	✓	<ul style="list-style-type: none"> 5-year action plan adopted by Board. Drafting terms of reference for bylaw/policy review. Education with Outreach underway.
Official Community Plans	Initiate amendments to zoning and OCPs to address agriculture, affordable housing and renewable energy	Sept	+	Part of bylaw review initiated in March.

Current Planning	action	due date	progress	comment
Board ALC Comment Policy review	Complete review of Board policy re comments to the ALC and provide options for Board consideration	Mar.	✓	AAC and Director comments on ALR applications approved by the Board February 2014.
Housing Action Plan	Assist with implementation of secondary suites bylaw amendments and supporting policy	Apr	✓	Secondary suites bylaws adopted by the Board May 27, 2014.
Delegation of Authority Bylaw review	Review of Bylaw No. 1166 in consideration of potential amendments to improve business efficiency	May	+	Review underway. To be considered in concert with recommendations on opportunities to improve efficiency coming out of the Operational & Efficiency Review.
Rural Area Signage	Report on a proposed consultative process with the intent of identifying rural signage concerns and reducing any impediments to effective signage	May Sept	-	Process to be informed by community identification signage pilot project underway in Nanoose and EA 'H' sign dialogue with community members and MOTI currently taking place.

Communication tower siting protocol	Review RDN's role in communication tower siting and provide options for Board consideration	June Sept	-	Review underway to include implications of February 2014 changes to Industry Canada's tower siting policy. Staff met with City of Nanaimo (CON) staff April to discuss coordinating development of RDN and CON communication tower siting policy.
Nanaimo Airport Land Use Planning Process	Assist Long Range Planning in the Airport planning process	July	+	Discussions underway with NAC.
Development Permit Area Exemption review	Assist in review of DPA exemptions in consideration of potential amendments to improve business efficiency	Aug	+	Review underway and likely to be informed by the outcome of the Operational & Efficiency review.
Regional Park zoning	Complete zoning bylaw amendments for Reg. Parks	Sept 2015	-	Parks zones in draft. Background work taking place in 2014 between Parks/Planning staff. Bylaw introduction 2015.
Climate Change adaptation	Review RDN bylaws and policies with consideration to climate change adaptation	Sept	+	Review underway to be informed by Overcoming Barriers to Green Buildings project under Energy and Sustainability.
Zoning Bylaw No. 500 review	Review Bylaw No. 500 for housekeeping amendments and consistency with Board Strategic Plan	Oct	+	
Communication	Review and update website and other sources of business information to ensure accurate, accessible and understandable information	Nov ongoing	+	Date changed to "ongoing" to reflect that ensuring sources of information are accurate and effective is an ongoing process. BOV section created for RDN website. Home based business section to be updated in June.
Lakes District & Schooner Cove Plan implementation	Actions to support subdivision development within the LD & SC pending adoption of the ZA bylaws and PDA:	TBD	+	
	<ul style="list-style-type: none"> Establish processes for review of development applications under PDA 		+	Underway. Anticipated to be in place concurrently with PDA approval.
	<ul style="list-style-type: none"> Assist in establishment of an RDN stormwater service area 		+	Discussions underway with MOTI to establish respective roles with regard to stormwater management in LD & SC area. Met in March. Meeting schedule for June. RUC is now taking the lead on this.

Sustainable Communities	Assist in review of RDN bylaws and policies to better accommodate renewable energy initiatives	ongoing	+	
Area Agriculture Plan Implementation	Support the AAC in implementation of the Agricultural Area Plan	ongoing	+	<ul style="list-style-type: none"> • 3 year action plan approved by the Board November 2013. • Terms of reference for bylaw & policy review in draft. • Education and outreach underway.

Energy & Sustainability	action	due date	progress	comment
Communication	<ul style="list-style-type: none"> • Maintain outreach to staff on energy use, emissions and climate change 	ongoing	+	Sustainability Coordinator participation in staff meetings, lunch and learn sessions, etc. No specific actions scheduled for 2014.
	<ul style="list-style-type: none"> • Continue public seminars on green buildings, renewable energy systems, emission reductions, and other sustainability topics 	Sept/Oct	+	Will initiate project planning pending approval of use of Community Works funds.
	<ul style="list-style-type: none"> • Distribute one regional newsletter focused on energy and sustainability topics 	June/July	+	May shift to Aug/Sep to better align the public green building programs.
	<ul style="list-style-type: none"> • Continue development of Green Building Guidebook series 	Nov	+	Topic for 2014 not selected. Will initiate guidebook project upon approval of use of Community Works funds.
	<ul style="list-style-type: none"> • Coordinate a community symposium on Climate Science 	Oct	-	Dates not set. In discussion with Climate Action Secretariat, VIU and Pacific Institute for Climate Solutions. To be held in conjunction with Green Building speaker series.
Energy Management and Climate Action	<ul style="list-style-type: none"> • Provide interdepartmental support, and coordinate investment in corporate energy efficiency initiatives through the Corporate Climate Action Fund 	ongoing	+	Working with managers to identify projects. Seeking opportunities for investment in southern communities. Targeting June 2014 for project list.
	<ul style="list-style-type: none"> • Revise and update the RDN Strategic Energy Management Plan 	Aug-Nov.	+	Initial work underway. Targeting Sep/Oct report to Sustainability Select Committee (SSC).

	<ul style="list-style-type: none"> Develop and implement regional emission reduction projects 	Dec	+	Preparing report for June SSC for recommendations/direction on project types.
	<ul style="list-style-type: none"> Assist with the development of renewable energy projects within the region 	ongoing	+	Incorporated into green building incentives (Community) and strategic energy management plan.
	<ul style="list-style-type: none"> Assess vulnerability of RDN communities & infra-structure to predicted impacts of climate change 	Sept	+	Preliminary discussion in 2013. Advance project in April 2014. Will consider how to incorporate into asset management strategy.
Sustainable Communities	<ul style="list-style-type: none"> Review RDN bylaws and regulations and revise to better accommodate residential and utility scale renewable energy systems and green building practices 	ongoing	+	Prepared to initiate at any time. Requires interdepartmental coordination and collaboration. Commence in May 2014.
	<ul style="list-style-type: none"> Continue Green Building Incentive Program for Electoral Area and Lantzville 	ongoing	+	Program to be initiated April 1, 2014. Report requesting additional funds to be brought forward in June.
	<ul style="list-style-type: none"> Develop pilot integrated community identity and wayfinding signage program for Electoral Area 'E' 	May-July	+	Project underway. Initial sign inventory complete. Public consultation tentatively planned for June.
	<ul style="list-style-type: none"> Continue administration of the Northern Communities Economic Development Service 	ongoing	+	NCED Select Committee scheduled for April 9. Spring funding to be disbursed following April Board meeting.
	<ul style="list-style-type: none"> Monitor and report on corporate energy use and emissions 	quarterly	+	Initiating monthly tracking of all energy purchases. Quarterly reporting to SSC.
Monitoring and Reporting	<ul style="list-style-type: none"> Continue support for interdepartmental reporting relating to Board Strategic Priorities, as well as other reporting requirements as requested 	ongoing	+	<ul style="list-style-type: none"> Completed interim CARIP report; final report due June 2; Assisting Finance with annual financial report (Apr); Prepare for Board Strategic Planning (Nov).

TRANSPORTATION AND SOLID WASTE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Transportation and Solid Waste Service Area will participate in the review	Dec	+	Ongoing.
Transportation Services	action	due date	progress	comment
New Flyer CNG Project	Implement	Mar Apr	✓	25 new CNG buses now operating throughout RDN Transit system- Project came in on budget.
Facilities shop CNG upgrade	Design and construct	Mar May	✓	Project now complete and came in on budget
CNG Compressor Station	Design and install	Mar	✓	Complete and on budget
Transit Business Plan	Bring Transit future plan to Board for approval	Sept	✓	Board has approved Future Plan
Work order inventory system	Design and install new system for Mechanics	Dec	-	Will work with BC Transit and other local governments to determine best route forward
Google type trip planner	Design and implement	Apr Dec	-	Working with BC Transit. (may involve GPS project)
Update Operations Manual	Review and update the manual	Apr	✓	
Dispatcher Operations Manual	Design and implement the manual	June	+	

Driver Routing Manual	Design and implement a manual	Sept	+	
Prideaux Street Transit Exchange	Implement lighting upgrades	Feb	✓	
Downtown Transit Exchange	Preliminary design of a new Transit Exchange	Oct	-	Will work with the city of Nanaimo and BC transit to coordinate
Woodgrove Transit Exchange	Preliminary design for upgrade and expansion	Dec	+	
HandyDART Fleet (Arboc)	Implement replacements	May	✓	
On-time performance monitoring	Design and implement new monitoring program	Dec	+	
GPS bus monitoring	Design and install	Dec	+	This project may involve Google planner project so will need to work closely with BC Transit on implementation
Bus stop implementation plan	Prepare report for Board approval	Dec	✓	Report to Board was approved.
District 68 – Cedar – Ladysmith – VIU link options	Prepare report for Board approval	Oct	+	Will need to consult with School Board, VIU, Ladysmith, CVRD and BC Transit for preparation of options.
Greens Landing Wharf	Prepare a status report for Board	Nov	+	Federal Public Works have indicated a desire to transfer responsibility of wharf to RDN which will require an agreement that is approved by the Board. First Nations consultation must be completed by the Feds.
Bus Advertising Contract	Update advertising plan and implement with BC Transit	July	+	BC transit will need to be consulted
Taxi Saver program for Gabriola	Report on options for Board	Sept	-	Needs to be restructured to a Grants-in-aid type of agreement from what was originally planned.
Raven Underground Coal Mine	Report to board	Dec	+	Ongoing waiting for applicant information

Solid Waste Services				
Zero Waste Programs:	action	due date	progress	comment
Solid Waste Management Plan	Review, update and amend	Dec	+	
SWMP Public Consultation Program	Develop and implement	Dec	+	
Commercial Food Waste Ban Expansion	Communicate, collaborate, enforce	Dec	+	Will be addressed during SWMP
North Nanaimo Yard Waste Drop-Off	Award cost recovery contract	Sept	+	Report has gone to Board; currently reviewing options.
Construction/Demolition Waste Recycling Options	Undertake study; report to Board	Oct	+	Will be updated during SWMP
WSML License Application Process	Review and update process	Dec	+	
WSML License Compliance	Monthly, Quarterly Inspections (12 sites)	ongoing	+	Inspections have been completed and follow-up investigations are planned for those that are not in compliance.
Illegal Dumping Enforcement Program	Respond to public inquiries/complaints	ongoing	+	
Region-Wide Zero Waste Newsletters	Prepare and distribute two newsletters	Nov	+	One newsletter has been completed and the second will be completed by November
Review flow control	Study of issue	Oct	+	Will be addressed during SWMP

<i>Curbside Collection Program:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Curbside Collection Bylaw	Update and amend Bylaw No. 1591	Mar	✓	
Multi-Material BC PPP Recycling Program	Implement and monitor service contract	ongoing	✓	Implementation has begun in May 2014 and we are now in the monitoring stage
Amend curbside collection contract with BFI Canada	Revise and amend contract language and term to reflect changes to Provincial recycling program	July	+	Negotiations with contractor are ongoing.

<i>Disposal Facilities:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Bylaw 1531 – 2013 Tipping Fees	Review and amend	Nov	✓	
Cell One Nature Park Phase 1	Preliminary design	Oct	+	May be delayed due to new MOE criteria
Operations Building at Landfill	Detailed design for new operations building	Sept	+	
Maintenance Building at Landfill	Detailed design for new maintenance building	Sept	+	
North Berm	Detailed design for berm	Sept	+	
Underground Utilities (North Berm)	Detailed design, tender award and construction	Oct	+	
Tire and Equipment Wash Down Facility	Detailed Design and Construction of facility	Nov	+	
Procedures Manual	Prepare procedures manual for Solid Waste facilities	Sept	+	



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
MAY 30 2014		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: May 15, 2014

FROM: Manvir Manhas
Senior Accountant

FILE:

SUBJECT: **2013 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information**

PURPOSE:

To provide comments on the financial performance of the Regional District of Nanaimo for the fiscal year ending December 31, 2013 and to present statutory reports covering Board remuneration and other financial information.

BACKGROUND:

Regional Districts are required by Section 814.1 of the *Local Government Act* to present annually the results of its financial audit and a report on Board and Committee member expenses and remuneration.

Additionally, as a public body in British Columbia, the Regional District must prepare a report in compliance with the *Financial Information Act* (Statement of Financial Information – SOFI). The SOFI contains extracts from the audited financial report, the schedule of Board expenses and remuneration, schedules of employee expenses and remuneration (over \$75,000), a schedule of supplier payments (over \$25,000) and information on community grants provided in the year.

The full edition of the annual financial report consisting of departmental highlights, a set of consolidated financial statements, notes to the statements, supplementary departmental revenue and expense schedules as well as statistical data has been provided as a separate handout along with a copy of the Regional District’s Statement of Financial Information (SOFI).

The annual report and SOFI will be posted to the Regional District’s web site for public access. Photocopied versions of the annual report can be requested at a charge of \$5.00 plus GST. Photocopies of the SOFI report are priced at \$2.50 plus GST.

DISCUSSION:

CONSOLIDATED FINANCIAL STATEMENTS:

Attachment 1 to this report is the consolidated financial statements of the Regional District of Nanaimo (including Notes). As noted earlier the full set of the consolidated financial statements is contained in the annual financial report circulated separately. The consolidated financial statements allow the Board, the management team and the public to assess the overall results of all of our activities for the fiscal year ending December 31, 2013. The objective of the statements is to fairly present the financial position of the Regional District as a whole.

MNP LLP completed the audit of the Regional District for the year ended December 31, 2013 and presented their audit findings at the May Committee of the Whole meeting. As in prior years, the Regional District of Nanaimo received an unqualified opinion on the consolidated financial statements for 2013, assuring readers that based on the audit procedures conducted, the financial statements are considered to be free of material errors.

Consolidated Statement of Financial Position:

Net Financial Assets:

The Regional District is reporting a “Net Financial Asset” position of \$24.7 million (2012; \$16.1 million) – an increase of \$8.6 million largely as a result of increase in financial assets as discussed below.

Financial Assets:

Total Financial Assets (cash, investments, accounts receivable) increased by \$24.1 million mainly as a result of an increase in amounts Receivable from Other Jurisdictions. This receivable increase relates to the debt incurred on behalf of the City of Nanaimo (\$13.3 million) and the Vancouver Island Regional Library (\$8.6 million). Cash and investments totaling \$71.9 million in 2013 largely represent the deferred revenue and reserve funds held for future infrastructure purchases for services managed by the Regional District.

Financial Liabilities:

Total Financial Liabilities (trade payables, short term and long term debt and other liabilities) increased by \$15.5 million. Long Term Debt increased by \$20.1 million (principle reduction offset by new debt incurred in 2013). The majority of the new debt incurred in 2013 was for the Vancouver Island Regional Library and the City of Nanaimo (\$21.9 million) which is offset by the Other Jurisdictions Debt Receivable under the Financial Assets. In 2013, the RDN long term debt increased by \$0.72 million (new long term debt incurred for Moorecroft Regional Park \$2.0 million offset by ongoing principal payments on existing debt). Deferred revenue decreased by \$2.6 million (more capital projects being funded and completed through the use of Development Cost Charges) and Accounts Payable decreased by \$2.0 million.

Unfunded Liabilities:

Unfunded liabilities are calculated for two items related to our operations. The first is the future cost to close and monitor the regional solid waste landfill for a period of 25 years after closure. The second category is certain post retirement employee benefits. Recording the value of these future liabilities is a means of showing that there are financial obligations which are not completely captured in the annual activities of the Regional District.

As at December 31, 2013 the value of these two items were:

Employee benefit	\$ (202,727)
Landfill closure & future monitoring	<u>\$ 9,747,835</u>
Total future liability	<u>\$ 9,545,108</u>
Reserves on hand	<u>\$ 1,418,974</u>

Employee Retirement/Other Benefits:

In 2013 a post-retirement benefits calculation was performed by an independent actuary. The Regional District of Nanaimo's employee agreements include payout of a portion of unused sick leave upon retirement (60 day maximum limit). The estimated amount required to meet the full cost of this potential obligation is \$1,681,452 (2012; \$1,573,129). As at December 31, 2013 the post retirement obligation is overfunded in the amount of \$497,712 (2012 – overfunded by \$371,238). There are currently 140 employees out of a workforce of 246 employees between the ages of 50 and 55 who could be eligible for a retirement benefit within the next five years.

Costs for vacation pay adjustments and other statutory amounts payable with respect to CPP, Employment Insurance, and Superannuation totaled \$294,985 at the end of 2013 (2012; \$226,874). These costs are combined with the overfunded amount for employee retirement liabilities noted above netting to the \$202,727 total overfunded for the two obligations at the end of 2013.

Landfill Closure/Post Closure Costs:

Public Sector Accounting Standards require local governments to estimate the costs to close and monitor landfill sites. The Regional District includes closure costs in the long term capital plan for the Solid Waste service which forms part of the approved financial plan. Annual budgets for the landfill operations also include contributions to reserve funds to help fund the overall long term capital plan which includes the development of a nature park on the closed landfill.

The landfill site, once closed, must also be maintained and monitored for a period of twenty five years. The annual cost is estimated at \$575,000 in future dollars. It is expected that the cost to maintain and monitor the closed landfill will be met by a similar combination of property taxes and disposal fees as is used currently to fund current operations.

Short Term Loans:

At the end of 2013 there was one short term loan relating to the Nanoose Bay Fire Hall which will be converted to long term debt this year in the Fall.

Long Term Debt:

Local governments in BC are authorized to borrow for capital purposes only and are also required by legislation to prepare balanced annual budgets and five year financial plans. While all residents across the Regional District are jointly and severally liable for both Regional District and municipal debt in the event of a default, the strong fiscal framework under which we operate has meant there has never been an instance where a local government in BC defaulted on its debt.

At the end of 2013 Regional District and municipal member debt stood at:

Regional District of Nanaimo	\$12,915,588
Municipal/other jurisdictions	<u>\$62,222,825</u>
Outstanding debt	<u>\$75,138,413</u>

Accumulated Surplus:

The current measure of overall results for a government entity is its Accumulated Surplus. For a government entity the Accumulated Surplus is represented by operating results, special purpose reserves and the net investment in tangible capital assets. The components making up the Regional District's Accumulated Surplus as at December 31, 2013 are shown below and are described in additional detail in Note 15 to the consolidated financial statements.

	<u>2013</u>	<u>2012</u>
General Revenue Fund Net Operating Surplus	\$ 10,056,262	\$ 9,385,386
Unfunded Liabilities	(9,545,108)	(9,935,870)
Capital Fund Advances	(995,924)	(3,990,217)
Net investment in Tangible Capital Assets	158,829,145	157,184,306
General Revenue Fund Reserve Accounts	3,081,980	2,448,471
Statutory Reserve Funds	39,329,742	34,501,862
Accumulated Surplus	<u>\$ 200,756,097</u>	<u>\$ 189,593,938</u>

The Accumulated Surplus position increased by \$11.1 million between 2012 and 2013. Three significant items contributed to this change.

Firstly, the net investment in tangible capital assets increased by \$1.7 million to \$158.8 million (2012; \$157.1 million). New capital assets totaled \$8.9 million offset by disposals (\$0.3 million) and amortization (\$6.5 million). The net investment in tangible capital assets includes the debt financing associated with the assets. In 2013 debt financing totaled \$16.7 million (2012; \$15.8 million), an increase of \$0.7 million largely due to the conversion of Moorecroft Regional Park loan from short term to long term debt offset by ongoing principal reduction on the existing debt. There was also one new short term debt issued in 2013 related to the Nanoose Bay Fire Hall.

Secondly, the capital fund advances decreased by \$3.0 million due to the conversion of Nanoose Bay Fire Hall debt from short term internal borrowing to Municipal Finance Authority (MFA) debt.

Finally, Statutory Reserve Fund balances increased from \$34.5 million to \$39.3 million, a change of \$4.8 million (2012; \$7.4 million) due to ongoing yearly reserve contributions for future capital needs.

Consolidated Statement of Operations and Accumulated Surplus:

The Consolidated Statement of Operations and Accumulated Surplus shows at a glance the Regional District's sources of revenues and the types of services to which we allocate resources.

The RDN is primarily a provider of basic services including solid and liquid waste disposal, water supply and distribution, public transportation, recreation programs and facilities, emergency call taking (E911) and fire protection services. This statement is prepared under Public Sector Accounting Board (PSAB) guidelines for government entities on a full accrual basis and includes amortization on capital assets and the estimated change in the balance of unfunded liabilities as if those dollars had been spent today.

The RDN has restated its 2012 financial statements to adjust for the tax requisition raised on behalf of the Vancouver Island Regional Library (VIRL) and transferred to them annually. Per the new Public Sector Accounting Board (PSAB) Guideline 3510, flow through taxation revenues and expenses should only be reported by the agency with the taxing authority. As per this guideline, the 2013 Consolidated Statement of Operations and Accumulated Surplus excludes tax revenues collected on behalf of VIRL and transferred to them in 2013.

Revenue decreased by \$2.2 million between 2012 and 2013. The difference is accounted for in the Developer contributions where transfers are lower compared to 2012 which indicate more capital projects was funded through the use of Development Cost Charges (DCCs) in 2012 compared to 2013. Major DCC funded projects in 2013 included a third digester and a sedimentation tank at the Nanaimo Wastewater Treatment Plant and the Hall Road Pump Station Upgrades at the French Creek Wastewater Treatment Plant. As at December 31, 2013 \$13.6 million in Development Cost funds had been used for these projects.

Expenses increased from \$56.0 million in 2012 to \$61.4 million in 2013. The majority of the difference is attributed to the Public Transit and Solid Waste areas and reflects the impact of the transit service expansion that began in 2013 as well as a one-time adjustment related to the calculation of the estimated unfunded liability for closure and post-closure cost at the regional landfill. Expenses also exclude the transfer to VIRL as per above under the new Public Sector Accounting Board (PSAB) Guideline 3510.

Expenses of \$61.5 million were more than the budget estimate of \$60.0 million. Also the "Surplus for the Year" (\$11.1 million) is less than the budget surplus of \$13.3 million. This is because for year-end reporting purposes amortization and unfunded liabilities are included as additional cost items in accordance with accounting standards for government entities. Note 18 to the financial statements provides information on how the surplus as budgeted in the annual financial plan is converted to the budgeted surplus for year-end reporting. The annual financial plan prepared on a cash basis incorporates items such as capital expenditures, borrowing proceeds, debt payments and transfers to/from reserves where the year-end report incorporates amortization and unfunded liabilities per the PSAB guidelines for government financial reporting. Capital asset purchases and debt servicing items are incorporated in the Statement of Financial Position under this model.

Reserve Fund Activity and Balances:

A schedule summarizing transactions in reserve funds is included in the annual financial report on pages 28 and 29. Reserve funds play a significant role in executing the capital plans of the Regional District and are highlighted for that reason.

The total value of reserve funds on hand at the end of 2013 was \$39.3 million (2012; \$34.5 million).

Highlights of reserve fund activity over the last three years are shown in the table below:

	2013	2012	2011
Contributions to reserve funds from annual budgets	\$5,450,581	\$6,894,034	\$6,046,278
Interest earned	687,218	681,821	666,795
Funds applied to approved expenditures	1,126,326	469,561	5,277,661

BOARD AND COMMITTEE MEMBER REMUNERATION AND EXPENSES

Attachment 2 to this report is the schedule of Board and Committee member remuneration and expenses (Page 26 in the SOFI report). Remuneration rates are reviewed and established by a Board appointed committee for the three year period between elections. 2012 and 2013 remuneration rates were established during the 2011 review.

Rates for attending additional meetings and meal per diems remained the same as in 2012. One third of remuneration is an income tax exempt allowance for carrying out the duties of an elected official. Total 2013 remuneration for Board members and their alternates was \$302,835 (2012; \$301,890) an increase of \$945 or 0.31% year over 2012.

The base remuneration rates for 2013 were as follows:

	Base Remuneration	EA Director/ Chairperson Allowance	Total	Change from 2012
Municipal Director	\$11,230	N/A	\$11,230	5.8%
Electoral Area Director	\$11,230	\$6,240	\$17,470	5.8%
Chairperson	\$11,230	\$20,635	\$31,865	3.1%
Other Public/Advisory Committee Meetings	\$70 per meeting attended			

Board member expenses include eligible mileage expenses while attending meetings for Regional District purposes, ferry fares, computer and telecommunications equipment operating costs, and attendance at the annual UBCM, AVICC and FCM conventions. Board member expenses totalled \$64,535 in 2013 compared to \$68,200 in 2012. The variance is a result of lower travel cost in particular related to the FCM conference that was held in Vancouver in 2013.

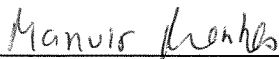
SUMMARY/CONCLUSIONS:

The 2013 Consolidated Financial Statements have been prepared and audited within the framework of the accounting policies applicable to local governments in BC. The statements present, in all significant respects, the financial position of the Regional District of Nanaimo as at December 31, 2013. This is confirmed by the Independent Auditors' Report dated May 13, 2014.

The report on Board and Committee members' expenses and remuneration and the Statement of Financial Information, attached to this report, comply in all respects with the requirements of the *Local Government Act* and the *Financial Information Act*. Staff recommend that these reports be received and approved.

RECOMMENDATION:

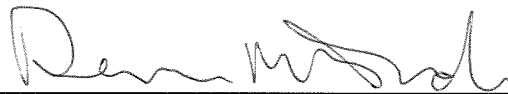
That the 2013 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.



Report Writer



Director of Finance Concurrence



A.C.A.O. Concurrence

Independent Auditors' Report

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

We have audited the accompanying consolidated financial statements of the Regional District of Nanaimo, which comprise the consolidated statement of financial position as at December 31, 2013 and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Regional District of Nanaimo as at December 31, 2013 and the results of its operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matter

The supplementary information on pages 20 to 30 has been subjected to the auditing procedures applied to the consolidated financial statements and, in our opinion, this supplementary information is presented fairly, in all material respects, in relation to the consolidated financial statements taken as a whole.

The supplementary information on pages 31 to 46 have been presented for purposes of additional analysis and are unaudited. We do not express an opinion on these schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia

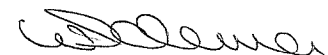
May 13, 2014

MNP LLP
Chartered Accountants

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2013

		<u>2013</u>	<u>2012</u>
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 51,867,495	\$ 38,552,617
Accounts receivable	(Note 3)	\$ 3,794,065	7,302,072
Investments	(Note 4)	\$ 20,104,371	25,241,225
Other jurisdictions debt receivable	(Note 12)	\$ 62,222,825	42,805,447
Other assets	(Note 5)	\$ 13,739	13,739
		<u>\$ 138,002,495</u>	<u>113,915,100</u>
Financial Liabilities			
Short term loans	(Note 6)	\$ 2,895,000	2,437,653
Accounts payable	(Note 7)	\$ 4,213,499	6,280,619
Other liabilities	(Note 8)	\$ 4,480,947	4,220,171
Unfunded liabilities	(Note 9)	\$ 9,545,108	9,935,870
Deferred revenue	(Note 10)	\$ 16,097,394	18,697,842
Obligation under capital lease	(Note 13)	\$ 900,726	1,205,499
Long-term debt	(Note 11)	\$ 75,138,413	54,996,955
		<u>\$ 113,271,087</u>	<u>97,774,609</u>
Net Financial Assets		<u>\$ 24,731,408</u>	<u>16,140,491</u>
Non-financial Assets			
Tangible capital assets	(Note 14)	\$ 175,540,459	173,018,966
Prepaid expenses		\$ 454,809	401,843
Inventories		\$ 29,421	32,638
		<u>\$ 176,024,689</u>	<u>173,453,447</u>
Accumulated Surplus	(Note 15)	<u>\$ 200,756,097</u>	<u>\$ 189,593,938</u>

APPROVED:



W. Idema, CPA, CGA
Director of Finance

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Budget</u> (Note 18)	<u>2013</u>	<u>2012</u> (Restated- Note 25)
Revenue			
Property taxes	\$ 38,398,015	\$ 38,357,564	\$ 36,572,915
Operating revenues	20,896,184	20,891,235	20,149,347
Operating & other grants	7,270,042	6,819,458	6,911,392
Developer contributions	5,775,273	4,356,188	9,117,231
Other	743,654	887,904	907,467
Interest on investments	150,000	1,070,287	1,025,738
Grants in lieu of taxes	144,145	278,947	259,546
	<u>73,377,313</u>	<u>72,661,583</u>	<u>74,943,636</u>
Expenses			
General Government	1,966,165	1,515,275	1,340,401
Strategic & Community Development	3,682,273	3,199,919	3,566,228
Wastewater & Solid Waste management	18,341,671	20,331,212	17,311,785
Water, Sewer & Street lighting	4,547,351	4,906,528	4,737,210
Public Transportation	18,283,152	17,476,189	15,907,321
Protective Services	3,763,397	4,047,770	3,973,328
Parks, Recreation & Culture	9,449,748	10,022,531	9,240,641
	<u>60,033,757</u>	<u>61,499,424</u>	<u>56,076,914</u>
Surplus for the year	\$ 13,343,556	\$ 11,162,159	\$ 18,866,722
Accumulated surplus, Beginning of the year	189,593,938	189,593,938	170,727,216
Accumulated surplus, End of the year (Note 15)	<u>\$ 202,937,494</u>	<u>\$ 200,756,097</u>	<u>\$ 189,593,938</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Budget</u> (Note 18)	<u>2013</u>	<u>2012</u>
Surplus for the year	\$ 13,343,556	\$ 11,162,159	\$ 18,866,722
Acquisition of tangible capital assets	(19,360,572)	(8,981,278)	(17,860,026)
Amortization of tangible capital assets	-	6,459,785	5,908,569
Proceeds on disposal of tangible capital assets	-	17,429	80,344
Loss on disposal of tangible capital assets	-	(17,429)	(9,522)
Change in prepaid expenses	-	(52,966)	(73,329)
Change in inventories	-	3,217	(3,706)
Increase (decrease) in Net Financial Assets	(6,017,016)	8,590,917	6,909,052
Net Financial Assets, Beginning of the year	16,140,491	16,140,491	9,231,439
Net Financial Assets, End of the year (Pg. 3)	<u>\$ 10,123,475</u>	<u>\$ 24,731,408</u>	<u>\$ 16,140,491</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>2013</u>	<u>2012</u>
Operating Transactions		
Surplus for the year	\$ 11,162,159	\$ 18,866,722
Non-cash items included in surplus		
Amortization of tangible capital assets	6,459,785	5,908,569
Contributed tangible capital assets	-	(1,475,000)
Gain on disposal of tangible capital assets	(17,429)	(9,522)
Debt actuarial adjustments	(495,658)	(431,798)
Change in non-cash working capital balances related to operations		
(Increase) Decrease in accounts receivable	3,508,007	(1,507,923)
Decrease in accounts payable	(2,067,121)	(95,665)
Decrease in deferred revenues	(2,600,448)	(3,933,671)
Increase in other liabilities	260,776	491,661
Increase in prepaid expenses	(52,966)	(73,329)
Decrease (Increase) in inventory	3,217	(3,706)
Decrease in unfunded liabilities	(390,762)	(2,704,052)
Cash provided by operating transactions	<u>15,769,560</u>	<u>15,032,286</u>
Capital Transactions		
Acquisition of tangible capital assets	(8,981,278)	(16,385,026)
Proceeds on disposal of tangible capital assets	17,429	80,344
Cash used in capital transactions	<u>(8,963,849)</u>	<u>(16,304,682)</u>
Investment Transactions		
Decrease in long-term investments	5,136,854	154,725
Other jurisdictions debt receivable	(8,604,294)	-
Cash provided by (used in) investment transactions	<u>(3,467,440)</u>	<u>154,725</u>
Financing Transactions		
Short and long term debt issued	13,663,653	-
(Decrease) Increase in capital lease obligation	(304,773)	55,575
Repayment of short and long-term debt	(3,382,273)	(1,244,275)
Cash provided by (used in) financing transactions	<u>9,976,607</u>	<u>(1,188,700)</u>
Net change in cash and short-term deposits	13,314,878	(2,306,371)
Cash and short-term deposits, Beginning of the year	38,552,617	40,858,988
Cash and short-term deposits, End of the year (Pg. 3)	(Note 2) \$ 51,867,495	\$ 38,552,617

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2013

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

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

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

Capital Fund – represents amounts which have been expended by or returned to the General Revenue Fund or a Reserve Fund for the acquisition of tangible capital assets and includes related debt and refunds of debenture debt sinking fund surpluses.

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Principles of Consolidation

The Regional District follows Canadian public sector accounting standards issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

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

(b) Short-term deposits

Short-term deposits are carried at the lower of cost and market value.

(c) Long-term investments

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

(d) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

i. Tangible capital assets

Tangible capital assets are physical assets that are to be used on a continuing basis, are not for sale in the ordinary course of operations and have useful economic lives extending beyond a single year. Section 3150 of Public Sector Accounting Handbook requires governments to record and amortize the assets over their estimated useful lives. Tangible capital assets are reported at historical cost and include assets financed through operating budgets, short-term and long-term debt, and leases. Tangible capital assets when acquired are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Tangible capital asset cost less any estimated residual value, is amortized on a straight-line basis over estimated useful lives as follows:

Asset Category	Useful Life Range (years)
Land	n/a
Land Improvements	15 - 50
Building	20 - 50
Equipment, Furniture & Vehicles	5 - 20
Engineering Structures	
Water	25 - 75
Sewer	45 - 75
Wastewater	30 - 75
Solid Waste	20 - 50
Transportation	20 - 50

In the year of acquisition and in the year of disposal, amortization is recorded as half of the annual expense for that year. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions (examples are parklands as a result of subdivision, donated land and infrastructure built by property developers which is transferred to the Regional District) are recorded as assets and revenues at their fair value at the date of receipt.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of a property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(e) Debt servicing cost

Interest is recorded on an accrual basis.

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

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(f) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, other jurisdictions debt receivable, short-term loans, accounts payable, other liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments.

(g) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned.

Property tax revenues and grants in lieu are recognized as revenue when levied. Operating revenues such as user fees, tipping fees, garbage, and recycling collection fees are recognized when charged to the customer, when amounts are measurable and when collectability is reasonably assured. Interest on investments is recorded when earned on an accrual basis. Developer contributions are recorded as deferred revenues when received and recognized as revenue in the year in which the associated expenditures are incurred. Donations of tangible assets are recognized as revenue on the date of receipt. Other revenues are recognized as revenue when amounts can be reasonably estimated and collectability is reasonably assured.

The Regional District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Regional District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

(h) Expense recognition

Operating expenses are recorded on an accrual basis.

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

(i) Contingent liabilities

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

(j) Use of Estimates

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

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Change in Accounting Estimates

Effective for the fiscal year ending December 31, 2013, the Regional District's post-employment benefits calculation is performed by an independent actuary. See Note 9 (a) i for details.

(l) Recent accounting pronouncements

In June 2010, the Public Sector Accounting Board (PSAB) issued PS 3260 *Liability for Contaminated Sites* to establish recognition, measurement and disclosure standards for liabilities associated with the remediation of contaminated sites. The new section defines activities included in a liability for remediation, establishes when to recognize and how to measure a liability for remediation, and provides the related financial statement presentation and disclosure requirements. PS 3260 is effective for fiscal years beginning on or after April 1, 2014. The Regional District expects to apply PS 3260 for its consolidated financial statements dated December 31, 2015. The Regional District has not yet determined the effect of the new section on its consolidated financial statements.

2. CASH AND SHORT-TERM DEPOSITS

In 2013, all cash and short-term deposits were held by the General Revenue Fund. Interest income has been allocated to restricted receipt accounts (development cost charges), reserve accounts/funds and unexpended loan proceeds for capital projects based on the relative equity.

3. ACCOUNTS RECEIVABLE

	<u>2013</u>	<u>2012</u>
Province of British Columbia	\$ 75,754	\$ 51,283
Government of Canada	555,802	1,108,614
Regional and local governments	743,503	1,356,058
Gas Tax Revenue Transfer program	123,208	858,613
BC Transit Annual Operating Agreement	390,053	1,695,436
Accrued investment interest	165,082	204,818
Solid Waste commercial accounts	455,172	615,708
Utility services customers	451,029	439,231
Developer DCC instalments	66,841	316,454
Other trade receivables	767,621	655,857
	<u>\$ 3,794,065</u>	<u>\$ 7,302,072</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

4. INVESTMENTS

All investments are held by the General Revenue Fund and consist of term notes and bonds with varying yields and extendible maturity dates ranging from 2014 to 2021.

	<u>2013</u>	<u>2012</u>
Investments at cost less amortized premium	\$ 20,104,371	\$ 25,241,225

As at December 31, 2013, the following investments were held by the Regional District:

Investment	Amortized Purchase Price	Accrued Interest	Total Book Value	Market Value at December 31, 2013
CWB 1.55% deposit note	\$2,802,000	31,294	2,833,294	2,802,000
RBC 2.05% deposit note	\$5,000,000	10,952	5,010,952	5,000,000
RBC 2.15% extendible note	\$3,500,000	29,688	3,529,688	3,502,843
BNS 2.55% extendible note	\$1,960,000	12,888	1,972,888	1,972,888
CIBC 3.70% extendible note	\$2,050,289	11,962	2,062,251	2,060,106
BMO 3.98% extendible note	\$2,724,581	49,885	2,774,466	2,762,992
MUN 4.15% deposit note	\$2,067,501	18,414	2,085,915	2,168,882
	<u>\$ 20,104,371</u>	<u>\$ 165,083</u>	<u>\$ 20,269,454</u>	<u>\$ 20,269,711</u>

5. OTHER ASSETS

	<u>2013</u>	<u>2012</u>
Security deposits for building or development permit applications	\$ 13,739	\$ 13,739

6. SHORT TERM LOANS

Municipal Finance Authority interim financing program loans totalling \$3,000,000 (2012, \$2,437,653) with interest only payable monthly, to fund the construction of the Nanoose Bay Volunteer Fire Hall. During 2013, the principal amount of this short term loan was reduced by \$105,000 to \$2,895,000. Interest rate at December 31, 2013 was 1.72%, a decrease of 0.01% from 1.73%, the rate at January 1, 2013.

7. ACCOUNTS PAYABLE

	<u>2013</u>	<u>2012</u>
Payable to Provincial Government	\$ 328,579	\$ 277,124
Payable to other local governments	409,104	414,779
Trade and other payables	3,475,816	5,588,716
	<u>\$ 4,213,499</u>	<u>\$ 6,280,619</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

8. OTHER LIABILITIES

	<u>2013</u>	<u>2012</u>
Wages and benefits payable	\$ 1,798,830	\$ 1,623,989
Retirement benefits payable - see note 9(a) i	2,179,164	1,944,367
Other benefits payable	149,388	141,904
Permit deposits	353,565	509,911
	<u>\$ 4,480,947</u>	<u>\$ 4,220,171</u>

9. UNFUNDED LIABILITIES

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

(a) Employee Benefits

- i. Retirement Benefits - The Regional District provides vested sick leave benefits to its employees who retire where they can qualify for a one time payout of up to 60 days of their accumulated unused sick leave. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on service. The actuarial valuation was calculated at December 31, 2013.

The accrued post-employment benefits are as follows:

	<u>2013</u>
Balance, beginning of year	\$ 1,573,129
Current service costs	121,853
Benefits paid	(75,040)
Interest cost	61,510
Balance, end of year	<u>\$ 1,681,452</u>

The significant actuarial assumptions adopted in measuring the Regional District's post-employment benefits are as follows:

	<u>2013</u>
Discount Rate	3.90%
Expected Inflation Rate and Wage & Salary Increases	2.50%

Balance reported in Note 8	<u>2013</u>
Retirement benefits payable	\$ 2,179,164
Consolidation adjustment for actuarial valuation	(497,712)
Accrued benefit balance, end of year	<u>\$ 1,681,452</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

9. UNFUNDED LIABILITIES (CONTINUED)

- ii. Other – Includes vacation pay adjustments and statutory and other benefits provided for in the collective agreement and which are paid in the normal course of business in the following year. The vacation pay liability at December 31, 2013 is \$108,255 (2012, \$100,442). The statutory benefits liability at December 31, 2013 is \$186,730 (2012, \$126,432).

(b) Landfill Closure and Post Closure Maintenance Costs

In accordance with PS 3270 liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance for a period of 25 years after the landfill is permanently closed.

- i. Landfill Closure costs - are estimated based on the open area of the remaining unused capacity of the landfill site. In 2009 a revised design and operations plan was approved for the landfill which provides additional airspace for future needs. This plan extended the estimated life of the landfill to 2030 which has since been updated to 2036 based on most recent usage data. The plan includes remediation and reuse of previously filled areas as well as extending perimeter berms for the development of new airspace.

At December 31, 2013, there were approximately 1,891,239 cubic meters of airspace available for waste and daily cover. Landfill Closure costs are estimated at \$6,206,141 (2012, \$6,252,913). As at December 31, 2013, \$1,418,974 (2012, \$1,394,240) has been set aside in reserves for this purpose. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions, operating budgets and/or borrowing.

- ii. Post Closure Maintenance costs – are costs estimated to manage the closed landfill for a statutory period of 25 years. Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual maintenance costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the 5 year average Consumer Price Index. The current estimate for annual Post Closure Maintenance costs is \$575,000 (2012, \$575,000). Total Post Closure Maintenance costs are estimated to be \$3,541,694 (2012, \$3,827,321) based on 60% of the total landfill capacity being filled at this date, a 23 year lifespan to 2036, final closure in 2036, and a discount rate of 2.55%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

<u>Unfunded Liability Balances</u>	<u>2013</u>	<u>2012</u>
Employee Retirement Benefits	\$ (497,712)	\$ (371,238)
Employee Other Benefits	294,985	226,874
Landfill Closure Costs	6,206,141	6,252,913
Post Closure Maintenance Costs	3,541,694	3,827,321
Unfunded Liability	<u>\$ 9,545,108</u>	<u>\$ 9,935,870</u>
Reserves On Hand	<u>\$ 1,418,974</u>	<u>\$ 1,394,240</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

10. DEFERRED REVENUE

	<u>2013</u>	<u>2012</u>
Parkland Cash-in-Lieu receipts	\$ 1,604,970	\$ 1,565,009
Development Cost Charges	9,040,748	11,965,183
Subtotal (Pg. 30)	<u>10,645,718</u>	<u>13,530,192</u>
Gas Tax Revenue Transfer program – Community Works Fund	4,920,058	4,104,552
Community Recreation Grant Program	145,566	575,480
Towns for Tomorrow Grant Program	-	99,702
General Revenue Fund	386,052	387,916
	<u>\$ 16,097,394</u>	<u>\$ 18,697,842</u>

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

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

Community Works Fund - is a program component of the federal government's "New Deal for Cities and Communities" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. Additional information on the Regional District of Nanaimo's use of the Community Works Fund grants is included in the schedule on Pg. 31.

Towns for Tomorrow Grant Program – is a provincial program providing funding towards sustainability initiatives in smaller communities.

General Revenue Fund - consists of payments in advance for recreation programs, unredeemed recreation program awards, facility rental deposits and miscellaneous deferred revenue.

11. LONG-TERM DEBT

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

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 24 to 27.

	<u>2013</u>	<u>2012</u>
Long-term debt - Regional District services	\$ 12,915,588	\$ 12,191,508
Vancouver Island Regional Library	16,319,013	7,857,359
Member municipalities	45,903,812	34,948,088
Total Long-term Debt	<u>\$ 75,138,413</u>	<u>\$ 54,996,955</u>

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

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>TOTAL</u>
\$1,129,001	\$1,129,098	\$985,861	\$976,973	\$977,078	<u>\$ 5,198,011</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

12. OTHER JURISDICTIONS DEBT RECEIVABLE

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

	<u>2013</u>	<u>2012</u>
City of Parksville	\$ 2,759,856	\$ 3,093,834
City of Nanaimo	43,143,956	31,854,254
Vancouver Island Regional Library	16,319,013	7,857,359
	<u>\$ 62,222,825</u>	<u>\$ 42,805,447</u>

13. OPERATING AND CAPITAL LEASES

The Regional District has financed assets under capital leases in the amount of \$1,104,449 (2012, \$1,375,073). The assets include two fire trucks, one road vehicle, landfill site mobile equipment and photocopiers. The 2013 capital lease principal payments totalled \$304,775 (2012, \$379,775). The outstanding obligation balance for leased capital assets as at December 31, 2013 was \$900,726 (2012, \$1,205,499).

All capital leases are held by the MFA Leasing Corporation. While payments are fixed for the term of the lease, interest rates are variable daily based upon the Canadian prime rate minus 1.0%. An interest adjustment is made at the time of the final payment. In 2013, interest expenditures related to lease liabilities were \$22,192 (2012, \$20,695).

Lease payment commitments for the next five years are:

Capital Leases

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>TOTAL</u>
\$255,883	\$477,151	\$196,312	\$0	\$0	\$ 929,346
	Less: Imputed Interest				(28,620)
	Net Obligation under Capital Lease (Pg. 3)				<u>\$ 900,726</u>

Operating Leases – there are no operating lease commitments as at December 31, 2013.

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

14. TANGIBLE CAPITAL ASSETS

Net Book Value	2013	2012
Land	\$ 37,957,795	\$ 37,954,882
Land improvements	4,535,606	3,997,934
Buildings	32,152,213	33,027,851
Engineered structures	89,163,815	77,669,005
Equipment, furniture and vehicles	9,482,318	9,399,429
Assets under construction	2,248,712	10,969,865
	<u>\$ 175,540,459</u>	<u>\$ 173,018,966</u>
Owned tangible capital assets	\$ 174,436,010	\$ 171,643,893
Leased assets	1,104,449	1,375,073
	<u>\$ 175,540,459</u>	<u>\$ 173,018,966</u>

In 2013, no assets were accepted or recorded as contributed assets. During 2012 parkland dedications valued at \$1,475,000 were accepted and recorded as contributed assets.

The Consolidated Schedule of Tangible Capital Assets (Pg. 23) provides details of acquisitions, disposals and amortization for the year.

15. ACCUMULATED SURPLUS

The Accumulated Surplus consists of individual fund surpluses (deficits) and reserves as follows:

	2013	2012
Surplus		
General Revenue Fund Net Operating Surplus (Note 16)	\$ 10,056,262	\$ 9,385,386
Net investment in Tangible capital assets (Note 17)	158,829,145	157,184,306
Capital Fund advances	(995,924)	(3,990,217)
Unfunded liabilities	(9,545,108)	(9,935,870)
	<u>158,344,375</u>	<u>152,643,605</u>
General Revenue Fund Reserve Accounts		
Landfill expansion	267,338	262,678
Landfill closure	1,418,974	1,394,240
Property insurance deductible-fire departments	34,871	37,535
Liability insurance deductible	144,033	141,523
Regional Sustainability Initiatives	89,182	97,787
VIHA Homelessness Grant	188,000	-
Island Corridor Foundation	404,500	-
Regional parks and trails donations	11,704	12,027
Vehicle fleet replacement (various departments)	523,378	502,681
	<u>3,081,980</u>	<u>2,448,471</u>
Statutory Reserve Funds (Pg. 29)	\$ 39,329,742	\$ 34,501,862
Total Reserves	<u>\$ 42,411,722</u>	<u>\$ 36,950,333</u>
Accumulated Surplus (Pg. 3)	<u>\$ 200,756,097</u>	<u>\$ 189,593,938</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

16. CONSOLIDATION ADJUSTMENTS

The figures reported in the consolidated financial statements differ from the supporting schedules due to differences in grouping and presentation as well as the elimination of inter-fund and inter-departmental transactions. The Net Operating Surplus in the General Revenue Fund Schedule of Revenue and Expenditures has been adjusted as follows to conform to PSAB requirements:

	<u>2013</u>	<u>2012</u>
Net Operating Surplus (Pg. 32)	\$ 9,916,380	\$ 9,264,932
Add: Water User Fee Revenue year end accrual (billed May 2014)	139,882	120,454
Net Operating Surplus adjusted for statement presentation (Note 15)	<u>\$ 10,056,262</u>	<u>\$ 9,385,386</u>

17. NET INVESTMENT IN TANGIBLE CAPITAL ASSETS

Net investment in Tangible capital assets represents the historic cost of capital expenditures less debt obligations incurred to purchase and develop the infrastructure.

	<u>2013</u>	<u>2012</u>
Tangible capital assets (Pg. 3)	\$ 175,540,459	\$ 173,018,966
Short term loans (Pg. 3)	(2,895,000)	(2,437,653)
Obligation under capital lease (Pg. 3)	(900,726)	(1,205,499)
Long-term debt - Regional District only (Note 11)	(12,915,588)	(12,191,508)
Net investment in Tangible capital assets (Note 15)	<u>\$ 158,829,145</u>	<u>\$ 157,184,306</u>

18. BUDGET FIGURES

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 26, 2013. The financial plan includes capital expenditures but does not include amortization expense. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The following reconciliation of the budgeted "Surplus for the year" shown on Pg. 4 is provided to show which items must be added or removed to reflect to the budgeted financial plan values which are shown compared to actual expenditures on Pg.32 (General Revenue Fund Schedule of Revenue and Expenditures).

	<u>2013 Budget</u>
Budgeted Surplus for the year (Pg. 4)	\$ 13,343,556
Add:	
Transfers from reserves	8,394,848
Proceeds of borrowing	1,245,000
Prior year operating surplus	9,077,070
Less:	
Capital expenditures	(19,360,572)
Debt principal repayments/actuarial adjustments	
Budgeted principal payments	3,833,495
Add: Actuarial Adjustments	495,658
Less: Principal payments for member municipalities	<u>(1,819,745)</u>
Capital lease principal payments included in equipment operating expenditure	(304,775)
Transfer to reserves	<u>(5,356,933)</u>
Consolidated Budgeted Surplus, per Regional District of Nanaimo Financial Plan Bylaw No.1676 (Pg. 33)	<u>\$ 4,528,786</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2013

19. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2013 the Regional District had debt reserve funds of \$349,855 (2012, \$365,431).

20. NORTH ISLAND 9-1-1 CORPORATION

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

Alberni Clayoquot	3 shares
Comox Valley	6 shares
Strathcona	4 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

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

21. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 315 contributors from the Regional District of Nanaimo.

The most recent actuarial valuation as at December 31, 2012 indicated an unfunded liability of \$1.370 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Regional District of Nanaimo paid \$1,635,703 (2012, \$1,534,741) for employer contributions to the Plan in fiscal 2013.

22. CONTINGENT LIABILITIES

Contingent liabilities are recognized by the Regional District in accordance with PS3300.15. As at December 31, 2013 there were outstanding claims against the Regional District, however, no liability has been accrued because amounts are undeterminable and the likelihood of the Regional District having to make payment is uncertain.

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2013

23. ENVIRONMENTAL REGULATIONS

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

24. EXPENDITURES BY OBJECT

	<u>Budget</u>	<u>2013</u>	<u>2012</u>
Operating goods and services	\$ 31,356,936	\$ 27,802,363	\$ 26,991,251
Wages and benefits	27,489,848	26,441,064	24,739,747
Debt interest	1,186,973	1,186,973	1,141,399
Amortization expense	-	6,459,787	5,908,569
Unfunded expenditures (Note 9)	-	(390,763)	(2,704,052)
Total Expenditures by Object	<u>\$ 60,033,757</u>	<u>\$ 61,499,424</u>	<u>\$ 56,076,914</u>

25. PRIOR PERIOD ADJUSTMENT

The Nanaimo Regional District has restated its 2012 financial statements to adjust for the tax requisition raised on behalf of the Vancouver Island Regional Library (VIRL) and transferred to them annually. Per the Public Sector Accounting Board (PSAB) Guidelines 3510, flow through taxation revenues should only be reported by the agency with the taxing authority.

	<u>Previously Stated 2012</u>	<u>Adjustment 2012</u>	<u>Restated 2012</u>
Revenue			
Property taxes	\$ 38,223,043	\$ (1,650,128)	\$ 36,572,915
Expenses			
Parks, Recreation & Culture (Pg. 21)	\$ 10,890,770	\$ (1,650,128)	\$ 9,240,642

26. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the presentation adopted in the current year.

**REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS REMUNERATION & EXPENSES FOR 2013**

Area 2013 Board	Name	Remuneration						Expenses		Total 2013	Total 2012
		Taxable Payroll	Exempt Allowance	Total 2013	Total 2012	2013	2012				
G (Chairperson)	Stanhope, J.	\$ 27,418.57	\$ 13,709.29	\$ 41,127.86	\$ 39,633.41	\$ 12,842.43	\$ 12,955.75	\$ 53,970.29	\$ 52,589.16		
	McPherson, A.	\$ 15,805.77	\$ 7,902.88	\$ 23,708.65	\$ 25,152.06	\$ 8,883.72	\$ 7,713.11	\$ 32,592.37	\$ 32,865.17		
	Houle, H.	\$ 15,737.27	\$ 7,868.63	\$ 23,605.90	\$ 22,510.10	\$ 6,892.05	\$ 6,029.47	\$ 30,497.95	\$ 28,539.57		
	Young, M.	\$ 15,358.60	\$ 7,679.30	\$ 23,037.90	\$ 22,720.10	\$ 4,420.72	\$ 10,182.83	\$ 27,458.62	\$ 32,913.29		
	Holme, G.	\$ 14,666.60	\$ 7,333.30	\$ 21,999.90	\$ 22,720.10	\$ 2,536.73	\$ 5,795.75	\$ 24,536.63	\$ 28,515.85		
	Fell, J.	\$ 13,211.23	\$ 6,605.62	\$ 19,816.85	\$ 22,668.17	\$ 9,727.72	\$ 7,626.91	\$ 29,544.57	\$ 30,295.08		
	Veenhof, B.	\$ 14,919.35	\$ 7,459.68	\$ 22,379.03	\$ 23,355.73	\$ 11,942.05	\$ 10,963.83	\$ 34,321.08	\$ 34,319.56		
	Dempsey, B.	\$ 8,513.27	\$ 4,256.64	\$ 12,769.91	\$ 12,120.07	\$ 143.44	\$ 517.50	\$ 12,913.35	\$ 12,637.57		
	Brennan, D.	\$ 8,626.60	\$ 4,313.30	\$ 12,939.90	\$ 12,930.06	\$ 494.56	\$ 542.25	\$ 13,434.46	\$ 13,472.31		
	Greves, T.	\$ 8,419.94	\$ 4,209.97	\$ 12,629.91	\$ 11,670.07	\$ 347.97	\$ 373.03	\$ 12,977.88	\$ 12,043.10		
	Bestwick, B.	\$ 7,906.61	\$ 3,953.30	\$ 11,859.91	\$ 11,100.07	\$ 302.11	\$ 406.87	\$ 12,162.02	\$ 11,506.94		
	Johnstone, D.	\$ 8,313.27	\$ 4,156.64	\$ 12,469.91	\$ 12,260.07	\$ 529.14	\$ 647.62	\$ 12,999.05	\$ 12,907.69		
	Kipp, J.	\$ 8,333.27	\$ 4,166.64	\$ 12,499.91	\$ 11,390.07	\$ 425.12	\$ 342.75	\$ 12,925.03	\$ 11,732.82		
	Ruttan, J.	\$ 7,579.94	\$ 3,789.97	\$ 11,369.91	\$ 10,610.07	\$ 158.71	\$ 130.21	\$ 11,528.62	\$ 10,740.28		
	Anderson, G.	\$ 7,833.27	\$ 3,916.64	\$ 11,749.91	\$ 11,070.07	\$ 612.63	\$ 469.41	\$ 12,362.54	\$ 11,539.48		
	Lefebvre, M.	\$ 8,699.94	\$ 4,349.97	\$ 13,049.91	\$ 12,890.07	\$ 1,628.88	\$ 1,348.99	\$ 14,678.79	\$ 14,239.06		
Willie, D.	\$ 8,606.60	\$ 4,303.30	\$ 12,909.90	\$ 12,230.07	\$ 1,944.07	\$ 1,621.28	\$ 14,853.97	\$ 13,851.35			
		\$ 199,950.10	\$ 99,975.07	\$ 299,925.17	\$ 297,040.72	\$ 63,832.05	\$ 67,667.56	\$ 363,757.22	\$ 364,708.28		
Board Alternates											
A	McLeod, J.	\$ 126.67	\$ 63.33	\$ 190.00	\$ 300.00	\$ 33.38	\$ -	\$ 223.38	\$ 300.00		
A	Grand, P										
A	Rae, S										
B	Cuthbertson, S.				\$ 80.00				\$ 80.00		
C	Pinker, C.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 240.00	\$ 11.10		\$ 91.10	\$ 240.00		
E	Van Eynde, F.	\$ 566.67	\$ 283.33	\$ 850.00	\$ 670.00	\$ 222.94	\$ 121.39	\$ 1,072.94	\$ 791.39		
F	Salter, L.	\$ 233.33	\$ 116.67	\$ 350.00	\$ 480.00	\$ 122.86	\$ 141.97	\$ 472.86	\$ 621.97		
G	Derkach, L.				\$ 80.00		\$ 38.80		\$ 118.80		
H	Wahlgren, R.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 160.00	\$ 66.63		\$ 146.63	\$ 160.00		
Lantzville	de Jong, J.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 150.00	\$ 16.31		\$ 96.31	\$ 150.00		
Nanaimo	Pattje, J. F.	\$ 160.00	\$ 80.00	\$ 240.00	\$ 960.00	\$ 32.77		\$ 272.77	\$ 960.00		
Nanaimo	McKay, B.	\$ 533.33	\$ 266.67	\$ 800.00	\$ 960.00	\$ 99.96	\$ 62.08	\$ 899.96	\$ 1,022.08		
Parksville	Burger, C.	\$ 106.67	\$ 53.33	\$ 160.00	\$ 540.00	\$ 56.57	\$ 168.13	\$ 216.57	\$ 708.13		
Qualicum Beach	Tanner, S.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 230.00	\$ 40.38		\$ 120.38	\$ 230.00		
		\$ 1,939.99	\$ 970.01	\$ 2,910.00	\$ 4,850.00	\$ 702.90	\$ 532.37	\$ 3,612.90	\$ 5,382.37		
TOTAL		\$ 201,890.09	\$ 100,945.08	\$ 302,835.17	\$ 301,890.72	\$ 64,534.95	\$ 68,199.93	\$ 367,370.12	\$ 370,090.65		

Area
2013 Board
G (Chairperson)

CONTRACTS IN WHICH COUNCIL MEMBERS HAVE A DIRECT OR INDIRECT PECUNIARY INTEREST DISCLOSED UNDER THE COMMUNITY CHARTER SECTION 107

Elected Official	Associated Business	Description of Contract	Value
Willie, D.	Black & White Party Rentals Ltd.	Feb 19 - Nov 29, 2013 - Provision of rental supplies for various Vancouver Island events.	\$399.67



RDN REPORT		###
CAO APPROVAL		
EAP		
COW	✓	
JUN 03 2014		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: May 30, 2014

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: 2014 Gas Tax Transfer and Community Works Fund Program Update

PURPOSE

To provide an update on the renewed Canada/BC Gas Tax Transfer Program and Community Works Fund Program and to obtain Board approval for the use of Community Works funds in 2014.

BACKGROUND

On May 22, 2014 Canada and British Columbia announced that the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Renewed Gas Tax Agreement or GTA) has been signed between Canada, British Columbia and UBCM, and takes effect as of April 1, 2014. Under the Agreement on the Transfer of Federal Gas Tax revenues, local governments are receiving annual sums which may be used for local priorities which improve public infrastructure. Each local government will be required to sign a corresponding agreement with UBCM in order to continue to receive funding. Staff will provide this agreement for Board approval when received.

Highlights of the renewed agreement include an expanded range of eligible categories, program delivery has been streamlined with a single application-based Strategic Priorities Fund (SPF) program and a greater portion of funding will be delivered through allocations under the Community Works Fund (CWF). As well, there is an expectation under the new program that ultimate recipients (local governments and other eligible entities) are required to “work to strengthen” asset management during the term of the agreement. Unspent funds remaining from the first agreement are not restricted for use only under the previous agreement’s eligible categories, but can be applied to the new range of eligible projects effective April 1, 2014.

Allocations under the Community Works Fund will be based on a funding formula similar to the 2005-2014 funding years and will consist of a \$50,000 funding floor plus a per-capita amount for each Local Government. The application based Strategic Priorities Fund provides funding for projects that are larger in scale, or regional in impact, or innovative and will deliver approximately \$145.2 million in funding over the first five years. It is expected that information for the first call for applications to the SPF will be available later in 2014.

The funds received by the Regional District of Nanaimo under the first round of funding were allocated by a Board decision for use in the Electoral Areas on a population basis with the \$50,000 floor funding

amount designated as base funding for cross-region projects. Each municipality within the Regional District receives funds separately for the same purposes.

The expanded range of projects eligible for funding include those within the following categories and funds received to date as well as future funds can be utilized under these categories:

- **Capacity building** – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.
- **Local roads, bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- **Highways** – highway infrastructure.
- **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- **Short-line rail** – railway related infrastructure for carriage of passengers or freight.
- **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
- **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- **Public transit** – infrastructure that supports a shared passenger transport system that is available for public use.
- **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- **Community energy systems** – infrastructure that generates or increases the efficient usage of energy.
- **Brownfield Redevelopment** – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
- **Sport Infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- **Recreational infrastructure** – recreational facilities or networks.
- **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
- **Tourism infrastructure** – infrastructure that attract travelers for recreation, leisure, business or other purposes.
- **Disaster mitigation** – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible and ineligible expenditures have remained largely as per the previous agreement, e.g., land purchases, legal costs and operating/administrative costs remain ineligible. Under the capacity building category, items related to asset management have been added including long-term infrastructure plans,

studies, strategies, or systems related to asset management and training directly related to asset management planning.

Each year at this time staff prepare a list of ongoing and new eligible CWF projects for the coming year (Schedules A and B) and report on the outcomes of work done in the prior year (Schedule C). The projects listed for 2014 provide a broad range of outcomes including the development of community water and sewer systems, walking/cycling trails, building upgrades, continuing to actively engage the community in green building education and best practices, as well as the development of corporate monitoring programs.

Some of the projects to be undertaken will include a transfer of funding to another local government or to a not-for-profit association. In those cases, sub-agreements are completed with these eligible recipients to ensure compliance with all of the Gas Tax Program criteria and reporting requirements.

ALTERNATIVES:

1. Receive this report for information and endorse the 2014 Community Works Funds program as presented.
2. Recommend changes to the proposed projects and endorse an amended plan.

FINANCIAL IMPLICATIONS:

Alternative 1

Under the renewed CWF program, it is projected that \$1,596,728 will be allocated to the RDN in 2014/15 and 2015/16; then \$1,676,566 in 2016/17 and 2017/18; and \$1,756,239 in 2018/19. The \$50,000 received as floor funding is allocated to cross-area projects and the remainder is allocated on a per capita basis.

Based on 2013 year end balances plus expected funding for 2014/15 less funds required to complete known and estimated projects, estimated balances available by area are per the following table. Many of the project amounts are based on rough estimates only at this time and further updating will be required.

	Dec 31, 2013 Balance	2014 Estimated Allocation	2014 Estimated Spending	Estimated Remainder Available
Electoral Area A	\$944,880	\$292,680	\$530,640	\$706,920
Electoral Area B	\$596,750	\$162,510	\$74,140	\$685,120
Electoral Area C	\$439,125	\$125,390	\$268,790	\$295,725
Electoral Area E	\$427,390	\$236,150	\$30,640	\$632,900
Electoral Area F	\$1,125,530	\$298,185	\$490,840	\$932,875
Electoral Area G	\$1,020,505	\$287,580	\$416,390	\$891,695
Electoral Area H	\$365,870	\$144,230	\$640	\$509,460
Total Unexpended	\$4,920,050	\$1,546,725	\$1,812,080	\$4,654,695

A list and description of the 2014 recommended projects is attached to this report as Schedules A and B. In staff's opinion all are eligible for funding by the Community Works Program. Under this alternative an estimated \$993,000 would be targeted for new projects and \$869,100 would be carried forward from 2013 to complete previously approved projects for a total in estimated expenditures of \$1,862,100 including the \$50,000 floor amount. Use of Community Works funds for these projects means that incremental work which would not otherwise be feasible without significant tax increases can be completed.

The use of Community Works funds can be authorized at any time. Should the Board identify further projects during 2014, they can be authorized to proceed at a later date.

SUMMARY/CONCLUSIONS:

On May 22, 2014 Canada and British Columbia announced that the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Renewed Gas Tax Agreement or GTA) has been signed between Canada, British Columbia and UBCM. Under the Agreement on the Transfer of Federal Gas Tax revenues, local governments are receiving annual sums which may be used for local priorities which improve public infrastructure. Each local government will be required to sign a corresponding agreement with UBCM in order to continue to receive funding. Staff will provide this agreement for Board approval when received.

The renewed agreement includes an expanded range of eligible categories, streamlined program delivery with a single application-based Strategic Priorities Fund (SPF) program and a greater portion of funding will be delivered through allocations under the Community Works Fund (CWF). As well, there is an expectation under the new program that ultimate recipients (local governments and other eligible entities) are required to "work to strengthen" asset management during the term of the agreement. Unspent funds remaining from the first agreement are not restricted for use only under the previous agreement's eligible categories, but can be applied to the new range of eligible projects effective April 1, 2014.

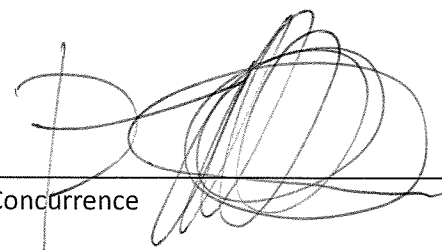
Estimated balances available by Electoral Area using a per capita allocation formula as in the past are noted above and Schedules A and B attached to this report list the 2013 carry forward projects and the known projects for 2014. 2014 projects at this time total an estimated \$1,862,100; however, many numbers are based on rough estimates only and will require updates. Should the Board identify further projects during 2014, it can authorize those to proceed at a later date.

RECOMMENDATIONS:

1. That this report on the renewed Gas Tax Funding Program be received for information.
2. That the 2014 Community Works Funds program attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.
3. That the report on the use of Community Works Funds in 2013 be received for information.



 Report Writer



 CAO Concurrence

SCHEDULE A
2013 CARRY FORWARD COMMUNITY WORKS PROJECTS UNDERWAY

Westurne Heights Water System - EA F	\$10,200	Completion of the engineering review for a renewed water system
San Pareil Water System Improvements – EA G	\$315,750	Improved pump station and reservoir enhancing capacity for future water treatment.
Community Signage Program – EA E	\$30,000	Integrated wayfinding and community signage program for Nanoose Bay
Extension Miners Bridge – EA C	\$60,150	Trail and bridge construction costs.
Electoral Area C – South Forks hydrant water service	\$8,000	Contribution to City of Nanaimo for water main service to fire hydrants in area. Protection of water treatment plant in significant interface fire risk area.
Jingle Pot Road Trail Design – EA C	\$200,000	Detailed design plans incorporating surveys, environmental studies, landowner, community and MoTI consultation. Will result in a plan for a trail encompassing area from city boundary to city boundary.
Gabriola Village Trail Design Phase – EA B	\$65,000	Development of detailed design plan incorporating surveys, environmental studies, landowner, community and MoTI consultation.
Morden Colliery Bridge Crossing (Nanaimo River) – update to 1999 Herold Engineering Plan – EA A	\$80,000	Phase 1 Environmental, hydrology, geotec and archaeology studies to update original 1999 plan to current regulatory standards. Engage community and Ministry of Environment on use of bridge and design implications. Outcome is detailed design and cost estimates for construction.
Wembley Road to Hwy 19A to Parksville Boundary Trail – EA G	\$100,000	Detailed design plans incorporating surveys, environmental studies, landowner, community and MoTI consultation.
TOTAL All Projects	\$869,100	

Note: Work related to community trails planning projects will be combined where possible to obtain efficiencies and may require phasing depending on MoTI staff availability. Survey costs may be significant in some areas depending on information available and obstacles encountered (such as driveways). Type of trail and level of accessibility would be decided through the design process.

SCHEDULE B
2014 & 2015 COMMUNITY WORKS PROJECTS

	Budget	Purpose
Gabriola Island Community Bus – EA B	\$8,500	Additional capital funding to Island Futures Society for Community Bus capital upgrades.
Green Building Best Practices Guidebook Series – continuation of annual series – all EAs	\$20,000	Continue to review and develop compendium of alternative solutions to BC Building Code. 2014 work includes editing prior guidebooks down to smaller/pamphlet/booklet scale. Possible new topics include alternative wall assemblies (structural insulated panels, insulated concrete forms, etc.)
Staff/Building Inspector training related to Green Building Guidebooks – all EAs	\$2,000	Ongoing training related to 2013 guide & new 2014 guides.
Community Outreach Speaker Series – all EAs	\$20,000	Continuation of Green Building speaker series and open houses - covers speakers, open house costs and hall rentals.
Corporate Performance Monitoring – all EAs	\$12,500	In conjunction with RGS monitoring - development of reporting tool to assist reporting on progress toward Strategic Plan Goals (50% cost shared with General Admin)
Gabriola Village Trail Phase 2	TBD	Construction Phase
Septic System for Arrowsmith Recreational Hall	\$30,000	Transfer from NCED application to investigate eligibility of use of CWF for this purpose based on NCED Committee Recommendation and Board approval (April 2014).
Park & Rides/Rest Stops – EA H	TBD	Possible project in conjunction with MOTI
Whiskey Creek Water System Upgrades – EA F	TBD – preliminary estimate \$400,000 to \$500,000	Engineering and construction of treatment facility for Whiskey Creek Water System in response to order from Island Health, design to take place in 2014.
NCID Transfer for Water System Infrastructure – EA A	TBD – possible up to \$450,000	Agreement with North Cedar Improvement District to transfer CWF funds for reservoir construction.
2015 Possible New Projects		
Jingle Pot Road Trail – EA C	TBD	Construction Phase
Wembley Road Trail – EA G	TBD	Construction Phase
Deep Bay to Shaw Hill Roadside Trail – EA H	TBD	Project in conjunction with MOTI
Electoral Area A - Community Busing Review	RDN resources only at this time	Pending completion of SD 68 – Ladysmith – VIU – Cedar route options which are current priority. Review community busing options in conjunction with BC Transit and residents to provide alternatives and cost estimates for more detailed planning in 2015/16.

SCHEDULE C
2013 COMMUNITY WORKS PROJECTS

	Budget	Purpose	Expended in 2013
Rural Village Study	\$5,000	Completion of project carry forward from 2012	\$3,100
Agreement with North Cedar Improvement District for Water Supply and Storage Infrastructure Master Plan update - EA A	\$30,000	Transfer of funding for professional fees to undertake detailed analysis of system deficiencies and capital plan for improvements to distribution and storage facilities.	\$31,580
Gabriola Island Community Bus – EA B	\$45,000	Capital funding for Community Bus purchase and related infrastructure	\$45,815
Alternatives to BC Building Code for Green Buildings/ Best Practices Guide – all EAs	\$19,000	Continue review and development of compendium of alternative solutions to BC Building Code – 2013 topic was residential scale renewable energy systems	\$19,850
Community Outreach and Speaker Series – all EAs	\$20,000	Green Building information sessions in each Electoral Area. Budget covers speakers, open house costs and hall rentals	\$16,655
Community Parks Greenways Standards – all Electoral Areas	\$19,500	Completion of the project to <ul style="list-style-type: none"> • Review parks and trails classifications for the Electoral Area Community Parks system • Review community parkland acquisition and park dedication guidelines • Develop trail design guidelines and maintenance standards 	\$14,650
Community Parks Greenways Strategy – Electoral Areas E, F, G and H	\$50,000	A strategy to identify specific strategic actions within Electoral Areas E, F, G & H regarding the acquisition/protection, development and management of community parks and trails	\$48,450
Electoral Area G Community Park service	\$6,000	Monitoring of the bioengineered bank at Miller Road Community Park along approximately 140 meters of eroded river. Project to build bank was largely completed in 2012.	\$6,500
Cedar Heritage Centre Upgrades – EA A	\$38,050	Building energy upgrades - 2013 funds spent on new HVAC system	\$38,000
Westurne Heights Water System - EA F	\$15,000	First portion of engineering review for a renewed water system	\$4,800
San Pareil Water System Improvements – EA G	\$350,000	Improved pump station and reservoir enhancing capacity for future water treatment.	\$34,250
Total all projects	\$597,550		\$263,650



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAY 26 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
 Manager of Long Range Planning

DATE: May 30, 2014

FROM: Lisa Bhopalsingh
 Senior Planner

FILE: 1835 03 VIHA

SUBJECT: **Capacity Building to End Homelessness Reserve Fund
 Funding Request - People for a Healthy Community – Homelessness Survey**

PURPOSE

To consider a request from People for a Healthy Community (PHC) for \$5,000 from the Regional District of Nanaimo (RDN) Capacity Building to End Homelessness Reserve Fund to be used to conduct a homelessness survey and related awareness activities on Gabriola Island.

BACKGROUND

In 2011 and 2012, Island Health (VIHA) provided the RDN with two grants totalling \$470,000 “to support capacity building to end homelessness” in the region. In June 2012 the RDN Board allocated sixty percent (\$282,000) of this funding to the City of Nanaimo on behalf of the Nanaimo Working Group on Homelessness (NWGH) and the Society of Organized Services (SOS) on behalf of the Oceanside Homelessness Task Force Homelessness. The remaining \$188,000 was placed in a reserve fund for distribution at a later date.

The \$282,000 was distributed based on school district population resulting in \$196,000 allocated to the NWGH for use in School District 68 (SD68) and \$86,000 to Parksville and SOS for use in School District 69 (SD69). The decision to distribute these funds took into account that the RDN did not have a program to address homelessness and that it would be most effectively used to immediately benefit existing initiatives to address homelessness in SD68 and SD69. The reserve fund was established to provide the RDN Board with the option of supporting future worthwhile projects and/or, providing additional funds as requested by the two established programs to address homelessness in School District 68 and School District 69.

On February 25, 2014, the RDN Board allocated \$45,000 from the reserve fund to the Nanaimo Region John Howard Society with the support of the NWGH to continue a Rental Support Program. On March 25, 2014, the RDN Board allocated \$58,000 from the reserve fund to the SOS (on behalf of the Oceanside Task Force on Homelessness) to continue the work of a Homelessness Coordinator for one year. On April 22, 2014, the RDN Board allocated \$18,000 from the reserve fund to People for a Healthy Community (PHC) to continue a program that helps those at risk of homelessness attain and maintain safe and suitable housing. To-date this leaves \$67,000 in the reserve fund.

People for a Healthy Community (PHC) on Gabriola Island is a non-profit social service agency that provides a variety of support and services to those in need on Gabriola. People for a Healthy Community are seeking \$5,000 to conduct a homelessness survey on Gabriola Island. The project called *"Understanding Homelessness on Gabriola: Who is living Where"* (Gabriola Homelessness Survey) will provide updated information since the last homelessness survey was conducted in 2010. A letter of support from the Gabriola Housing Society has been provided as part of the application (see Attachment 2).

DISCUSSION

People for a Healthy Community provides a range of services on Gabriola that include a weekly food bank, soup socials, housing supports, community gardens, and a Community Resource Centre. As part of these services, PHC helps vulnerable individuals improve their ability to access and retain suitable housing so that they can continue living within the community regardless of their physical and/or mental health status.

Information from the last homelessness survey conducted in 2010 was used to prioritize needs and ensure that PHC's programs were designed to meet them. Updated information from a homelessness survey will allow PHC to evaluate the effectiveness of their programs and whether or not they may need to be adjusted based on information gathered from the survey. The proposed survey will be timed to coincide with the Nanaimo Working Group on Homelessness's (NWGH) homelessness survey planned for the fall of 2014. Given the fluidity of movement of vulnerable people between Gabriola, Nanaimo and the rest of the region this is an important linkage that may prevent double counting that could happen if the surveys were conducted at different times.

Activities included in this proposed project include:

- Planning and implementing a homelessness survey on Gabriola at the same time as the NWGH survey in Nanaimo; and,
- Raising awareness within the community as to the types and extent of homelessness on Gabriola.

Access to updated homelessness information will enable PHC to:

- Establish current numbers within nationally recognized homelessness definitions; and
- Allow program evaluation and as needed re-focus activities onto priority issues which will target the reduction of homelessness.

The funding request for the Gabriola homelessness survey is consistent with Island Health's funding criteria to support capacity building initiatives to end homelessness and in keeping with the Government of Canada's Homelessness Partnering Strategy (HPS) which is focused on the Housing First model.

As of June 3, 2014, the RDN's Capacity to End Homeless Reserve Fund is \$67,000. The RDN does not have any proposed projects in 2014 departmental work plans that apply to the criteria for use of the reserve fund. Providing the \$5,000 requested by PHC will allow for funding to be put to immediate use where it will provide direct benefit to individuals in need on Gabriola Island.

ALTERNATIVES

1. Allocate \$5,000 from the Capacity Building to End Homelessness Reserve Fund to the People for a Healthy Community to conduct a homelessness survey and associated awareness activities.
2. Do not allocate \$5,000 from the Capacity Building to End Homelessness Reserve Fund to the People for a Healthy Community to conduct a homelessness survey and associated awareness activities.

FINANCIAL IMPLICATIONS

The PHC is requesting \$5,000 in funding to be put towards the costs of conducting a homelessness survey. The total estimated cost of conducting the homelessness survey is \$11,350 (see Attachment 1). Should the RDN provide the requested \$5,000 in funding, the remaining program costs of \$6,350 will be provided in kind by the PHC for administration support, office/rental space, equipment, utilities and volunteer training. The Gabriola Housing Society has indicated that they will also support the project by providing volunteers.

The request for funding from PHC to conduct a homelessness survey meets the criteria of building capacity to end homelessness. To appropriately address homelessness on Gabriola, a solid understanding of those at risk of or facing homelessness and the challenges they face in finding and keeping suitable housing is needed.

There is sufficient money in the reserve fund to provide the \$5,000 requested. Should the RDN Board allocate \$5,000 to conduct the homelessness survey, this would leave \$62,000 for distribution for future projects that support capacity building to end homelessness.

STRATEGIC PLAN IMPLICATIONS

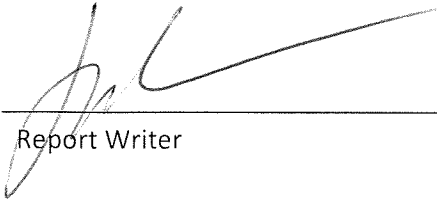
Under the action area of Strategic and Community Development, the Gabriola Homelessness Survey contributes to Action 3(d) that directs the RDN to work with other organizations to establish partnerships and build capacity to address homelessness in the region. The project itself further demonstrates collaboration between PHC, the NWGH and the Gabriola Housing Society. A safe, comfortable and affordable place to live for everyone is a vital part of a sustainable region.

SUMMARY/CONCLUSIONS


Island Health provided \$470,000 to the RDN to fund capacity building initiatives in the region to end homelessness in 2011 and 2012. The RDN distributed sixty percent of this funding to organizations working to end homelessness. The remaining forty percent (\$188,000) of this funding was placed in a reserve fund to allow future projects to be considered for support. Following the distribution of \$121,000 to the John Howard Society, Oceanside Task Force on Homelessness and the People for a Healthy Community's Guardian Program, there is currently \$67,000 left in the reserve fund. People for a Healthy Community is seeking \$5,000 to conduct a homelessness survey along with related awareness building. If granted, the funding would be used to help fund a homelessness survey to collect information about those on Gabriola Island experiencing or at risk of homelessness. Information from the survey would be used to establish priority needs and ensure that the PHC programs are properly designed to meet them.

RECOMMENDATION

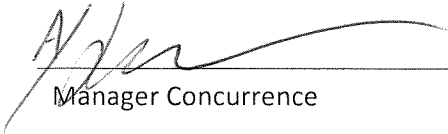
That the RDN Board allocate \$5,000 from the reserve fund to the People for a Healthy Community to conduct a homelessness survey that will be used to ensure that PHC programs are designed to meet the needs of those at risk of or experiencing homelessness on Gabriola Island.



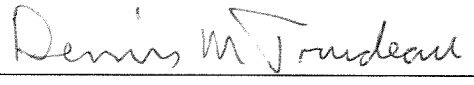
Report Writer



General Manager Concurrence

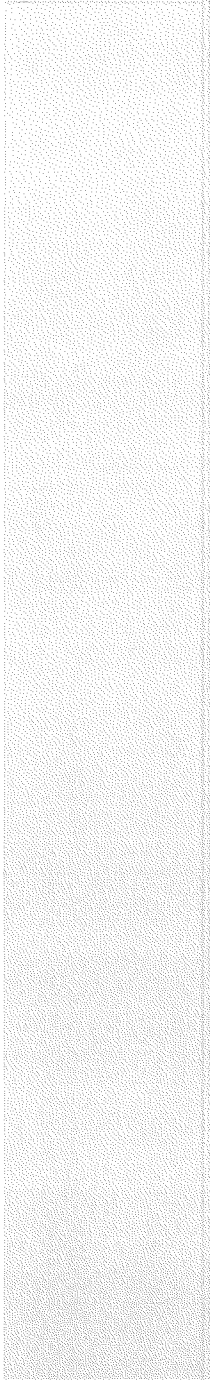


Manager Concurrence

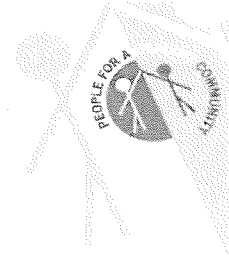


Denis M. Trudeau
CAO Concurrence

Attachment 1



PO Box 325, Gabriola, BC V0R 1X0
Location 675 North Road, Gabriola, BC
t 250 247 7311
www.phcgabriola.org



Understanding Homelessness on Gabriola: Who is living Where

May 12, 2014

ORGANIZATION INFORMATION			
NAME OF ORGANIZATION: People for a Healthy Community	ORGANIZATION TYPE: Not for Profit	CCRA REGISTRATION: 87148090RR0001	REGISTRATION DATE: 1999-11-03
ADDRESS: Box 325, Gabriola, BC V0R 1X0 675 North Road, Gabriola, BC		TELEPHONE: 250 247 7311	WEBSITE: www.phcgabriola.org
PROJECT INFORMATION:		PRIMARY CONTACT:	
PROJECT TITLE: Understanding Homelessness on Gabriola	AMOUNT REQUESTED: \$5,000	Brenda Fowler, Executive Director	250-247-7311 brenda@phcgabriola.org
<p>PROJECT SUMMARY:</p> <p>People for a Healthy Community has been serving Gabriola for 18 years. Our primary focus is providing food to needy individuals and families. In 2010 we did our first homeless survey. With this information we were able to design our housing program known as Guardian Program. The RDN has recently supported the Guardian Program which ensures those suffering from poverty, mental illness, violence, addictions or other housing barriers are able to maintain a home. In the first week of operation, we have helped two people. One to find a home and the other to stay in their current residence.</p> <p>As we move towards our 20th anniversary, we suspect that the data we used to design our program is becoming outdated. In the fall of 2014 the City of Nanaimo will carry out a homelessness survey. We would like to use this event to do a similar survey on Gabriola. Activities included in this grant are:</p> <ul style="list-style-type: none"> • Plan and implement a homelessness survey on Gabriola and at the same time • Raise awareness within the community as to the types and extent of homelessness within our community <p>Updating our data will:</p> <ul style="list-style-type: none"> • Establish our current numbers within nationally recognized homelessness definitions • Allow staff to evaluate our program and re-focus our activities onto priority issues which will target the reduction of homelessness <p><i>Housing provides the foundation; spirit provides the flight</i></p>			

PROJECT OBJECTIVES

Our overall objective is to improve our understanding of the issues causing local homelessness and what supportive responses People for a Healthy Community can implement to ensure those in need can be securely and adequately housed. Preventing and reducing the growing number of homeless is of prime importance.

Building on our 2010 survey a second survey will shed light on the state of homelessness on Gabriola. We need to have accurate data, over time so we can develop trends and create a meaningful strategy to begin to prevent homelessness on Gabriola.

The potential impact is enormous as maintaining secure housing is often the first step towards creating a healthy lifestyle for those with multiple barriers, including mental health and/or addiction issues, and is also often the first step towards addressing other issues such as employment and poverty.

No man is an Island, entire of itself; every man is a piece of the continent, a part of the main.

SPECIFIC ACTIVITIES

The specific objectives of performing a Homelessness Survey are:

- Co-ordinate our survey efforts with the City of Nanaimo in terms of timing and content so that baseline studies are in sync
- Review survey and add or delete questions that are too urban in nature
- Train small number of volunteers to carry out survey
- Collate answers into report
- Inform the development of housing retention services to keep people out of homelessness, and help those at imminent risk of homelessness to remain housed including emergency funds and rental assistance
- Contribute to community awareness about how to prevent homelessness and the challenges facing people by publishing results in local papers

PHC MAIN ACTIVITIES AND MANDATE

PHC is the only non-profit poverty related social service agency and community resource centre. We have been operating on Gabriola since 1996. Gabriola is a rural island. Although beautiful, it is isolated and lacks services found in most urban areas. There is no supportive housing on the island. Our vision is that the contribution and input from all Gabriola residents is necessary to fulfill our aim of an inclusive and strong community that is responsive, caring and sustainable. By building local capacity and connections we strengthen the social networks that make Gabriola a safe and healthy place to live.

We support the health and well-being of all members of our community by offering a range of essential, participant-centred services, including a food bank and soup socials; support programs for those with multiple barriers; community and education gardens for seniors, children, and clients of our services; mentoring, advocacy and outreach programs including; homeless & housing initiatives; and a Circle of Care Program providing volunteer and professional resources including assistance with taxes, financial management, stress relief, and more.

Our mission is to use an integrated approach to help Gabriolans find the support and services that contribute to their health and well-being and to address social and economic issues in our community. Our mandate is to assist and serve those in need through a proactive, holistic approach, and to involve those we serve in the development and delivery of services. We work within a social justice context and preventative model, working alongside marginalized people to prevent crisis, hardship and trauma by providing support and essential life skills training.

Our *2014 Understanding Homelessness on Gabriola*, along with *Supporting Landlords and Tenants - Making Matches that Work Program* are integrated with other PHC programs (Circle of Care, Food Bank, gardens, assistance with life skills such as housekeeping, cooking, financial literacy, and job skills, mental health and addiction counselling) and operates in collaboration with island health and community care organizations.

We have been in conversation with John Horn of the City of Nanaimo and sought his concurrence that the surveys undertaken at the same time would be a positive step.

As the sole social service agency on Gabriola, PHC has relationships with many on Gabriola who are under housed, require assistance with housing or who have experienced difficulties in establishing long-term, secure housing. We have been directly engaged at the frontline of efforts to eliminate homelessness on Gabriola including: involvement with the Housing Task Force; direct consultation on the Official Community Plan and other related land-use issues with the Islands Trust and other levels of governance; we have mediated conflicts between our participants and landlords in the past.

BUDGET

EXPENSES	PHC IN- KIND	RDN	NOTES
Capital Assets			
Computer + Printer	\$ 1,500	\$ -	Computer + software plus one printer
Staff Wages			
Coordinator	\$ 1,000	\$ 1,550	@ \$20/hour + MERCS
Executive Director Oversight	\$ 2,500	\$ 1,000	@ \$30/ hours + MERCS
Administration	\$ 800	\$ -	Office expenses, bookkeeping, etc.
General Project Costs			
Analysis of Data and Report	\$ -	\$ 1,150	
Development of Recommendations	\$ -	\$ 1,000	
Communications- Print & Web	\$ 200	\$ -	Printing of flyers, posters, reports. Electronic newsletter
Advertisement	\$ 150	\$ -	Notice in local newspapers
Space Rental	\$ -	\$ -	
Utilities, Phone, Internet	\$ 200	\$ -	
Training	\$ -	\$- 300	Training of volunteers
Classroom Supplies	\$ -	\$ -	
Travel	\$ -	\$ -	
TOTAL EXPENSES			
	\$ 6,350	\$ 5,000	
			\$11,350

Attachment 2

Gabriola Housing Society

1635 Quaaquag Turnabout, Gabriola, BC, V0R 1X5
250-247-7955

May 10, 2014

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

Dear Mr. Thompson

**Re: People for a Healthy Community on Gabriola Island
Request for Homelessness Survey – Who Lives Where**

Please accept this letter as support for the funding request from People for a Healthy Community (PHC).

Housing is a significant issue on Gabriola. The Gabriola Housing Society was established in 2013 recognizing the need for safe and secure affordable housing on this island. The purpose for our society is "To operate a charitable Housing Society that will provide housing for a class of poor, needy, under privileged or low income people primarily residing on Gabriola".

Our organization relies on the data generated by the Homeless Survey, as we do not have direct contact with the client group nor do we have the capacity to perform this work although we will over volunteer assistance to the project.

PHC is an excellent organization to deliver programs and assistance to these people. Homelessness prevention will complement the other programs that PHC operates including the food bank, soup socials, senior's lunches and matching landlords and tenants. Gabriola Island currently does not allow for secondary suites and is very restrictive on alternative housing forms. As such, any prevention we can provide will be beneficial to many people. Please consider PHC for the Homelessness Prevention program.

Sincerely,



Patricia A. Maloney, MCIP
Chairperson



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
JUN 03 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: May 30, 2014

FROM: Stephen Boogaards
Planner

FILE: 67401 30 SH

SUBJECT: Options to Influence Seaweed Harvesting in Electoral Area 'H'

PURPOSE

To present options that the Regional District of Nanaimo (RDN) may consider to influence seaweed harvesting along the coast between Deep Bay and Qualicum Bay.

BACKGROUND

The Regional District of Nanaimo Board passed a resolution at its February 25, 2014, Board meeting to review potential opportunities to influence seaweed harvesting in the Deep Bay to Qualicum Bay area. The resolution directs staff to:

Review Riparian Areas Regulations and authorities to determine if the Regional District of Nanaimo can influence seaweed harvesting;

Review potential opportunities to declare the shoreline from Deep Bay to Qualicum Bay, some form of environmentally protected area; and

Determine if there are any other opportunities to defend against the seaweed harvest.

The resolution reflects the Board’s concern that the commercial harvesting of seaweed along the Deep Bay to Qualicum Bay shoreline may impact the natural environment and local community in the area. Seaweed harvesting can affect aquatic ecosystems by removing a source of food or habitat for species. It can also disrupt the community and environment through the operation of motor vehicles and machinery on the beach.

The Ministry of Agriculture is authorized under the *Fisheries Act* to issue licences for the harvesting of marine plants. The *Act* has no requirement for the Ministry to consult with local governments or communities. The Board has previously expressed its concerns to the Ministry that commercial licences are issued without local consultation.

ALTERNATIVES

1. To receive this staff report for information and arrange to meet with provincial agencies.
2. To receive this staff report for information and provide additional direction to staff.

LAND USE IMPLICATIONS

Environmental Implications

To address the concerns related to seaweed harvesting the RDN could consider two approaches. The first approach is to consider what is possible under the authority granted to the RDN through the *Local Government Act*. The second approach is to consider using one of the many instruments available from the provincial government.

When it comes to land uses the RDN has authority under the *Local Government Act* to regulate land use through zoning and minimize development impacts through development permit areas. The ability for the RDN to have an influence on seaweed harvesting is very limited as this type of activity is not considered a land use under provincial legislation. The Province considers seaweed harvesting a marine plant fishery that is subject to Part 3 of the *Fisheries Act* which is not subject to local government bylaws. The *Riparian Area Regulations* are also not applicable in this case since the regulations do not apply to marine areas.

The Province has several instruments that may influence activities on Crown land, such as various forms of tenure over Crown land, *Land Act* administrative instruments and environmentally protected area designations. However, satisfying the requirements of these instruments can be quite onerous and would require the RDN to provide a significant amount of information in support of an application. As well, some of these instruments are meant to restrict land uses, and not fisheries, so they may not be able to influence the seaweed harvest. Even if they did apply to marine plant fisheries, the RDN would have to establish a strong rationale for the use of instrument. A rationale will require considerable work and resources to establish the value of land for the protection of significant wildlife habitat. The RDN must be able to convince the Province that the land contains significant habitat that is a priority for protection, compared with other provincial lands already identified for protection. The Province will also consider the impact of the proposal on other interests in the land, including First Nations, existing land tenures and seaweed harvesters. Further discussion on the different local and provincial government tools available to regulate land and resource uses is provided in the appendix to this report.

Rather than seeking to prohibit seaweed harvesting, the RDN may be more successful working cooperatively with the Ministry of Agriculture and other provincial or federal agencies to address the concerns expressed about the impact of licences on the environment and community. Currently, very little information exists on the impact of seaweed harvesting on wildlife habitat and the natural environment. The RDN could request a meeting with all provincial and federal agencies responsible for seaweed harvesting licences, fisheries, wildlife habitat and Crown land to establish the necessary information to understand the impact of seaweed harvesting. The RDN, with input from these other agencies, could try to influence the conditions attached to seaweed harvesting permits. The RDN has used this cooperative approach with the Province previously to successfully influence aggregate extraction operations approved under the *Mines Act*.

First Nations Implications

First Nations' interest in the foreshore may affect the success of possible options to restrict seaweed harvesting. Prior to the application of any instrument to restrict seaweed harvesting, the Province must identify and consult with First Nations with interest in the land. The Province uses the consultation to identify any potential infringement on First Nations' rights. If there is an interest in the land, any restrictions on seaweed harvesting cannot restrict First Nations rights to the use of the foreshore.

STRATEGIC PLAN IMPLICATIONS

RDN action to restrict seaweed harvesting is consistent with direction in the Board's Strategic Plan to protect the natural environment within and around communities. Also, seaweed contributes to a healthy ecosystem necessary for existing shellfish aquaculture industries in the area. This is consistent with Goal 6 of the Plan's Strategic Goals and Actions for 2013-2015 to recognize agriculture and aquaculture as important contributors to economic development and diversity in the region, and to support the viability and productivity of these activities. The Strategic Plan directs the RDN to work collaboratively with First Nations, provincial and federal governments to address such regionally significant issues.

SUMMARY/CONCLUSION

The Regional Board passed a resolution at their February 25, 2014, meeting for staff to identify options to influence seaweed harvesting in the Deep Bay to Qualicum Bay area. The resolution reflects concerns that the commercial harvesting of seaweed along the shoreline negatively impacts the environment and community.

Local governments do not have authority to regulate seaweed harvesting as a land or surface water use. Seaweed harvesting is considered a marine plant fishery and regulated through the *Fisheries Act*. While there are several provincial instruments or Crown land tenures that could potentially be used to restrict land uses on the shoreline, it remains unclear whether or not these instruments would even apply to seaweed harvesting. Furthermore, the Province is unlikely to support an application for the use of available instruments to address a single issue, such as the prohibition of seaweed harvesting.

Even if an instrument could be used to restrict seaweed harvesting, it will be the RDN's responsibility to convince the Province to support its use. The RDN would be required to provide a strong rationale to justify the use of a provincial instrument to restrict seaweed harvesting along the shoreline between Deep Bay and Qualicum Bay. Developing a strong rationale would require a considerable amount of work and resources by the RDN to determine the value of species and habitat and the impacts of seaweed harvesting on them. The Province would assess the RDN's rationale in relation to lands already identified for protection in the area and other interests in the Crown land under consideration. This would include the interests of seaweed harvesters.

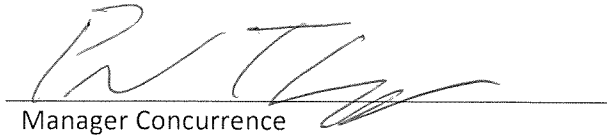
As there is a great deal of uncertainty regarding the ability of the RDN to use different provincial instruments to restrict seaweed harvesting, a better approach for the RDN at this time is to arrange a meeting with provincial and federal agencies with jurisdiction over marine plants, aquatic habitat and Crown land to discuss the social and environmental impacts of seaweed harvesting and ensure impacts

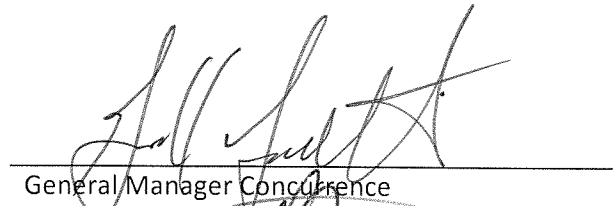
are understood and considered. The meeting would be an opportunity for the RDN to express its concerns about seaweed harvesting to the Province, and potentially influence the conditions of the commercial licences issued. A meeting between the RDN and provincial agencies has the support of provincial agency staff, and is considered to be the best first step to address the RDN's concerns.

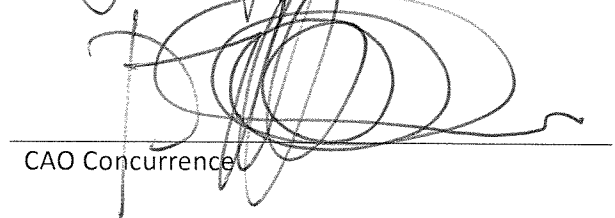
RECOMMENDATIONS

1. To receive this staff report for information;
2. That staff arrange a meeting with all provincial agencies that are involved in the process for approving seaweed harvesting licenses.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

Appendix 1 Detailed Options

Local governments do not have authority to regulate seaweed harvesting. However, they may be able to work cooperatively with provincial agencies that regulate Crown land use and seaweed harvesting. The options below present possible ways for the RDN to either influence, restrict or prohibit seaweed harvesting along the shoreline between Deep Bay and Qualicum Bay. Each option considers the RDN's role and the likelihood of success. As the provincial Riparian Area Regulations do not apply to marine areas they are not included as an option to influence seaweed harvesting.

Meeting with Provincial and Federal Agencies

The regional district could request a meeting with all provincial and federal agencies involved in issuing commercial seaweed harvesting licences. The regional district has previously met with the Ministry of Agriculture to express concern with the number of licences issued. However, this meeting did not include other agencies with responsibility for fisheries, Crown land and wildlife habitat. A potential meeting between the agencies may help establish the information necessary to understand the impacts from seaweed harvesting for the environment and community. As well, the meeting could lead to a review of the conditions attached to commercial seaweed harvesting licences. Agencies that should be part of a joint meeting include the Ministry of Agriculture, Ministry of Forests, Lands and Natural Resource Operations, and Fisheries and Oceans Canada. The RDN has used this cooperative approach with the Province previously to successfully influence aggregate extraction operations approved under the *Mines Act*.

Zoning Bylaw

Local governments have authority under Section 903 of the *Local Government Act* to use zoning bylaws to prohibit or restrict the use of land and water surfaces within its boundaries. However, seaweed harvesting is not an activity that local governments have authority to regulate. Seaweed harvesting is considered a marine plant fishery and as such is subject to regulation under Part 3 of the provincial *Fisheries Act*.

Development Permit Areas

Local governments have authority under Section 919.1 of the *Local Government Act* to designate development permits for the protection of the natural environment, its ecosystems and biological diversity. A development permit requires that development or land alteration follow specific guidelines stated in the permit. However, as seaweed harvesting is a fishery regulated under the provincial *Fisheries Act*, local governments do not have the authority to use development permits as tool to regulate seaweed harvesting.

Lease Crown Land

The regional district may apply to the province to lease Crown land including tidal/foreshore areas, for the purposes of environmental protection or for recreation. A lease is a long-term tenure of Crown land, where the tenure holder has the right to exclusive use of the area. Marine plant harvest licences do not permit people to harvest on privately owned land or land leased from the Crown.

The Province may, through a Nominal Rent Tenure, lease Crown land to local governments or community service organisations at less than fair market value rent or a nominal rental fee. The regional district may qualify for this form of tenure if the land use is considered a benefit to the community. However, the tenure requires a provincial ministry to sponsor the application if the term is greater than 30 years and the fair market value of the land is greater than \$100,000, if the forgone rent would be

greater than \$100,000 over the life of the tenure or, if the tenure would be controversial. In order to consider sponsoring a Crown land lease, a provincial ministry would need to ensure that the use is consistent with provincial objectives, and the value of the tenure can be accounted for in the government's budget.

Along with the Crown land lease application to the Province, the regional district would submit a letter to request sponsorship that outlines its purposes for the land. The regional district must show that the proposed use cannot be accommodated on its existing lands. Other requirements for sponsorship may include a development plan, application fees, notification and a legal survey. The Province determines the fair market value of the land and consults with stakeholders affected by the tenure. If the regional district is successful, the sponsorship is approved by Cabinet. If a sponsorship application is unsuccessful then the Province can consider granting a Crown land lease at fair market value.

If the regional district was successful with an application for Crown land tenure, the regional district would assume responsibility for maintaining the property as a park. Leased land within a local government park would be subject to bylaws for the operation of the park. This may restrict the damage or removal of natural vegetation, and prohibit vehicles within the park.

The success of an application for sponsorship depends on the strength of the reasons for the tenure. The Province has a list of criteria to rank applications for sponsorship, such as consistency with regional priorities or economic benefits. Sponsorship of a Crown land tenure application for a single issue, such as the prevention of seaweed harvesting, is unlikely. Tenures are generally meant to allow a certain activity, not to prohibit them. Other factors that may affect the success of an application include the impact to the riparian rights of upland property owners, existing land tenures in the area and other interests in the land. This would include considering the interests of those holding existing licenses (including seaweed harvesting) for use of the Crown land.

Lease or Licence of Occupation for Highway Road Rights-of-Way Used as a Beach Access

The regional district may apply for a lease or licence of occupation for road right-of-ways or road ends from the Ministry of Transportation and Infrastructure that serve as access to the foreshore. Leased or Licenced road rights-of-ways along the foreshore may allow the regional district to manage parking and loading for vehicles used to harvest seaweed within a beach access. Managed parking areas may reduce potential impacts from vehicles on the community and the natural environment. The restrictions may also discourage the removal of seaweed within the beach area by making loading difficult. However, the Ministry is not likely to approve such an application, as the regional district would be deemed to be taking over jurisdiction of the road rights-of-way.

Notation of Interest (Ministry of Forests, Lands and Natural Resource Operations)

A Notation of Interest is a record on provincial reference maps of an interest in Crown land by a provincial or federal ministry or agency. It is used to ensure the referral of Crown land applications to agencies with an interest in the lands. The regional district may be one of the agencies referred for input on a Crown land application. The Ministry of Forests, Lands and Natural Resource Operations could establish the notation in favour of the regional district, so the regional district would be notified of applications for Crown land use and have an opportunity to comment. The Province can still accept and approve applications for use and disposition of Crown land where a Notation of Interest exists.

The regional district may request a Notation of Interest in a property by submitting an application form to Front Counter BC. The application package must include a legal description of the property, a map of the affected lands, and survey information for any surveyed land. The application must also include a rationale for establishing the notation of interest on the provincial reference maps.

The Notation of Interest is likely to be the most successful mechanism for the regional district to have input into Crown land applications. The success of the Notation of Interest application will be based on the strength of the rationale provided by the regional district. The Notation of Interest is an agency's first step to identify interest in the Crown land prior to using other provincial instruments such as Map Reserves or Conditional Withdrawals (as described below). However, based on discussions with provincial staff, because seaweed harvesting is considered a fishery and not regulated as a land use it is unclear whether any of these instruments would apply to restricting seaweed harvesting.

Map Reserves or Temporary Withdrawal - Land Act - Section 16 (Ministry of Forests, Lands and Natural Resource Operations)

The Minister of Forests, Lands and Natural Resource Operations, through a Ministerial Order, may create a Map Reserve or temporarily withdraw an area of Crown land from disposition or use for a purpose that the Minister considers in the public interest. This prevents the acceptance of any application to use or dispose of Crown land in an established area. A Map Reserve or Temporary Withdrawal may provide short term protection of Crown land from resource use or development.

The regional district must rely on a Crown agency to make the application for a Temporary Withdrawal. Other regional districts have successfully initiated map reserves. The success of this option depends on the strength of the rationale presented against other interests in the Crown land. The rationale would need to emphasize the value of the Crown land for the protection of significant habitat and species and, show how the designation of a Map Reserve or Temporary Withdrawal would protect those values by prohibiting seaweed harvesting. The regional district could work with local stewardship groups or hire a biologist to clearly identify the habitat values of the area and reasons for prohibiting seaweed harvesting. Again, because of the distinction that is made between a fishery and land use, it is unclear whether or not this instrument could be used to restrict seaweed harvesting.

Land Act Designations or Conditional Withdrawal – Land Act – Section 17 (Ministry of Forests, Lands and Natural Resource Operations)

The Minister of Forests, Lands and Natural Resource Operations, through a Ministerial Order, may designate a portion of Crown land for a particular use or to conserve natural and heritage resources. Crown land within this designation is withdrawn from dispositions except for a designated use and any compatible activities. A Conditional Withdrawal differs from a Temporary Withdrawal, as the Province may still accept Crown land applications and dispositions for land uses and activities that are compatible within the criteria for use of the withdrawn area. The regional district must rely on a Crown agency to make the application for a Conditional Withdrawal. Similar to a Temporary Withdrawal, the regional district would need to establish a strong rationale for the Conditional Withdrawal and identify reasons to prohibit the use. This may also require work with stewardship groups or a biologist to identify the reasons for the use of this instrument to prohibit seaweed harvesting. The regional district's success in establishing a Conditional Withdrawal would depend on the strength of the rationale presented against other interests in the Crown land. Based on discussions with provincial staff, it is unclear whether the use of this instrument could restrict seaweed harvesting.

Wildlife Management Areas (Ministry of Forests, Lands and Natural Resource Operations)

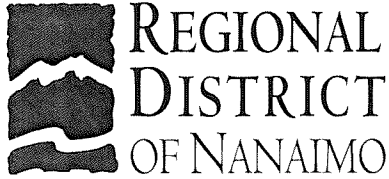
Wildlife Management Areas are designated under *Section 4* of the *BC Wildlife Act* to protect regionally and internationally significant fish and wildlife species and their habitats. The Minister of Forests, Lands and Natural Resource Operations designates Wildlife Management Areas by regulation with the consent of the provincial Cabinet. Lands within a Wildlife Management Area may be used to conserve habitat for endangered species, wildlife migration routes or productive habitat. These areas may be designated on any Crown land that is not a park, conservancy or recreation area, and can include private lands leased to the Province.

Conservation of wildlife and habitat is a priority use within Wildlife Management Areas. However, the Ministry may permit uses it considers compatible within these areas (such as resource uses like seaweed harvesting). Also within these areas, existing licences or rights granted prior to the designation remain in effect. This would include any seaweed harvesting licences issued prior to the designation.

The regional district may initiate the creation of a Wildlife Management Area by demonstrating the significant habitat values in an area. Similar to the instruments available under the *Lands Act*, the regional district must have a strong rationale for the lands to be designated as a Wildlife Management Area.

The rationale requires a considerable amount of work to establish the value of the land for significant habitat and species, and justify the level of protection. If the Ministry proceeds with the proposal, the regional district will have the opportunity to work with the Province to prepare background reports and maps of the habitat values in the proposed area. As an initial step, the Province may establish a map reserve for lands with significant habitat values prior to the designation of a Wildlife Management Area.

The success of this option depends on the strength of the rationale presented to show that the area between Deep Bay and Qualicum Bay is a priority for protection within a Wildlife Management Area compared with other lands already identified for protection by the Province. Due to the number of existing provincial priorities and Wildlife Management Areas in the area, this option is considered to be a remote possibility.



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
JUN 02 2014	
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BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: May 30, 2014

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE20130000257

SUBJECT: 2220 Quail Grove Place - Electoral Area 'A' - Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention on the subject property.

BACKGROUND

Property: 2220 Quail Grove Place, Cedar (Electoral Area 'A')
 Legal Description: Lot H Section 15 Range 1 Cedar District Plan VIP66841, Except Part In Plan VIP71318
 Property Owners: John D. Morgan

In October 2013, the Regional District of Nanaimo (RDN) received a complaint concerning the unsightly condition of the subject property (Attachment No. 1), which is located in a well-maintained residential area of Cedar. Staff conducted an inspection and confirmed that the property contained a significant accumulation of derelict vehicles, temporary structures, tires, vehicle parts and assorted discarded and disused material in contravention of Unsightly Premises Regulatory Bylaw No. 1073, 1996. (photos - Attachment No. 2).

Following the inspection, staff issued a written Order to the Owner to clean up the property. Several follow up inspections were undertaken however no improvement was noted. In January 2014, a second letter was sent to the Owner with no response or improvement to the condition of the property. It is believed that the Owner resides on the property and is refusing to respond to RDN correspondence or maintain the property in compliance with RDN regulations. RDN Staff continue to receive complaints about the condition of the property.

ALTERNATIVES

1. That the Owner be directed to bring the property into compliance with Regional District of Nanaimo regulations.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31st in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION

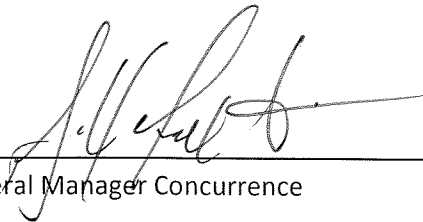
Regional District of Nanaimo Staff received numerous complaints concerning the substantial and unsightly accumulation of derelict vehicles, temporary structures, tires, vehicle parts and assorted discarded and disused material on the subject property. Despite efforts by Staff, the Property Owner has demonstrated an unwillingness or inability 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

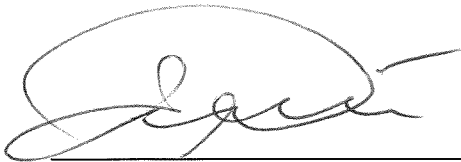
That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot H Section 15 Range 1 Cedar District Plan VIP66841, Except Part In Plan VIP71318 (2220 Quail Grove Place) to remove the accumulation of derelict vehicles, temporary structures, tires, vehicle parts and assorted discarded and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the Owner’s cost.



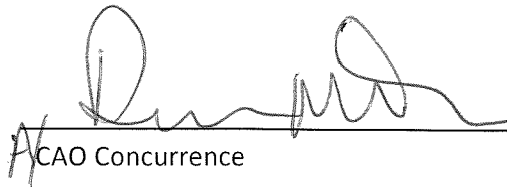
Report Writer



General Manager Concurrence

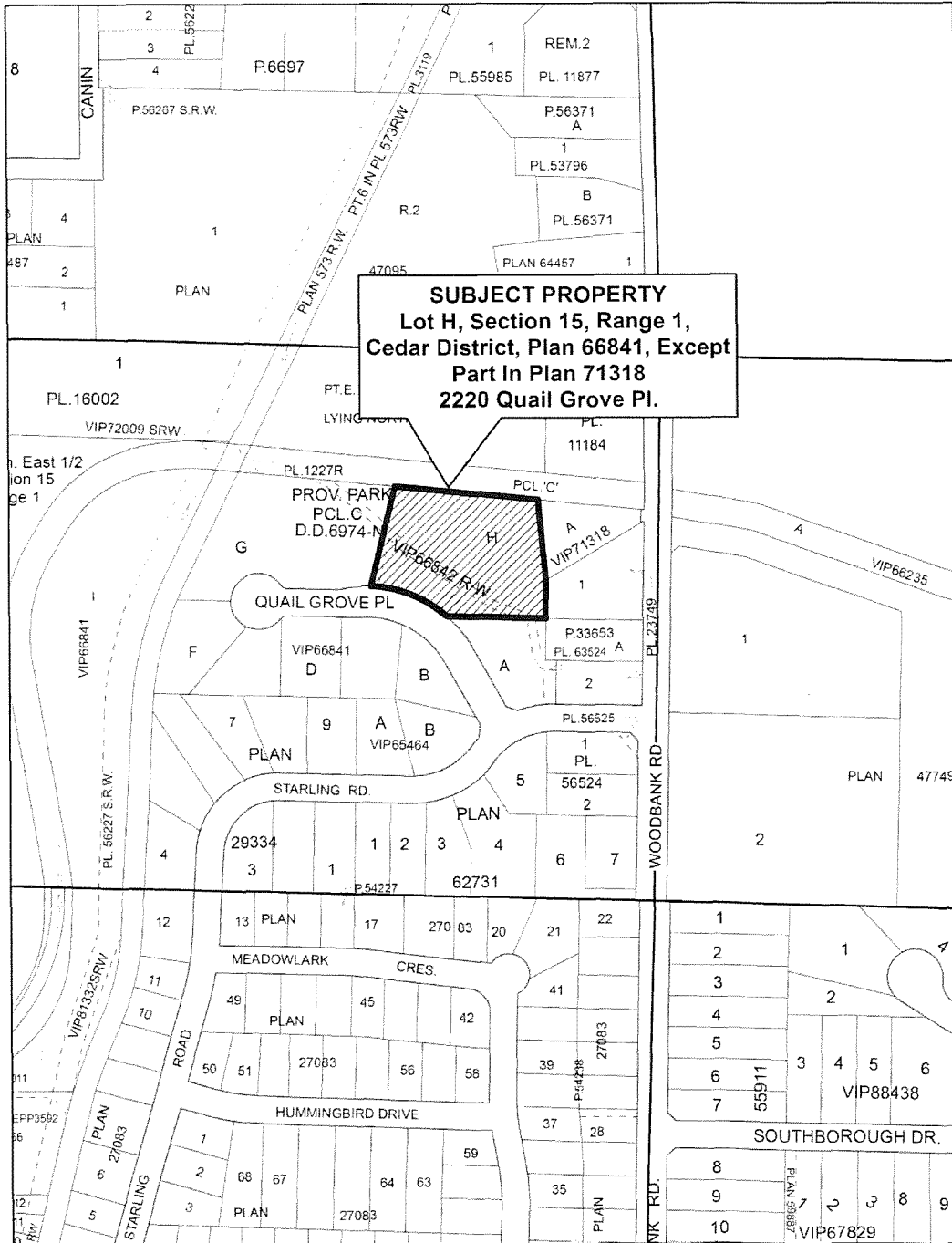


Manager Concurrence



CAO Concurrence

ATTACHMENT NO. 1



ATTACHMENT NO. 2



ATTACHMENT NO. 2





RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
JUN 02 2014	
RHD	
BOARD	

MEMORANDUM

TO: Geoff Garbutt
General Manager, Strategic & Community Development

DATE: May 30, 2014

FROM: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

FILE: PR201400098
CE201400025

SUBJECT: 1955 Stokes Road – Electoral Area ‘B’ - Building Bylaw Contravention

PURPOSE

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

BACKGROUND

Property: 1955 Stokes Road, Gabriola Island, BC

Legal: Lot 24, Section 3, Gabriola Island, Nanaimo District, Plan 23476

Owner: Elizabeth Beale and Thomas Harding

In late February 2014, the Regional District of Nanaimo (RDN) received a complaint concerning the unsafe condition of the subject property in relation to a house constructed without a Building Permit, improper sewage discharge and a large accumulation of assorted materials stored on site.

RDN staff inspected the property on March 7, 2014 and confirmed that the property owners were residing in a (approximately) 400 square foot building that had been constructed without a building permit (see photos Attachment No. 1). A Stop Work/Do Not Occupy Order was issued as the building does not meet residential Building Code standards and in the opinion of Building Inspection staff, is not safe for occupancy.

Staff had a further meeting with the property owner (Harding) who advises that they consider regulatory compliance to be optional and they will not comply with permitting requirements. Following that meeting, the Owners were directed in writing on two occasions to submit a permit application. The Owners responded by phone that they are “opting out” of RDN and Provincial government safety regulations. To date, the Owners have not complied with permitting requirements.

The Provincial Environmental Health Officer also inspected the property and found domestic waste being discharged in an unsafe manner resulting in an Order under the *Public Health Act* being issued on April 8, 2014 (Attachment No. 2)

Section 57 of the *Community Charter* authorizes the Board to consider a resolution that directs the Corporate Officer to file a Notice on the title of a property that results from the contravention of a bylaw, a Provincial building regulation, or any other enactment, that relates to the construction or safety of buildings or other structures, or work that was carried out without the necessary permit(s). The

construction and residential occupancy of a building has been undertaken without permit approvals, in contravention of RDN and Provincial regulations.

ALTERNATIVES

1. Register a Notice of Bylaw Contravention on the title of the property and take enforcement action as may be necessary.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

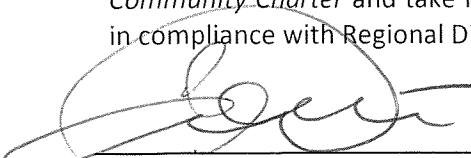
There are no financial implications in the registration of a Notice on title. Once the bylaw contravention has been corrected, the property owners may apply to have the Notice removed upon payment of a \$500 fee in accordance with *Building Regulations Fees and Charges Bylaw No. 1595, 2010*. Should it become necessary to pursue legal action, a Court Order will be required to either remove the structure or compel the owner to comply with building regulations. The cost of obtaining such an Order can reach several thousand dollars and if challenged by the owner, the costs could escalate further. If successful the RDN may recover a portion of legal costs.

CONCLUSION

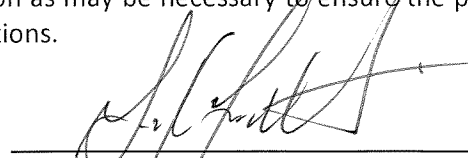
In late February 2014, the Regional District of Nanaimo (RDN) received a complaint concerning the unsafe condition of the subject property in relation to a house constructed without a Building Permit, improper sewage discharge and a large accumulation of assorted materials stored on site. A follow-up inspection confirmed that the Owners were residing in a (approximately) 400 square foot building that had been constructed without a Building Permit. The building does not meet residential Building Code standards and in the opinion of Building Inspection staff, is not safe for occupancy, resulting in a Stop Work/Do Not Occupy Order being issued. The issues were discussed on several occasions with the Owners who advised they are “opting out” of local and provincial government safety regulations. Accordingly, it is recommended that a Notice of Bylaw Contravention be registered on the title and that enforcement action be taken as necessary to ensure the use of the property is being conducted in a manner that is safe for the occupants and general public.

RECOMMENDATION

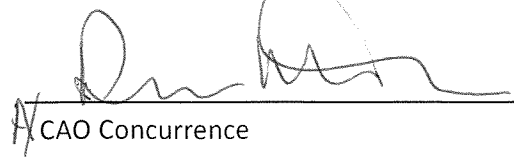
That Staff be directed to register a Notice of Bylaw Contravention on the title of Lot 24, Section 3, Gabriola Island, Nanaimo District, Plan 23476 (1955 Stokes Road) pursuant to Section 57 of the *Community Charter* and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo regulations.



Report Writer



General Manager Concurrence



CAO Concurrence

ATTACHMENT NO. 1



ATTACHMENT NO. 2

ORDER

Section 31, *Public Health Act*, S.B.C. 2008, Chapter 28 & Section 11 of the Sewerage System Regulation, BC Reg. 326/04

To: Elizabeth Shelburne Beale
Thomas Reginald Harding 1998 South
1955 Stokes Road
Gabriola Island

Pursuant to Section 25 of the British Columbia Public Health, I Glenn Gibson Environmental Health Officer, of the Vancouver Island Health Authority, on May 5, 2014, conducted an inspection of your property located at 1955 Stokes Road, Gabriola Island, and legally described as: Lot 24, Section 3, Gabriola Island, Nanaimo District, Plan 23476, hereafter referred to as the "Property". The Property is owned by Elizabeth Shelburne Beale, and Thomas Reginald Harding.

As a result of my inspection, I have reasonable and probable grounds to believe and do believe that you are in contravention of the Sewerage System Regulation (BC Regulation 326/2004) hereafter referred to as the "Regulation". This opinion is based on the following:

I witnessed domestic sewage reaching the surface ground on May 5, 2014.

According to Section 3(1) (b) of the Regulation, it is the duty of the owner of every parcel on which a structure is constructed or located to ensure that all domestic sewage originating from the structure does not cause or contribute to a health hazard.

Whereas you have violated that duty, effective upon receipt of this Order, I exercise my authority under Section 31 of the *Public Health Act* Section 11 of the Regulation and hereby order you to:

1. Submit a permit application for a pump and haul, pursuant to Section 4 of the Regulation to the Health Protection Environmental Services office located at 6475 Metral Drive, Nanaimo BC by June 13, 2014. A copy of this Order must accompany this filing information at time of submission.
- or
2. Submit a filing by an approved person by June 13, 2014 pursuant to Section 8 of the same Regulation to the same Health Protection Environmental Services office
3. Install the Pump and Haul tank in accordance with VIHA Policy prior to July 4, 2014.
- or
4. Install the onsite sewage system in accordance to the filing prior to July 11, 2014.
5. Have a Letter of Certification in the same Health Protection office prior to August 11, 2014

ATTACHMENT NO. 2

Order Under the *Public Health Act* – 3833 Moore Road
April 8, 2014

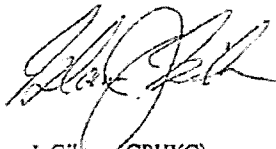
Page 2 of 2

It is an offence under Section 99(1) (k) of the *Public Health Act* to fail to comply with an order of a Health Officer, such as this Order.

Section 43 of the *Public Health Act* gives you the right to request the issuing Health Officer to reconsider the Order.

I request your cooperation with this Order.

Dated at Parksville, BC this May 9, 2014



Glenn J. Gibson, CPHI(C)
Environmental Health Officer

c.c.: Shaun Malakoe, Senior Environmental Health Officer
Gary Anderson, Consultant
Al Dick, RDN



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAY 26 2014	
RHD	
BOARD	

MEMORANDUM

TO: Sean De Pol
Manager, Wastewater Services

DATE: May 26, 2014

FROM: Amber Neuman
Special Projects Assistant

FILE: 2240-20-NCGS

SUBJECT: Nanaimo Community Gardens Society Agreement –
Greater Nanaimo Pollution Control Centre Greenhouses

PURPOSE

To obtain Board approval to amend the current agreement with the Nanaimo Community Gardens Society to use the greenhouses located on the Greater Nanaimo Pollution Control Centre site at 4600 Hammond Bay Road for an additional 1 year, from September 1, 2014 to August 31, 2015.

BACKGROUND

The greenhouses located at the Greater Nanaimo Pollution Control Centre were installed when the facility was originally built in 1971-74, and were used to dry sludge produced in the treatment process. With the completion of the dewatering facility in 1992, the greenhouses were no longer required.

For more than 13 years, the Nanaimo Community Gardens Society has been using these greenhouses to grow fruit and vegetable seedlings to support their education programs. The programs run by the Nanaimo Community Gardens Society work directly to increase food security in the Regional District of Nanaimo (RDN) by facilitating the access to land, skills and resources needed to assist people in growing and accessing healthy local food. The goals and objectives of the Nanaimo Community Gardens Society align with those outlined in the RDN’s Strategic Plan, Regional Growth Strategy and Agricultural Area Plan.

Use of the greenhouses was first formalized by an agreement in 2001 and most recently by an agreement that expires on August 31, 2014. After signing this Agreement, the Nanaimo Community Gardens Society submitted a proposal to relocate to Beban Park, which was approved in principle. However, this move could not be completed until after the development of a Master Plan for Beban Park.

To date, a draft Master Plan for Beban Park has been developed, which includes allocated space for the Nanaimo Community Gardens Society greenhouse. The draft is scheduled for public consultation in the Spring and Summer of 2014 and will be submitted for Council approval in the Fall of 2014. With these timelines, a new greenhouse will not be completed for the 2015 growing season. The Nanaimo Community Gardens Society has requested an extension of their lease agreement with the RDN for an additional one year to allow them to operate a greenhouse, and its corresponding programs, in 2015. The City of Nanaimo Parks, Recreation and Culture Commission has provided a letter to the RDN endorsing the Nanaimo Community Gardens Society request for lease extension (Appendix 1).

The space occupied by the greenhouses is not required by the RDN for the duration of the requested extension. The planned expansion and upgrade to secondary treatment at the GNPCC are scheduled to begin in the fall of 2015 in order to meet legal commitments made in the Liquid Waste Management Plan. Construction after 2015 will pose safety and liability concerns to those using the greenhouses. It is also anticipated that the greenhouses will need to be dismantled, therefore an extension of the lease beyond the fall of 2015 will not be possible.

An amended agreement between the RDN and the Nanaimo Community Gardens Society has been prepared, amending only the timelines of the original license, which was reviewed by our legal counsel, Stewart McDannold Stuart. The new license agreement would have a fixed term from September 1, 2014 to August 31, 2015, after which time, the Nanaimo Community Gardens Society will no longer have access to the greenhouses. A copy of the proposed license agreement has been attached for reference. (Appendix 2)

ALTERNATIVES

1. Amend the current agreement, for an additional 1 year from September 1 , 2014 to August 31, 2015, with the Nanaimo Community Gardens Society for the use of the greenhouses at Greater Nanaimo Pollution Control Centre.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with Alternative 1. It is anticipated that the use of the greenhouses through to August 31, 2015 will not interfere with the current operations of the facility.

STRATEGIC PLAN IMPLICATIONS

Maintaining agricultural opportunities is a key feature of regional resilience and sustainability. The Strategic Plan supports a vision where agricultural practices contribute to ecological services and provide residents with fresh, locally grown food. Self-sufficiency and economic viability are strategic priorities with specific commitments to support agricultural practices and strengthen the agricultural economy. Working with the Nanaimo Community Gardens Society supports the Strategic Plan's vision and commitments.

INTERGOVERNMENTAL IMPLICATIONS

The City of Nanaimo Parks, Recreation and Culture Commission has approved the Greenhouse Proposal made by the Nanaimo Community Gardens Society. The space for a greenhouse has been allocated in the draft Beban Park Master Plan (scheduled for Council approval in the Fall of 2014).

SUMMARY/CONCLUSIONS


Nanaimo Community Gardens Society has used the greenhouses at the Greater Nanaimo Pollution Control Centre for more than 13 years to grow fruit and vegetable seedlings to support their education programs. Use of the greenhouses was first formalized by an agreement in 2001, and most recently, by an agreement that expires on August 31, 2014.

The Nanaimo Community Gardens Society is in the process of organizing their relocation to Beban Park, under the Master Plan for Beban Park, slated for approval late in the Fall of 2014. Without an agreement for an additional year, licensing the use of the RDN greenhouses, the Nanaimo Community Gardens Society will be unable to operate their greenhouse programs in 2015.

The site expansion and construction activities at Greater Nanaimo Pollution Control Centre will not require the space occupied by the greenhouses for the term of a new, one year Agreement. As such, it is possible for Nanaimo Community Gardens Society to continue to occupy the greenhouses until August 31, 2015.

RECOMMENDATION

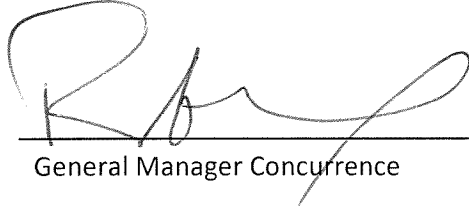
1. That the Board approve the amendment to the current agreement with the Nanaimo Community Gardens Society for the use of the greenhouses at Greater Nanaimo Pollution Control Centre for an additional 1 year, from September 1, 2014 to August 31, 2015.



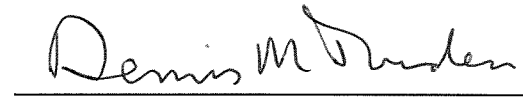
Report Writer



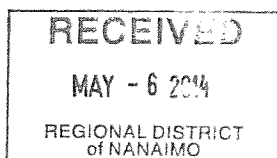
Manager Concurrence



General Manager Concurrence



AFAO Concurrence



2014-APR-29

File: A2-4 / D1-8-39

Ms. Jessica Dorzinsky, EMS Coordinator
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Ms. Dorzinsky

RE: RDN Lease Extension for Nanaimo Community Gardens

Further to discussions that Parks, Recreation and Environment Staff have had with Amber Newman, RDN, I am writing to advise that the Nanaimo Community Gardens Society (NCGS) is seeking an extension from the RDN relating to their current lease of their greenhouse on the sewage treatment property. This lease expires in August 2014.

In April 2103, the NCGS approached the Parks, Recreation and Culture Commission to request support for development of a greenhouse at Beban Park. The Commission approved the project in principle. In addition, \$25,000 out of the City's Volunteers in Parks (VIP) budget is being held in abeyance for the greenhouse project.

In 2013, Nanaimo City Council also directed staff to begin a Master Planning Process for Beban Park. The NCGS was a stakeholder in developing this long term vision. A draft of this plan is currently being reviewed by Commission. The draft plan includes locations for new greenhouses; however, implementation cannot begin until the plan is adopted.

Staff met with the NCGS staff on 2014-MAR-30, and 2014-APR-01 to provide an update on the Beban Park Master Planning process, look at the potential locations for the new greenhouse, temporary and permanent options, and discuss the permitting and engineering process of proceeding. While things are moving forward with the NCGS's greenhouse development at Beban Park as a concept, a new permanent location on City of Nanaimo property cannot be 100% confirmed until completion of the planning process and this will not be completed until the fall of 2014.

Your assistance in providing a lease extension to the Nanaimo Community Gardens Society would be greatly appreciated.

Yours truly,

Diana Johnstone, Chair
Parks, Recreation and Culture Commission

cc: R. Harding, Director
Parks, Recreation and Environment

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Phone: 250-756-5200 • Fax: 250-753-7277
500 Bowen Road, Nanaimo, British Columbia, Canada, V9R 1Z7

www.nanaimo.ca • info@nanaimo.ca

LICENSE TO USE OR OCCUPY

THIS LICENSE ISSUED the day of , 2014

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "Regional District")

OF THE FIRST PART

AND:

NANAIMO COMMUNITY GARDENS SOCIETY
271 Pine Street
Nanaimo, BC
V9R 2B7

(hereinafter called the "Society")

OF THE SECOND PART

WHEREAS:

The Regional District is the registered owner in fee simple of lands legally described as:

Lot 1, Plan 26263
District Lot 51, Wellington Land District

(the "Lands").

Located at 4600 Hammond Bay Road, Nanaimo, BC and more commonly known as the Greater Nanaimo Pollution Control Centre.

AND WHEREAS the Society wishes to use and occupy those portions of the facility on the Lands known as the greenhouses and shown on Schedule A attached hereto, hereinafter called the "Premises".

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the rents, covenants, agreements and conditions to be performed and observed by the Society:

1. The Regional District hereby grants the Society a license to occupy and use the said Premises for the sole purposes of training in the use of greenhouse cultivation of domestic garden plants.
2. The Society agrees that it is the sole responsibility of the Society to determine the suitability of the Premises for its intended use and occupation.

3. The Regional District grants this license for a period of one (1) year from and including September 1, 2014 to and including August 31, 2015 (the "Term"), subject to the terms and conditions herein set forth. Upon expiry of the term or earlier termination of the agreement, the Society shall vacate the land and premises without notice.
4. The Regional District hereby reserves to itself from the grant and the covenants made by it to the Society under Section 1 above the right for the Regional District, its agents, employees, contractors and subcontractors to have full and complete access to the Premises and Lands to carry out any operations associated with the Regional District's use of the Lands.

RENT AND RESPONSIBILITY FOR EXPENSES

5. The Society agrees to pay the Regional District upon the execution of this License, the rent of One Dollar (\$1.00) for the Term herein granted, the receipt of which is hereby acknowledged.
6. It is intended by the parties that the Premises be of no cost or expense to the Regional District during the Term and accordingly the Society agrees to pay, whether on its own behalf or on behalf of the Regional District, all costs of every nature and kind relating to the Premises and/or any improvements thereon, and the Society agrees to indemnify the Regional District from and against any such costs and expenses incurred by the Regional District directly.
7. The Society shall ensure that all invitees and sub-licensees adhere strictly to all rules and regulations posted, instructions issued by employees of the Regional District and/or otherwise included in this License and to advise all invitees and sub-licensees accordingly. Failure to adhere to, or comply with the provisions of this paragraph may result in the termination of this License and may include the invoicing of costs incurred by the Regional District.

INSURANCE MAINTENANCE, RISK AND INDEMNITY

8. The Society agrees to take out and keep in full force and effect throughout the Term and during such other time as the Society occupies or uses the Premises or any part thereof at the expense of the Society:
 - a) commercial general liability insurance, including without limitation non-owned automobile insurance, against claims for personal injury, death or property damage or loss upon, in or about the Premises or otherwise howsoever rising out of the operations of the Society or any person conducting business or activities from the Premises, to the limit as may be reasonably required by the Regional District from time to time but, in any case, of not less than Two Million (\$2,000,000.00) Dollars in respect to injury or death to a single person and in respect of any one accident concerning property damage.
 - b) tenants legal liability insurance against claims for personal injury, death or property damage or loss upon, in or about the Premises or otherwise howsoever rising out of the operations of the Society or any person conducting business or activities from the Premises, to the limit as may be reasonably required by the Regional District from time to time but, in any case, of not less than Two Hundred and Fifty Thousand (\$250,000.00) Dollars in respect to injury or death to a single person and in respect of any one accident concerning property damage.

9. The policy of insurance shall contain a clause providing that the insurer will give the Regional District thirty (30) days written notice in the event of cancellation or material change.
10. The Regional District shall be named as an additional insured under such liability policy or policies of insurance.
11. It shall be the sole responsibility of the Society to determine what additional insurance coverage, if any, including but not limited to Workers' Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfil its obligations under this License. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.
12. Any buildings, furniture, equipment, machinery, fixtures and improvements placed on the Lands or in or about the Premises by the Society shall be entirely at the risk of the Society.
13. The Society agrees to maintain the Premises and the improvements therein in good repair and in a neat and tidy condition, and to not do or permit any act or neglect which may in any manner directly or indirectly be or become a nuisance or interfere with the comfort of any person occupying land in the vicinity of the Premises.
14. The Society shall exercise the greatest care in the use and occupation of the said Premises and shall provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of the rules and regulations governing the said premises.
15. The Society shall not permit liquor, beer or any other alcoholic beverages on or in the said Premises.
16. The Society shall not construct or place on the Lands any improvements without first obtaining the prior written consent of the Regional District and obtaining all required building or development permits.
17. The Society shall report all damages to the Premises and improvements thereon and the Lands to the Operations Supervisor, Wastewater Services.
18. The Society agrees to comply promptly at its expense with all laws, bylaws, regulations, requirements and recommendations, which may be applicable to the manner of use or occupation of the Premises, made by any and all federal, provincial, local government and other authorities or association of insurance underwriters or agents and all notices in pursuance of same, provided however that the Society shall have no liability to make any improvements, alterations or additions to the Premises which may be required by authorities or associations unless due to the use or occupation of the Premises by the Society.
19. The Society agrees to indemnify and save harmless the Regional District, its elected and appointed offices and employees, from any and all claims, suits, actions, costs, fees and expenses of any kind whatsoever brought against or incurred by the Regional District or its elected and appointed officers and employees in any way relating to the Society's use or occupation of the Premises during the Term of this License or any breach of this License. Such indemnity shall extend to legal expenses incurred by the Regional District in defending against such liability or alleged liability or in enforcing this right of indemnity.

INSPECTION

20. The Regional District and its employees, servants and agents may at any time and from time to time during the Term of this License enter the Premises and every part thereof to examine the condition thereof, and if any want or repair shall be found on such examination and notice thereof is given, the Society will, within thirty (30) days of the giving of that notice, well and truly repair in accordance with that notice.

USE, ASSIGNMENT AND SUBLETTING

21. The Society agrees to not use the Premises for any purpose other than as a community greenhouse.
22. The Society shall not permit any other person, group or organization not named in this License to use or occupy the said Premises without prior written authorization from the Operations Supervisor, Wastewater Services. Authorization granted by the Operations Supervisor shall be attached to this License prior to any use of occupation of the Premises by any other person, group or organization.
23. In no event shall any assignment, or sub-licensing to which the Regional District may have consented relieve the Society from its obligations to fully perform all the terms, covenants and conditions of this License on its part to be performed.
24. Under any assignment or sub-license consented to by the Regional District, the Society shall require that the sub-licensee or assignee agree to be bound by all of the Society's obligations under this License.

APPROVALS

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

RELATIONSHIP OF PARTIES

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

SOLE AGREEMENT

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

REMOVAL OF IMPROVEMENTS

28. All improvements and all articles of personal property constructed, owned or installed by the Society at the expense of the Society on the Premises, shall remain the property of the Society and may be removed by the Society at any time until the end of the Term or earlier termination of this License.
29. If the Society does not remove the property which is removable by the Society pursuant to Paragraph 1 in this section prior to the end of the Term or the sooner termination of this License, such property shall, if the Regional District elects, be deemed to become the Regional District's property and the Regional District may remove the same at the expense of the Society and dispose of the property at its sole discretion, and the cost of such removal will be a debt due to the Regional District and paid by the Society forthwith to the Regional District.

REPAIRS

30. The Society must repair and maintain the Premises in good condition. If the Society fails to repair or maintain the Premises in accordance with this Licence, the Regional District may, by its agents, employees or contractors enter the Lands and make the required repairs or do the required maintenance and the cost of the repairs or maintenance is a debt due from the Society to the Regional District. In making the repairs or doing the maintenance the Regional District may bring and leave upon the Lands the necessary materials, tools and equipment and the Regional District is not liable to the Society for any inconvenience, annoyance, loss of business or other injuries suffered by the Society by reason of the Regional District effecting the repairs or maintenance.
31. If the Society fails to do anything required of the Society under this Licence, (the "Society Requirement") the Regional District may fulfil or complete the Society Requirement at the cost of the Society and may, if necessary, by its agents, employees or officers enter into the Land to fulfil in complete the Society Requirement. The Society releases the Regional District, its elected officials, appointed officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the Society may have against any or all of them in respect of an act of the Regional District under this section except insofar as such claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability arises from the negligence of the Regional District, its elected and appointed officers, employees and agents.

DEFAULT AND EARLY TERMINATION

32. The Society further covenants with the Regional District that if the Society shall violate or neglect any covenant, agreement or stipulation herein contained on its part to be kept, performed or observed and any such default on the part of the Society shall continue for thirty (30) days after written notice thereof to the Society by the Regional District or if the Premises are abandoned for more than thirty (30) days, then by law the Regional District may at its option forthwith re-enter and take possession of the Premises immediately and may remove any persons and property therefrom and may use such force and assistance in making such removal as the Regional District may deem advisable to recover at once full and exclusive possession of the Premises.
33. If during the Term hereof, any of the goods or chattels of the Society shall at any time be seized or taken in execution or attachment by any creditor of the Society or if the Society shall make any assignment for the benefit of creditors or commit any other act of bankruptcy or shall become

bankrupt or insolvent or shall take the benefit of any bankruptcy or insolvency legislation or in the case that the Lands are used by any other person or for any other purpose than is herein provided without the written consent of the Regional District or if any other shall be made for the winding up or dissolution of the Society or it should otherwise cease to exist, then the Term hereof or any renewal thereof shall become forfeit and void, and it shall be lawful for the Regional District any time thereafter to re-enter into or upon the Premises or any part thereof in the name of the whole and the same to have again, repossess and enjoy as of its former estate, notwithstanding anything herein contained to the contrary and neither this License nor any interest therein nor any estate hereby created shall pass to or enure to the benefit of any trustee in bankruptcy or any receiver or any assignee for the benefit of creditors or otherwise by operation of law.

34. Either party to this Agreement may terminate the Agreement at any time upon thirty (30) days notice in writing to the other party. If the Regional District exercises this right of termination then it may recover possession of the Premises in accordance with paragraph 28.

APPLICABLE LAW, COURT LANGUAGE

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

CONSTRUED COVENANT, SEVERABILITY

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

TIME

38. Time shall be of the essence hereof.

NOTICE

39. All notices or payment from the Society to the Regional District shall be sent to the Regional District at the following address:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Attention: Manager, Wastewater Services

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

Nanaimo Community Gardens Society
271 Pine Street
Nanaimo, BC
V9R 2B7
Attention: Chairperson

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

40. Any notice to be given hereunder shall be in writing and may be either delivered personally or sent by prepaid, registered or certified mail and, if so mailed, shall be deemed to have been given three (3) days following the date upon which it was mailed.

41. Any notice or service required to be given or effected under any statutory provision or rules of court from time to time in effect in the Province of British Columbia shall be sufficiently given or served if mailed or delivered at the addresses as aforesaid.

42. Any party hereto may at any time give notice in writing to any other of any change of address of the party giving such notice and from and after the second day after the giving of such notice, the address herein specified shall be deemed to be the address of such party for the giving of notices hereunder.

WAIVER

The failure of either party to insist upon strict performance of any covenant or condition contained in this License or to exercise any right or option hereunder shall not be construed as a waiver or relinquishment for the future of any such covenant, condition, right or option.

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

REGIONAL DISTRICT OF NANAIMO

by its authorized signatories:

Chairperson

Senior Manager Corporate Administration

NANAIMO COMMUNITY GARDENS SOCIETY

by its authorized signatories:

Name

Title

Name

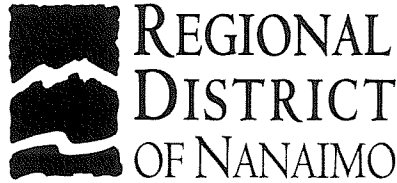
Title

SCHEDULE "A"

**AERIAL IMAGE PORTRAYING THE GREENHOUSE AREA AT
GREATER NANAIMO POLLUTION CONTROL CENTRE**

The greenhouses located in the area highlighted within the red box will be licensed for use by the Society under the terms of this agreement.





RDN REPORT		[Signature]
CAO APPROVAL		
EAP	<input type="checkbox"/>	
COW	<input checked="" type="checkbox"/>	
JUN 03 2014		
RHD	<input type="checkbox"/>	
BOARD	<input type="checkbox"/>	

MEMORANDUM

TO: Larry Gardner
Manager, Solid Waste Services

DATE: June 2, 2014

FROM: Sharon Horsburgh
Senior Solid Waste Planner

FILE: 5365-00

SUBJECT: The RDN’s Solid Waste Management Plan - Stage 2 & 3 Committee Structure

PURPOSE

To report on the status of the Solid Waste Management Plan review process and to seek Board approval to amend the terms of reference for the existing Regional Solid Waste Advisory Committee and form a new Regional Solid Waste Management Select Committee.

BACKGROUND

The Solid Waste Management Plan (SWMP) is a legally-binding regulatory document mandated by the Province of BC. The Regional District of Nanaimo’s (RDN) SWMP was approved in 1988 and has undergone the following amendments:

- In 1996, the 3Rs Plan for waste diversion activities was included.
- In 2005, three main updates included (i) replacing the 3Rs Plan with the Zero Waste Plan; (ii) inclusion of a Residual Waste Management Plan; and, (iii) inclusion of the Waste Stream Management Licensing Bylaw.
- In 2010, the Design and Operations Plan for the Regional Landfill was included.

As a general rule, the Province requires regional districts to review their SWMP’s every five years. When the last amendment was approved in 2010, the Regional District committed to an overall review of the SWMP and this was initiated in 2012. The process to review and update the SWMP is underway and is being conducted in three stages as follows: (i) Stage 1, review of the current system; (ii) Stage 2, consideration of options and identification of the preferred option(s); and, (iii) Stage 3, adoption of the selected option or options and development of an implementation schedule. Public consultation is integral to all stages of the review.

The first stage of the plan review was completed in 2013 and involved a detailed analysis of the current solid waste management system. The primary findings from the Stage 1 Report suggest that the range of programs, policies, services and infrastructure in the RDN are indicative of a mature solid waste management system, and our current waste diversion rate of almost 70% is impressive. However, although all major programs were implemented, the 2012 waste composition study indicates that more can be done within the current system to divert more waste.

The timeline to complete Stage 2 is in the second and third quarter of 2014 and will culminate with a recommendation to the Board on the preferred management options. Stage 3 is scheduled for the fourth quarter of 2014 and will escalate community consultation on selected options and

recommendations. A final plan will be presented to the Board and once approved will be submitted to the Minister of Environment (MOE) for final approval.

Policy questions to be raised through this process include:

- Level of regional district waste management services;
- Future program funding in consideration of reduced tipping fee revenues;
- Consideration of a new waste diversion target and progress to “zero waste”;
- Future residual disposal options;
- Regulatory control of waste flow (i.e. waste import/export);
- Regulatory functions for private waste management facilities (i.e. Waste Stream Management Licenses); and,
- Cooperation with neighboring regional districts regarding solid waste management issues of mutual interest.

The above items are consistent with those discussed at the Solid Waste Planning Workshop in which the Board participated on May 1, 2014.

Public Consultation Process

To meet the MOE's *Guide to the Preparation of Regional Solid Waste Management Plans* (the guidelines) staff propose amending the terms of reference of the existing Regional Solid Waste Advisory Committee (RSWAC). The Province has recommended that the guidelines be adhered to and has highlighted:

- there should be no more than one director of the regional district on an advisory committee to provide liaison with the regional board;
- the chairperson of the advisory committee should be elected by the members of the committee; and,
- the provision for a single public and technical advisory committee requires approval from the MOE Manager.

The *Terms of Reference* for the committee are set out in Appendix 1. Essentially the committee is to be made up of voting public representatives and non-voting agency technical advisors. A committee structure that is consistent with Ministry guidelines provides better assurance of ministerial approval and facilitates a shorter approval timeframe.

Recent dialogue with stakeholders suggests an interest in expanding the public membership of the existing advisory committee to better represent the community. Examples of this demonstrated interest in solid waste management includes the February 18, 2014 Solid Waste Hauler's & Recycler's Roundtable Meeting, communication regarding Metro Vancouver's Waste to Energy proposal, interest in regional waste flow, and communication regarding Nanaimo Recycling Exchange's funding request. The Ministry requires involvement of the public that represents diversity from a variety of sectors within the region. Staff propose inviting existing advisory committee members to continue with their term as well as advertising for a broader range of external stakeholders from business/industry, community organizations and environmental non-government organizations (ENGO)'s. As well, agencies will be solicited for their participation as technical advisors.

To ensure effective transfer of information as well as appropriate political oversight during the planning process, it is proposed that a new Solid Waste Management Select Committee (SWMSC) be introduced.

The role of the Select Committee is to provide liaison with the public advisory committee through selection of a representative and alternate to sit on the RSWAC. Similarly, the Select Committee provides liaison with the entire Regional Board. The *Terms of Reference* for the Select Committee are attached in Appendix 2.

The diagram below presents the committee structure of the RSWAC and the RSWSC.



This proposed committee structure is designed to enhance opportunities for meaningful public input as well as satisfy Ministry guidelines. The advisory committee acts as a “sounding board” before the plan reaches the wider public. Furthermore, the advisory committee will act as a resource to the select committee with respect to amending the Plan.

In regards to a single combined public and technical committee, this is common practice for regional districts carrying out solid waste and liquid management plans and is typically found to enhance communications over dual committees. The MOE guidelines suggests that the Chair of an advisory committee should be elected, however past practices have involved the board appointing the Chair as this is consistent with the RDN’s committee structure.

ALTERNATIVES

1. That the Board amend the terms of reference for the Regional Solid Waste Advisory Committee and form a Solid Waste Management Select Committee to review and update the Solid Waste Management Plan.
2. That the Board not amend the Regional Solid Waste Advisory Committee and maintain the existing public consultation process to update the 2004 Solid Waste Management Plan.
3. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN IMPLICATIONS

The RDN SWMP is to facilitate the development of collaborative strategies and the provision of solid waste services. The proposed committee structure is designed to meet Provincial guidelines for the review and update of the SWMP.

The SWMP review process links to other Regional Plans such as the Regional Growth Strategy and the RDN Board's Strategic Plan which are coordinating documents that link land use planning and servicing plans. The RDN Board's Strategic Plan is a three year plan that establishes broad strategic goals for the region and identifies actions and programs for implementation. The purpose of these two plans is to ensure that regional and local service delivery remains consistent with regional objectives, manages the impacts of growth, and creates livable communities. As these are guiding documents for RDN servicing, this information provides guidance for aligning the SWMP.

Alternative 1 seeks to improve communication and public engagement opportunities. This supports the region's goal of greater transparency. Its role would be to solely responsible for the development of an updated SWMP. Subsequent to completion and adoption of the SWMP, a Plan monitoring Committee is to be established. It is anticipated that some members of the advisory committee would be interested in continuing and participating in a plan monitoring role.

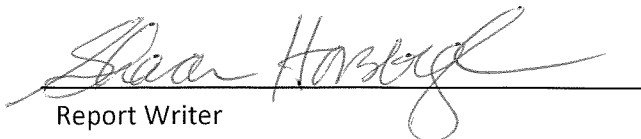
SUMMARY/CONCLUSIONS

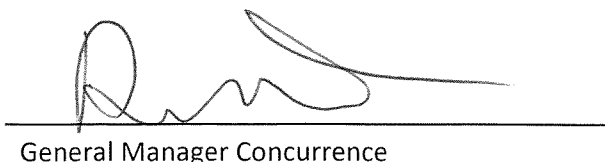
The SWMP is a legally-binding regulatory document mandated by the Province of BC. The Regional District is entering into Stage 2 of the SWMP review process and is seeking board approval to bring its committee structure in line with the MOE's *Guide to the Preparation of Regional Solid Waste Plans*. The proposal is to increase the public representation on the RSWAC and have a single political representative or alternate.

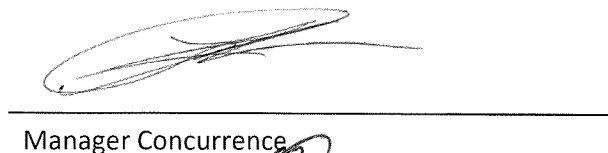
Further, it is proposed that a Select Committee, a sub-set of the Regional Board, be formed to provide political oversight and liaison between the public advisory committee and the Board.

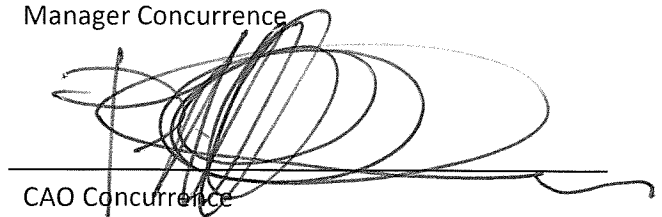
RECOMMENDATIONS

1. That the Board amend the current RSWAC terms of reference to provide more community representation and adopt the Terms of Reference set out in Appendix 1.
2. That the Board approve a Select Committee be formed to be a liaison between the RSWAC and the Regional Board on Solid Waste Management Plan update and adopt the Terms of Reference set out in Appendix 2.
3. That the Board advise staff to request approval from the MOE Manager for a single public and technical advisory committee.
4. That the Board direct staff to advertise for membership in the Regional Solid Waste Advisory Committee.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

RDN – REGIONAL SOLID WASTE ADVISORY COMMITTEE (RSWAC)
SOLID WASTE MANAGEMENT PLAN
TERMS OF REFERENCE
Date of adoption

1. BACKGROUND AND NEED

The Regional District of Nanaimo is undertaking a review of the Solid Waste Management Plan. Public and agency consultation representative of the diversity of the community is integral to the review. In accordance with the Ministry of Environment's *Guide to the Preparation of Regional Solid Waste Management Plans* a single public and technical advisory committee will act as a "sounding board" of community interests and will provide advice to the Regional Board through the Solid Waste Management Select Committee.

2. ROLES AND RESPONSIBILITIES

The role of the RSWAC is to:

- Represent a balance of community interests;
- Act as advisory committee to the Solid Waste Management Select Committee on the development of the Solid Waste Management Plan;
- Review guiding principles and provide feedback for the Plan;
- Review information provided by the RDN and its consultants and provide comments and suggestions as well as highlight information gaps to be considered for the Plan;
- Provide input on design and implementation of public surveys and consultation processes;
- Assist in reviewing current programs and identifying issues and opportunities (Stage2 & Stage 3 report);
- Assist in developing and evaluating a variety of options and strategies for the draft Plan (Stage2 report);
- Participate in public consultation, as required (for example, attendance at Open Houses);
- Review public consultation results and provide input on the final Plan;
- Participate in smaller ad-hoc committees dealing with specific issues or tasks, as required; and,
- Contribute to programs and policies that are in the best interests of all residents of the RDN, balancing both community and industry needs and technical requirements.

Recommendations of the RSWAC are directed to the Solid Waste Management Select Committee.

3. COMPOSITION AND CHAIR

Chair and Vice Chair to be appointed by the Chairperson of the Board.

Voting Members:

- One representative from the Select Committee (or alternate);
- Up to 15 members representing a diversity of community interests such as from the following groups:
 - Private sector waste management industry service providers
 - Private sector solid waste facility representatives

- Non-profit group with an interest in solid waste management (e.g. reuse organization)
- Large institutional solid waste generator
- Business representatives, including one focused on the 3Rs
- Members at large for the community (community association, youth, senior)
- Regional Landfill Advisory Committee/Regional Landfill area representative
- Urban/rural geographic mix

Non-Voting Technical Advisors:

- Up to 12 members representing agencies including:
 - Regional District Staff – 3 members
 - Municipal Staff – 4 members
 - First Nations – 3 members
 - Provincial Agencies – 1 member
 - Federal Agencies – 1 member

4. RULES OF PROCEDURE

The Committee will act in accordance with the RDN Board Procedure Bylaw.

5. ADMINISTRATION

Administrative matters related to the RSWAC will be conducted by RDN staff acting through the Chair.

6. TERM

RSWAC will conclude its work when the Plan has been approved by the RDN Board. Members will be asked to commit for up to three years.

REGIONAL DISTRICT OF NANAIMO

SOLID WASTE MANAGEMENT SELECT COMMITTEE (SWMSC)
TERMS OF REFERENCE

Date of adoption

1.0 BACKGROUND AND NEED

The Regional District of Nanaimo is undertaking a review of the Solid Waste Management Plan. In accordance with the Ministry of Environment's *Guide to the Preparation of Regional Solid Waste Management Plans* a single public and technical advisory committee. Regional Solid Waste Advisory Committee (RSWAC) will act as a "sounding board" of community interests. The RSWAC will report to the Select Committee whose role is to act as a liaison between the Advisory Committee and Regional Board.

2.0 ROLES & RESPONSIBILITIES

The Solid Waste Management Select Committee's role is to provide political oversight of the Solid Waste Management Plan review and act as a liaison between the RSWAC and the Regional Board

The Committee's responsibilities are:

1. To liaise with and make recommendations on behalf the Advisory Committee to the RDN Board of Directors;
2. To pursue matters referred to the Select Committee by the Advisory Committee and ensure the effective exchange of information with the Regional Board;
3. For development of the Solid Waste Management Plan that addresses interests of the community to the satisfaction of the Regional Board; and,
4. To appoint a representative and alternate to Chair the RSWAC.

3.0 COMPOSITION AND CHAIR

- The Committee is comprised of a minimum of seven RDN Directors with a mix of municipal and electoral area representation.
- The Board Chair will appoint committee members.

4.0 ADMINISTRATION

- The Committee meets approximately every second month.
- The General Manager of Transportation and Solid Waste Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.
- The Committee will act in accordance with the RDN Board Procedure Bylaw.

5.0 Term

The Select Committee is established for the purpose of the Solid Waste Management Plan update. Review of the Select Committee structure and continuation of the Select Committee will be re-considered for plan monitoring subsequent to the Minister of the Environment's approval of the updated Plan.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)
REGULAR COMMITTEE MEETING HELD
MONDAY MARCH 17, 2014

AT THE ARROWSMITH HALL, COOMBS

ATTENDANCE: Chair Julian Fell
Alfred Jablonski
Barbara Smithh
Colin Anderson
David Edgeley
Earl Billingsley
Reg Nosworthy

STAFF: Wendy Marshall, Manager of Parks Services

CALL TO ORDER

Chair Fell called the meeting to order at 7:13 p.m.

Election of Secretary

MOVED R. Nosworthy, SECONDED A. Jablonski to elect Barbara Smith as Secretary.

CARRIED

MINUTES

MOVED R. Nosworthy, SECONDED A. Jablonski that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) on Dec 2, 2013 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

R. Nosworthy noted that signage for Malcolm Park is not completed. He also advised that there were many windfalls needing clearing. B. Smith stated that all trails are in rough condition due to the recent snowfall.

COMMUNICATIONS/CORRESPONDENCE

MOVED R. Nosworthy, SECONDED A. Jablonski that the following Correspondence be received:

J. Diewold, Errington Elementary, **Re: Errington School Trail signage**

CARRIED

REPORTS

MEADOWOOD COMMUNITY PARK UPDATE

Wendy Marshall presented the Meadowood Layout and Materials Plan for Phase 1. There had been a slight revision due to overly soft ground. The RDN has applied for a BC Tire funding for a rubber based playground surfacing. Wendy Marshall stated that the project is short of funds by \$50,000. As such, the RDN has looked into the Area F POSAC Reserve Fund and allocated \$49,000 towards the Meadowood Project. The Budget calculation is also based on "in kind" donations. Wendy Marshall advised that in total there is \$66,000 in reserve. Wendy Marshall says \$150,000 needed in all.

B. Smith presented a list of funding sources obtained from the Horse Council of BC Share the Trails Workshop she attended in early March.

E & N REGIONAL RAIL TRAIL UPDATE

Wendy Marshall gave a status update of the E&N trail. The RDN has received \$2.6 Million gas tax funding for the first phase of this long-term project. Two sections of trail will be designed along the E&N right of way corridor beside the rail track. One will run along the Alberni line from Springwood Park in Parksville to Coombs. The other will run along the Victoria line from Springwood Park to Lowry Road. R. Nosworthy advised that 2 volunteer groups have maintained the Alberni Track. There used to be a siding in Coombs and there is a proposal from one of these groups to rebuild this siding to use for a railway museum. There are some challenges to deal with in the design including a creek crossing and a narrow highway underpass.

MONTHLY UPDATE REGIONAL AND COMMUNITY PARKS AND TRAIL PROJECTS – June to December 2013 MONTHLY UPDATE REGIONAL AND COMMUNITY PARKS AND TRAIL PROJECTS - January 2014

COMMUNITY PARKS AND TRAILS STRATEGY FINAL REPORT

Only the new members received this report and Wendy Marshall advised that this would be delivered to the existing members also.

2014 PARKS WORK PLAN

Wendy Marshall reviewed information and the list of all work projects overseen by Elaine McCulloch and Jonathan Lobb. All projects for 2014 were reviewed.

MOVED A. Jablonski, SECONDED D. Edgeley that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATION OR COMMUNICATIONS

The request sent by Jeannie Deiworld of Errington Elementary School for a trail site map and signage guidelines was reviewed. The site map can be found on the RDN web site.

MOVED R. Nosworthy, SECONDED D. Edgeley that Barbara Smith be appointed to liaison with Ms. Dieworld on her request for a site map and signage.

CARRIED

NEW BUSINESS

Accessible Trails

Chair Fell stated that Minister Don McRae has funds available for accessible trails and questioned whether this is a possibility for Meadowood Park. After discussion, it was felt that such a trail development was feasible. Chair Fell will investigate how to access the funding. E. Billingsley suggested the Oceanside Accessibility Group for possible input.

School Closure

Chair Fell advised that the District School District intends to close and dispose of portable classrooms at Parkville Elementary School. He proposes to look into acquiring one or two for temporary use in Meadowood for a Community Hall.

Errington Trails

Smith reviewed the joint application of the Silver Spur Riding Club and the Central Island Back Country Horsemen for s. 57 Forest and Range Practices Act acknowledgement of the multi use trail system in existence on the Crown land at the base of Little Mountain in Errington. These two Clubs plan to maintain and rehabilitate the trails, which will include constructing a culvert on a swampy section of that trail system and dealing with garbage. The application and Map of the trails was presented.

MOVED A. Jablonski, SECONDED R. Nosworthy, that the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the Forest and Range Practices Act to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

CARRIED

IN CAMERA

MOVED A. Jablonski, SECONDED D. Edgeley that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

CARRIED

TIME:

AJOURNMENT

MOVED R. Nosworthy that the meeting adjourn at 8:45 pm.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING
HELD ON THURSDAY, MAY 15, 2014 AT 2:00PM
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM**

Attendance: Scott Tanner, Councillor, Town of Qualicum Beach
Gordon Wiebe, Electoral Area 'E'
David Edgeley, Electoral Area 'F'
Richard Leontowich, Electoral Area 'H'
Ross Milligan, Trustee, District #69 School Board
Peter Morrison, Councillor, City of Parksville
Bill Veenhof, Director, RDN Board Appointee

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary
Chrissie Finnie, Recreation Programmer

Regrets: Joe Stanhope, Director, RDN Board, Electoral Area 'G'

CALL TO ORDER

Chair Tanner called the meeting to order at 2:00pm

PRESENTATION

Ms. Finnie and Chair Tanner presented the two Performance Recognition Awards to recipients G. Courtorielle for Barebow Archery and G. Verge for Tennis.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Minutes of the Regular District 69 Recreation Commission meeting February 20, 2014 be approved.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Milligan that the Minutes of the District 69 Recreation Grants Sub-Committee meeting May 7, 2014 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the following District 69 Youth Recreation Grant applications be approved:

Community Group	
Arrowsmith Community Recreation Association - sports programs	\$ 800
Bard to Broadway Theatre Society - summer youth theatre workshop	\$ 1,000
Bard to Broadway Theatre Society - performing arts education series	\$ 1,500
Errington War Memorial Hall Association - Youth Engagement music program	\$ 1,000
Ravensong Aquatic Club - visual aids and pace clock repair	\$ 1,000
Total	\$ 5,300

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the following District 69 Community Recreation Grant applications be approved:

Community Group	
Arrowsmith Agricultural Association - electrical service to outdoor stage	\$ 2,000
Arrowsmith Community Recreation Association -Coombs Candy Walk	\$ 1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	\$ 2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	\$ 1,500
Harmony Band (formerly Jugmentals Jug Band)	\$ 850
Parksville Golden Oldies Sports Association - Active Aging Week	\$ 2,495
Parksville Lawn Bowling Club - National Championships	\$ 750
Vancouver Island Opera	\$ 1,200
Total	\$13,595

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich that the following correspondence be received:

M. Chestnut, RDN, to M. Hoffman, VIREB, **RE: Sponsorship 2013 Holiday Swim**

S. Tanner, D69 Recreation Commission, to City of Parksville, **RE: Permissive Tax Exemptions**

F. Manson, City of Parksville, to Parksville Mayor and Council, **RE: Mitigating Impact of Reduced Exemption**

W. Rehill, Parksville Curling Club, to City of Parksville, **RE: Request for Update Regarding Taxation Bill.**

C. Burger, City of Parksville, to Parksville Curling Club, **RE: Permissive Taxation Exemption**

S. Tanner, G. Wiebe, D. Edgeley, to D69 Recreation Commission, **RE: 2014 BCRPA Symposium.**

CARRIED

REPORTS

Monthly Update – Oceanside Place –February 2014

Monthly Update – Oceanside Place –March 2014

Monthly Update – Oceanside Place –April 2014

Monthly Update – Ravensong Aquatic Centre - February 2014

Monthly Update – Ravensong Aquatic Centre - March 2014

Monthly Update – Ravensong Aquatic Centre - April 2014

Monthly Update – Northern Recreation Program Services - February 2014

Monthly Update – Northern Recreation Program Services – March 2014

Monthly Update – Northern Recreation Program Services – April 2014

Mr. Banman gave a condensed summary of the three months of reports for each area.

Monthly Update of Community and Regional Parks and Trails Projects – Feb – March 2014

Monthly Update of Community and Regional Parks and Trails Projects – April 2014

Mr. Osborne summarized the Community and Regional parks projects for the Electoral Area's.

Commissioner Veenhof asked Mr. Osborne if a survey of Essary Road that had been discussed at an Electoral Area 'H' Parks and Open Space Committee meeting had been done. Mr. Osborne noted it is on the list of items to be done in Area 'H' this month.

Commissioner Veenhof noted he is hosting a Sustainable Rural Development workshop on June 3, 2014 with Dr. Nicole Vaugeois at the VIU Deep Bay Marine Facility.

Corporate and Group Recreation Facility Pass Program Report

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.

CARRIED

MOVED Commissioner Leontowich, SECONDED Commissioner Milligan that the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.

CARRIED

Grade Five Active Pass and Grade Six Activity Card Programs Report

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that staff implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

MOVED Commissioner Milligan, SECONDED Commissioner Edgeley that staff implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

NEW BUSINESS

District 69 School Closures – Programming Use

Mr. Banman updated to the Commission that RDN staff had met with the School District to discuss short and long term opportunities that may be available for recreation uses i.e. room rentals, gym use. He noted that the School District is not interested in selling land at this time but would be open to partnerships.

Mr. Osborne noted that the timing for consideration of recreational use of the schools is good for long term planning as the Recreation Services master plan is due to be reviewed in two years and could be included in the process.

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board.

CARRIED

COMMISSIONER ROUND TABLE

Commissioner Milligan noted the challenges of the School District to find uses for the closed schools and that looking at the positives and finding the best use to benefit the whole community.

Commissioner Morrison stated he is no longer a sign shop owner. Attended an Economic Development workshop in Port Alberni and working on some ideas to bring an Economic Development office or officer for this community to see community services increased instead of cutting.

Commissioner Wiebe said the BCRPA Symposium was terrific and brought some handouts. Nanoose had their public hearings for the Fairwinds lands. He noted that if approved, this would provide parkland around the Notch and Enos Lake area. He mentioned a kayak company that is blocking the MoTI beach access a few times a week and numerous people have asked him about it and what can be done. He would like to see the company be a good neighbour and have a common courtesy to move the vehicle while using the access.

Mr. Osborne staff are aware of the complaints as is MoTI.

Commissioner Edgeley thanked the Commission for allowing him to attend the BCRPA Symposium. It filled in the gaps of knowledge for him.

Commissioner Tanner said one of the workshops he attended at the BCRPA the speaker contacted him about putting on some workshops on leadership and he inquired if the RDN would be interested in it. He will forward on the information to Dean.

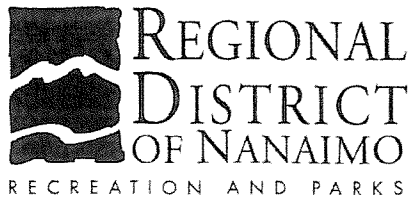
Qualicum Triathlon is coming up and he wondered if they pay the regular pool rental rate? Mr. Banman said they pay regular rates but they are eligible for grants.

ADJOURNMENT

MOVED Commissioner Veenhof that the meeting be adjourned at 3:16pm.

CARRIED

Chair



RDN REPORT		###
CAO APPROVAL		
EAP		
COW		
MAY 09 2014		
RHD		
BOARD		
Rec / Parks		

MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: April 30, 2014

FROM: Hannah King
Superintendent Recreation Program Services

SUBJECT: Corporate and Group Recreation Facility Pass Program

PURPOSE

To propose a corporate and group discounted admission pass program (Corporate and Group Recreation Facility Pass Program) for Oceanside Place and Ravensong Aquatic Centre to be offered throughout District 69 to qualifying groups and businesses.

BACKGROUND

At the May 2013 District 69 Recreation Commission Meeting a delegation from the Qualicum Beach Volunteer Fire Department made a request of the Commission that their organization be granted a reduced rate of admission at RDN recreation facilities. As no such program currently exists the request was denied and staff were directed through the resolution below to explore the concept and the implications of offering such a program.

"That staff report on the implications in offering a membership discount program on facility admissions or extending the existing membership program to business and organizations."

The RDN Recreation and Parks department currently has a membership pass program promoted and referred to as the Active Living Card and 10 Punch Pass. Both have been in existence since 2009 with a goal to further promote active living and provide access via reduced rates based on volume or bulk usage. Discounts currently range from 30% for the three month membership, 40% for a six month membership, and 55% on an annual membership. Members either are provided with an easy to use photo identification membership card or 10 for the price of 9 Punch Pass.

Staff conducted comparative research regarding existing examples of corporate/group pass program within other communities.

Municipality/ Region	Enrollment Discount Offered	Facilities Aquatic/Arena	Fitness Programs	Notes
City of Nanaimo	10- 20 = 15% 20-50 = 20% 50+ = 30%	Yes	Drop in programs only	Available for purchase by employees directly, in cost sharing partnerships, or outright by employer Currently 7 participating organizations
Vancouver	10= 25%	Yes	No	
Kamloops	5-50 = 10% 51-100 15% 101+ = 20%	Yes	Yes	593 participating organizations Program has existed for 6 years
Comox	4=20%	No	Some	\$25.00 registration fee

Suggested parameters for a Corporate and Group Recreation Facility Pass Program within the Regional District of Nanaimo are:

- A 15% discount will be made available to nonprofit organizations and business located within District 69 of the Regional District of Nanaimo when purchasing 10 or more annual adult membership passes at one time.
- The Corporate/Group Rate offered would be \$338.96 (15% off of 12 month adult pass).
- The purchase can be made by the employer/board or directly by a group of employees/members or a combination of both.
- Proof of employment/membership will be required.
- The program will be operated as a two year pilot program if approved.

FINANCIAL IMPLICATIONS

The number of potentially qualifying businesses and organizations within the Regional District is difficult to predict. What is known is that there has been success in other communities with similar programs and that at least two interested parties (Qualicum Beach Volunteer Fire Department and the Vancouver Island Regional Library) within District 69 have shown interest.

Currently under the existing Active Living Card Pass program there are 22 adult 12 month memberships representing \$8,600 in gross revenue. It is possible some of these memberships would be converted to corporate/group passes which would reduce the overall revenue of the existing membership program. In short, there may be a number of these 22 adult members who belong to an organization that may take advantage of the new program if approved and rather than renew as an individual adult, will renew with a further 15% reduction as a member of a corporation or group. This possible scenario may in effect reduce the existing membership pass program revenue.

In 2013, the 12 month adult passes in circulation (passes overlap as they are sold on a 12month basis, not by calendar year) resulted in 2,593 swipes between both recreation locations- 17 at Oceanside Place Arena and 2,576 at Ravensong Aquatic Centre. This volume at the adult admission rate would be equal to \$14,728.24 in gross revenue. As \$7,112.76 was the revenue generated in membership sales over the same period, the savings to the patrons was \$7,615.54. Keeping in mind there is no way to determine how many of these patron visits would have occurred if the discounted pass program didn't exist.

It is suggested that over the course of the pilot project term a goal of five participating businesses/organizations is set (50 individual participants). If this goal is achieved the financial impact for RDN Recreation and Parks would be \$1,694.80 (\$338.96 x 5) in additional revenue.

STRATEGIC PLAN IMPLICATIONS

The proposed Corporate and Group Recreation Facility Pass Program is aligned with the Board's established Strategic Plan and the established goals around economic vitality. The corporate/group pass program is intended to assist local businesses and organizations provide opportunities to promote and encourage staff/volunteer wellbeing. Current research indicates that workplace wellness programs provide many benefits; improved employee health and wellbeing, reduced personal health care expenses, decreased absenteeism, and decreased turnover, all of which contribute to a stronger and more productive local economy.

Providing the discount to volunteers within local organizations the program would acknowledge the invaluable contributions they make to our communities.

SUMMARY

This report details a proposed discounted annual recreation facilities membership rate that would be made available to businesses and organizations throughout District 69 of the Regional District of Nanaimo. Organizations/businesses would be eligible for further discounts on the existing annual individual membership program when a specified number of their employees/members (minimum 10) join.

The purposed two year trail term allows the Recreation and Parks department the opportunity to market the program and evaluate its impact. Establishing a goal of five participating organizations will provide the department a benchmark by which to evaluate.

RECOMMENDATION

1. That a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.
2. That the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.



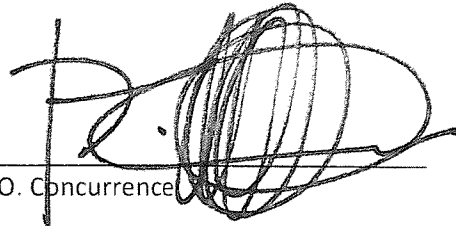
Report Writer



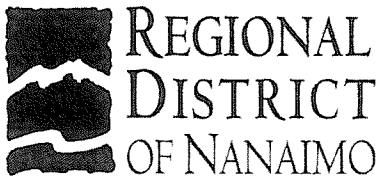
Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence



EAP	
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RHD	
BOARD	
Rec / Parks	

MEMORANDUM

TO: Dean Banman
 Manager of Recreation Services
DATE: April 30, 2014

FROM: John Marcellus
 Superintendent of Arenas Services
FILE:

SUBJECT: Grade Five Active Pass and Grade Six Activity Card

PURPOSE

To encourage youth, within District 69, to participate in physical activity that provides benefit towards a healthy lifestyle pattern by offering a free access to public swim and skate sessions at Ravensong Aquatic Centre and Oceanside Place through a Grade Five Active Pass and a Grade Six Activity Card program.

BACKGROUND

Research has indicated that the age of 10 years is a key time to ensure a strong exposure to physical activity to increase the likelihood that long term healthy lifestyle patterns are developed. According to Active Healthy Kids Canada, the majority of Grade 3 youth, (almost 100%) participate in 60 minutes or more of physical activity for 5 days or more per week. This large percentage decreases dramatically by Grade 7 where only 40% of males and 25% of females participate in the same amount of activity.

The objective of the proposed programs involves the following goals:

- i) To encourage youth to increase their physical activities and create a healthy lifestyle
- ii) To minimize or reduce the barriers to program access for youth (i.e. cost)
- iii) To encourage and increase the use of recreational facilities and the participation of youth in programs
- iv) To maintain relationships and increase partnerships with the schools through distribution of the Grade Five Active Pass and Grade Six Activity Card

The Grade Five Active Pass (GFAP) and Grade Six Activity Card (GSAC) or versions of the concept are available at various recreational centers across Canada. The City of Nanaimo, Parks, Recreation and Environment Department has implemented such programs. Their programs, when compared with others throughout the country, are very similar in structure.

Typical enrollment in a GFAP or GSAC program involves the parent or guardian completing a one page registration form that once processed provides the Grade 5 student (GFAP) with a picture identification card that is required to be shown at time of admission. The identification card is valid for the school year plus summer, effectively September 1 to August 31. The Grade 6 student (GSAC) would be provided with a card or pass that would be valid for 10 free admissions to either a public swim or skate session. All other aspects of both programs would be identical.

The existing computerized recreation and parks department membership card module is able to create and manage the GFAP cards. The GSAC program would either be handled by the same membership module or through issuance of a cardboard wallet size punch type pass. Applications for both programs would be distributed through local elementary schools and be available at both Oceanside Place and Ravensong Aquatic Centre for those eligible students being home schooled or attending school outside School District 69 but reside in the area. Tracking of usage would be available that would identify patterns such as venue visited, dates of use and frequency. With some additional work usage by school and sex would be possible.

ALTERNATIVES

1. To implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school is District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year

and,

to implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school is District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

2. To provide staff with alternate direction.

FINANCIAL IMPLICATIONS

The figures used for estimating financial impact are based upon the SD69 school enrollment of youth for grade 4 in 2013 (272) and grade 5 (321). The cost for membership cards is approximately \$.50 per card and so the cost for implementing the GFAP program would be \$136.00. If issued with a similar usage card, it would cost \$160.50 to implement the GSAC program. Both these costs are assuming that 100% of all grade 5 and 6 students apply to the respective programs. Data from other recreation departments show the application rate to average 50%.

The costs above do not include any administration expenses for processing registrations. Other administration costs such as marketing, advertising creation and printing of registration forms, creating GFAP/GSAC cards, etc. would be done through existing resources such as school newsletters/correspondence, the Active Living Guide, RDN website and existing department front desk services.

During the 2012/13 school year the City of Nanaimo's Recreation and Culture Department issued 387 passes. There were 907 youth in Grade 5 in District 68 at that time which equates to 43% of eligible youth applied for their Active Pass during that time frame. The actual usage numbers are not tracked on a calendar or school year basis so information on frequency of use or participation rate are not available. The RDN admissions category for Children spans 9 ages (4-12). For the purpose of calculating the cost of admissions for both programs, it is assumed that each age within the Children category brings in equal amounts of revenue. Based on this assumption is projected that the value of potential admissions forgone is \$1,700 at Ravensong Aquatic Centre and \$1,460 at Oceanside Place.

Grade Five Active Pass

2013 Revenue	Child Admissions	Child Factor	Possible Admissions Impact
Ravensong Aquatic Centre	\$15,475	9	\$1,700
Oceanside Place	\$13,135	9	\$1,460

The Grade Six Activity Card program has a potential admissions impact of \$9,566. However this is very unlikely as it would require all grade six students in D69 to each use their card the maximum number of times (10). It is more realistic to project the likely financial impact of the GSAC program to be the same as the GFAP program; \$1,700 for Ravensong Aquatic Centre and \$1,460 for Oceanside Place.

If only relatively successful in increasing the physical activity levels of grade five and six students, it is realistic to believe that in the short term teen admissions and participation in department and/or community delivered programs related to physical activity may increase. Ultimately long term adult usage may increase as well if the active living habits are truly ingrained.

STRATEGIC PLAN IMPLICATIONS

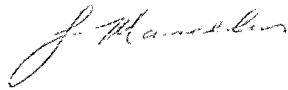
The fitness and social benefits derived from investments into initiatives that promote active living is recognized within the strategic goals for RDN Recreation and Parks. Specifically the GFAP and GSAC programs would help the RDN in meeting its goal to provide opportunities to residents that improve the physical, social, cultural and health needs while striving to balance location, accessibility and usage fees.

SUMMARY

Staff are recommending the implementation of two separate programs aimed at increasing the physical activity level of District 69 youth in grades five and six. These programs will offer access to public swim and skating sessions at reduced rates. The Grade Five Active Pass (GFAP) will provide free unlimited access for youth in grade five to public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year. The Grade Six Activity Card (GSAC) will provide a 10 free visit pass for youth in grade six to public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

RECOMMENDATIONS

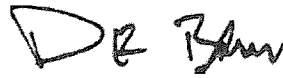
1. To implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.
2. To implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade five who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.



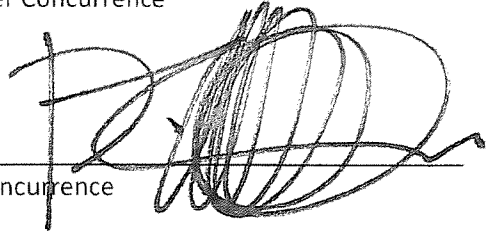
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO
AGRICULTURAL ADVISORY COMMITTEE
FRIDAY, MAY 23, 2014
2:00 PM

(Board Chambers)

Present:

Director D. Johnstone	Chairperson
Director H. Houle	Electoral Area B
Director J. Fell	Electoral Area F
K. Wilson	Representative (South)
M. Ryn	Representative (South)
C. Watson	Representative (North)
R. Thompson	Representative (North)
C. Springford	Regional Agricultural Organization
J. McLeod	Regional Agricultural Organization

Also in Attendance:

W. Haddow	Regional Agrologist, Ministry of Agriculture
P. Thompson	A/ Gen. Manager of Strategic and Community Development
J. Holm	Manager of Current Planning
T. Armet	Manager of Building, Bylaw & Emergency Services
G. Keller	Senior Planner
A. Buick	Planner
N. Hewitt	Recording Secretary

Regrets:

K. Reid	Regional Aquaculture Organization
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CALL TO ORDER

Chairperson Johnstone called the meeting to order at 2:00 p.m.

MINUTES

MOVED J. Fell, SECONDED R. Thompson, that the minutes of the Agricultural Advisory Committee meeting held March 28, 2014 be adopted.

CARRIED

ALC APPLICATIONS

ALR Application No. PL2014-027 – Maz-Can – Fern Road – 2729 Parker Road, Electoral Area ‘E’.

MOVED J. Fell, SECONDED H. Houle, that Application No. PL2014-027 for subdivision in the ALR be forwarded to the Agricultural Land Commission with a recommendation to approve the application.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Farm Classification Letter to BCAA (Verbal).

Paul Thompson provided a verbal update regarding the Farm Classification Letter to the BCAA.

Dogs Harassing Livestock Update (Verbal).

Tom Armet provided a verbal update regarding the Dogs Harassing Livestock.

Mayta Ryn presented to the Committee and provided her submission regarding her opinion on Dogs Harassing Livestock and model BC SPCA bylaws.

AAP Implementation Update (Verbal).

Greg Keller provided a verbal update regarding the AAP Implementation.

NEW BUSINESS

Agricultural Fair – 2017

Chairperson Johnstone asked Joanne McLeod if she could look to see if the Nanaimo Region can apply to hosting the Agricultural Fair for 2017.

ADJOURNMENT

MOVED R. Thompson, SECONDED H. Houle, that this meeting be adjourned.

CARRIED

Time: 2:55 pm

CHAIRPERSON