

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, NOVEMBER 24, 2015
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
 - 12-14 **Director Houle, Electoral Area 'B'**, re Moosehide Campaign.
 - 15-26 **Sam Sugita, Rogers Communications**, re RDN Board Motions re 891 Drew Road, Electoral Area 'G' – June 23, 2015.
 - 27 **Chris Beaton, Nanaimo Aboriginal Centre**, re Working to Achieve Passive House Standard for Affordable Housing Project.
- 3. BOARD MINUTES**
 - 28-39 Minutes of the Regular Board meeting held Tuesday, October 27, 2015 (All Directors – One Vote).
 - 40-41 Minutes of the Special Board meeting held Tuesday, November 3, 2015 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
 - (All Directors – One Vote)
 - 42-44 **Gail Adrienne, Nanaimo and Area Land Trust**, re Mount Benson Conservation Covenant.

6. UNFINISHED BUSINESS

7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

45-47 Minutes of the Electoral Area Planning Committee meeting held Tuesday, November 10, 2015 (For Information) (All Directors – One Vote).

DEVELOPMENT PERMIT

Development Permit Application No. PL2015-127 – 1764, 1768 and 1772 Cedar Road, Electoral Area ‘A’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit Application No. PL2015-127 in conjunction with a proposed lot line adjustment and a three-lot subdivision be approved subject to the conditions outlined in Attachments 2 to 4.

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2015-026 – 1604 Cedar Road, Electoral Area ‘A’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-026 – 1604 Cedar Road, Electoral Area ‘A’.

That the Board approve Development Permit with Variance Application No. PL2015-026 as proposed subject to the conditions outlined in Attachments 1 to 3 and direct staff to proceed with notification.

Development Permit with Variance Application No. PL2015-115 – 1100 Pepper Place, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-115 – 1100 Pepper Place, Electoral Area ‘G’.

That Development Permit with Variance Application No. PL2015-115 to reduce the front lot line setback from 8.0 metres to 3.5 metres for a dwelling footprint be approved subject to the conditions outlined in Attachments 2 and 3.

Development Permit with Variance Application No. PL2015-123 – 5451 Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-123 – 5451 Island Highway West, Electoral Area ‘H’.

That Development Permit with Variance Application No. PL2015-123 to permit the renovation and minor expansion of an existing dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

OTHER

Electoral Area ‘H’ Official Community Plan Review (Electoral Area Directors, except EA ‘B’ – One Vote).

That the Electoral Area ‘H’ Official Community Plan Review Project be initiated through endorsement of the Terms of Reference and Engagement Plan as attached.

Ministry of Agriculture’s Discussion Paper and Proposed Minister’s Bylaw Standards Regulating Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve (All Directors – One Vote).

1. *That the Board receive the report for information.*
2. *That the Minister's proposed set of bylaw standards be considered when drafting new bylaws.*
3. *That the Regional District of Nanaimo respond to the Ministry of Agriculture's request for comments on the draft criteria for developing local government bylaws related to agri-tourism, agri-tourism accommodation, and farm retail sales with the following comments:*
 - a) *that the Regional District of Nanaimo does not support the prohibition of cooking facilities within agri-tourism accommodation sleeping units, specifically cabins.*
 - b) *that the Agriculture Land Reserve Use, Subdivision, and Procedure Regulation and relevant Agricultural Land Commission Policies be updated, where appropriate, to be consistent with the Minister's "Guide for Bylaw Development in Farming Areas".*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

48-54 Minutes of the Committee of the Whole meeting held Tuesday, November 10, 2015 (For Information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Thomas W. Barnes, Municipal Insurance Association of BC, re MIABC Dividend Cheque.

That the correspondence from Thomas W. Barnes, Municipal Insurance Association of BC, regarding the Municipal Insurance Association of BC dividend cheque be received.

Chief David Bob, Nanoose First Nation, re Beachcomber Marina Proposed Expansion to the South.

That the correspondence from Chief David Bob, Nanoose First Nation, regarding the Beachcomber Marina proposed expansion to the south be received.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

55-88 **To Introduce Sewer Source Control Bylaws 1730 and 1418.04.**

(All Directors – Weighted Vote / 2/3 Weighted)

1. *That "Regional Sewage Source Control Bylaw No. 1730, 2015" be introduced and read three times.*
2. *That "Regional Sewage Source Control Bylaw No. 1730, 2015" be adopted.*

(All Directors – One Vote / 2/3)

1. *That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be introduced and read three times.*
2. *That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be adopted.*

Sanitary Sewer Use Agreement with Snuneymuxw First Nation and the City of Nanaimo (All Directors – Weighted Vote).

That the Board approve the attached Sanitary Sewer Use Agreement with Snuneymuxw First Nation and the City of Nanaimo.

89

Greater Nanaimo Pollution Control Centre Marine Outfall Engineering Services Award and Development Cost Charge Reserve Fund Expenditure Bylaw.

(All Directors – Weighted Vote).

That the Board award the engineering services contract for the Greater Nanaimo Pollution Control Centre (GNPCC) Marine Outfall Replacement Project to Opus Dayton Knight (ODK) for \$600,000.

(Nanaimo, Lantzville, EA 'C' – Weighted Vote / 2/3 Weighted)

1. *That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015" be introduced and read three times.*
2. *That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015" be adopted.*

WATER AND UTILITY

90-93

Bylaws No. 867.07 and 1049.08 – Inclusion of 2 Parker Road Properties into the Nanoose Bay Peninsula Water Service Area, Electoral Area 'E' (All Directors – One Vote).

1. *That "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.07, 2015" be introduced and read three times.*
2. *That "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.08, 2015" be introduced and read three times.*

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Establishment of a Community Health Service in District 69 (All Directors – One Vote).

That this matter be referred back to staff to bring back additional information at the next Committee of the Whole meeting:

That staff be directed to proceed with an alternative approval process for establishment of a new District 69 Community Health contribution service.

That staff be directed to establish the District 69 Community Health Service based on a tax requisition of \$50,000 annually with the purpose being to provide funds to one or more non-governmental funding organizations for their distribution to local service-delivery organizations based on a board-endorsed strategic plan to address community health and wellbeing in District 69.

RECREATION AND PARKS

RECREATION

Recreation Facility, Programs, and Sports Field Services 2015 Survey (All Directors – One Vote).

That the Recreation Facility and Sports Field Services 2015 Survey report be received as information and the results used in the apportionment of tax requisitions related to existing usage agreements with the City of Nanaimo, City of Parksville and Town of Qualicum Beach.

ADVISORY, SELECT COMMITTEE AND COMMISSION

Electoral Area ‘B’ Parks and Open Space Advisory Committee (All Directors – One Vote).

That the minutes of the Electoral Area ‘B’ Parks and Open Space Advisory Committee meeting held Tuesday, October 6, 2015, be received for information.

Community Park Name Changes (All Directors – One Vote).

That consultation with DeCourcey Island residents be undertaken to allow them to choose names of their Community Parks.

Electoral Area 'F' Parks and Open Space Advisory Committee (All Directors – One Vote).

That the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, October 14, 2015, be received for information.

District 69 Recreation Commission (All Directors – One Vote).

That the minutes of the District 69 Recreation Commission meeting held Thursday, October 15, 2015, be received for information.

District 69 Youth and Community Recreation Grants (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G,' 'H' – Weighted Vote).

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

Arrowsmith Community Recreation Association - youth sports programs	\$ 4,200
Bow Horne Bay Community Club - Halloween event	\$ 2,500
District 69 Family Resource Association - youth drop-in food	\$ 1,800
District 69 Family Resource Association - youth drop-in keyboard and acoustic guitar	\$ 500
Total	\$ 9,000

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

Arrowsmith Agricultural Association - Family Day Celebration	\$ 1,982
Bowser Tennis Club - court cleaning and signage	\$ 2,484
Forward House Community Society - recreation activities	\$ 2,328
Lighthouse Community Centre Society - Soupy Café lunch social program	\$ 2,200
Lighthouse Community Slo-Pitch League - snow fencing	\$ 687
Oceanside Paddlers - boat and equipment	\$ 4,243
Qualicum and District Curling Club - BC Mixed Championships	\$ 2,000
Ravensong Masters Swim Club - pool rental	\$ 1,250
Total	\$ 17,174

District 69 Community Justice Select Committee (All Directors – One Vote).

That the minutes of the District 69 Community Justice Select Committee meeting held Monday, October 19, 2015, be received for information.

Victim Services, Restorative Justice and Community Policing/Oceanside Community Safety Volunteers (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

That the 2016 requisition for funding to support the Oceanside Victim Services, Restorative Justice and Community Policing Programs be approved at \$122,300 and that the "Regional District of Nanaimo Crime Prevention and Community Justice Support Service Bylaw No. 1479, 2006" be amended accordingly.

Community Safety Grant-in-Aid Applications (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

- 1. That a 2016 grant in the amount of \$5,000 for the Oceanside Community Safety Volunteers be approved.*
- 2. That the grant request from Errington Preschool Parents Society be referred to the next intake of the D69 Recreation Grants Program.*

Regional Parks and Trails Select Committee (All Directors – One Vote).

That the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, October 20, 2015, be received for information.

Descanso Bay Oyster Harvesting (All Directors – Weighted Vote).

That the Regional District of Nanaimo write a letter to advise the Department of Fisheries and Oceans of the concerns of over harvesting of oysters at Descanso Bay Regional Park and those operating without a license.

Mt. Benson Race Request (All Directors – Weighted Vote).

That this matter be referred to staff:

That the Regional District of Nanaimo not permit race requests to use the Mount Benson Regional Parks trail system at this time due to trail degradation and parking issues.

Grants-in-Aid Advisory Committee (All Directors – One Vote).

That the minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 21, 2015, be received for information.

District 68 Grants (Electoral Areas 'A', 'B', 'C' – Weighted Vote).

That Grant-in-Aid funds for District 68 be awarded as follows:

Scouts Canada 1st Gabriola Scouts Group – outdoor camping equipment	\$ 0.00
Tozan Cultural Society – complete the construction of a smaller wood-fired kiln	\$ 1,709.08
Yellow Point Drama Group – lighting upgrades for the stage	\$ 3,113.50
Total	\$ 4,822.58

District 69 Grants (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

That Grant-in-Aid funds for District 69 be awarded as follows:

Alpine Gardeners of Central Vancouver Island – toward the purchase of equipment (Power Point program, lap top, computer, screen, printer and materials), camera, library cart and books	\$ 2,915.64
Canadian Red Cross Society – computer, printer, and signage	\$ 1,480.00
Heartwood Home Learners Co-operative – equipment for outdoor programming	\$ 1,400.00
Lighthouse Community Centre Society – security escutcheons and weather-stripping for exterior doors for the hall	\$ 1,000.00
Oceanside Building Learning Together Society – Books for Babes Program	\$ 1,000.00
Oceanside Hospice Society – equipment for the Equipment Loan Program	\$ 5,000.00
Total	\$12,795.64

Agricultural Advisory Committee (All Directors – One Vote).

That the minutes of the Agricultural Advisory Committee meeting held Friday, October 23, 2015, be received for information.

8. SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Electoral Area 'E' Parks and Open Space Advisory Committee (All Directors – One Vote).

94-97 Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, October 21, 2015 (For Information).

98 **Finalization of the 5 Year Parks Project Plan (2015-2019)** (All Directors – One Vote).

That the proposed "Oakleaf Park" plan be deemed the highest priority for funding in 2016.

Liquid Waste Management Plan Monitoring Committee (All Directors – One Vote).

99-102 Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Friday, October 16, 2015 (For Information).

East Wellington/Pleasant Valley Parks and Open Space Advisory Committee (All Directors – One Vote).

103-104 Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, October 26, 2015 (For Information).

9. ADMINISTRATOR'S REPORTS

105-116 **Operating Results for the Period Ending September 30, 2015** (All Directors – One Vote).

117-221 **2016 Proposed Budget Overview** (All Directors – Weighted Vote).

222-232 **2016 AVICC Resolutions Notice and Call for Nominations** (All Directors – One Vote).

233-236 **Zoning Amendment Application No. PL2015-021 – 2790/2800 Benson View Road, Electoral Area 'C' - Bylaw 500.399 - Adoption** (Electoral Area Directors, Except EA 'B' – One Vote).

237-248 **Zoning Amendment Application No. PL2015-062 – 921/925 Fairdowne Road, Electoral Area 'F' - Bylaw 1285.25 - Adoption** (Electoral Area Directors, Except EA 'B' – One Vote).

249-253 **Contract Award – Regional Landfill Operations & Maintenance Building Construction** (All Directors – Weighted Vote).

254-259 **Bylaw 1170.04 – Inclusion of 868 Shoreline Drive into the San Pareil Water Supply Local Service Area, Electoral Area 'G'** (All Directors – One Vote).

260-267

RDN Asset Management Program: 2016-2017 Resource Management Program.
Recommendations 1 and 2 – All Directors – One Vote
Recommendation 3 – All Directors – Weighted Vote
Recommendation 4 – All Directors – One Vote

10. ADDENDUM

11. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

12. NEW BUSINESS

13. IN CAMERA

That pursuant to Sections 90 (1) (a), (e), (j) of the Community Charter the Board proceed to an In Camera Meeting, for discussions related to Board nominations, land acquisitions, and third-party business interests.

14. ADJOURNMENT

Re: Moosehide Campaign

From: Houle, Howard
Sent: Thursday, November 05, 2015 1:06 PM
Subject: Re: Delegation

Go to www.moosehidecampaign.ca

On Nov 5, 2015, at 12:01 PM:

Hi Howard, thanks for confirming for the Board meeting on November 24. Your presentation is first on the agenda.

If you have any information that you'd like to include with the agenda for all directors and public to see, please send anytime by Tuesday, November 17.

The story begins...



On an early 2011 August morning, an Aboriginal man named Paul Lacerte and his daughter Raven were hunting moose near the infamous Highway of Tears, a section of highway between Prince George and Prince Rupert, BC, where dozens of women have gone missing or been found murdered. They had brought down a moose that would help feed the family for the winter and provide a moose hide for cultural purposes. As the daughter was skinning the moose her father started thinking...They were so near the highway that has brought so much sorrow to the communities along its endless miles, here with his young daughter who deserved a life free of violence...That's when the idea sprang to life! What if they used the moose hide to inspire men to become involved in the movement to end violence towards Aboriginal women and children? Together with family and friends they cut up the moose hide into small squares and started the Moose Hide Campaign.

Where we are now....

Nearing 4 years later, over 35,000 squares of moose hide have been distributed and the Moose Hide Campaign has spread to communities and organizations across Canada. Local campaigns have started in government offices, in colleges and universities, on First Nations reserves, in Aboriginal Friendship Centres, in community organizations, and within individual families.

In Victoria, men have held a moose hide gathering each year in February to stand up against violence towards women and children and to spread the campaign. In February, 2014, all elected members of the BC legislature stood in solidarity with the Moose Hide campaign by wearing the Moose hide square while the House was in session.

The BC Association of Aboriginal Friendship Centres (BCAAFC) has been the host agency for the

Campaign since its inception helping it to grow and expand. The BCAAFC also embraced the Campaign which is in alignment with its provincial strategic framework called "Taking Action to end violence against Aboriginal women and children".

Our Goal...

Our Goal is to end violence towards women and children. To help achieve this, the Moose Hide Campaign will distribute 1 Million Moose Hide squares across Canada within the next 10 years.

We will stand up with women and children and we will speak out against violence towards them.

We will support each other as men and we will hold each other accountable.

We will teach our young boys about the true meaning of love and respect, and we will be healthy role models for them.

We will heal ourselves as men and we will support our brothers on their healing journey.

We encourage you to Take Action, Make the pledge, and Stand up to end violence towards women and children.

Re: RDN Board Motions re 891 Drew Road, Electoral Area 'G' – June 23, 2015

From: Samuel Sugita
Sent: Tuesday, November 10, 2015 11:09 AM
Subject: RE: delegation

Please find attached the letter to include in the 24th November agenda with our delegation. I will send this letter off to the Board today cc Jeremy Holm.

Sam

From: Samuel Sugita
Sent: Thursday, November 05, 2015 3:29 PM
Subject: RE: delegation

There was six motions that day and we're responding to two of them:

That Regional District of Nanaimo staff be instructed to advise ROGERS COMMUNICATION Inc. and Industry Canada that the Regional District of Nanaimo does not concur with the proposal submitted by ROGERS COMMUNICATION Inc. to construct a single-provider freestanding telecommunication antenna system at 891 Drew Road at this time.

That Regional District of Nanaimo staff be instructed to advise ROGERS COMMUNICATION Inc. that it is the Regional District of Nanaimo's expectation that telecommunication industry proponents will work together to maximize co-location opportunities; coordinate the placement of telecommunication infrastructure in the region; and where co-location is not possible, provide detailed information to the Regional District of Nanaimo as to why co-location is not possible.

I am hoping to send the letter out tomorrow and discuss with Staff week prior to the 24th Council date.

Sam

From: Samuel Sugita
Sent: Wednesday, November 04, 2015 4:57 PM
Subject: RE: delegation

We would like to submit a letter to the Board in response to a motion they had passed this past summer. I note that there are two opportunities for this at the Electoral Area Planning Committee November 10th, and Regular Board Meeting November 24th.

Sam

samuel.sugita@rci.rogers.com
o 604-431-1385 m 236-888-8861



November 10, 2015

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

RE: Concurrence request for a multi-carrier Telecommunications facility at 891 Drew Road (Area G)

Summary

Rogers was at the June 23, 2015 Electoral Area Planning Committee meeting to request from the committee a resolution for our proposed telecommunications installation at 891 Drew Road to serve the French Creek/Eagle Crest community at the time for a single-carrier telecommunications facility. Since the meeting, Rogers has undertaken additional review of co-location opportunities as well as send invitations to co-locate onto the tower at 891 Drew Road.

Recommendations from RDN (June 23, 2015)

At the meeting, the committee members motioned recommendations for the Regional Board of Nanaimo to provide non-concurrence for our proposed telecommunications installation at 891 Drew Road for a single-carrier at that time.

That Regional District of Nanaimo staff be instructed to advise ROGERS COMMUNICATION Inc. and Industry Canada that the Regional District of Nanaimo does not concur with the proposal submitted by ROGERS COMMUNICATION Inc. to construct a single-provider freestanding telecommunication antenna system at 891 Drew Road at this time.

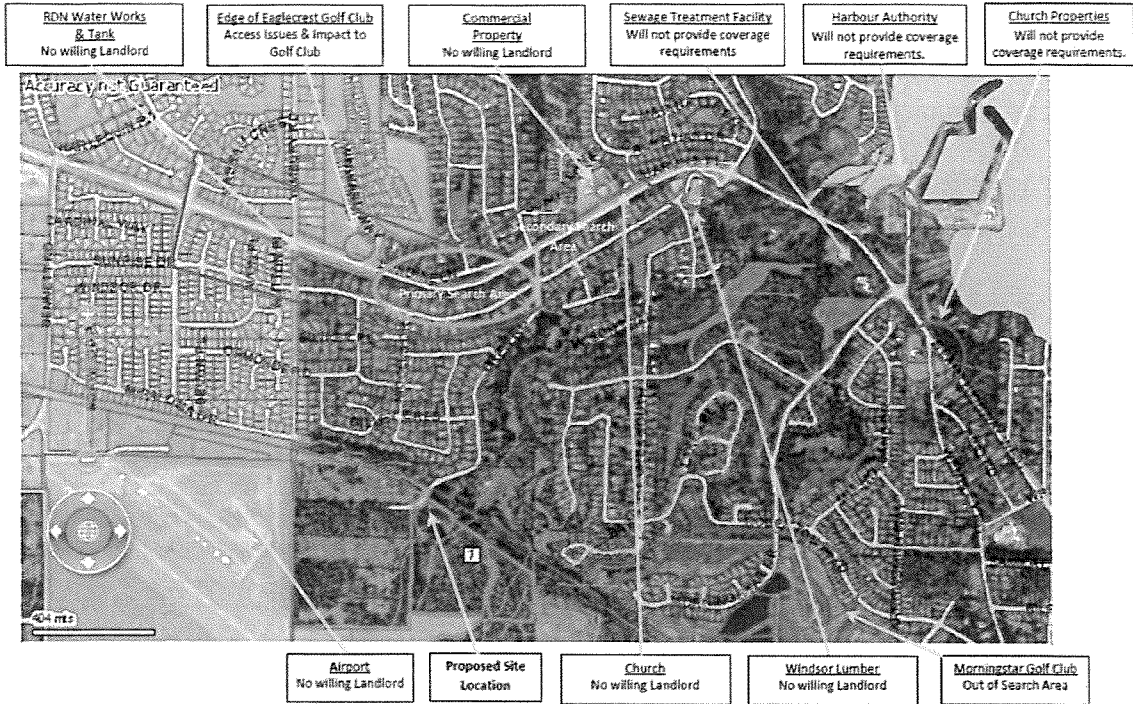
Additionally, the committee recommended to the Board for Rogers to work with other industry proponents to maximize co-location opportunities.

That Regional District of Nanaimo staff be instructed to advise ROGERS COMMUNICATION Inc. that it is the Regional District of Nanaimo's expectation that telecommunication industry proponents will work together to maximize co-location opportunities; coordinate the placement of telecommunication infrastructure in the region; and where co-location is not possible, provide detailed information to the Regional District of Nanaimo as to why co-location is not possible.

Since the EAPC meeting, Rogers has taken a second look at our network needs and combed through the area requiring network improvement for alternative solutions in providing service to the French Creek/Eagle Crest community.

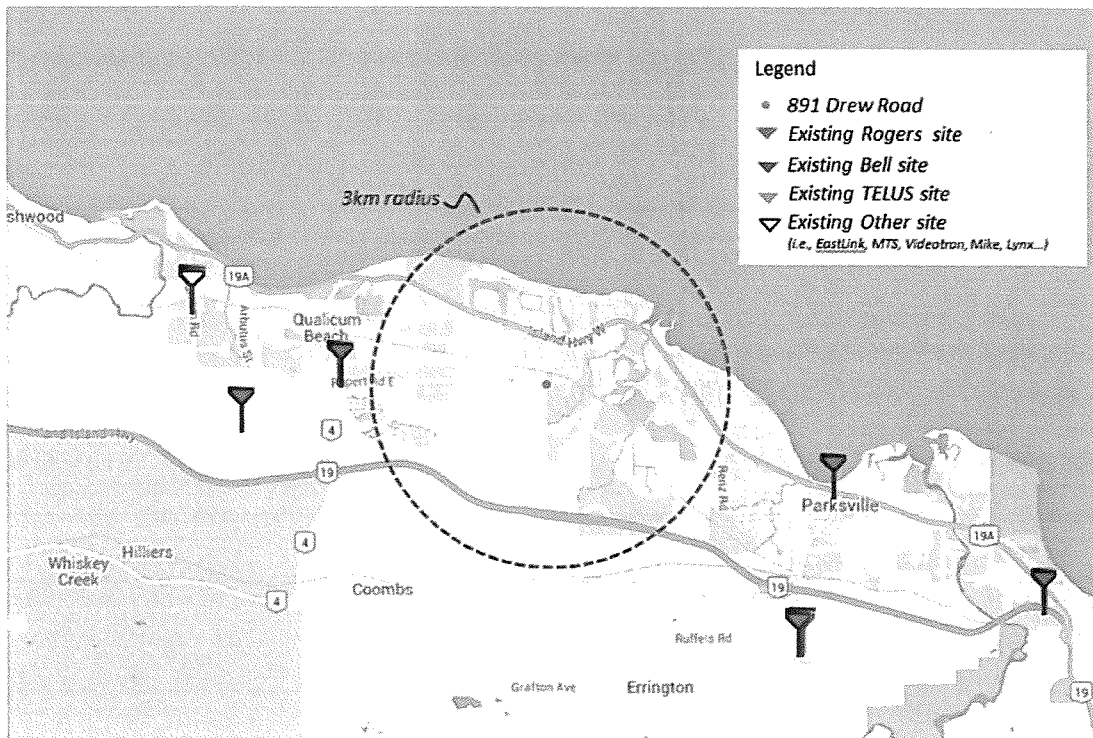
Rogers site selection review

A comprehensive review of the French Creek/Parkville community was completed and a review of available sites to host our telecommunications equipment to provide service to the community was exhausted. Specifically, 11 locations were explored to determine candidate viability in servicing our antenna equipment for improving coverage to the community (illustrated on the following page).



Rogers review of co-location

In review of co-location opportunities, Rogers looked at any existing structures (i.e., existing towers, water tower, or building rooftops) within a 3 km kilometre radius where a service gap in our network was identified. In our review of any existing structures within a 3 km radius, there were no existing structures available to date that could support our equipment to service the area. This includes the 17.5m TELUS tower proposed at 1421 Sunrise Drive. Rogers requires a taller structure to support its equipment to service the area and transmission to connect this site to our network.



Rogers' invitation for co-location

The use of existing structures, whether buildings, BC Hydro poles or telecommunications towers is a practice that is encouraged by Industry Canada. It is not only a benefit to the carrier in reducing costs associated with installing a new tower structure but a benefit to the community in reducing the number of above ground utility infrastructure.

Since the June 23, 2015 meeting, Rogers listened to the Committee and Board in maximizing co-location opportunities for our proposed 45m tower installation at 891 Drew Road. Rogers sent three invites offering space to TELUS, WIND and CREST (Capital Region Emergency Service Telecommunications). TELUS declined our invitation, and both WIND and CREST accepted our invitation to co-locate onto our tower at 891 Drew Road (See attached correspondences for reference).

Concurrence request for a multi-carrier solution

Over the past three years, Rogers has remained dedicated in providing improved wireless service to French Creek/ Eagle Crest community. A lot of time and effort have been invested by both the District and Rogers in finding a suitable location for a telecommunications installation.

In addition to criteria such as tower siting, design, visibility and land use, maximizing co-location opportunities is important to reducing the proliferation of free-standing structures. Rogers is respectfully requesting from the Board concurrence for a multi-carrier solution at 891 Drew Road to provide improved wireless services as well as enhance public safety.

Sincerely,



Darren Hird
Manager, Real Estate and Municipal Affairs BC, Network Implementation
Rogers Communications Inc.



August 10, 2015

Erica Rigik
#209 – 221 West Esplanade,
North Vancouver, BC
V7M 3J3

Attention: **Erica Rigik**

Re: Proposal to Co-locate with Rogers Communications Inc.
Rogers Site Name: W3030 – French Creek

Rogers Communications Inc. ("Rogers") is acquiring land for telecommunication facility in order to enhance wireless coverage in French Creek/Parksville area. A Site location has been identified and will be acquired for purpose of building a new Telecommunications tower.

Local land use authorities require telecommunication carriers' site-share when it's technically feasible. Rogers therefore wishes to confirm if WIND Mobile hold any interest in co-location. Please find below brief description of proposed site:

Site Name	W3030 – French Creek
Address	891 Drew Road, Parksville, BC V9P 1X2
PHN	007-561-547
Coordinates	N 49° 20' 21.15", W -124° 22' 52.61"
Proposed Tower Configuration	45 m Monopole

If this site location is compatible with your network plan and co-location is of interest, please sign below in acknowledgement.

Yours truly,

ROGERS COMMUNICATIONS INC.
Real Estate Department

Chris Trieu
Real Estate Coordinator

Direct Tel. (604) 431-1409
Direct Fax (604) 431-1664
E-Mail chris.trieu@rci.rogers.com



By signing below I **acknowledge** a co-locate is of interest.

_____ *Monor*

Name:
Company Name: WIND Mobile
Date:

WIND Site Reference #: NIA

By Signing below I **decline** to co-locate.

Name:
Company Name: WIND Mobile
Date:

Please forward your signed letter to Chris.Trieu@rci.rogers.com.

August 31, 2015

Gordon Horth

Unit 110 – 2944 West Shore Parkway,
Victoria, BC
V9B 0B2

Attention: Gordon Horth, General Manager

**Re: Proposal to Co-locate with Rogers Communications Inc.
Rogers Site Name: W3030 – French Creek**

Rogers Communications Inc. ("Rogers") is acquiring land for telecommunication facility in order to enhance wireless coverage in French Creek/Parksville area. A Site location has been identified and will be acquired for purpose of building a new Telecommunications tower.

Local land use authorities require telecommunication carriers' site-share when it's technically feasible. Rogers therefore wishes to confirm if other carriers hold an interest in co-location. Please find below a brief description of proposed site:

Site Name:	W3030 – French Creek
Address:	891 Drew Road, Parksville, BC V9P 1X2
PID:	007-561-547
Coordinates:	N 49° 20' 21.15", W -124° 22' 52.61"
Proposed Tower Configuration:	45 m Monopole

If this site location is compatible with the requirement of your network plan, and co-location is of interest, please sign below in acknowledgement.

Yours truly,

ROGERS COMMUNICATIONS INC.
Real Estate Department

Samuel Sugita, MCIP RPP
Municipal Project Manager

Direct Tel. (604) 431-1385
Direct Fax (604) 431-1664
E-Mail samuel.sugita@rci.rogers.com



By signing below I ~~acknowledge~~ a co-location is of interest.



Name: GORD HORTH, GENERAL MANAGER
Company Name: Capital Region Emergency Service Telecommunications Inc. (CREST)
Date: AUGUST 31, 2015
CREST Site Reference #: FRENCH CREEK.

By Signing below I **decline** to co-location.

Name:
Company Name: Capital Region Emergency Service Telecommunications Inc.
Date:

Please forward your signed letter to Samuel.Sugita@rci.rogers.com.

July 17, 2015

Maxica Lau
2 – 3500 Gilmore Way,
Burnaby, BC
V5G 4W7

Attention: **Maxica Lau**

**Re: Proposal to Co-locate with Rogers Communications Inc.
Rogers Site Name: W3030 – French Creek**

Rogers Communications Inc. ("Rogers") is acquiring land for telecommunication facility in order to enhance wireless coverage in French Creek/Parksville area. A Site location has been identified and will be acquired for purpose of building a new Telecommunications tower.

Local land use authorities require telecommunication carriers' site-share when it's technically feasible. Rogers therefore wishes to confirm if other carriers hold an interest in co-location. Please find below brief description of proposed site:

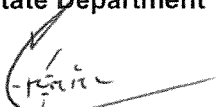
Site Name:	W3030 – French Creek
Address:	891 Drew Road, Parksville, BC V9P 1X2
PID:	007-561-547
Coordinates:	N 49° 20' 21.15",W -124° 22' 52.61"
Proposed Tower Configuration:	45 m Monopole

If this site location is compatible with the requirement of your network plan, and co-location is of interest, please sign below in acknowledgement.

In order to continue to progress with project in timely manner, please forward your confirmation and any questions or comments in this regard no later than July 30, 2015 to Chris.Trieu@rci.rogers.com.

Yours truly,

ROGERS COMMUNICATIONS INC.
Real Estate Department



Chris Trieu
Real Estate Coordinator

Direct Tel. (604) 431-1409
Direct Fax (604) 431-1664
E-Mail chris.trieu@rci.rogers.com

By signing below I **acknowledge** a co-build is of interest.

Name:
Company Name: TELUS Communications Inc.
Date:

TELUS Site Reference #: _____

By Signing below I **decline** to co-build.

Name:
Company Name: TELUS Communications Inc.
Date:

Please forward your signed letter to Chris.Trieu@rci.rogers.com.

Samuel Sugita

From: Maxica Lau <Maxica.Lau@telus.com>
Sent: Thursday, August 06, 2015 8:06 AM
To: Chris Trieu
Cc: Samuel Sugita; Co-Locates BC; Ruby Mangat; Theo Sperling; Colocation; Jon Leugner
Subject: RE: W3030 French Creek (N49.20.21.15, W-124.22.52.61)-Proposal to Co-locate with Rogers

Good morning Chris,

Please kindly accept this email for TELUS to decline the invitation.

Regards,
Maxica Lau, PMP
Project Manager

TELUS | Wireless Network - BC
2 - 3500 Gilmore Way, Burnaby, BC, V5G 4W7
604-250-7151 Mobile | 604- 453-2630 Office | 604-268-2276 Fax
E-mail: maxica.lau@telus.com



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From: Chris Trieu [<mailto:Chris.Trieu@rci.rogers.com>]
Sent: Wednesday, August 05, 2015 03:36 PM
To: Maxica Lau
Cc: Samuel Sugita; Co-Locates BC; Ruby Mangat; Theo Sperling; Colocation
Subject: RE: W3030 French Creek (N49.20.21.15, W-124.22.52.61)-Proposal to Co-locate with Rogers

Hello Maxica,

For the following invitation for TELUS to co-locate on Rogers. Has TELUS decided if they want to proceed or decline the invitation.

Thank you in advance for the information,

Christopher Trieu
Real Estate Coordinator

Rogers Communications
NI West – Real Estate Department
1600 – 4710 Kingsway
Burnaby, BC V5H 4W4

Chris.Trieu@rci.rogers.com
o 604.431.1409 f 604.431.1664



From: Chris Trieu
Sent: Friday, July 17, 2015 9:29 AM
To: Maxica Lau (Maxica.Lau@telus.com)
Cc: Samuel Sugita; Co-Locates BC; Ruby Mangat; Theo Sperling; Colocation (Colocation@telus.com)
Subject: W3030 French Creek (N49.20.21.15, W-124.22.52.61)-Proposal to Co-locate with Rogers

Hello Maxica,

Attached is an invitation for TELUS to co-locate on our planned site W3030 French Creek (N49.20.21.15, W-124.22.52.61). Please review and forward your confirmation to me by July 30, 2015. Please let me know if you have any questions or concerns.

Regards,

Christopher Trieu
Real Estate Coordinator

Rogers Communications
NI West – Real Estate Department
1600 – 4710 Kingsway
Burnaby, BC V5H 4W4

Chris.Trieu@rci.rogers.com
o 604.431.1409 f 604.431.1664



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Re: Working to achieve Passive House Standard for affordable housing project

From: Chris Beaton
Sent: Saturday, November 14, 2015 10:59 AM
To: Midgley, Chris
Subject: Re: November 24th Delegation

Thanks Chris.

Please let me know what we need to do to be included as a delegation. Thank you.

In Friendship,

Chris Beaton
Executive Director
Nanaimo Aboriginal Centre

www.nanaimoaboriginalcentre.ca

On Nov 13, 2015, at 1:49 PM, Midgley, Chris <cMidgley@rdn.bc.ca> wrote:

I had a meeting earlier today with Chris Beaton, Executive Director of the Nanaimo Aboriginal Centre. He's been working with the City, Province and feds on an affordable housing project that's aiming to achieve the passive house standard, and we agreed that it could be a good idea to have him appear as a delegation on the 24th.

By this message, I am putting you in touch, which makes it a tiny bit easier for Chris to reply to this message and make the formal request to appear.

Thanks,
Chris

Chris Midgley
Manager, Energy and Sustainability
Regional District of Nanaimo
t: 250 390 6568
e: cmidgley@rdn.bc.ca

P SAVE TREES - PLEASE DO NOT PRINT THIS EMAIL UNLESS YOU REALLY NEED TO.

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, OCTOBER 27, 2015 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. Bestwick	City of Nanaimo
----------------------	-----------------

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
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place and acknowledged the presence of Chief David Bob, Snaw-Naw-As, at the meeting.

DELEGATIONS

Chief David Bob, Snaw-Naw-As, re Update on the treaty process and the Te'mexw Treaty Agreement in Principle.

Chief Bob welcomed the Board to the Snaw-Naw-As traditional territory and provided an update on the Te'mexw Treaty Agreement in Principle and shared his hopes that the treaty process would result in a signed treaty in the future.

Rob Christopher, Nanaimo Search and Rescue, re Agreement for Regional District of Nanaimo Funding.

Rob Christopher thanked the Board for the annual funding received and provided a visual presentation detailing an overview of activities and use of the funding, and asked the Board for continued support by renewing the funding agreement.

Gordie Robinson, Nanaimo Marine Rescue Society, re Agreement for Regional District of Nanaimo Funding.

Gordie Robinson provided an overview of the Society's annual activities, thanked the Board for their support, and asked the Board to renew the funding agreement and to consider increasing the funding to 25% of their annual operating budget.

Deborah Blum, Jim and Anne Fiddick, re Access to historic, public travelled roads.

Deborah Blum and Jim and Anne Fiddick voiced their concerns regarding public access to public lands where access has been cut off by land owners and asked the Board to take action and ask the land owners to remove the barricades within 30 days.

PRESENTATION

Staff Recognition – Certificate in Local Government Service Delivery.

Chair Stanhope presented Dean Banman, Manager of Recreation Services, with a Certificate in Local Government Service Delivery.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, September 29, 2015.

15-688 MOVED Director Veenhof, SECONDED Director Westbroek, that the minutes of the Regular Board meeting held Tuesday, September 29, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Mike Atkins and Nicholas Fortin, Nanaimo Marine Rescue Society, re Southern Community Search and Rescue Contribution Service – Nanaimo Marine Rescue Society – Renewal of Agreement.

- 15-689 MOVED Director Veenhof, SECONDED Director Thorpe, that the correspondence from Mike Atkins and Nicholas Fortin, Nanaimo Marine Rescue Society, regarding the Southern Community Search and Rescue Contribution Service – Nanaimo Marine Rescue Society – renewal of agreement be received.

CARRIED

Ralph Hagen, re Gabriola – Rollo Centre.

- 15-690 MOVED Director Veenhof, SECONDED Director Thorpe, that the correspondence from Ralph Hagen regarding the Gabriola Rollo Centre be received.

CARRIED

Sgt. Sheryl Armstrong, Nanaimo RCMP, re Funding Request for Nanaimo Police-Based Victim Services.

- 15-691 MOVED Director Veenhof, SECONDED Director Thorpe, that the correspondence from Sgt. Sheryl Armstrong, Nanaimo RCMP, regarding the funding request for Nanaimo police-based victim services be received.

CARRIED

Jack Ferrero, re Support for an Application under the Build Canada Fund.

- 15-692 MOVED Director Veenhof, SECONDED Director Thorpe, that the correspondence from Jack Ferrero regarding support for an application under the Build Canada Fund be received.

CARRIED

Deborah Blum, re Access to historic, public travelled roads.

- 15-693 MOVED Director Veenhof, SECONDED Director Thorpe, that the correspondence from Deborah Blum regarding access to historic, public travelled roads be received.

CARRIED

Todd Stone, Minister of Transportation and Infrastructure, re Transit Funding Update.

- 15-694 MOVED Director Veenhof, SECONDED Director Thorpe, that the correspondence from Todd Stone, Minister of Transportation and Infrastructure, regarding a transit funding update be received.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

ELECTORAL AREA PLANNING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, October 13, 2015.

- 15-695 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, October 13, 2015, be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Jack Anderson, Greenplan, re Development Permit with Variance – 1604 Cedar Road, Electoral Area 'A'.

- 15-696 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from Jack Anderson, Greenplan, regarding Development Permit with Variance – 1604 Cedar Road, Electoral Area 'A', be received.

CARRIED

Ministry of Agriculture, re Regulating Agri-Tourism and Farm Retail Sales in the Agricultural Land Reserve – Discussion Paper and Proposed Minister's Bylaw Standards.

- 15-697 MOVED Director Veenhof, SECONDED Director Lefebvre, that the correspondence from the Ministry of Agriculture regarding regulating agri-tourism and farm retail sales in the Agricultural Land Reserve – Discussion Paper and Proposed Minister's Bylaw Standards be received.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2015-026 – 1604 Cedar Road, Electoral Area 'A'.

- 15-698 MOVED Director McPherson, SECONDED Director Young, that Development Permit with Variance Application No. PL2015-026 be referred back to staff for further discussion with the applicant.

CARRIED

Development Permit with Variance Application No. PL2015-117 – 1713 Admiral Tyron Boulevard, Electoral Area 'G'.

Brian Hagedorn spoke in support of the application.

- 15-699 MOVED Director Veenhof, SECONDED Director Rogers, that Development Permit with Variance Application No. PL2015-117 to permit the construction of a rip rap seawall on the subject property be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

ZONING AMENDMENT

Zoning Amendment Application No. PL2015-025 – Electoral Area 'H' – Amendment Bylaw No. 500.400 – 1st and 2nd Reading.

- 15-700 MOVED Director Veenhof, SECONDED Director Young, that the Summary of the Public Information Meeting held on August 10, 2015, be received.

CARRIED

- 15-701 MOVED Director Veenhof, SECONDED Director Young, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.400 being considered for adoption.

CARRIED

- 15-702 MOVED Director Veenhof, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015", be introduced and read two times.

CARRIED

- 15-703 MOVED Director Veenhof, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015" be chaired by Director Veenhof or his alternate.

CARRIED

PERIMETER FRONTAGE

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2015-055 – 2855 Ashcraft Road, Electoral Area 'E'.

- 15-704 MOVED Director Rogers, SECONDED Director Young, that the request to relax the minimum 10% perimeter frontage requirements for the proposed remainder of Lot 5 in relation to Subdivision Application No. PL2015-055 be approved.

CARRIED

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2015-067 – 2045 Fisher Road, Electoral Area 'F'.

- 15-705 MOVED Director Fell, SECONDED Director Veenhof, that the request to relax the minimum 10% perimeter frontage requirements for Lot 1 District Lot 75 and the Remainder of the District Lot 155 in relation to Subdivision Application No. PL2015-067 be approved.

CARRIED

Request for Relaxation of the Minimum Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2015-112 – Electoral Area 'F'.

- 15-706 MOVED Director Fell, SECONDED Director Young, that the request to relax the minimum perimeter frontage requirement from 80.0 metres to 63.0 metres for proposed Lot 2 in relation to Subdivision Application No. PL2015-112 be approved.

CARRIED

OTHER

Sustainability Review of Regional District of Nanaimo Official Community Plans.

- 15-707 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Regional District of Nanaimo Board of Directors direct staff to explore policies that enable on-site renewable energy generation as an economic opportunity for residents and businesses in the Regional District of Nanaimo.

CARRIED

- 15-708 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Regional District of Nanaimo Board of Directors direct staff to explore criteria for evaluating community impacts of renewable energy systems and develop various policy alternatives for future consideration.

CARRIED

- 15-709 MOVED Director Veenhof, SECONDED Director Rogers, that the Regional District of Nanaimo Board of Directors direct staff to consider area-specific climate change mitigation and adaptation measures for inclusion in Official Community Plans through the public consultation process used during future Official Community Plans reviews.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Ministry of Agriculture, re Regulating Agri-Tourism and Farm Retail Sales in the Agricultural Land Reserve – Discussion Paper and Proposed Minister’s Bylaw Standards.

- 15-710 MOVED Director Houle, SECONDED Director Veenhof, that the correspondence from the Ministry of Agriculture regarding regulating agri-tourism and farm retail sales in the Agricultural Land Reserve – Discussion Paper and Proposed Minister’s Bylaw Standards be referred to the Agricultural Advisory Committee.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, October 13, 2015.

- 15-711 MOVED Director Lefebvre, SECONDED Director Thorpe, that the minutes of the Committee of the Whole meeting held Tuesday, October 13, 2015, be received for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

Strategic Planning Process.

- 15-712 MOVED Director Houle, SECONDED Director Veenhof, that the Board receive for information the overview report on the Strategic Planning Process Session of July 31, 2015, provided by Paragon Strategic Services Ltd. as attached to the staff report.

CARRIED

- 15-713 MOVED Director Houle, SECONDED Director Veenhof, that the Board adopt the recommended strategic plan process as outlined in the staff report, and direct the Chief Administrative Officer to schedule the sessions as described as soon as practically possible and engage Paragon Strategic Services (Tracey Lorensen) to facilitate the strategic planning process.

CARRIED

CORPORATE SERVICES

WHMIS Policy.

- 15-714 MOVED Director Lefebvre, SECONDED Director Thorpe, that Policy No. A4.2 - WHMIS be converted from a Board Policy to a Chief Administrative Officer Policy and referred to staff.

CARRIED

ADMINISTRATION

Alternative Approval Process to Establish a District 69 Search and Rescue Contribution Service – Bylaw No. 1736.

- 15-715 MOVED Director Westbroek, SECONDED Director Kipp, that "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

15-716 MOVED Director Fell, SECONDED Director Veenhof, that participating area approval is to be obtained for the entire proposed service area.

CARRIED

15-717 MOVED Director Fell, SECONDED Director Westbroek, that the Board establish 4:30 pm on Thursday, February 25, 2016, as the deadline for receiving elector responses for the alternative approval process.

CARRIED

15-718 MOVED Director Fell, SECONDED Director Westbroek, that the Board approve the Elector Response Form as provided in Attachment 2.

CARRIED

15-719 MOVED Director Fell, SECONDED Director Westbroek, that the Board determine the total number of electors to which the approval process applies to be 36,826.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Bylaws No. 888.06 and 889.71 – Wastewater Service Requisition Amendments.

15-720 MOVED Director Rogers, SECONDED Director Haime, that "Regional District of Nanaimo Southern Community Sewer Local Service Amendment Bylaw No. 888.06, 2015" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

15-721 MOVED Director Rogers, SECONDED Director Haime, that "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.71, 2015" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, September 16, 2015.

15-722 MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, September 16, 2015, 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, September 16, 2015.

15-723 MOVED Director Veenhof, SECONDED Director Thorpe, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, September 16, 2015, be received for information.

CARRIED

Garbage and Recycling Cans at the Lighthouse Community Park Ball Fields.

15-724 MOVED Director Veenhof, SECONDED Director Houle, that staff be directed to initiate efforts to provide two garbage and recycling cans at the Lighthouse Community Park ball fields.

CARRIED

15-725 MOVED Director Veenhof, SECONDED Director Houle, that garbage pickup service for four garbage cans at the Lighthouse Community Park ball fields during the Slo-pitch season be allocated in the 2016 budget.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Guardians of Mid-Island Estuaries Society re Canada Goose Management Strategy.

15-726 MOVED Director Westbroek, SECONDED Director Lefebvre, that staff be directed to work with the regional working group to come up with a strategy to reduce the overabundance of Canada Geese.

CARRIED

NEW BUSINESS

Truth and Reconciliation Commission.

15-727 MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to hold a Board Seminar to examine those recommendations arising from the Truth and Reconciliation Commission that the Regional District of Nanaimo will act on in a meaningful manner, and the Chiefs of Snuneymuxw, Snaw-Naw-As, Qualicum, Stz'uminus and K'ómoks First Nations be invited to attend.

CARRIED

Transit Fares on October 19, 2015.

15-728 MOVED Director Westbroek, SECONDED Director Veenhof, that the Board direct staff to waive daily transit fares on Monday, October 19, 2015, on both the conventional and handyDART systems to assist citizens with travel to voter stations.

CARRIED

Regional District of Nanaimo Strategic Plan.

15-729 MOVED Director Pratt, SECONDED Director McKay, that the Regional District of Nanaimo Board approve a new strategic plan before approving the 2016 budget and the supporting 5 year financial plan.

CARRIED

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Transit Select Committee.

Minutes of the Transit Select Committee meeting held Thursday, October 8, 2015.

15-730 MOVED Director Westbroek, SECONDED Director Lefebvre, that the minutes of the Transit Select Committee meeting held Thursday, October 8, 2015, be received for information.

CARRIED

Route 15/15A Analysis.

- 15-731 MOVED Director Westbroek, SECONDED Director Veenhof, that the Board Direct staff to retain Route 15 VIU Connector in the Conventional Transit System.
CARRIED

Free Transit – Election Day.

- 15-732 MOVED Director Westbroek, SECONDED Director Veenhof, that staff prepare a report on the cost analysis of free transit for future election days.
CARRIED

Solid Waste Management Select Committee.

Minutes of the Solid Waste Management Select Committee meeting held Wednesday, October 7, 2015.

- 15-733 MOVED Director McPherson, SECONDED Director Kipp, that the minutes of the Solid Waste Management Select Committee meeting held Wednesday, October 7, 2015, be received for information.
CARRIED

Northern Community Economic Development Select Committee.

Minutes of the Northern Community Economic Development Select Committee meeting held Monday, October 19, 2015.

- 15-734 MOVED Director Lefebvre, SECONDED Director Westbroek, that the minutes of the Northern Community Economic Development Select Committee meeting held Monday, October 19, 2015, be received for information.
CARRIED

Northern Community Economic Development Program – Fall 2015 Proposals.

- 15-735 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Website and Mobile Responsive Design Project – Qualicum Beach Downtown Business Association be awarded full funding in the amount of \$5,510.25.
CARRIED
- 15-736 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Vision 2020 Market Development Roadmap project – Qualicum Beach Community Education and Wellness Society be awarded full funding in the amount of \$6,000.00.
CARRIED

ADMINISTRATOR’S REPORTS

Regional District of Nanaimo – Operational and Efficiency Review (OER) Final Report.

- 15-737 MOVED Director McPherson, SECONDED Director McKay, that the Board receive for information the final report of the Operational and Efficiency Review as outlined and attached to the staff report.
CARRIED
- 15-738 MOVED Director McPherson, SECONDED Director McKay, that the Board refer the final report of the Operational and Efficiency Review to the Board's strategic and budget/financial planning processes.
CARRIED

Zoning Amendment Application No. PL2015-062 – 921/925 Fairdowne Road, Electoral Area 'F' – Bylaw 1285.25, 2015 – Third Reading.

15-739 MOVED Director Fell, SECONDED Director Veenhof, that the report of the Public Hearing held on October 15, 2015, for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015" be received.

CARRIED

15-740 MOVED Director Fell, SECONDED Director Veenhof, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015" be read a third time.

CARRIED

To Introduce Amendment Bylaw No. 1216.04.

15-741 MOVED Director Kipp, SECONDED Director Hong, that "City of Nanaimo Municipal Benefiting Area Amendment Bylaw No. 1216.04, 2015" be introduced and read three times.

CARRIED

Comments on Proposed Policies under the BC Water Sustainability Act.

15-742 MOVED Director Kipp, SECONDED Director Lefebvre, that the Board direct staff to submit the attached Regional District of Nanaimo Submission Re: Proposed Policies under the *Water Sustainability Act* 2015, as amended, to the Ministry of Environment.

CARRIED

Amendment to Regional Growth Strategy Bylaw No. 1615.

15-743 MOVED Director Veenhof, SECONDED Director Lefebvre, that a review of the Regional Growth Strategy be initiated that considers the criteria for a minor amendment.

CARRIED

15-744 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Consultation Plan provided as Attachment 1 to this report be adopted.

CARRIED

Meadowood Community Recreation Centre Tender Award 2015.

15-745 MOVED Director Fell, SECONDED Director Rogers, that the Regional District of Nanaimo not enter into a construction contract for the repurposing of modular portable classrooms into the Meadowood Community and move the portables to a storage site pending staff providing costs of alternative construction for a community centre.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Nanaimo Search and Rescue.

15-746 MOVED Director Haime, SECONDED Director Thorpe, that staff be directed to review and renew the agreement with Nanaimo Search and Rescue Society for a future term of five years.

CARRIED

Nanaimo Marine Rescue Society.

- 15-747 MOVED Director Haime, SECONDED Director Thorpe, that staff be directed to bring forward the additional funding request from the Nanaimo Marine Rescue Society to the 2016 budget process, and that staff review and renew the agreement with Nanaimo Marine Rescue Society for a future term of five years, including within the agreement funding identified in the 2016-2020 Financial Plan.

CARRIED

Access to Historic, Public Travelled Roads.

- 15-748 MOVED Director Westbroek, SECONDED Director Haime, that staff be directed to prepare a report on the status of public trail use on the former Morden Colliery Rail Corridor between Hemer Provincial Park and Boat Harbour and to meet with the Ministry of Transportation and Infrastructure on the matter.

CARRIED

Gabriola – Rollo Centre.

- 15-749 MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to complete an agreement with the Gabriola Senior Citizens Association for funding up to \$5,355 from the Community Works Fund Electoral Area 'B' allocation towards costs of the renovations to the Rollo Centre.

CARRIED

Support for an Application under the Build Canada Fund.

- 15-750 MOVED Director Houle, SECONDED Director Kipp, that staff be directed to contact Jack Ferrero for more information on his proposal.

CARRIED

Nanaimo RCMP – Nanaimo Police-Based Victim Services.

- 15-751 MOVED Director Haime, SECONDED Director Kipp, that staff be directed to bring forward the request for \$2,500 in additional funding from the Nanaimo Victim Services group to the 2016 budget process.

CARRIED

IN CAMERA

- 15-752 MOVED Director Houle, SECONDED Director Veenhof, that pursuant to Sections 90 (1) (c), (e), and (i), and 90 (2) (d) of the *Community Charter* the Board proceed to an In Camera Meeting, for discussions related to labour relations, land acquisitions, solicitor-client privilege, and third-party business interests.

CARRIED

TIME: 9:10 PM

RISE AND REPORT

Conversion of Temporary Positions to Permanent.

- 15-753 MOVED Director McKay, SECONDED Director Houle, that the four temporary positions identified in this report be converted to permanent.

CARRIED

Contract Revision with Nanaimo Organic Waste.

- 15-754 MOVED Director Houle, SECONDED Director Thorpe, that the Board direct staff to proceed with contract revisions with Nanaimo Organic Waste (NOW) to reflect a payment rate starting November 1, 2014, based on \$122.00 per tonne for food waste and \$45 per tonne for yard & garden waste and include an annual increase of 2%.

CARRIED

Intergovernmental Liaison Position.

- 15-755 MOVED Director Houle, SECONDED Director Veenhof, that the Board approve the conversion of the permanent part-time Intergovernmental Liaison position to a permanent full-time Intergovernmental Liaison position for 2016.

CARRIED

ADJOURNMENT

MOVED Director McKay, SECONDED Director Haime, that this meeting be adjourned.

CARRIED

TIME: 9:39 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 3, 2015 AT 2:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Alternate	
Director G. Fuller	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Alternate	
Director B. Avis	Town of Qualicum Beach

Regrets:

Director C. Haime	Deputy Chairperson
Director B. McKay	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

Colin Stewart	Legal Counsel
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
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

The Chairperson welcomed Alternate Directors Avis and Fuller to the meeting and also welcomed Colin Stewart, Legal Counsel, and Sean Smith, University of Victoria law co-op student, to the meeting.

IN CAMERA

- 15-756 MOVED Director Veenhof, SECONDED Director Lefebvre, that pursuant to Sections 90 (1) (i), and 90 (2) (d) of the *Community Charter* the Board proceed to an In Camera Meeting, for discussions related to solicitor-client privilege and third-party business interests.

CARRIED

TIME: 2:01 PM

RISE AND REPORT

Greater Nanaimo Marine Outfall Replacement Construction Award.

- 15-757 MOVED Director Pratt, SECONDED Director Thorpe, that the Board direct staff to proceed with awarding the construction contract for the Greater Nanaimo Pollution Control Centre (GNPCC) Marine Outfall Replacement project to McNally International Inc., for a value of \$12,805,655.00.

CARRIED

ADJOURNMENT

MOVED Director Veenhof, SECONDED Director Pratt, that this meeting be adjourned.

CARRIED

TIME: 3:34 PM

CHAIRPERSON

CORPORATE OFFICER

From: Gail Adrienne [<mailto:gail@nalt.bc.ca>]
Sent: Tuesday, November 10, 2015 4:32 PM
To: corpsrv; Joe Stanhope
Cc: Michel, Joan; Marshall, Wendy
Subject: Letter from NALT regarding the Mount Benson Conservation Covenant

Hello to RDN Chairman Stanhope and Board Directors,

Attached you will find a letter from the NALT Chair, Dean Gaudry, confirming NALT's satisfaction with the final draft of the Conservation Covenant for Mount Benson Regional Park that NALT and RDN have worked so long and hard to craft; and also expressing NALT's preference to now change from our previous role in the park management process. Our future role needs to focus primarily on being the Conservation Covenant holder and monitor.

We hope that the RDN Board and staff will be comfortable with this intent to shift NALT's role once the Covenant is approved and on title.

Gail Adrienne
Executive Director
Nanaimo & Area Land Trust
www.nalt.bc.ca
250-714-1990

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#8 - 140 Wallace Street, Nanaimo, BC V9R 5B1
Phone/Fax 250-714-1990 Email: admin@nalt.bc.ca
Website: www.nalt.bc.ca

November 10, 2015

Joe Stanhope, RDN Board Chairman, and RDN Board Directors
c/o Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Chairman Stanhope and RDN Directors;

As you may recall, on February 27th 2006, NALT and the RDN entered into a joint Contribution Agreement for Mount Benson, which identified the roles and commitments of both parties with regard to the purchase of the four parcels of land on Mount Benson for the purpose of securing a Regional park on the north face of the mountain.

Sections of the Agreement included a commitment by the two parties to each contribute 50% of the purchase price, up to a maximum of \$500,000, and agreement that the RDN would hold title to the land and operate it as a Regional park, while NALT would hold the Conservation Covenant, which would be registered on the title and protect the natural values in perpetuity.

Further to this mutual agreement, Clause 3.2 stated that "*The RDN and NALT shall work together in the preparation of a Management Plan*". This clause was agreed on due to the fact that it was mutually understood that finalizing and registering a binding Conservation Covenant would likely be a lengthy process—which has proven to be the case.

Now, after close to 10 years of discussions and negotiations, that process has come to fruition, and the Covenant is ready to be approved by the RDN Board and filed at the Land Titles office in Victoria. The terms of the Contribution Agreement will all be fulfilled. Once that process is completed and the Covenant is registered on title, NALT will no longer need to be directly involved in the management process or the work of revising future Management Plans. We are confident that Section 5 of the Conservation Covenant, which states

The Parties agree that:

- a) *the Owner shall undertake an Update of the Management Plan every 10 years from the date of approval of the Mount Benson Regional Park 2010-2020 Management Plan, and a Review of the Management Plan halfway between each 10 year Update. Any changes to the Management Plan resulting from an Update or Review requires the written approval of the Covenant Holders, such approval not to be unreasonably withheld;*

- b) *if there is a conflict between the provisions of the Management Plan, as it exists from time to time, and the provisions of this Agreement, then the provisions of this Agreement shall prevail; and*
- c) *the Owner shall provide the Covenant Holders with copies of all approved Updates and Reviews of the Management Plan as referenced in 5.1 (a) and the Parties shall all keep the Updates and Reviews on file as part and parcel of the Management Plan for the Lands.*

provides sufficient protection that the natural values of the Mount Benson Regional Park will be upheld in perpetuity.

With this protection secured on title, NALT is comfortable to step back from the work of updating and revising the Management Plan every 10 years. We would like to focus our limited resources on serving as the primary covenant holder and in an advisory capacity as requested by the RDN, and monitoring the covenant annually (or more often, should the need arise).

That said, we want to acknowledge the positive working relationship that we have enjoyed as we worked with the RDN Recreation and Parks staff over the past decade—both in crafting the initial Management Plan and many drafts of a Conservation Covenant, and in our continuing role working with RDN Parks field staff, maintaining and upgrading trail systems in the park. We look forward to continuing this productive partnership as we go into the future.

In closing, NALT is prepared to sign an agreement with the RDN that acknowledges NALT's changed role with regard to the Management Plan process.

Yours sincerely,



Dean Gaudry
Chair, Nanaimo & Area Land Trust

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 10, 2015 AT 6:32 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director B. Veenhof	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Hill	A/Director of Corporate Services
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, October 13, 2015.

MOVED Director Stanhope, SECONDED Director Fell, that the minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, October 13, 2015, be adopted.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2015-127 – 1764, 1768 and 1772 Cedar Road, Electoral Area ‘A’.

MOVED Director McPherson, SECONDED Director Fell, that Development Permit Application No. PL2015-127 in conjunction with a proposed lot line adjustment and a three-lot subdivision be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2015-026 – 1604 Cedar Road, Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Young, that the Board approve Development Permit with Variance Application No. PL2015-026 as proposed subject to the conditions outlined in Attachments 1 to 3 and direct staff to proceed with notification.

CARRIED

Development Permit with Variance Application No. PL2015-115 – 1100 Pepper Place, Electoral Area 'G'.

MOVED Director Stanhope, SECONDED Director Young, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that Development Permit with Variance Application No. PL2015-115 to reduce the front lot line setback from 8.0 metres to 3.5 metres for a dwelling footprint be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

Development Permit with Variance Application No. PL2015-123 – 5451 Island Highway West, Electoral Area 'H'.

MOVED Director Stanhope, SECONDED Director Rogers, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Rogers, that Development Permit with Variance Application No. PL2015-123 to permit the renovation and minor expansion of an existing dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

OTHER

Electoral Area 'H' Official Community Plan Review.

MOVED Director Stanhope, SECONDED Director McPherson, that the Electoral Area 'H' Official Community Plan Review Project be initiated through endorsement of the Terms of Reference and Engagement Plan as attached.

CARRIED

Ministry of Agriculture's Discussion Paper and Proposed Minister's Bylaw Standards Regulating Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve.

MOVED Director Rogers, SECONDED Director Stanhope, that the Board receive the report for information.

CARRIED

MOVED Director Rogers, SECONDED Director Stanhope, that the Minister's proposed set of bylaw standards be considered when drafting new bylaws.

CARRIED

MOVED Director Rogers, SECONDED Director Stanhope, that the Regional District of Nanaimo respond to the Ministry of Agriculture's request for comments on the draft criteria for developing local government bylaws related to agri-tourism, agri-tourism accommodation, and farm retail sales with the following comments:

- a) that the Regional District of Nanaimo does not support the prohibition of cooking facilities within agri-tourism accommodation sleeping units, specifically cabins.
- b) that the Agriculture Land Reserve Use, Subdivision, and Procedure Regulation and relevant Agricultural Land Commission Policies be updated, where appropriate, to be consistent with the Minister's "Guide for Bylaw Development in Farming Areas".

CARRIED

ADJOURNMENT

MOVED Director Young, SECONDED Director Stanhope, that this meeting be adjourned.

CARRIED

TIME: 6:57 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 10, 2015 AT 7:10 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Alternate	
Director G. Fuller	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Brian Johnston, PERC, re Recreation Facility, Programs, and Sports Field Services 2015 Survey.

Brian Johnston presented the survey results to the board and provided an overview of the methodology which measured usage of drop-in activities, program and rental use of the recreation facilities, and use of sports fields within Districts 68 and 69.

Rob Bernhardt, Canadian Passive House Institute West, re Benefits of Passive House Buildings.

Rob Bernhardt thanked the Board for supporting the Green Building Series and provided an overview of Passive House design which leads to cost effective, energy efficient buildings with benefits such as increased air quality, resilience, low maintenance, and enhanced occupant comfort.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, October 13, 2015.

MOVED Director Lefebvre, SECONDED Director Houle, that the minutes of the Committee of the Whole meeting held Tuesday, October 13, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Thomas W. Barnes, Municipal Insurance Association of BC, re MIABC Dividend Cheque.

MOVED Director Westbroek, SECONDED Director Houle, that the correspondence from Thomas W. Barnes, Municipal Insurance Association of BC, regarding the Municipal Insurance Association of BC dividend cheque be received.

CARRIED

Chief David Bob, Nanoose First Nation, re Beachcomber Marina Proposed Expansion to the South.

MOVED Director Westbroek, SECONDED Director Houle, that the correspondence from Chief David Bob, Nanoose First Nation, regarding the Beachcomber Marina proposed expansion to the south be received.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

To Introduce Sewer Source Control Bylaws 1730 and 1418.04.

MOVED Director Veenhof, SECONDED Director Thorpe, that "Regional Sewage Source Control Bylaw No. 1730, 2015" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe, that "Regional Sewage Source Control Bylaw No. 1730, 2015" be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe, that "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe, that "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be adopted.

CARRIED

Sanitary Sewer Use Agreement with Snuneymuxw First Nation and the City of Nanaimo.

MOVED Director Kipp, SECONDED Director Houle, that the Board approve the attached Sanitary Sewer Use Agreement with Snuneymuxw First Nation and the City of Nanaimo.

CARRIED

Greater Nanaimo Pollution Control Centre Marine Outfall Engineering Services Award and Development Cost Charge Reserve Fund Expenditure Bylaw.

MOVED Director Thorpe, SECONDED Director Veenhof, that the Board award the engineering services contract for the Greater Nanaimo Pollution Control Centre (GNPCC) Marine Outfall Replacement Project to Opus Dayton Knight (ODK) for \$600,000.

CARRIED

MOVED Director Thorpe, SECONDED Director Veenhof, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015" be introduced and read three times.

CARRIED

MOVED Director Thorpe, SECONDED Director Veenhof, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015" be adopted.

CARRIED

WATER AND UTILITY

Bylaws No. 867.07 and 1049.08 – Inclusion of 2 Parker Road Properties into the Nanoose Bay Peninsula Water Service Area, Electoral Area 'E'.

MOVED Director Rogers, SECONDED Director Veenhof, that "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.07, 2015" be introduced and read three times.

CARRIED

MOVED Director Rogers, SECONDED Director Veenhof, that "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.08, 2015" be introduced and read three times.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Establishment of a Community Health Service in School District 69.

MOVED Director Veenhof, SECONDED Director Lefebvre, that this matter be referred back to staff to bring back additional information at the next Committee of the Whole meeting:

That staff be directed to proceed with an alternative approval process for establishment of a new District 69 Community Health contribution service.

That staff be directed to establish the District 69 Community Health Service based on a tax requisition of \$50,000 annually with the purpose being to provide funds to one or more non-governmental funding organizations for their distribution to local service-delivery organizations based on a board-endorsed strategic plan to address community health and wellbeing in School District 69.

CARRIED

RECREATION AND PARKS

RECREATION

Recreation Facility, Programs, and Sports Field Services 2015 Survey.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the Recreation Facility and Sports Field Services 2015 Survey report be received as information and the results used in the apportionment of tax requisitions related to existing usage agreements with the City of Nanaimo, City of Parksville and Town of Qualicum Beach.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, October 6, 2015.

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, October 6, 2015, be received for information.

CARRIED

Community Park Name Changes.

MOVED Director Houle, SECONDED Director Lefebvre, that consultation with DeCoursey Island residents be undertaken to allow them to choose names of their Community Parks.

CARRIED

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

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, October 14, 2015.

MOVED Director Fell, SECONDED Director Veenhof, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, October 14, 2015, be received for information.

CARRIED

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission meeting held Thursday, October 15, 2015.

MOVED Director Veenhof, SECONDED Director Westbroek, that the minutes of the District 69 Recreation Commission meeting held Thursday, October 15, 2015, be received for information.

CARRIED

District 69 Youth and Community Recreation Grants.

Youth Grants.

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

Arrowsmith Community Recreation Association - youth sports programs	\$ 4,200
Bow Horne Bay Community Club - Halloween event	\$ 2,500
District 69 Family Resource Association - youth drop-in food	\$ 1,800
District 69 Family Resource Association - youth drop-in keyboard and acoustic guitar	\$ 500
Total	\$ 9,000

Community Recreation Grants.

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

Arrowsmith Agricultural Association - Family Day Celebration	\$ 1,982
Bowser Tennis Club - court cleaning and signage	\$ 2,484
Forward House Community Society - recreation activities	\$ 2,328
Lighthouse Community Centre Society - Soupy Café lunch social program	\$ 2,200
Lighthouse Community Slo-Pitch League - snow fencing	\$ 687
Oceanside Paddlers - boat and equipment	\$ 4,243
Qualicum and District Curling Club - BC Mixed Championships	\$ 2,000
Ravensong Masters Swim Club - pool rental	\$ 1,250
Total	\$ 17,174

District 69 Community Justice Select Committee.

Minutes of the District 69 Community Justice Select Committee meeting held Monday, October 19, 2015.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the minutes of the District 69 Community Justice Select Committee meeting held Monday, October 19, 2015, be received for information.

CARRIED

Victim Services, Restorative Justice and Community Policing/Oceanside Community Safety Volunteers.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the 2016 requisition for funding to support the Oceanside Victim Services, Restorative Justice and Community Policing Programs be approved at \$122,300 and that the "Regional District of Nanaimo Crime Prevention and Community Justice Support Service Bylaw No. 1479, 2006" be amended accordingly.

CARRIED

Community Safety Grant-in-Aid Applications.

MOVED Director Veenhof, SECONDED Director Lefebvre, that a 2016 grant in the amount of \$5,000 for the Oceanside Community Safety Volunteers be approved.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that the grant request from Errington Preschool Parents Society be referred to the next intake of the D69 Recreation Grants Program.

CARRIED

Regional Parks and Trails Select Committee.

Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, October 20, 2015.

MOVED Director Thorpe, SECONDED Director Houle, that the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, October 20, 2015, be received for information.

CARRIED

Descanso Bay Oyster Harvesting.

MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo write a letter to advise the Department of Fisheries and Oceans of the concerns of over harvesting of oysters at Descanso Bay Regional Park and those operating without a license.

CARRIED

Mt. Benson Race Request.

MOVED Director Veenhof, SECONDED Director Kipp, that this matter be referred to staff:

That the Regional District of Nanaimo not permit race requests to use the Mount Benson Regional Parks trail system at this time due to trail degradation and parking issues.

CARRIED

Grants-in-Aid Advisory Committee.

Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 21, 2015.

MOVED Director Young, SECONDED Director Fell, that the minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 21, 2015, be received for information.

CARRIED

District 68 Grants.

MOVED Director Young, SECONDED Director Veenhof, that Grant-in-Aid funds for District 68 be awarded as follows:

Scouts Canada 1st Gabriola Scouts Group – outdoor camping equipment	\$ 0.00
Tozan Cultural Society – complete the construction of a smaller wood-fired kiln	\$ 1,709.08
Yellow Point Drama Group – lighting upgrades for the stage	\$ 3,113.50
Total	\$ 4,822.58

CARRIED

District 69 Grants.

MOVED Director Young, SECONDED Director Veenhof, that Grant-in-Aid funds for District 69 be awarded as follows:

Alpine Gardeners of Central Vancouver Island – toward the purchase of equipment (Power Point program, lap top, computer, screen, printer and materials), camera, library cart and books	\$ 2,915.64
Canadian Red Cross Society – computer, printer, and signage	\$ 1,480.00
Heartwood Home Learners Co-operative – equipment for outdoor programming	\$ 1,400.00
Lighthouse Community Centre Society – security escutcheons and weather-stripping for exterior doors for the hall	\$ 1,000.00
Oceanside Building Learning Together Society – Books for Babes Program	\$ 1,000.00
Oceanside Hospice Society – equipment for the Equipment Loan Program	\$ 5,000.00
Total	\$12,795.64

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting held Friday, October 23, 2015.

MOVED Director Veenhof, SECONDED Director Young, that the minutes of the Agricultural Advisory Committee meeting held Friday, October 23, 2015, be received for information.

CARRIED

IN CAMERA

MOVED Director Brennan, SECONDED Director Young, that pursuant to Sections 90 (1) (a) and (e), and 90 (2) (d) of the *Community Charter* the Committee proceed to an In Camera Meeting, for discussions related to Board nominations, land acquisitions, and third-party business interests.

CARRIED

Time: 9:00 PM

ADJOURNMENT

MOVED Director Young, SECONDED Director Brennan, that this meeting be adjourned.

CARRIED

TIME: 9:07 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

Regional Sewage Source Control Bylaw No. 1730, 2015

CONTENTS

PART I: INTERPRETATION	3
1. APPLICATION	3
2. CITATION	3
3. DEFINITIONS.....	3
4. PROVINCIAL AND FEDERAL ENACTMENTS REFERENCED.....	12
PART II: ALL DISCHARGES TO SEWER.....	12
5. RESTRICTIONS	12
6. MUNICIPALITIES	13
PART III: ALL WASTE DISCHARGE PERMITS AND ORDERS.....	13
7. APPLICATION FOR A PERMIT.....	13
8. APPLICATION AND AMENDMENT FEES.....	13
9. MULTIPLE DISCHARGES AND CHANGE OF OWNERSHIP	14
10. CONDITIONS OF PERMITS	14
11. COSTS FOR PERMITS AND COMPLYING WITH ORDERS	15
12. TRANSITION: EXISTING PERMITS	16
PART IV: MAINTENANCE, MONITORING, AND RECORDS FOR WASTE DISCHARGE PERMITS.....	16
13. MAINTENANCE OF WORKS	16
14. PREVENTATIVE MEASURES IN CASE OF ACCIDENTAL DISCHARGE	16
15. MONITORING OF DISCHARGES	17
16. RECORDS RETENTION.....	18
PART V: SPILL NOTIFICATION.....	18
17. PERSONS TO CONTACT	18
18. INFORMATION TO THE SEWAGE CONTROL MANAGER.....	18
19. IMMEDIATE ACTIONS.....	19
PART VI: FAILURE TO COMPLY	19
20. FAILURE TO COMPLY.....	19
PART VII: WASTE DISCHARGE PERMIT CLASSIFICATION LEVELS.....	19
21. CLASSIFICATION LEVELS.....	19
PART VIII: SPECIAL ARRANGEMENTS FOR WASTE DISCHARGE PERMITS	20
22. SPECIAL ARRANGEMENT.....	20
PART IX: POWERS OF THE SEWAGE CONTROL MANAGER AND OFFICERS	20
23. POWERS REGARDING THIS BYLAW AND OTHER ENACTMENTS	20
PART X: SANI-DUMPS.....	20
24. SANI-DUMP REQUIREMENTS	20
25. TRANSITION: SANI-DUMPS	21
PART XI: WASTES FROM ALL NON-RESIDENTIAL PROPERTIES	21

26.	WASTE FROM ALL NON-RESIDENTIAL PROPERTIES	21
27.	FAILURE TO INSTALL CONTROL WORKS	21
28.	TRANSITION: NON-RESIDENTIAL PROPERTIES	21
PART XII: OFFENCES AND PENALTIES		21
29.	OFFENCE AND MAXIMUM PENALTY	21
30.	RECURRING AND CONTINUING OFFENCES	22
31.	OTHER REMEDIES	22
PART XIII: REVIEW OF SEWAGE CONTROL MANAGER'S DECISION		22
32.	REQUEST FOR REVIEW	22
33.	EXTENSION	22
34.	INITIAL REVIEW	22
35.	MEDIATOR	22
36.	COSTS OF MEDIATION	22
37.	UNRESOLVED MEDIATION	22
38.	DECISION OF THE SEWAGE CONTROL MANAGER	23
39.	TIME TO RESPOND	23
40.	CONTINUATION OF OPERATIONS DURING REVIEW	23
41.	RIGHT OF APPEAL	23
PART XIV: GENERAL		23
42.	OTHER ENACTMENTS	23
43.	AUTHORITY OF THE BOARD	23
44.	SCHEDULES	23
45.	SEVERABILITY	24
46.	HEADINGS AND TABLE OF CONTENTS	24
47.	REPEAL	24
SCHEDULE 'A': PROHIBITED WASTE		25
SCHEDULE 'B': RESTRICTED WASTE		27
SCHEDULE 'C': WASTE DISCHARGE PERMIT APPLICATIONS		29
SCHEDULE 'D': WASTE DISCHARGE FEE CLASSIFICATION LEVELS AND RATES		30
SCHEDULE 'E': SANI-DUMP REGISTRATION		31
SCHEDULE 'F': NOTICE OF REVIEW REQUEST		32

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1730

**A BYLAW TO REGULATE THE DISCHARGE OF WASTE INTO ALL
SEWERS CONNECTED TO SEWAGE TREATMENT FACILITIES
OPERATED BY THE REGIONAL DISTRICT OF NANAIMO**

WHEREAS on January 8, 1998, the Lieutenant Governor in Council designated the Regional District of Nanaimo (the “Regional District”) as a sewage control area under section 29 of the *Environmental Management Act*;

AND WHEREAS under section 29 of the *Environmental Management Act*, the Board of the Regional District appointed a Sewage Control Manager and Sewage Control Officers;

AND WHEREAS under section 30 of the *Environmental Management Act*, the Board of the Regional District may make bylaws respecting the direct or indirect discharge of wastes into any sewer or drain connected to a sewage treatment facility operated by the Regional District;

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

PART I: INTERPRETATION

1. APPLICATION

This Bylaw applies to any discharge of waste into any sewer or drain connected to a sewage treatment facility that is operated by the Regional District.

2. CITATION

This Bylaw may be cited for all purposes as “Regional Sewage Source Control Bylaw No. 1730, 2015”.

3. DEFINITIONS

The following terms, words and phrases when used in this Bylaw shall have the meanings set forth in this section, whether appearing in capital or lower case form. If not defined below, the words and phrases used in this Bylaw shall have their common and ordinary meanings to the degree consistent with the technical subjects in this Bylaw.

AFFECTED PERSON

means a person affected by a decision, order, or requirement of the Sewage Control Manager.

AIR

means the atmosphere but, except in a sewer or a sewage facility or as the context may otherwise require, does not include the atmosphere inside a constructed enclosure that is not open to the weather.

AIR CONTAMINANT

means any substance or odour whether gaseous, liquid, solid or a combination that is emitted into the air and that:

- (1) injures or is capable of injuring the health or safety of a person,
- (2) injures or is capable of injuring property or any life form,
- (3) interferes or is capable of interfering with visibility,
- (4) interferes or is capable of interfering with the normal conduct of business,
- (5) causes or is capable of causing material physical discomfort to a person, or
- (6) damages or is capable of damaging the environment.

APPLICANT

means any person making an application, or a person authorized by a property or business owner to make an application on behalf of the owner, and shall become responsible for the discharge if the application is successful.

APPLICATION

means a request for one of the following:

- (1) a Permit;
- (2) an amendment, addition, or deletion of a term or condition of a Permit;
- (3) a change to the activity that is the subject of a Permit;
- (4) a renewal of a Permit.

APPROVAL

means the consent, in writing, of the Sewage Control Manager.

AUTHORIZED DISCHARGER

means the owner of the waste to be discharged or the person otherwise responsible for a discharge made under a Permit.

BETX

means benzene, ethyl benzene, toluene, xylenes

BIOMEDICAL WASTE

has the same meaning as defined in the *Hazardous Waste Regulation*.

BIOSOLIDS

means stabilized sewage sludge resulting from a wastewater treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled in accordance with the requirements of the *Organic Matter Recycling Regulation*.

BOARD

means the Board of Directors of the Regional District of Nanaimo.

BOD

means Biochemical Oxygen Demand, being the quantity of oxygen utilized in the biochemical oxidation of organic substances under standard laboratory procedures in 5 days at 20 degrees Celsius expressed in milligrams per litre, as determined by the appropriate procedure in Standard Methods.

CHLORINATED PHENOLS

means the chlorinated derivatives of phenols and as determined by the appropriate procedure described in Standard Methods.

CLASSIFICATION LEVEL

means the classification given to a discharge by the Sewage Control Manager based on the discharge's strength, as described in Schedule 'D'.

CLASSIFICATION RATE

means a rate listed in Schedule 'D' used to determine the cost to discharge non-domestic wastes.

COD

means Chemical Oxygen Demand, being a measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by a strong chemical oxidation, as determined by the appropriate procedure in Standard Methods.

COMBINED SEWER

means a sewer designed for the collection and transmission of uncontaminated water, wastewater, and stormwater.

COMPOSITE SAMPLE

means a sample of waste which is composed of equivalent portions of a specified number of grab samples collected manually or automatically at the same sampling point, at specified times or flow intervals during a specified sampling period.

CONTAMINANT

means any substance, whether dissolved or suspended, or any wastewater quality parameter that, when present above a certain concentration in wastewater:

- (1) injures or is capable of injuring the health or safety of a person;
- (2) injures or is capable of injuring property or any life form;
- (3) interferes or is capable of interfering with the proper operation of a sewer or sewage facility;
- (4) causes or is capable of causing material physical discomfort to a person; or
- (5) damages or is capable of damaging the environment.

CONTROL WORKS

means any device, equipment, process, or method used to separate, treat, remove, or otherwise prevent restricted or prohibited waste from entering or forming part of a discharge, including, but not limited to, traps, interceptors, filters, and separators.

DISCHARGE

noun. means any substance that is directly or indirectly introduced into a sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means;

verb. means to directly or indirectly introduce a substance into a sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means.

DISCHARGE POINT

means the location at which a discharge enters a sewer system.

DOMESTIC SEWAGE

means sewage produced on a residential premises, or sanitary sewage and wastewater resulting from the ordinary use of showers and restroom washbasins on a non-residential property.

ENACTMENT

means any act, regulation, bylaw, order, or authorization, including any amendments or replacements, by a federal, provincial, regional or municipal government or their authorized representatives.

GRAB SAMPLE

means a sample of waste collected at a particular time and place.

GROUND WATER

means water in a saturation zone or stratum beneath the surface of land or below a surface water body.

HAZARDOUS WASTE

has the same meaning as defined in the *Hazardous Waste Regulation*.

HIGH VOLUME DISCHARGE

means any discharge in excess of ten cubic metres per day (10m³/day) or three-hundred cubic metres over any consecutive thirty day period (300m³/30 consecutive days), but not including water from a pool.

INFLOW AND INFILTRATION

means water that enters a municipal wastewater collection system:

- (1) directly from a storm water connection (inflow),
- (2) indirectly through the land (infiltration), or
- (3) through both (A) and (B).

IMPROVEMENT DISTRICT

means an improvement district incorporated under the *Local Government Act*.

MONITORING POINT

means an access point to a sewer, private drainage system, or other sewer for the purpose of:

- (1) measuring the rate of flow or volume of wastewater being discharged from a premises;
- (2) collecting representative samples of wastewater being discharged from a premises.

MUNICIPALITY

means any participating member city, town, district, or other incorporated area of the Regional District of Nanaimo incorporated as a municipality or the Regional District of Nanaimo itself.

NON-DOMESTIC SEWAGE

means all sewage except domestic sewage, storm water, trucked liquid waste, and uncontaminated water.

NUCLEAR SUBSTANCE

has the same meaning as defined in the *Nuclear Safety and Control Act*.

OCCUPIER

in respect of property has the same meaning as defined in the *Community Charter*.

OFFICER

means a sewage control officer or a bylaw enforcement officer of the Regional District, as applicable.

OIL AND GREASE

means *n*-Hexane extractable matter as described in Standard Methods and includes, but is not limited to, hydrocarbons, esters, fats, oils, waxes, and high-molecular weight carboxylic acids.

ORDER

means an order issued by the Sewage Control Manager.

OWNER

means:

- (1) in respect of property, has the same meaning as defined in the *Community Charter*;
- (2) in respect of business, means the owner, director, manager, president, or person who may otherwise act on behalf of a business;
- (3) in respect of waste, means the person who produces, discharges, carries, possesses, or is otherwise responsible for that waste.

PCB

means any monochlorinated, dichlorinated, or polychlorinated biphenyl or any mixture that contains one or more of these.

PERMIT

see "WASTE DISCHARGE PERMIT".

PESTICIDE

has the same meaning as defined in the *Integrated Pest Management Act*.

pH

means the expression of the acidity or basicity of a solution as defined and determined by the appropriate procedure described in Standard Methods.

PHENOLS

means the hydroxy derivatives or aromatic hydrocarbons as determined by the appropriate procedure described in Standard Methods.

POLYCYCLIC AROMATIC HYDROCARBONS (PAH)

means the total of all of the following polycyclic aromatic hydrocarbons: Acenaphthene, acenaphthylene, anthracene, benzo(a)anthracene, benzo(a)pyrene, benzo(b)fluoranthene, benzo(g,h,i,)perylene, benzo(k)fluoranthene, chrysenes, dibenzo(a,h)anthracene, fluoranthene, fluorene, indeno(1,2,3-cd)pyrene, methylnaphthalene, naphthalene, phenanthrene, pyrene.

POOL

means any water receptacle used for swimming or as a bath or hot tub designed to accommodate more than one bather at a time or designed for decorative purposes.

PREMISES

means any land or building or both or any part thereof.

PRIVATE DRAINAGE SYSTEM

means a privately owned assembly of pipes, fittings, fixtures, traps, and appurtenances that is used to convey wastewater, uncontaminated water, storm water, or foundation drainage to a sewer, sewage facility, or a private wastewater disposal system.

PROHIBITED WASTE

means Prohibited Waste as defined in Schedule 'A' of this Bylaw.

RECREATIONAL VEHICLE WASTE

means sanitary sewage accumulated in a holding tank in a trailer, camper, transportable housing unit, manufactured home, bus, aircraft, boat, houseboat, long-haul truck with on-board personal lavatory fixtures, or similar vehicle, but specifically excludes wastes carried in trucked liquid waste hauling trucks.

REGIONAL DISTRICT

means the Regional District of Nanaimo.

RESIDENTIAL PROPERTY

means a property classified as "Class 1" by BC Assessment.

RESTRICTED WASTE

means Restricted Waste as defined in Schedule 'B' of this Bylaw.

SANI-DUMP

means any facility that is used or may be used for the discharge of recreational vehicle waste to a sewer.

SANITARY SEWAGE

means human excreta and waterborne waste from the non-commercial and non-industrial preparation and consumption of food and drink, dishwashing, bathing, showering, and general household cleaning and laundry.

SANITARY SEWER

means a sewer which carries sanitary sewage but which is not intended to carry storm water, ground water, or uncontaminated water.

SEAWATER

means any water from a marine environment.

SEWAGE

means the composite of water wastes and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source.

SEWAGE CONTROL MANAGER

means the Sewage Control Manager appointed by the Board, or a person appointed by the Board as her or his deputy, under the *Environmental Management Act*.

SEWAGE CONTROL OFFICER

means a Municipal Sewage Control Officer appointed by the Board under the *Environmental Management Act*.

SEWAGE SLUDGE

means the removed material resulting from chemical treatment, coagulation, flocculation, sedimentation, flotation, or biological oxidation of sewage.

SEWAGE TREATMENT FACILITY

means works operated by the Regional District to treat, store, utilize, or discharge sewage.

SEWER

means all pipes, conduits, drains, pumping stations, and other equipment and facilities, owned or otherwise under the control or jurisdiction of the Regional District or a municipality for the purpose of providing sewage collection, conveyance, treatment, or disposal.

SHARPS

means hypodermic needles, hypodermic syringes, blades, broken glass, and any devices, instruments or other objects which have acute rigid corners, edges or protuberances.

SLUDGE

means sewage containing more than 0.5% total solids.

STANDARD METHODS

means the latest edition of "Standard Methods for the Examination of Water and Wastewater" jointly prepared and published from time to time by the American Public Health Association, American Water Works Association, and the Water Environment Federation.

STORM SEWER

means a sewer for the collection and transmission of storm water.

STORM WATER

means water resulting from natural precipitation from the atmosphere, including water from inflow and infiltration.

SUBSTANCE

includes any solid, liquid, or gas.

SUSPENDED SOLIDS

means the portion of total solids retained by a filter, as determined by the appropriate procedure in Standard Methods.

TRUCKED LIQUID WASTE

means any waste that originates from any plumbing fixtures or works that are not directly and permanently connected to a sewer system, including, but not limited to, holding tank waste, septic tank waste, pit toilet waste, chemical toilet content, and other sludge of organic or inorganic origin, specifically excluding recreational vehicle wastes.

TRUCKED LIQUID WASTE HAULING TRUCK

means any vehicle that collects trucked liquid waste for the purposes of transporting and disposing of that waste.

UNCONTAMINATED WATER

means any water excluding storm water or ground water but including cooling water and water from municipal waterworks or a private water supply to which no contaminant has been added as a consequence of its use or to modify its use by any person.

WASTE

means any substance that is or is intended to be discharged or discarded, including sewage.

WASTE DISCHARGE PERMIT

means a Waste Discharge Permit of any Classification Level issued by the Sewage Control Manager under this Bylaw.

WASTEWATER

See "SEWAGE"

WATER

means any water including seawater, surface water, groundwater, and ice.

WATERWORKS

means any works owned or otherwise under the control or jurisdiction of the Regional District or one or more of its member municipalities or an improvement district that collects, treats, transports, or stores drinking water.

WORKS

includes:

- (1) a drain, sewer, or waste disposal system and their appurtenances including a sewage treatment plant, pumping station, or outfall;
- (2) a device, equipment, land, or a structure that:
 - (a) measures, handles, transports, stores, treats, or destroys waste or a contaminant; or
 - (b) introduces waste or a contaminant into the environment;
- (3) an installation, plant, machinery, equipment, land or a process that causes or may cause a release of a contaminant into the environment or is designed or used to measure or control the introduction of waste into the environment or to measure or control a contaminant;
- (4) an installation, plant, machinery, equipment, land or a process that monitors or cleans up a contaminant or waste.

4. PROVINCIAL AND FEDERAL ENACTMENTS REFERENCED

The following enactments are specifically referenced in this Bylaw and may be referred to as necessary. Any changes, amendments, or replacements to these enactments shall be deemed effective as applicable. This list is for reference purposes only and in no way alters, limits, or enlarges the intent or scope of these and other enactments and their application to this Bylaw.

Title	Level	Reference
<i>Community Charter</i>	Provincial	[SBC 2003, c.26]
<i>Environmental Management Act</i>	Provincial	[RSBC 1996, c.118]
<ul style="list-style-type: none"> ▫ <i>Hazardous Waste Regulation</i> ▫ <i>Organic Matter Recycling Regulation</i> ▫ <i>Spill Reporting Regulation</i> 		
<i>Fertilizers Regulations</i>	Federal	[RSC 1985, c.F-10]
<i>Integrated Pest Management Act</i>	Provincial	[SBC 2003, c.58]
<i>Local Government Act</i>	Provincial	[RSBC 1996, c. 323]
<i>Nuclear Safety and Control Act</i>	Federal	[SC 1997, c.9]
<i>Taxation (Rural Area) Act</i>	Provincial	[RSBC 1996, c.448]

PART II: ALL DISCHARGES TO SEWER

5. RESTRICTIONS

Unless a person has first obtained a Permit under this Bylaw that specifically allows otherwise, no person shall directly or indirectly discharge or allow or cause to be discharged into a sewer connected to a sewage treatment facility operated by the Regional District:

- (1) any prohibited waste, in any volume, as described in Schedule 'A';
- (2) any restricted waste, in any volume unless specified, as described in Schedule 'B';

- (3) any high volume discharge;
- (4) any uncontaminated water, in a volume greater than 2.0 m³/day;
- (5) any storm water or ground water, in any volume;
- (6) any trucked liquid waste, in any volume;
- (7) any recreational vehicle waste, in any volume, except at a sani-dump;
- (8) any water or substance for the purpose of diluting any non-domestic waste, in any volume.

6. MUNICIPALITIES

A municipality is not in violation of section 5 where there is a discharge contrary to one or more of the subsections by a third party without the knowledge of that municipality into a sewer or sewage treatment facility connected to a sewage treatment facility operated by the Regional District.

PART III: ALL WASTE DISCHARGE PERMITS AND ORDERS

7. APPLICATION FOR A PERMIT

- (1) An applicant must submit an application in the form and manner as described in Schedule 'C';
- (2) An application for an amendment to an existing Permit shall be made in the same manner as an application for a new discharge as described in section 7(1);
- (3) All information, drawings, and specifications provided by an applicant as part of the application must be accurate and true to the knowledge of the applicant;
- (4) All applications must be signed by the applicant;
- (5) The Sewage Control Manager or an Officer may require that an applicant submit additional information relevant to the application;
- (6) An applicant must file an application with the Regional District not less than ninety (90) working days prior to the date for which a Permit is required;
- (7) An applicant must not discharge or cause or allow to be discharged any waste that is the subject of an application before a Permit is issued by the Sewage Control Manager;
- (8) The Sewage Control Manager may reject an application that is incomplete, or that the Sewage Control Manager considers would contravene any enactment.

8. APPLICATION AND AMENDMENT FEES

An applicant shall pay the Application Fee or Amendment Fee prescribed as follows:

- (1) Any person applying for a new Permit or a renewal of an existing Permit must pay the Application Fee as set in Schedule 'C';

- (2) Any person applying for an amendment to an existing Permit must pay the Amendment Fee as set in Schedule 'C', unless the amendment is to revise or update any information that does not alter the nature, volume, strength, duration, physical location, or other characteristics of the discharge;
- (3) The Application Fee and Amendment Fee are non-refundable;
- (4) The Application Fee or Amendment Fee must be paid in full at the time that the application is made;
- (5) An application for which the Application Fee or Amendment fee is not paid will not be considered or reviewed.

9. MULTIPLE DISCHARGES AND CHANGE OF OWNERSHIP

- (1) If an applicant has multiple discharges that require a Permit, she or he must submit a separate application for each discharge;
- (2) If the Authorized Discharger changes, the existing Permit is terminated, and the new person responsible for the discharge must submit a new application for that discharge.

10. CONDITIONS OF PERMITS

The Sewage Control Manager may, when issuing or amending a Permit under this Bylaw or making an order under the *Environmental Management Act*, impose conditions and requirements on the Authorized Discharger or other person to whom the order is made as follows:

- (1) limit the quantity or frequency of the discharge, or the nature of the waste permitted to be discharged;
- (2) require the repair, alteration, maintenance, removal, or addition of works, or construction of new works to ensure that the discharge will comply with the Permit, order, this Bylaw, and any applicable enactment;
- (3) require that the Authorized Discharger or other recipient of an order, monitor the waste being discharged in the manner specified by the Sewage Control Manager and to provide accurate information concerning the discharge as requested by the Sewage Control Manager or Officer, including, but not limited to, routine maintenance check dates, cleaning and waste removal dates, and the means of disposal of accumulated wastes and waste treatment residuals;
- (4) require that the Sewage Control Manager be provided detailed plans and operating procedures for all existing facilities installed on the premises for the purpose of preventing accidental discharge;
- (5) require compliance with such other enactments as the Sewage Control Manager considers necessary or desirable in the circumstances;

- (6) require compliance by the Authorized Discharger or recipient of an order with other requirements as the Sewage Control Manager deems necessary or desirable;
- (7) prohibit transfer or assignment of a Permit without the Sewage Control Manager's consent in writing.

11. COSTS FOR PERMITS AND COMPLYING WITH ORDERS

- (1) All costs directly or indirectly incurred by obtaining, maintaining, amending, suspending, or terminating a Permit shall be borne by the Authorized Discharger or the recipient of an order;
- (2) The Authorized Discharger or other recipient of an order is responsible for any costs directly or indirectly incurred for remedying, remediating, repairing, or otherwise addressing the incident in respect of which the order is issued;
- (3) Any costs or charges under this Bylaw are separate from and in addition to any other charges or costs, including sanitary sewage discharge fees and any charges or costs issued under another bylaw or enactment;
- (4) The Authorized Discharger or recipient of an order shall pay the Waste Discharge Permit Regular Fee set out in Schedule 'D' in accordance with the appropriate Permit Classification Level;
- (5) For any Waste Discharge Permit Regular Fee:
 - (a) where the duration of the discharge is less than one (1) year, the Authorized Discharger shall be invoiced on the last day of the discharge,
 - (b) where the duration of the discharge is one (1) year or longer, the Authorized Discharger shall be invoiced annually,
 - (c) payment shall be due within thirty (30) days of the invoice date,
 - (d) any amount that remains unpaid thirty (30) days after the invoice date shall bear interest at the rate of one and one-quarter percent (1.25%) per month,
 - (e) any amount that remains unpaid by December 31st of the same year of the last day of the discharge shall be deemed to be taxes in arrears on the property concerned in accordance with the *Local Government Act*.
 - (f) If the Waste Discharge Permit Regular Fee is not paid within ninety (90) days of the invoice date, the subject Permit will be without effect.
- (6) The total Waste Discharge Permit Regular Fee shall be calculated by multiplying the Classification Rate stated in Schedule 'D', by the maximum volume (in cubic metres) of waste allowed to be discharged in one day as stated in the Permit, by the number of days the discharge is made (for any portion of that day);
- (7) No complaint of an error in any fee shall be considered and no adjustment of any error shall be made after a period of one (1) year has elapsed since the end of the period for

which such charge was made. After the termination of this period, all such charges shall be deemed to have been properly and correctly made.

12. TRANSITION: EXISTING PERMITS

Where a Permit was approved under Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1225, 2002 prior to the adoption of this Bylaw:

- (1) The Authorized Discharger is exempt from the Application Fee, Amendment Fee, and Waste Discharge Permit Regular Fee for the discharge described by the existing permit, but is liable to any charges or fees in the existing permit;
- (2) The discharge made under the existing permit shall not be deemed unlawful under this Bylaw provided that the discharge meets any applicable enactments that were active at the time the permit was issued;
- (3) The provisions of this Bylaw shall apply to any renewals or extensions of existing Permits as of the end date stated on the permit;
- (4) The provisions of this Bylaw shall apply to any discharges from the Authorized Discharger that are not described in the existing permit including any applications for new discharges;
- (5) This section applies to the discharges under an authorization issued before the date this Bylaw comes into effect as if the authorization were a permit for the purposes of this section.

PART IV: MAINTENANCE, MONITORING, AND RECORDS FOR WASTE DISCHARGE PERMITS

13. MAINTENANCE OF WORKS

- (1) It is a condition of the discharge of waste produced on property other than residential property into a sanitary sewer by an Authorized Discharger or the recipient of an order or who otherwise discharges waste that all measures be taken to keep all equipment and facilities maintained and in good repair as may be necessary to ensure compliance with the terms and conditions of this Bylaw, a Permit, or order;
- (2) No person shall discharge or allow or cause to be discharged into a sewer any non-domestic waste which has bypassed any control works authorized and required by the Sewage Control Manager or which is not otherwise in compliance with this Bylaw.

14. PREVENTATIVE MEASURES IN CASE OF ACCIDENTAL DISCHARGE

The Authorized Discharger or recipient of an order shall:

- (1) provide and maintain facilities to prevent accidental discharge or a discharge contrary to a Permit, order, or this Bylaw, such as containment, recovery, or neutralization facilities for substances which, if accidentally discharged, would constitute a type of discharge listed in section 5;

- (2) post, and keep posted, signs in conspicuous locations on the premises of the discharge, displaying the name and telephone number of the person to call as prescribed in this Bylaw in the event of accidental discharge of any waste listed in section 5, for the entire duration of the discharge;
- (3) inform employees, who may cause or discover the discharge of any wastes listed in section 5, of the procedures set out in Part V of this Bylaw.

15. MONITORING OF DISCHARGES

- (1) The Sewage Control Manager may, pursuant to section 29 of the *Environmental Management Act*, require that an Authorized Discharger shall, at her or his expense, install one or more monitoring points suitable for inspection, flow monitoring, and sample collection at locations determined by the Sewage Control Manager, to be constructed in accordance with plans approved by the Sewage Control Manager, and maintained in good working order by the Authorized Discharger;
- (2) The Authorized Discharger or the recipient of an order shall install a monitoring point in a manner and location that will provide an accurate point for measuring the volume and composition of wastewater discharged from the premises and that is not affected by any discharge of sanitary sewage from the premises, unless otherwise authorized by the Sewage Control Manager;
- (3) In the absence of a monitoring point installed under subsection (2), the point of discharge into a sewer or sewage treatment facility shall be the location determined by the Sewage Control Manager where there is access to the discharge for the purpose of sampling and flow monitoring;
- (4) Where a person is required to install a monitoring point under subsection (2), and the person does not comply with such requirement within sixty (60) days of being notified of the requirement by the Sewage Control Manager, the person shall inform the Sewage Control Manager of her or his inability to install the monitoring point and the Regional District may install or cause to be installed the monitoring point at that person's expense;
- (5) The Authorized Discharger or the recipient of an order shall ensure that all monitoring points, flow measuring devices, and other devices, including water meters, are accessible for inspection by the Sewage Control Manager or an Officer at all times;
- (6) The Sewage Control Manager may require that a person who is discharging waste into a sewer undertake sampling and analysis of the waste discharged;
- (7) All sampling and analysis required by the Sewage Control Manager shall be carried out in accordance with methods and procedures specific in Standard Methods or in a manner specified by the Sewage Control Manager;

- (8) Samples which are collected as a result of a requirement of the Sewage Control Manager shall be analyzed by an independent agency or by a laboratory authorized by the Sewage Control Manager;
- (9) All results from the sampling, testing, and analysis of the discharge must be submitted to the Sewage Control Manager or Officer without unreasonable delay.

16. RECORDS RETENTION

The Authorized Discharger or the recipient of an order shall:

- (1) retain and preserve for not less than seven (7) years after their creation, any records, books, documents, memoranda, reports, correspondence, and any and all summaries of such documents, relating to monitoring, sampling and chemical analysis required by the Sewage Control Manager, a Permit, or order;
- (2) retain and preserve all records which pertain to issues which are the subject of administrative action or any other enforcement or litigation activities by the Regional District until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired.

PART V: SPILL NOTIFICATION

17. PERSONS TO CONTACT

Any person who discharges waste or allows the discharge of waste into a sewer or a sewage treatment facility in contravention of any Permit, order, this Bylaw, or any other applicable enactment, immediately after becoming aware of the discharge, shall stop the discharge, and after reporting the discharge in accordance with the *Spill Reporting Regulation* shall immediately notify:

- (1) the Sewage Control Manager or an Officer by telephone and provide the information specified in section 18 of this Bylaw;
- (2) the owner and occupier of the premises; and,
- (3) any other persons whom the person reporting knows, or reasonably should know, may be directly affected by the discharge.

18. INFORMATION TO THE SEWAGE CONTROL MANAGER

A person to whom section 17 applies must provide the Sewage Control Manager with the following information:

- (1) identification of the premises where the discharge occurred;
- (2) location of the discharge;
- (3) name of the person reporting the discharge and telephone number, or numbers, where that person can be reached;

- (4) date, time, and duration of the discharge;
- (5) type and concentration of all substances discharged and any known associated hazards;
- (6) total weight or volume of the material discharged; and,
- (7) corrective action being taken, or anticipated to be taken, to control the discharge or to prevent a similar discharge.

19. IMMEDIATE ACTIONS

If safe to do so, a person who discharged or allowed a discharge of waste referred to in section 17 shall, as soon as that person becomes aware or reasonably should have become aware of the discharge, take all reasonable measures to:

- (1) confine, minimize, counteract, mitigate, remedy, and repair the effects of the discharge; and,
- (2) remove or otherwise dispose of the substance discharged in a manner consistent with this Bylaw and other applicable enactments.

PART VI: FAILURE TO COMPLY

20. FAILURE TO COMPLY

- (1) The Sewage Control Manager may suspend or revoke a Permit if an Authorized Discharger fails to comply with the terms, conditions, or limitations of:
 - (a) a Permit issued under this Bylaw,
 - (b) an order,
 - (c) this Bylaw, or
 - (d) any applicable enactment;
- (2) The Sewage Control Manager may withhold consent where a person or Authorized Discharger breaches a condition of a Permit, order, this Bylaw, or any applicable enactment.

PART VII: WASTE DISCHARGE PERMIT CLASSIFICATION LEVELS

21. CLASSIFICATION LEVELS

- (1) All discharges made under a Permit shall be classified as Level I, Level II, Level III, or Level IV;
- (2) The Classification Level of the discharge shall be based on the information provided in the Application and any samples of the discharge, and as ranked in Schedule 'D';
- (3) If the discharge's contaminant levels fall under separate Classification Levels, the higher Classification Level shall apply to the discharge;

- (4) The Authorized Discharger shall be responsible for all fees and provisions associated with the discharge's Classification Level.

PART VIII: SPECIAL ARRANGEMENTS FOR WASTE DISCHARGE PERMITS

22. SPECIAL ARRANGEMENT

If the Sewage Control Manager deems that the circumstances of a discharge require special or alternate provisions, the Sewage Control Manager may, in writing and in accordance with applicable enactments:

- (1) exempt the Authorized Discharger from one or more conditions of this Bylaw;
- (2) require that any additional or alternative conditions apply to the discharge.

PART IX: POWERS OF THE SEWAGE CONTROL MANAGER AND OFFICERS

23. POWERS REGARDING THIS BYLAW AND OTHER ENACTMENTS

- (1) Nothing in this Bylaw shall be interpreted as restricting the powers of the Regional District, a municipality, the Sewage Control Manager, or an Officer under the *Environmental Management Act* or any other applicable enactment of the Province of British Columbia or the Government of Canada;
- (2) The Sewage Control Manager, an Officer, or a Bylaw Enforcement Officer may enforce the provisions of this Bylaw.

PART X: SANI-DUMPS

24. SANI-DUMP REQUIREMENTS

The owner or occupier of a property other than a residential property, excluding a property owned by the Regional District or a municipality, that has a sani-dump connected to a sewer system must, at her or his sole expense:

- (1) register with the Regional District in accordance with Schedule 'E' within thirty (30) days of commencing operation;
- (2) only accept and discharge recreational vehicle wastes;
- (3) not accept or discharge wastes from trucked liquid waste hauling trucks;
- (4) not discharge or allow or cause to be discharged any wastes that do not meet the provisions of this Bylaw or any other applicable enactment;
- (5) keep all equipment and facilities maintained and in good repair as may be necessary to prevent and respond to spills and accidental discharges.

25. TRANSITION: SANI-DUMPS

The owner or occupier of a property that has a sani-dump that is in operation prior to the adoption of this Bylaw must register within one (1) year of this Bylaw being adopted.

PART XI: WASTES FROM ALL NON-RESIDENTIAL PROPERTIES

26. WASTE FROM ALL NON-RESIDENTIAL PROPERTIES

An owner or occupier of a property other than a residential property must, at her or his expense:

- (1) install any equipment or control works necessary to ensure that any wastes from the premises comply with this Bylaw;
- (2) maintain all equipment and devices described in subsection 26(1) in good repair as may be necessary to prevent accidental discharges;
- (3) ensure that any waste other than domestic waste does not bypass any equipment, control works, or devices described in subsection 26(1);
- (4) ensure that any wastes collected in or by the equipment, control works, or devices described in subsection 26(1) are disposed of at a facility that accepts and disposes of that type of waste.

27. FAILURE TO INSTALL CONTROL WORKS

If an owner or occupier of a property other than a residential property does not meet the provisions of section 26 of this Bylaw, the Sewage Control Manager may do one or more of the following:

- (1) require an owner or occupier of the property to obtain a Permit under this Bylaw;
- (2) issue an order;
- (3) take other enforcement steps authorized by law.

28. TRANSITION: NON-RESIDENTIAL PROPERTIES

The owner or occupier of a property other than a residential property that discharges wastewater to a sewer connected to a wastewater treatment facility operated by the regional district must meet the provisions of section 26 within one (1) year from the date that this Bylaw is adopted.

PART XII: OFFENCES AND PENALTIES

29. OFFENCE AND MAXIMUM PENALTY

A person who contravenes a provision of this Bylaw or a term or condition of a permit or an order or other requirement made or imposed under this Bylaw, is guilty of an offence and is liable to a penalty not exceeding \$10,000.

30. RECURRING AND CONTINUING OFFENCES

Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate penalties, each not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.

31. OTHER REMEDIES

Nothing in this Bylaw shall limit the Regional District from pursuing any other remedies that are otherwise available to the Regional District at law.

PART XIII: REVIEW OF SEWAGE CONTROL MANAGER'S DECISION

32. REQUEST FOR REVIEW

(1) A person affected by a decision, order, or requirement of the Sewage Control Manager may request a review within 21 working days of delivery of the decision, order, or requirement by delivery of the "Notice of Review Request" as described in Schedule 'F' to the Sewage Control Manager.

(2) For the purposes of this section a "working day" means Monday to Friday other than a statutory holiday or other day when the Regional District offices are not open for business.

33. EXTENSION

The Sewage Control Manager may extend the time for requesting a review either before or after the time has elapsed.

34. INITIAL REVIEW

The matter will be reviewed by the Sewage Control Manager, unless the person seeking the review requests that the matter be referred first to mediation.

35. MEDIATOR

Mediation shall be conducted by a party agreeable to the Affected Person and to the Sewage Control Manager, and, if the parties cannot agree, then each party shall appoint a representative and the representatives shall jointly select a mediator.

36. COSTS OF MEDIATION

The costs of mediation shall be borne equally by all parties involved.

37. UNRESOLVED MEDIATION

If mediation does not resolve the matter in dispute, the review shall proceed to the Sewage Control Manager.

38. DECISION OF THE SEWAGE CONTROL MANAGER

Upon considering the matter under review and the results of the mediation, if any, the Sewage Control Manager may:

- (1) confirm, reverse, or vary the decision, order, or requirement under review; and,
- (2) make any decision that the Sewage Control Manager considers appropriate.

39. TIME TO RESPOND

- (1) Any decision made by the Sewage Control Manager under section 38 must be communicated in writing to the Affected Person within ten (10) working days of receiving the written Notice of Review Request or the results of the mediation;
- (2) In the event that the Sewage Control Manager is absent from the office due to vacation, illness, disability, or other reason, a decision of the Sewage Control Manager may be delayed until ten (10) working days following the Sewage Control Manager's return;
- (3) The Sewage Control Manager may extend the time limits set out in section 39(1) and 39(2) for doing any of the things referred to in section 38.

40. CONTINUATION OF OPERATIONS DURING REVIEW

A request for a review does not operate as a stay or suspend the operation of the decision being reviewed unless the Sewage Control Manager orders otherwise.

41. RIGHT OF APPEAL

A review under this Bylaw will not prejudice any right of appeal, which a person may have under the *Environmental Management Act*.

PART XIV: GENERAL

42. OTHER ENACTMENTS

Nothing in this Bylaw shall be interpreted as relieving a person from complying with federal, provincial, regional, and municipal enactments governing the discharge of waste into sewers.

43. AUTHORITY OF THE BOARD

Where the Board has authority to direct that a matter or thing be done by a person, the Board may also direct that, if the person fails to take the required action, the matter or thing shall be done at the expense of the person in default in accordance with the *Local Government Act*. If action in default is taken, the Board may recover the expense from the person together with costs and interest at the rate prescribed under section 11 of the *Taxation (Rural Area) Act*, in the same manner as municipal taxes.

44. SCHEDULES

- (1) The schedules appended hereto shall be deemed to be an integral part of this Bylaw;

- (2) An employee of the Regional District may update, re-format, or edit any application, registration, or other form that accompanies a schedule as necessary, including both paper and digital forms, without an amendment to this Bylaw provided that the changes or edits made comply with this Bylaw.

45. SEVERABILITY

If any provision of this Bylaw is found to be invalid or unenforceable by a court of competent jurisdiction, it may be severed from the Bylaw, and such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions.

46. HEADINGS AND TABLE OF CONTENTS

The headings and the table of contents in this Bylaw are inserted for convenience of reference only and in no way limit, expand, or alter the contents of this Bylaw.

47. REPEAL

“Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1225, 2002” is hereby repealed.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany
"Regional Sewage Source Control Bylaw No.
1730, 2015".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A': PROHIBITED WASTE

Prohibited waste means any one (1) or more of the following, in any volume:

1. **HAZARDOUS WASTE** as defined by the *Hazardous Waste Regulation*.
2. **AIR CONTAMINANT WASTE**, meaning any waste, other than sanitary waste which, by itself or in combination with another substance is capable of creating, causing, or introducing an air contaminant outside any sewer or sewage facility or is capable of creating, causing, or introducing any air contaminant within any sewer or sewage facility which would prevent safe entry by authorized personnel.
3. **FLAMMABLE, COMBUSTIBLE, OR EXPLOSIVE WASTE**, meaning any waste which, by itself or in combination with another substance, is capable of causing or contributing to an explosion or supporting combustion in any sewer or sewage facility including, but not limited to gasoline, naphtha, propane, diesel, fuel, oil, kerosene, or alcohol.
4. **OBSTRUCTIVE WASTE**, meaning any waste which, by itself or in combination with another substance, is capable of obstructing the flow of or interfering with the operation or performance of any sewer or sewage facility including, but not limited to, sludge, earth, sand, sweepings, gardening or agricultural waste, ash, chemicals, paint, metal, glass, sharps, rags, wipes, cloth, tar, asphalt, cement-based products, plastic, wood, waste portions of animals, fish, or fowl, and solidified fat.
5. **CORROSIVE WASTE**, meaning any waste with corrosive properties which, by itself or in combination with any other substance, causes or may cause damage to any sewer or sewage facility or which may prevent safe entry by authorized personnel.
6. **HIGH TEMPERATURE WASTE**, meaning:
 - (1) any waste which, by itself or in combination with another substance, creates or will create heat in amounts which will interfere with the operation and maintenance of a sewer or sewage facility or with the treatment of waste in a sewage facility;
 - (2) any waste which will raise the temperature of waste entering any sewage facility to 40 degrees Celsius or more;
 - (3) any non-domestic waste with a temperature of 65 degrees Celsius or more.

7. **BIOMEDICAL WASTE**, including, but not limited to, any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and pathogens listed in “Risk Group 4” defined in “Laboratory Biosafety Guidelines” published by Health Canada.
8. **SPECIAL RISK ORGANIC WASTE**, meaning any substances that:
 - (1) are affected by bovine spongiform encephalopathy as defined by federal *Fertilizers Regulations*; or,
 - (2) are produced by the dissolving of remains.
9. **RADIOACTIVE WASTE**, meaning any waste containing nuclear substances that, at the point of discharge into a sewer, exceeds the limitations as established under the *Nuclear Safety and Control Act* and its Regulations.
10. **PCBs OR PESTICIDES**, meaning any waste containing PCBs or pesticides.
11. **PHARMACEUTICAL WASTE**, meaning any unused or unconsumed pharmaceutical substance, which, by itself or in combination with another substance, alters or may alter the chemical composition of treated effluent.
12. **CONTROL WORKS WASTE**, meaning any wastes accumulated in or collected by control works.
13. **ODOUROUS WASTE**, meaning any waste which, by itself or in combination with another substance, may cause offensive odour to emanate from sewage works or facilities, including hydrogen sulphide, carbon disulphide, other sulphur compounds, amines, or ammonia.
14. **MISCELLANEOUS WASTE**, meaning any substance which, by itself or in combination with another substance:
 - (1) constitutes or may constitute a significant health or safety hazard to any person, animal or vegetation;
 - (2) causes or may cause damage, pollution, or harm to any property or environment;
 - (3) causes or may cause any conveyance or treatment process to not comply with any requirement by or under any permits, laws, certifications, enactments, or any regulations governing the conveyance or treatment process;
 - (4) causes or may cause a discharge from a sewage treatment facility to contravene any requirement by or under any permits, laws, certifications, enactments, or any regulations governing the quality of the discharge;
 - (5) causes or may cause biosolids to fail criteria for beneficial land application use in British Columbia under the *Organic Matter Recycling Regulation*, or to fail any requirement of or under any other applicable permits, laws, certifications, enactments, or regulation governing the quality of biosolids.

Schedule 'B' to accompany
"Regional Sewage Source Control Bylaw No.
1730, 2015".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'B': RESTRICTED WASTE

Restricted waste means any one (1) or more of the following, in any volume unless otherwise specified:

- CONTAMINATED WASTE**, meaning any waste which, by itself or in combination with another substance, contains contaminants at or above the limits identified as follows:

Item	Limit [mg/L]
Biochemical Oxygen Demand	300.00
Chemical Oxygen Demand	600.00
Oil and Grease, total	100.00
Total Suspended Solids	350.00
BETX	1.00
Chlorinated Phenols	0.05
Polycyclic Aromatic Hydrocarbons	0.05
Phenols	1.00
Petroleum Hydrocarbons	15.00
Arsenic	0.20
Cadmium	0.10
Chromium	5.00
Cobalt	5.00

Item	Limit [mg/L]
Copper	1.00
Cyanide	1.00
Iron	50.00
Lead	0.50
Manganese	5.00
Mercury	0.05
Molybdenum	5.00
Nickel	1.00
Silver	2.00
Sulphate	1500.00
Sulphide	1.00
Zinc	3.00

- All concentrations expressed are total concentrations, which include all forms of the contaminant, whether dissolved or undissolved.
 - The concentration limits expressed apply to both grab and composite samples.
 - Contaminant definitions and methods of analysis to determine concentration limits are outlined in Standard Methods, or, where the Sewage Control Manager considers that the methods prescribed in Standard Methods are insufficient or inappropriate, as specified by the Sewage Control Manager.
- ACIDIC OR ALKALINE WASTE** meaning any non-domestic waste which, at the point of discharge into a sewer, has a pH lower than 5.5 or higher than 10.0, as determined by either a grab or a composite sample
- NON-DOMESTIC FOOD WASTE** meaning any non-domestic waste from cooking and handling of food that, at the point of discharge into a sewer, contains particles larger than 0.50 centimetres in any dimension.

4. **DYES AND COLOURING MATERIALS** meaning any dyes or colouring materials which may pass through a sewage treatment facility and discolour the effluent from a sewage treatment facility except where the dye is used by the Regional District, or one of the municipalities, as a tracer.
5. **SEAWATER** meaning any water from a marine environment.

Schedule 'C' to accompany
"Regional Sewage Source Control Bylaw No.
1730, 2015".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'C': WASTE DISCHARGE PERMIT APPLICATIONS

All applications for a Waste Discharge Permit shall be made in the manner and include the information prescribed in this schedule:

1. APPLICATION AND AMENDMENT FEES

The application and amendment fees are set as follows:

WASTE DISCHARGE PERMIT APPLICATION AND AMENDMENT FEES	
Application Fee	\$500.00
Amendment Fee	\$250.00

2. APPLICATION FORM

The application form must request from the Applicant, at least the following information:

- (1) Applicant information including her or his name and current contact information;
- (2) Emergency contact information for the Applicant or designated emergency contact;
- (3) Business information including the business name, type, and location;
- (4) Location of the discharge, if different from the information provided in section 2(B) of this schedule;
- (5) A summary of effluent discharge characteristics for the applicant to provide detailed information regarding the characteristics of the discharge, including, but not limited to, the duration, volume, frequency, and quality;
- (6) The number and type of connections from the site;
- (7) Each source of wastewater, detailing their specific locations and any control works;
- (8) Any site plans and drawings, detailing any property lines, buildings, connections, sewer lines, and any other information requested in the application form;
- (9) Declaration, where the application must be signed by the applicant.

The application form shall also include:

- (1) The Regional District's current address and contact information;
- (2) Information on how to obtain a copy of this Bylaw.

Schedule 'D' to accompany
"Regional Sewage Source Control Bylaw No.
1730, 2015".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'D': WASTE DISCHARGE FEE CLASSIFICATION LEVELS AND RATES

The Waste Discharge Permit Classification Levels and Regular Fees shall be determined in accordance with this Bylaw and with the information provided in the following table:

CLASSIFICATION LEVEL	CONTAMINANTS RANGE		CLASSIFICATION RATE
Level I	BOD	up to 300 mg/L	\$0.8279
	COD	up to 600 mg/L	
	Oil & Grease	up to 100 mg/L	
	TSS	up to 350 mg/L	
Level II	BOD	300 to 600 mg/L	\$1.6558
	COD	600 to 1,200 mg/L	
	Oil & Grease	100 to 200 mg/L	
	TSS	350 to 700 mg/L	
Level III	BOD	600 to 1,200 mg/L	\$3.3116
	COD	1,200 to 2,400 mg/L	
	Oil & Grease	200 to 400 mg/L	
	TSS	700 to 1,400 mg/L	
Level IV	BOD	above 1,200 mg/L	\$4.9674
	COD	above 2,400 mg/L	
	Oil & Grease	above 400 mg/L	
	TSS	above 1,400 mg/L	

Schedule 'E' to accompany
"Regional Sewage Source Control Bylaw No.
1730, 2015".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'E': SANI-DUMP REGISTRATION

All registrations for the sani-dump registration shall be made in the manner and include the information prescribed in this schedule:

REGISTRATION FORM

The sani-dump registration form must request from the registrant at least the following information:

- (1) Business owner's full name and current contact information;
- (2) Civic address of the property where the sani-dump is located;
- (3) Number of sani-dumps located on the property;
- (4) Signature line for the business owner's signature.

The registration form shall also include the Regional District's current address and contact information.

Schedule 'F' to accompany
"Regional Sewage Source Control Bylaw No.
1730, 2015".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'F': NOTICE OF REVIEW REQUEST

All Notice of Review Requests shall be made in the manner and include the information prescribed in this schedule:

NOTICE OF REVIEW REQUEST FORM

The Notice of Review Request form must request from the Affected Person at least the following information:

- (1) Full and current contact information of the Affected Person;
- (2) Description of the decision to be reviewed and an attachment of a copy of the decision;
- (3) Reason for the review request;
- (4) Whether the Affected Person wishes for the review request to be completed by the Sewage Control Manager or by Third Party Mediation;

The Notice of Review Request form shall also include:

- (1) The contact information of the Regional District;
- (2) A note informing the Affected Person that she or he may be entitled to a time-limited statutory right of appeal to the Environmental Appeal Board under the *Environmental Management Act*, and to consult a copy of the *Environmental Management Act* for further details.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1418.04

A BYLAW TO AMEND REGIONAL DISTRICT OF
NANAIMO BYLAW ENFORCEMENT TICKET
REGULATION BYLAW NO. 1418, 2005

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005” to include “Regional Sewage Source Control Bylaw No. 1730, 2015”;

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

1. **Citation:**

This Bylaw may be cited as “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015.”

2. **Amendments:**

“Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005” is amended as follows:

(1) By adding the following to the list in Schedule 1, formatted accordingly:

Column I Designated Bylaws	Column II Designated Bylaw Enforcement Officers
21. Regional Sewage Source Control Bylaw No. 1730, 2015	Sewage Control Manager Municipal Sewage Control Officers Bylaw Enforcement Officers

(2) By adding Schedule 22, as appended to this bylaw as Schedule 22.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

CHAIRPERSON

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO
 BYLAW ENFORCEMENT TICKET REGULATION
 BYLAW NO. 1418, 2005**

SCHEDULE 22

Column I	Column II	Column III
Regional Sewage Source Control Bylaw No. 1730, 2015	Section of Bylaw 1730	Amount of Fine
1. Discharge of prohibited waste w/o permit	5(1)	\$2,500.00
2. Discharge of restricted waste w/o permit	5(2)	\$1,000.00
3. High volume discharge w/o permit	5(3)	\$500.00
4. Discharge of uncontaminated water over 2.0m ³ /day w/o permit	5(4)	\$250.00
5. Discharge of storm water or ground water w/o permit	5(5)	\$250.00
6. Discharge of trucked liquid waste w/o permit	5(6)	\$250.00
7. Discharge of recreational vehicle waste w/o permit	5(7)	\$100.00
8. Discharge of substance for dilution w/o permit	5(8)	\$250.00
9. Failure to meet term or condition of permit	10	\$500.00
10. Failure to install control works	26(1)	\$250.00

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1737

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

WHEREAS “Southern Community Sewer Service Area Development Cost Charges Bylaw No. 1547, 2009” established a development cost charge reserve fund for the purposes of the expansion and improvement of the Greater Nanaimo Pollution Control Centre and related infrastructure systems;

AND WHEREAS under section 935(5) of the *Local Government Act*, authority to make payments from the reserve fund must be authorized by bylaw;

AND WHEREAS the Regional Board of the Regional District of Nanaimo approved the use of the reserve fund for the purpose of the construction of the Greater Nanaimo Pollution Control Centre’s marine outfall, and the purpose is deemed eligible as a reserve fund expenditure;

AND WHEREAS the estimated amount to be expended is \$7,600,000;

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

Citation

This bylaw may be cited as the “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015.”

Amendments

1. That the sum of seven-million-six-hundred--thousand dollars (\$7,600,000) is hereby appropriated for the purpose of the construction of the Greater Nanaimo Pollution Control Centre’s marine outfall; and,
2. That should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the reserve fund;

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 867.07

A BYLAW TO AMEND THE BOUNDARIES OF THE
NANOOSE BAY PENINSULA WATER SERVICE AREA

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Peninsula Water Service, pursuant to Bylaw No. 867, cited as "Nanoose Bay Peninsula Water Service Area Establishment Bylaw No. 867, 1992";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Remainder of Lot 3, District Lot 69, Nanoose Land District, Plan 29941 Except Those Parts in Plan EPP51762; and
- Lot 'A', District Lot 69, Nanoose Land District, Plan EPP51762;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

"Nanoose Bay Peninsula Water Service Area Establishment Bylaw No. 867, 1992" is amended as follows:

By amending Schedule 'A' of Bylaw No. 867 to add the lands outlined in black on Schedule 'B' of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.07, 2015".

Introduced and read three times this 24th day of November, 2015.

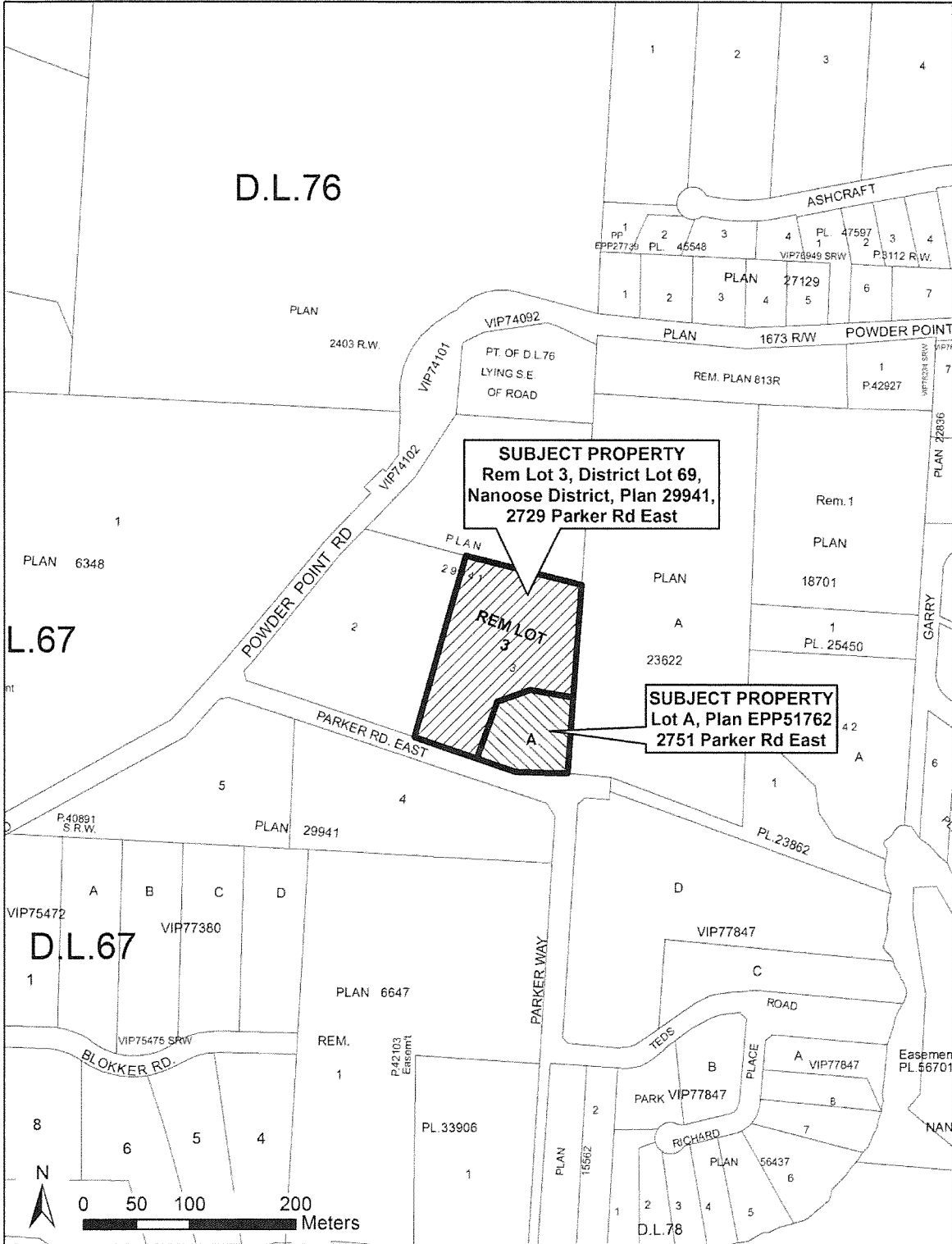
Adopted this ___ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1049.08

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NANOOSE BAY BULK WATER SUPPLY
LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Bulk Water Supply Service, pursuant to Bylaw No. 1049, cited as “Nanoose Bay Bulk Water Supply Local Service Area Establishment Bylaw No. 1049, 1996”;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the lands shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Remainder of Lot 3, District Lot 69, Nanoose Land District, Plan 29941 Except Those Parts in Plan EPP51762; and
- Lot 'A', District Lot 69, Nanoose Land District, Plan EPP51762;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

“Nanoose Bay Bulk Water Supply Local Service Area Establishment Bylaw No. 1049, 1996” is amended as follows:

By amending Schedule ‘A’ of Bylaw No. 1049 to add the lands outlined in black on Schedule ‘B’ of this bylaw.

2. Citation

This bylaw may be cited for all purposes as “Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.08, 2015”.

Introduced and read three times this this ____ day of _____, 2015.

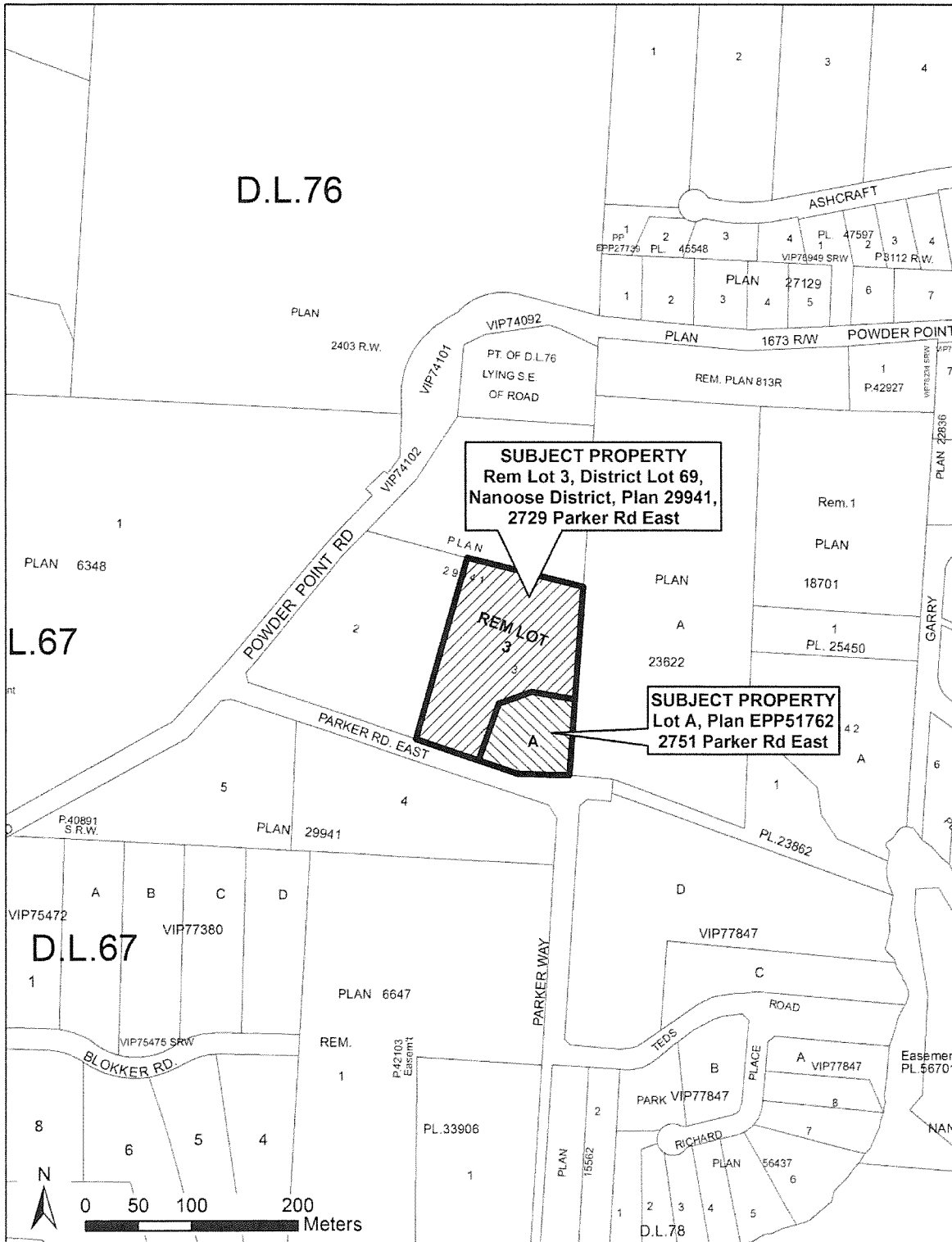
Adopted this ____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY OCT. 21, 2015
7:00PM
(Nanoose Place)

Attendance: Director Bob Rogers - Chair
Peter Law – Secretary
Gordon Wiebe
Vicki Voros
Debbie Mitchell
Diana Young

Staff: Lesya Fesiak, Parks Planner
Wendy Marshall, RDN Parks Manager

CALL TO ORDER

Director Rogers called the meeting to order at 7:00pm

DELEGATIONS

Moved G. Wiebe, Seconded D. Young to receive a late delegation

CARRIED

Mike and Shirley Kosich – Re: Commercial Operators Use of Wall Beach

The Kosich's have a residence adjacent to the beach, and expressed a concern about the number of commercial operations that are accessing the beach from a road end at Seahaven Drive (E58). They are concerned that these operators are not recognizing the impacts they are having on the beach (garbage) and local street congestion (parking).

Director Rogers noted that he along with RDN staff attended a meeting last month with RCMP and MOTI concerning a similar complaint from local residents about commercial operations staging out of the Jib Road end (E50). He stated that RDN has no jurisdiction or bylaws with regards to Commercial Operators and the use of MoTI road ends in our area. He indicated that a public meeting is being planned sometime in the near future to allow for community feedback on this issue.

MINUTES

MOVED D. Young, SECONDED D. Mitchell that the Minutes of the Regular Meeting of the Nanoose Bay (Area E) POSAC held May 27, 2015 be approved.

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trails Projects (May 2015 to Sept 2015)

Moved G. Wiebe, Seconded V. Voros that the Monthly Update of Regional and Community Parks and Trails Project May 2015 to Sept 2015 be received.

CARRIED

District 69 Recreation Commission Report – Verbal Update

G. Wiebe provided a summary of issues being discussed at the Commission.

Fairwinds Regional Parks Management Plan – Verbal Update

Ms. Fesiak stated that the final Fairwinds Park Management Plan was submitted to the RDN Board who voted on June 23rd to “approve the Plan in principle”, pending the completion of an approved “Enos Lake Protection Plan”. The RDN Board has approved a new name: Qwiyluss Regional Park.

Claudet Community Park –Verbal Update

Members of POSAC were given a tour of the site prior to the meeting. A map of the park amenities was handed out.

Director Rogers provided a brief summary about work that has been undertaken in this park over the past few months. Work completed to date includes removal of trees along NWB Road, a trail circuit and building a parking area. Project costs are through Community Works Funds and not the Area E Community Parks budget. Future work includes posting of two signs and placement of a fence to protect eco- sensitive areas.

MOVED D. Young, SECONDED V. Voros that a split rail (type) fence be placed around the perimeter of the new parking lot at Claudette Community Park.

CARRIED

Blueback Community Park – Verbal Update

A map showing proposed drainage for the Blueback Park was tabled.

Ms. Marshall provided members with an update on this project. Clearing of vegetation occurred in early summer on the site. Upon completion of this phase, the contractor ran into major site drainage issues. An expert was hired to design a drainage plan which has caused some delays in project completion. Due to the wet-site conditions, and added cost of drainage planning and installation, the proposed project costs (as of May 2015) have risen.

Director Rogers indicated that if this project has a budget shortfall, he will request Community Works funds be allocated to complete this high profile project.

Stone Lake Community Park – Verbal Update

Ms. Fesiak provided a brief update concerning the “restoration” of this community park that was impacted from landowner who ignored a setback.

G. Wiebe raised a concern about new RDN parks signs that were recently installed at the park. His concern is that they seem to convey a negative or "intrusive" message, due to the size of the signage and what is "not allowed". Ms. Marshall noted that the signs meet RDN park standards.

Directors Report – Verbal Update

Director Rogers indicated that this was a busy period for him, especially on the Claudet Park file.

MOVED G. Wiebe, SECONDED D. Mitchell that the verbal reports be received.

CARRIED

New Business

Finalization of the 5 Year Parks Project Plan (2015 - 2019)

A table was provided at the meeting.

A subcommittee was formed after the May POSAC meeting. Members included: P. Law, V. Voros and D. Mitchell.

P. Law (on behalf of the subcommittee) provided a brief commentary about how the subcommittee met to develop park projects and how they prioritized them. A field visit by committee members, lead to a final list of the high priority projects that were submitted to RDN parks staff in June 2015.

All POSAC members participated in a review of the (proposed) 5 Year Project Plan.

MOVED D. Mitchell, SECONDED G. Wiebe that the proposed "Oakleaf Park" plan be deemed the highest priority for funding in 2016.

CARRIED

Ms. Fesiak indicated she would take the 5-Year Project spreadsheet, submitted by the Committee and generate a "Draft 5-Year Project Plan".

Director Rogers requested the draft 5 Year Project Plan "not include" the following categories:

- CPTS Project Suggestions
- Additional Project Suggestions

The project list should be simplified to include just "High and Medium" projects.

MOVED D. Young; SECONDED V. Voros that staff aim to simplify the 5 Year Park Plan spreadsheet by removing CPTS Project Suggestions and Additional Project Suggestions.

CARRIED

BUSINESS ARISING FROM DELGATIONS OR COMMUNICATIONS

Director Rogers suggested that the 5 Year Project Plan should identify some Park Planner time/resources to the subject of "road end" management options. The members generally agree that this issue, which seems to be unique to Area E, be scoped into parks planner workplan.

COMMENTS FROM PUBLIC

Director Rogers invited anyone in attendance to ask questions about Community Parks issues.

Ross Peterson - provided a comment to Committee members that the "Road End" issue – Public Access and Commercial Operator use, is not new to Area E. There was a review of this issue 10 years ago. He asked that the file be reviewed before any further time is expended on this issue.

ADJOURNMENT

MOVED G.Wiebe, SECONDED D. Mitchell that the meeting be adjourned at 9:00 pm.

Chairperson

RDN Electoral Area 'E' Community Parks 5-Year Project Planning: 2015-2019 PLANNING WORKSHEET

February 2015

A suggested schedule for completion of each phase of the process is presented in the following chart.

This schedule is provided for planning purposes only and is subject to change to accommodate changing community priorities, staff resources and fundraising efforts.

🕒 current year project

	Park Code	Budget Notes	General Notes
Ongoing Projects			
	n/a		
	n/a		
	n/a		
High Priority Projects (2015/2016)			
☉	E-04	\$8,000 \$115,000 = total 2015 budgeted amount \$108,000 (have spent \$4,000 to date - survey & concept design in 2014 budget)	
☉	E-27	TBD Community Works Funds	
	n/a	\$5,000	order of magnitude cost estimate; cost to be determined through planning/design process
Medium Priority Projects (2017/2018)			
	n/a	\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process
	E-22	\$10,000	order of magnitude cost estimate; cost to be determined through planning/design process
Low Priority Projects (2019/2020)			
	n/a		
	n/a		
CPTS Project Suggestions			
	E-32	\$10,000	order of magnitude cost estimate; cost to be determined through planning/design process
	E-07	\$20,000-\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process
	E-24		investigate through Fairwinds rezoning process
Additional Project Suggestions			
	E-32	\$10,000	order of magnitude cost estimate; cost to be determined through planning/design process
	E-07	\$20,000-\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process
	E-24		investigate through Fairwinds rezoning process
	E-29	\$25,000	order of magnitude cost estimate; cost to be determined through planning/design process
	E-25		
	E-25		

**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE MEETING
HELD ON FRIDAY, OCTOBER 16, 2015
COMMITTEE ROOM**

MINUTES

Present:

Bob Rogers	Chair, Director Electoral Area E	John Elliot	City of Nanaimo
Ian Thorpe	Director (Nanaimo)	Blake Medlar	Business Community (District 68)
Bob Weir	Town of Qualicum Beach	Ted Malyk	Business Community (District 69)
		Glenn Gibson	Island Health

Also in Attendance:

Randy Alexander	GM, Regional and Community Utilities, RDN
Rebecca Graves	Recording Secretary, RDN
Sean De Pol	Manager Wastewater Services, RDN
Shelley Norum	Wastewater Program Coordinator, RDN
Julie Pisani	Drinking Water and Watershed Protection Coordinator, RDN
Jolene Jackson	Special Projects Coordinator, RDN

Regrets:

Doug Muir	Snuneymuxw First Nation	Fred Spears	District of Lantzville
Alec McPherson	Director Electoral Area A	Daniel Hooper	Public (District 68)
Marc Lefebvre	Director (Parksville)	Frank Van Eynde	Public (District 69)
Vaughn Figueira	City of Parksville		

CALL TO ORDER

Chairperson B. Rogers called the meeting to order at 12:34 PM.

DELEGATES

MINUTES

MOVED I. Thorpe, SECONDED B. Medlar, that the minutes from the Liquid Waste Management Plan Monitoring Committee meeting held on June 1, 2015, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Report on W3C Activities (S. Norum)

S. Norum introduced the W3C: Wastewater and Water Collaborative Meeting. The W3C is a biannual meeting of staff from RDN and member municipalities. The W3C was created to achieve the commitments within the LWMP and advance regional programs and policies. Topics addressed by the W3C include:

- source control and pollution prevention
- water conservation and volume reduction
- inflow and infiltration
- rainwater management and watershed protection
- climate change
- public education.

One of the activities noted in the Terms of Reference is to report W3C progress to the LWMP Monitoring Committee. S. Norum reviewed the 2015 W3C progress report.

2015 LWMP Implementation (S. Norum, J. Pisani, J. Jackson)

S. Norum updated the Committee with information on the LWMP implementation. Included in the implementation is W3C, one of our key tools for implementing the plan. The SepticSmart program held four workshops in 2015. 60% of the available Septic Maintenance Rebate funds have been allocated. There will likely be enough funds to carry through to year end.

Septage monitoring was done at the French Creek and Chase River trucked waste receiving facilities to get a better understanding of the quality and strength of the septage received. Monitoring revealed that haulers are still discharging oil and grease and a lot of foreign material in the septage. The current Trucked Liquid Waste Bylaw has prohibited wastes but no restricted wastes. Monitoring results will help us determine appropriate levels of restricted waste in a new Trucked Liquid Waste Bylaw.

RDN biosolids are managed through a three-way partnership between RDN, SYLVIS, and VIU. RDN is the biosolids producer, SYLVIS is the qualified professional and VIU undertakes the research through the woodlot and university program. An open house, catered to the Nanaimo Mountain Bike Association, was held at the woodlot on October 6, 2015.

J. Pisani gave an overview of the Community Water Quality Monitoring Program. The monitoring program is a partnership between the RDN, MOE and community stewardship groups. Together, we track water quality at 51 sites in 23 creeks and streams across the region. Monitoring will continue over 5 weeks in the fall to capture the fall flush.

Glenn Gibson commented that he was still waiting for one of the stewardship groups to follow up with him regarding a concern they had on McGarrigle Creek.

Rainwater Harvesting Incentive is complete for 2015; 50 rebates of \$750 were provided to residents installing rainwater collection systems with a minimum of 1000 imperial gallons storage. The RDN will consider increasing the number of available rebates next year to keep up with demand. It was suggested that staff look into options for a "stepped" rebate program, to offer a sliding scale of rebates to include smaller rain tanks as an option for smaller properties.

Through a partnership with the Province (MOE, MFLNRO), VIU, Arrowsmith Water Service and Island Timberlands, a snow pillow/weather station is being installed on Mt. Arrowsmith in

November. This was prompted by the recommendation coming from the DWWP Scoping Study on Regional Hydrometric and Climate Monitoring (2013) that identified Mt. Arrowsmith as the highest priority data gap with regards to precipitation/snow data.

Sean De Pol noted that this is a great example of partnership to improve regional data and water management.

J. Jackson presented an update of the Bylaw Review. Commitments in the LWMP require the revision of bylaws and as a result four significant bylaw projects have come up.

- 1) The Source Control Sewer Use bylaw is the tool to keep restricted and prohibited waste out of the sewer systems. It regulates everything that isn't sanitary sewage. The new bylaw introduces permit fees (polluter-pay-principle) and a surcharge for higher strength waste. These are standard practice outside of the RDN.
- 2) The revised Sanitary Sewer Rates and Regulations bylaws would allow properties with failing systems that run adjacent to an RDN sewer system to connect to sewer even if it is outside of the Urban Growth boundary.
- 3) The revised trucked Liquid Waste bylaw allows the RDN to identify what types of trucked waste it will accept at its receiving facilities. Currently the draft bylaw is under legal review.
- 4) Development Cost Charge bylaws impose DCCs on subdivisions or building permits over \$50,000. Fees support capital costs to expand the systems. A DCC review will be prepared by AECOM.

J. Jackson spoke about the Cedar and Bowser Sewer Servicing studies which are being completed with a grant for \$350,000. \$50,000 is allocated to the Capacity and Cost Review of the DPPCC and the bylaw review. The remaining \$300,000 is allocated to the detailed engineering design for potential wastewater servicing in Bowser, Electoral 'H'.

GNPCC Secondary Treatment (S. De Pol)

S. De Pol informed the Committee on the secondary treatment upgrade project. This is the largest capital project to date for the RDN. An external Value Engineering team was retained to review the 30% design specifications and provide recommendations to optimize life cycle costs (capital and operating) and major equipment selection; address geotechnical issues; make recommendations for a staffing plan; provide solutions to existing operational issues; and review power requirements, constructability and schedule. We are currently identifying critical path issues (i.e. blasting, material delivery, ground improvements) which will affect the construction schedule. Detail engineering design will be complete in 2016.

B. Medlar asked if secondary treatment would open up more areas for shellfish harvesting. To follow up to this question, Fisheries and Oceans Canada imposes a permanent 300 m shellfish closure around all municipal and sewage treatment plant outfall discharges. Sanitary closure 17.41 appears to be linked to the GNPCC outfall. We do not anticipate any changes to this closure with the completion of secondary treatment.

S. Norum gave an update on the draft communications plan and its purpose to inform audiences on the GNPCC secondary treatment upgrade. Communications are targeted to audiences both internally and externally including RDN departments, the Board, residents living within 1 km of the project boundary, and other levels of governments. Some of the communication tools that are being used are notices to residents, public information meetings and open houses, signage, website, media and social media. The committee expressed that communications should target the region at large, not just those living within 1 km, because the project is a benefit to the entire service area and receiving environment. Additionally, the committee expressed that they would like to receive advance copies of all communications linked to this plan.

I. Thorpe mentioned that he has received positive comments from Nanaimo residents complimenting the smooth communication on the project so far.

GNPCC Secondary Treatment (R. Alexander)

R. Alexander discussed the Secondary Treatment environmental impact study. The study identifies the potential effects of secondary treatment project on the site and its surroundings and mitigation measures to reduce potential negative effects. RDN staff would like to receive any comments on the draft from LWMPMC members. The final version will also include a completed archaeology section and a section on the potential effects and mitigation for lighting. The final document will be forwarded to the Ministry as part of our commitments.

GNPCC Outfall (S. De Pol)

S. De Pol gave an update on the progress of the GNPCC outfall project. Engineering is complete on marine section. Some of the significant project challenges include outfall routing, shoreline trenching, pipe fabrication, permitting and installation. Three contractors were prequalified to bid on the construction project. On October 13, 2015, the CoW moved to award the construction contract to Vancouver Pile Driving Ltd. for a value of \$8,829,000. A final decision is scheduled for the Board meeting on October 27, 2015. Some grant funding opportunities are expected may be announced this fall from the *Gas Tax Strategic Priorities Fund*.

The RDN will apply for a disposal at sea permit for material displaced during outfall construction.

LWMP Planning 2016 (S. Norum)

S. Norum gave an overview for 2016 which will include LMWP Monitoring Committee meetings, W3C meetings, and working group meetings. SepticSmart workshops and the rebate program will also continue. The sustainability group develops a Green Building Series guidebook and we will partner with them to contribute information on rainwater reuse. The Planning Department is going to create a climate change vulnerability working group and we would like to work with them.

Future Meetings of the LWMPMC (S. Norum)

S. Norum indicated that the next LWMPMC meeting will take place February / March. This is before the LWMP annual report is due in June.

B. Rogers commented that more than two LWMPMC meetings per year should be held.

ADDENDUM

NEW BUSINESS

ADJOURNMENT

MOVED I. Thorpe, SECONDED B. Medlar that this meeting be adjourned.

TIME: 3:10 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, OCTOBER 26, 2015
7:00PM

(East Wellington Fire Hall, 3269 Jingle Pot Road)

Attendance: Maureen Young, Director, RDN, Chair
Judith Wilson
Rick Heikkila
Bruce Erickson

Staff: Wendy Marshall, Manager of Park Service
Lesya Fesiak, Park Planner

Others: Charles Pinker, Alternate Director, RDN
Bernice Lind, resident

Regrets: Doug Cawthorne
Leo Boon

CALL TO ORDER

Chair Young called the meeting to order at 7:02 P.M.

DELEGATIONS

None

MINUTES

MOVED R. Heikkila, SECONDED J. Wilson that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee regular meeting held June 22, 2015 be approved.

CARRIED

REPORTS

Monthly Updates of Community Parks and Regional Parks and Trails Projects

Wendy Marshall and Lesya Fesiak answered many questions pertaining to Community and Regional Park projects.

Parks staff have been in discussion with the mountain bike club regarding trail connections between Westwood Lake, the Witchcraft Regional Trail trailhead and Benson Creek Falls Regional Park.

Discussed "no smoking" in parks and whether this should be an ongoing ban. Signs came down after summer.

W. Marshall to confirm if a park boundary sign is in place for Mount Benson Regional Park.

Benson Creek Falls Regional Park Parking Lot

The security company has continued with monitoring the parking situation on long weekends throughout the summer and fall. There have been no issues reported. Mount Benson and Witchcraft Lake Regional Trail – the planning for increased parking at Witchcraft Lake is in the 2016 workplan.

Anders and Dorrit's Park Garden Work Update

The landscaping company did a great job at Anders and Dorrit's Community Park pruning and weeding the beds.

MOVED R. Heikkila, SECONDED J. Wilson that the reports to be received for information.

CARRIED

NEW BUSINESS

Meadow Drive Community Park

Different options for benches were presented to the Committee and bench Number 2, a backless concrete bench with a cedar seat was selected.

Different options for toilet facilities were presented to the Committee and the Number 1, Concrete Vault Toilet option was selected.

Different options for the picnic shelter were presented with the costs. The options all had a metal roof which may not be allowed in the subdivision. Staff will check into the building covenant for the subdivision and will get updated contractor quotes before proceeding.

ADJOURNMENT

MOVED R. Heikkila, SECONDED J. Wilson that the meeting be adjourned at 8:20 P.M.

CARRIED

Chairperson



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
NOV 16 2015		
RHD		
BOARD	✓	
DATE: November 10, 2015		

MEMORANDUM

TO: Wendy Idema
Director of Finance

MEETING: BOARD November 24, 2015

FROM: Manvir Manhas
Senior Accountant

FILE:

SUBJECT: Operating Results for the Period ending September 30, 2015

RECOMMENDATION:

That the summary report of financial results from operations to September 30, 2015 be received for information.

PURPOSE:

To present a summary of the operating results for the period ending September 30, 2015.

BACKGROUND:

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1 to September 30, 2015.

The year-to-date statements are prepared primarily on a cash paid/received or invoiced basis. Exceptions are property taxes and debt payments, which are recorded or accrued at 1/12 of the annual amount each month and the prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 75% versus budget. Where significant variances have been observed staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department

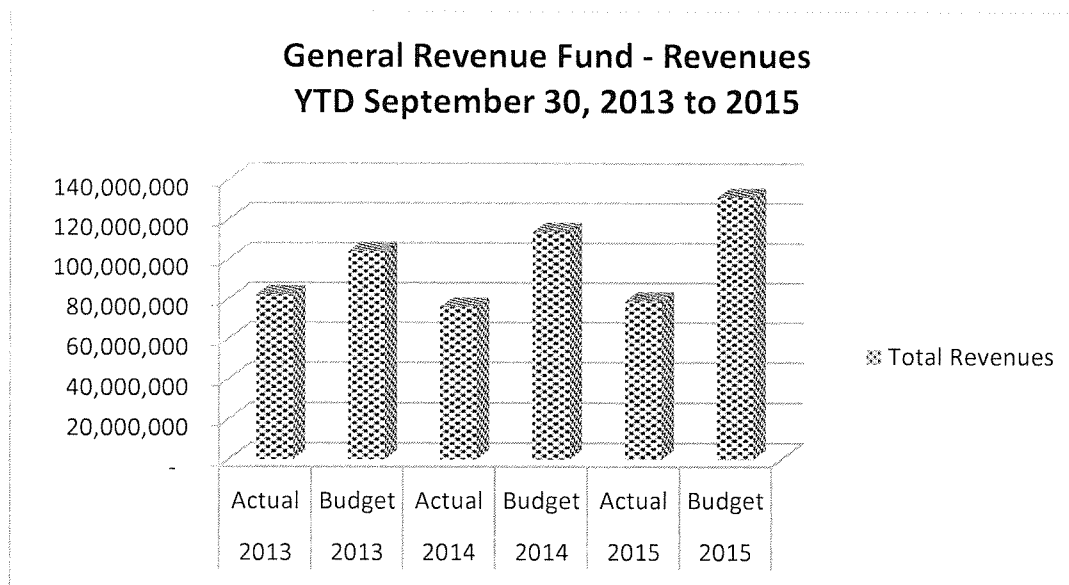
Overall Summary by Division (Appendix 1)

This appendix provides an overview of the year to date results at an organizational level.

Revenues

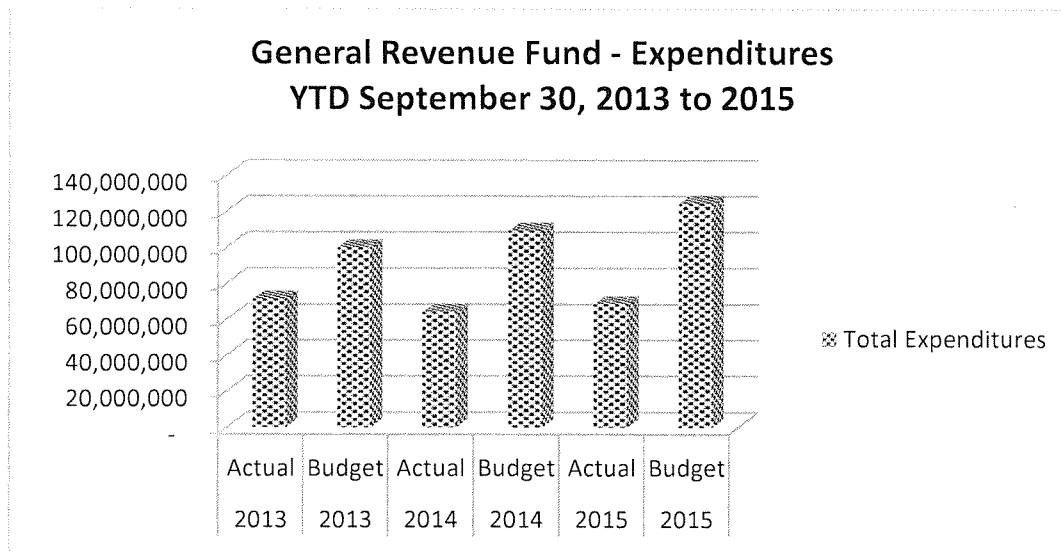
Total revenues are at 60% of budget with property tax revenues at the expected 75%. Grant Revenues are at 46% and Other Revenues at 28% (includes transfers from reserves for capital projects) mainly due to timing of large projects. Capital projects use a drawdown accounting approach where revenues are recorded as project expenses are incurred.

Operating revenues are at 81% of the budget as they reflect both of the water utility services billings which occur in May and September. The charts below show the 3 year trend for revenues and expenses at September 30. The higher trend in 2013 is due to the borrowing and flow through transfer to the Vancouver Island Regional Library (VIRL) which was approved after the budget was completed.



Expenditures

Overall 2015 expenditures are at 55% of budget. Expenditure items noticeably under budget include Community Grants (6%), Professional fees (29%) and Capital Expenditures (9%). Capital Expenditures and Professional fees are directly related to the timing of payments for projects. Community Grants (6%) reflect that the transfer to ICF has not yet occurred. Wages & Benefits are at the expected 74%. Expenditures for Debt Interest (65%) and Debt Principal (71%) vary from budget at this time because of the timing of debt payments made on behalf of municipalities. Transfers to Reserve (128%) are completed and recorded in August every year with additional transfers made to wastewater and solid waste reserves for carryforward capital projects. Further details are provided below under Operating Results by Department.



Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues and expenditures for services within each organizational division. This listing illustrates at a glance the overall status of an individual service as at September 30 compared to the overall budget for that service.

Corporate Services

The Corporate Services division of Appendix 2 shows year to date total revenues at 71% and expenditures at 69%. This is due largely to the Fire Protection Service Areas.

Under Fire Services, the Coombs Hilliers (34% revenue/44% expenditures) and Bow Horn Bay (33% revenue/42% expenditures) fire service areas are low to budget due to reserve funded capital items - new pumper truck for Coombs and satellite hall design and construction for Bow Horn Bay which will not be completed until 2016. The Parksville Local Service (San Pareil) (86% revenue/100% expenditures) has service contract with Parksville with the full payment occurring in August. Errington (104% of expenditures) and Dashwood (103% of expenditures) fire services areas are higher on the expenditures side mainly due to some reserve funded capital work that is higher than the 2015 budget. As well, fire departments such as Nanoose (52% of expenses) and Extension (53%) pay out clothing and gas allowances to volunteers at year end which also impacts expenditures.

Wellington Fire Service (100% of expenditures) and the District 69 E911 Service (99% of expenditures) reflect that the transfers to the City of Nanaimo and to the North Island 911 Corporation have already been made per our agreements with them. Community Justice (100% of expenditures) reflects that the transfer to victim support services groups is already completed.

Strategic & Community Development

The Strategic & Community Development division of Appendix 2 shows year to date total revenues at 82% and expenditures at 69%. The service areas showing variances in revenue and expenditures are as follows:

- Regional Growth Strategy expense at (77% revenue/54% expense) is a result of staff vacancies and projects that were delayed till later in the year.
- Economic Development South (75% revenue/100% expenditures) reflects that the transfer of funds to the Nanaimo Economic Development Corporation has occurred.
- Economic Development North (83% revenue/67% expenditures) shows a variance in expenses because additional grant allocations occur in the fall.
- Emergency Planning (66% revenue/63% expenditures) reflects outstanding grant revenues that have been claimed but not received. For expenditures, it reflects the timing of the reserve funded project for the emergency generator at Gabriola Island Hall Reception centre which will be completed in 2016.
- Unsightly Premises (12% revenue/10% expenditures) and Hazardous Properties (42% revenue/39% expenditures) are low compared to budget because there have been no incidents requiring clean up so far this year.
- D68 Search & Rescue (77% revenue/90% expenditures) and D69 Marine Search & Rescue (75% revenue/100% expenditures) reflects that the transfer to the Nanaimo Search & Rescue groups and the transfer to the Lighthouse Country Marine Rescue Society has already occurred.

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2 shows year to date total revenues at 43% and expenditures at 38%. The service areas with variances at September 30 are as follows:

- Liquid Waste Management Plan (51% revenues/26% expenditures) reflects Gas Tax Grant funds not yet received for the Rural Village Sewer Servicing project (\$340,000) as well as unspent consultant costs associated with this project.
- Southern Community Wastewater (27% revenue/24% expenditures), Northern Community Wastewater (71% revenue/73% expenditures), Duke Point Wastewater (78% revenue/43% expenditures), and Nanoose Wastewater/Fairwinds Sewer (81% revenue/60% expenditures) are a result of the timing of capital projects where revenues will be accrued as the expenses are incurred. Projects in this area that will complete later this year or be deferred in part to 2016 include the marine portion of the GNPCC Outfall (\$15.3 million); Secondary Treatment upgrade at GNPCC (\$3.5 million); Departure Bay Pump Station Upgrade (\$561,000); Trickling Filter Upgrade at FCPCC (\$790,000).
- Under the Water Supply service areas, several water services show lower than budget expenditures such as Surfside (36%), French Creek (45%), Whiskey Creek (19%), Decourcy (49%), Englishman River (61%), Melrose Place (60%), Westurne Heights (7%) and Nanoose Peninsula (48%). These reflect the timing of capital and underground maintenance projects. Revenues for water services are over 75% for the most part because both the spring and fall billings have been completed. Those areas with less than 75% are the result of incomplete transfers from reserves which will be accrued when the projects are complete.
- The Nanoose Bay Bulk Water (39% revenue/38% expenditures) budget includes transfers to the Englishman River Joint Venture capital work funded by DCC's and reserves, which have not been completed.

- French Creek Bulk Water (21% revenue/37% expenditures) shows lower than budget because the transfers from reserve and payments to the City of Parksville for the Arrowsmith Joint Venture project has not been completed yet.
- Predominant differences in the sewer area arise from Surfside (82% revenue/53% expenditures), Fairwinds Sewer/Nanoose wastewater(81% revenue/60% expenditures), Hawthorne Rise Debt (90% revenue/69% expenditures), Englishman River Stormwater (90% revenue/68% expenditures) and Cedar Estates Stormwater (89% revenue/56% expenditures). These are due mainly to timing differences in recording these revenues and expenses. Reid Road Debt (88% revenue/88% expenditures) is a result of the timing of the sewer main extension capital project where revenues are recorded as the expenses are incurred.

Recreation and Parks Services

The Recreation and Parks division of Appendix 2 shows year to date total revenues at 56% and expenditures at 54%. The service areas with variances at September 30 are as follows:

- Regional Parks (28% revenue/24% expenditures) and most of the Community Parks Service areas have projects and reserve transfers where the timing is impacting revenues and expenditures. Area E (58% revenue/48% expenditures) and Area B (76% revenue/61% expenditures) have capital projects underway such as Blueback Park and Huxley Park development funded by reserve transfers. Area C (East Wellington) (65% revenue/41% expenditures) and Area A (69% revenue/48% expense) also have capital work funded by reserve transfers where revenues will be accrued as the expenses are incurred.
- Southern Community Recreation at 98% and Gabriola Island Recreation at 87% for expenditures reflect that the transfers of funds to the recipients for these services has already occurred.
- Community Works Fund Projects (21% revenue/21% expenditures) also show the drawdown approach to these grants where revenues are brought in as expenses are incurred. Projects in this category include Extension Miners Bridge, Gabriola Village Trail, Morden Colliery Bridge Crossing, Benson View Trail and Meadowood Community Recreation Centre.

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2 shows year to date total revenues at 72% and expenditures at 66%. The service areas with variances at September 30 are as follows:


- Southern Community Transit (72% revenue/68% expenditures) is largely on track for operating expenses and reflects the timing of the capital projects. The reduced transfers in from reserves/lower capital expenditures is due to the deferral of large projects such as the land purchase and the detail design for the downtown exchange.
- Gabriola Island Emergency Wharf (85% revenue/89% expenditures) is due to the timing of project work where revenue has been brought in from reserves to offset expense.
- Solid Waste Management (67% revenue/61% expenditures) reflects lower capital expenditures due to timing of large projects such as the North Berm Phase 3 and new maintenance shop detail design and construction costs at the Cedar landfill.
- Solid Waste Collection and Recycling is at 87% of its revenue budget vs. 63% of expenses because the annual utility billing is largely completed in May each year generating significant

revenues at that time. The expenditure side will catch up later in the year as well as billings from haulers tend to lag behind a month or two.


SUMMARY:

The attached appendices reflect the operating activities of the Regional District recorded up to September 30, 2015. Appendix 1 summarizes the overall results across the organization while Appendix 2 breaks down the total year to date revenues and expenditures for functions within each organizational division. To date 60% of budgeted revenues and 55% of budgeted expenditures have been recorded.


Grants (46%) and Other Revenue (28%) are below the benchmark for seasonal and other timing reasons noted above. Expenditures for professional fees (29%) and capital projects (9%) are lower overall due to the summer time commencement for many capital projects as well as deferral of some large wastewater and transit projects to 2016. Community Grants (6%) are lower because several of the grant transfers will occur later in the year after grant criteria requirements are completed by recipients. Across all services, wages and benefits are in line with expectations at 74% of the budget.



Report Writer



Director of Finance Concurrence



C.A.O. Concurrence



GENERAL REVENUE FUND
As of September 30, 2015

	CORPORATE			SERVICES			STRATEGIC & COMM DEVELOPMENT			REGIONAL & COMM UTILITIES		
	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var
REVENUES												
TAX REQUISITION	5,955,200	7,940,266	75%	1,971,436	2,628,583	75%	10,983,100	14,644,132	75%	10,983,100	14,644,132	75%
GRANTS	241,973	154,090	157%	6,512	10,585	62%	237,415	693,327	34%	237,415	693,327	34%
OPERATING REVENUE	19,162	18,048	106%	1,053,820	1,139,830	92%	1,869,468	1,837,967	102%	1,869,468	1,837,967	102%
OTHER REVENUE	7,535,319	11,928,315	63%	221,979	430,591	52%	2,980,105	24,363,326	12%	2,980,105	24,363,326	12%
PRIOR YEARS SURPLUS (DEFICI)	1,531,165	1,531,165	100%	1,187,212	1,187,212	100%	3,390,957	3,390,957	100%	3,390,957	3,390,957	100%
TOTAL REVENUES	15,282,819	21,571,884	71%	4,440,959	5,396,801	82%	19,461,045	44,929,709	43%	19,461,045	44,929,709	43%
EXPENSES												
OFFICE OPERATING	116,510	219,128	53%	293,428	430,299	68%	611,697	863,957	71%	611,697	863,957	71%
COMMUNITY GRANTS	29,874	522,602	6%	0	0	0%	0	0	0%	0	0	0%
LEGISLATIVE	368,247	483,832	76%	0	0	0%	0	0	0%	0	0	0%
PROFESSIONAL FEES	69,087	313,036	22%	97,035	214,035	45%	242,010	1,212,761	20%	242,010	1,212,761	20%
BUILDING - OPER & MAINT	360,694	478,450	75%	50,992	71,213	72%	837,659	1,356,626	62%	837,659	1,356,626	62%
VEH & EQUIP - OPER & MAINT	233,048	346,705	67%	73,055	90,922	80%	660,191	1,054,232	63%	660,191	1,054,232	63%
OTHER OPERATING COSTS	544,185	1,203,230	45%	460,931	724,573	64%	2,359,231	4,101,217	58%	2,359,231	4,101,217	58%
WAGES & BENEFITS	2,921,698	3,784,814	77%	1,805,912	2,539,178	71%	3,221,618	4,413,742	73%	3,221,618	4,413,742	73%
PROGRAM COSTS	15	1,000	2%	68,402	170,285	40%	62,179	179,350	35%	62,179	179,350	35%
CAPITAL EXPENDITURES	300,295	1,518,850	20%	7,817	79,500	10%	2,670,157	24,833,159	11%	2,670,157	24,833,159	11%
DEBT - FINANCING - INTEREST	2,319,473	3,668,793	63%	0	0	0%	226,349	327,780	69%	226,349	327,780	69%
DEBT - FINANCING - PRINCIPAL	1,903,319	2,982,334	64%	0	0	0%	247,196	310,809	80%	247,196	310,809	80%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRSF TO RESERVE FUND	1,126,204	722,064	156%	166,941	137,458	121%	5,045,793	3,968,286	127%	5,045,793	3,968,286	127%
TRSF TO OTHER GOVT/AGENCIE	3,977,170	4,494,953	88%	200,300	200,300	100%	0	0	0%	0	0	0%
TOTAL EXPENDITURES	14,269,819	20,739,791	69%	3,224,813	4,657,763	69%	16,184,080	42,621,919	38%	16,184,080	42,621,919	38%
OPERATING SURPLUS (DEFICIT)	1,013,000	832,093		1,216,146	739,038		3,276,965	2,307,790		3,276,965	2,307,790	

GENERAL REVENUE FUND
As of September 30, 2015

	RECREATION & PARKS SERVICES			TRANSPORTATION & SOLID WASTE			TOTAL		
	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var
REVENUES									
TAX REQUISITION	7,662,436	10,216,582	75%	7,202,328	9,603,102	75%	33,774,500	45,032,665	75%
GRANTS	192,467	3,992,884	5%	4,472,823	6,438,850	69%	5,151,190	11,289,736	46%
OPERATING REVENUE	1,294,432	1,555,516	83%	12,659,276	16,214,213	78%	16,896,158	20,765,574	81%
OTHER REVENUE	67,717	1,553,941	4%	1,304,793	4,684,017	28%	12,109,913	42,960,190	28%
PRIOR YEARS SURPLUS (DEFICIT)	1,299,104	1,299,104	100%	3,872,509	3,872,509	100%	11,280,947	11,280,947	100%
TOTAL REVENUES	10,516,156	18,618,027	56%	29,511,729	40,812,691	72%	79,212,708	131,329,112	60%
EXPENSES									
OFFICE OPERATING	408,981	567,109	72%	1,554,986	2,111,524	74%	2,985,602	4,192,017	71%
COMMUNITY GRANTS	0	0	0%	0	0	0%	29,874	522,602	6%
LEGISLATIVE	0	1,600	0%	0	0	0%	368,247	485,432	76%
PROFESSIONAL FEES	100,823	249,509	40%	184,713	443,500	42%	693,668	2,432,841	29%
BUILDING - OPER & MAINT	513,433	826,388	62%	357,847	535,090	67%	2,120,625	3,267,767	65%
VEH & EQUIP - OPER & MAINT	148,017	234,939	63%	4,142,273	6,138,087	67%	5,256,584	7,864,885	67%
OTHER OPERATING COSTS	530,587	998,034	53%	5,965,526	9,275,525	64%	9,860,460	16,302,579	60%
WAGES & BENEFITS	3,226,439	4,465,947	72%	10,591,416	14,199,037	75%	21,767,083	29,402,718	74%
PROGRAM COSTS	433,697	519,729	83%	0	0	0%	564,293	870,364	65%
CAPITAL EXPENDITURES	312,519	5,779,514	5%	119,383	3,793,750	3%	3,410,171	36,004,773	9%
DEBT - FINANCING - INTEREST	528,086	704,116	75%	0	0	0%	3,073,908	4,700,689	65%
DEBT - FINANCING - PRINCIPAL	1,007,452	1,128,242	89%	0	0	0%	3,157,967	4,421,385	71%
CONTINGENCY	0	15,000	0%	0	0	0%	0	15,000	0%
TRSF TO RESERVE FUND	937,138	935,858	100%	1,915,270	1,415,993	135%	9,191,346	7,179,659	128%
TRSF TO OTHER GOV'T/AGENCIES	1,612,362	1,761,572	92%	80,000	75,000	107%	5,869,832	6,531,825	90%
TOTAL EXPENDITURES	9,759,534	18,187,557	54%	24,911,414	37,987,506	66%	68,349,660	124,194,536	55%
OPERATING SURPLUS (DEFICIT)	756,622	430,470		4,600,315	2,825,185		10,863,048	7,134,576	



SUMMARY OF OPERATING RESULTS
For period ending September 30, 2015

	Revenues		Revenues		Variance		Expenditures		Expenditures		Variance		Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget
CORPORATE SERVICES														
Administration	5,556,927	7,085,395	78%		4,654,236	6,576,529	71%	902,691	508,866					
Electoral Area Administration	644,662	741,344	87%		469,955	667,806	70%	174,707	73,538					
Public Safety														
D68 E911	109,460	145,559	75%		87,902	135,805	65%	21,558	9,754					
D69 E911	504,737	651,665	77%		592,077	600,954	99%	(87,340)	50,711					
Community Justice	94,005	125,300	75%		125,300	125,300	100%	(31,295)	0					
Fire Protection														
Fire - Meadowood	104,518	139,357	75%		104,518	139,357	75%	0	0					
Fire - Nanaimo River	13,348	17,795	75%		17,388	17,795	98%	(4,040)	0					
Fire - Coombs Hilliers	283,911	834,083	34%		363,836	834,083	44%	(79,925)	0					
Fire - Errington	334,709	419,605	80%		438,463	419,605	104%	(103,754)	0					
Fire - French Creek	388,095	494,267	79%		338,066	430,169	79%	50,029	64,098					
Fire - Nanoose Bay	644,686	788,733	82%		391,915	750,750	52%	252,771	37,983					
Fire - Wellington	56,339	72,404	78%		68,281	68,055	100%	(11,942)	4,349					
Fire - Cassidy Waterloo	136,874	180,940	76%		158,575	180,940	88%	(21,701)	0					
Fire - Dashwood	425,251	519,945	82%		536,112	519,945	103%	(110,861)	0					
Fire - Extension	163,614	200,871	81%		106,442	200,871	53%	57,172	0					
Fire - Parksville Local	149,236	172,779	86%		89,796	89,983	100%	59,440	82,796					
Fire - Bow Horn Bay	243,005	729,695	33%		309,860	729,695	42%	(66,855)	0					
Regional Library	2,115,054	2,869,974	74%		2,115,056	2,869,975	74%	(2)	(1)					
Feasibility Studies	15,351	30,976	50%		3,004	30,976	10%	12,347	0					
Municipal Debt Transfers	3,282,912	5,329,697	62%		3,282,912	5,329,697	62%	0	0					
House Numbering	16,125	21,500	75%		16,125	21,500	75%	0	0					
TOTAL	15,282,819	21,571,884	71%		14,269,819	20,739,790	69%	1,013,000	832,094					
STRATEGIC & COMMUNITY DEVELOPMENT														
EA Community Planning	1,651,664	1,931,593	86%		1,220,383	1,742,145	70%	431,281	189,448					
Economic Development South	123,000	164,000	75%		164,000	164,000	100%	(41,000)	0					
Economic Development North	60,061	72,561	83%		48,183	72,185	67%	11,878	376					
Regional Growth Strategy	561,140	724,215	77%		317,522	591,360	54%	243,618	132,855					
Emergency Planning	233,708	352,791	66%		216,467	345,942	63%	17,241	6,849					
D68 Search & Rescue	33,537	43,723	77%		37,300	41,300	90%	(3,763)	2,423					
D69 Marine Search & Rescue	3,750	5,000	75%		5,000	5,000	100%	(1,250)	0					

SUMMARY OF OPERATING RESULTS
For period ending September 30, 2015

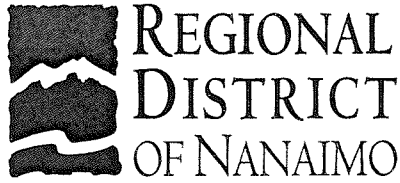
	Revenues		Expenditures		Variance		Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget
Building Inspection	1,364,637	1,514,278	836,022	1,132,220	74%	528,615	382,058	
Bylaw Enforcement								
Bylaw Enforcement	197,944	261,003	197,944	261,003	76%	0	0	
Animal Control EA A,B,C,LANTZ	56,598	73,138	54,009	68,905	77%	2,589	4,233	
Animal Control E,G & H	73,435	95,650	68,151	92,516	77%	5,284	3,134	
Animal Control EA F	28,319	32,968	17,612	24,397	86%	10,707	8,571	
Unsanitary Premises	7,246	59,061	5,581	58,087	12%	1,665	974	
Hazardous Properties	8,524	20,415	7,779	20,052	42%	745	363	
Noise Control	37,397	46,405	28,861	38,648	81%	8,536	7,757	
TOTAL	4,440,960	5,396,801	3,224,814	4,657,760	82%	1,216,146	739,041	
REGIONAL & COMMUNITY UTILITIES								
RCU - Administration	285,517	364,283	285,517	364,283	78%	0	0	
Wastewater Management								
Liquid Waste Management Planning	388,869	764,922	163,206	622,902	51%	225,663	142,020	
Wastewater Southern Community	7,177,007	26,835,615	6,388,660	26,079,200	27%	788,347	756,415	
Wastewater Northern Community	5,081,054	7,134,775	4,696,623	6,467,908	71%	384,431	666,867	
Wastewater Duke Point	352,219	454,053	159,377	367,114	78%	192,842	86,939	
Water Supply								
Water - Surfside	38,766	43,892	13,988	39,022	88%	24,778	4,870	
Water - French Creek	137,149	196,269	84,853	188,231	70%	52,296	8,038	
Water - Whiskey Creek	88,022	277,317	52,992	276,168	32%	35,030	1,149	
Water - Decourcy	13,842	15,762	6,003	12,269	88%	7,839	3,493	
Water - San Pareil	189,712	229,343	146,948	226,345	83%	42,764	2,998	
Water - Driftwood	4,094	5,458	4,093	5,458	75%	1	0	
Water - Englishman River	143,863	153,492	76,510	125,962	94%	67,353	27,530	
Water - Melrose Place	31,935	37,461	18,520	30,629	85%	13,415	6,832	
Water - Nanoose Peninsula	1,779,290	2,635,819	1,188,441	2,461,863	68%	590,849	173,956	
Water - Bulk Water Nanoose Bay	789,156	1,997,898	722,773	1,878,857	39%	66,383	119,041	
Water - Bulk Water French Creek	20,011	94,639	31,221	84,926	21%	(11,210)	9,713	
Water - San Pareil Fire	47,633	74,211	55,659	74,212	64%	(8,026)	(1)	
Water - Westurne Heights	7,086	125,865	9,276	125,865	6%	(2,190)	0	
Drinking Water/Watershed Protection	544,155	660,922	303,633	588,048	82%	240,522	72,874	
Streetlighting	84,843	115,421	61,426	100,703	74%	23,417	14,718	

SUMMARY OF OPERATING RESULTS
For period ending September 30, 2015

	Revenues		Revenues		Variance		Expenditures		Expenditures		Variance		Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget			2015 Actuals	2015 Budget	2015 Actuals	2015 Budget			2015 Actuals	2015 Budget
Sewer Collection														
Sewer - French Creek	792,471	977,974	81%		691,156	974,952	71%	101,315	3,022					
7551 / 2851 Sewer/Fairwinds / Wastewater Nanoose	819,017	1,013,009	81%		532,270	887,860	60%	286,747	125,149					
Sewer - Pacific Shores	64,974	80,443	81%		52,688	71,204	74%	12,286	9,239					
Sewer - Surfside	23,791	28,898	82%		13,375	25,354	53%	10,416	3,544					
Sewer - Cedar	174,981	190,348	92%		113,528	158,573	72%	61,453	31,775					
Sewer - Barclay	206,778	237,126	87%		151,164	210,128	72%	55,614	26,998					
Sewer - Hawthorne Rise Debt	9,066	10,073	90%		6,916	10,073	69%	2,150	0					
Englishman River Stormwater	11,522	12,751	90%		5,011	7,348	68%	6,511	5,403					
Cedar Estates Stormwater	9,369	10,550	89%		3,011	5,348	56%	6,358	5,202					
Pump & Haul	2,000	2,400	83%		1,800	2,400	75%	200	0					
Sewer - Reid Road Debt	79,977	91,101	88%		80,574	91,101	88%	(597)	0					
Community Works Fund Projects - Regional & Community Utilit	62,877	57,619	109%		62,877	57,619	109%	0	0					
TOTAL	19,461,046	44,929,709	43%		16,184,089	42,621,925	38%	3,276,957	2,307,784					
RECREATION & PARKS SERVICES														
Regional Parks	2,062,482	7,373,928	28%		1,765,683	7,372,790	24%	296,799	1,138					
Community Parks														
Community Parks - Area A	136,261	197,432	69%		93,223	194,139	48%	43,038	3,293					
Community Parks - Area B	229,255	301,357	76%		159,314	262,946	61%	69,941	38,411					
Community Parks - Area C (Extension)	78,257	93,290	84%		46,644	85,632	54%	31,613	7,658					
Community Parks - Area C (East Wellington)	85,084	130,615	65%		50,415	122,390	41%	34,669	8,225					
Community Parks - Area E	112,334	195,258	58%		88,715	186,614	48%	23,619	8,644					
Community Parks - Area F	123,167	151,711	81%		95,621	151,079	63%	27,546	632					
Community Parks - Area G	127,272	174,902	73%		94,492	157,348	60%	32,780	17,554					
Community Parks - Area H	136,529	173,684	79%		116,880	165,186	71%	19,649	8,498					
Area A Recreation & Culture	234,921	280,594	84%		153,751	204,299	75%	81,170	76,295					
Northern Community Recreation	1,454,824	1,745,152	83%		1,405,371	1,691,765	83%	49,453	53,387					
Oceanside Place	1,909,782	2,603,090	73%		1,701,081	2,515,515	68%	208,701	87,575					
Ravensong Aquatic Centre	2,759,087	3,460,474	80%		2,634,349	3,341,346	79%	124,738	119,128					
Gabriola Island Recreation	82,753	108,207	76%		94,370	108,168	87%	(11,617)	39					
Southern Community Recreation & Culture	891,023	1,188,236	75%		1,166,495	1,188,236	98%	(275,472)	0					
Community Works Fund Projects - Parks & Recreation Services	93,124	440,097	21%		93,124	440,097	21%	0	0					
TOTAL	10,516,155	18,618,027	56%		9,759,528	18,187,550	54%	756,627	430,477					

**SUMMARY OF OPERATING RESULTS
For period ending September 30, 2015**

	Revenues		Expenditures		Variance	Revenues		Expenditures		Variance	Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget		2015 Actuals	2015 Budget	2015 Actuals	2015 Budget			
TRANSPORTATION & SOLID WASTE SERVICES												
Transit												
Transit Southern Community	16,217,999	22,671,154	14,394,262	21,187,597	72%					68%	1,823,737	1,483,557
Transit Northern Community	1,685,454	2,134,637	1,285,929	1,831,321	79%					70%	399,525	303,316
Transit - EA H (Capital Levy)	9,375	12,500	9,375	12,500	75%					75%	0	0
Gabriola Island Emergency Wharf	29,627	34,798	31,039	34,798	85%					89%	(1,412)	0
Community Works Fund Projects - Transit	5,000	0	5,000	0	0%					0%	0	0
Solid Waste												
Solid Waste Management	7,500,977	11,266,866	6,354,022	10,441,787	67%					61%	1,146,955	825,079
Solid Waste Collection & Recycling	4,063,297	4,692,736	2,831,788	4,479,502	87%					63%	1,231,509	213,234
TOTAL	29,511,729	40,812,691	24,911,415	37,987,505	72%					66%	4,600,314	2,825,186
TOTAL ALL SERVICES	79,212,709	131,329,112	68,349,665	124,194,530	60%					55%	10,863,044	7,134,582



RDN REPORT		#
CAO APPROVAL		
EAP		
CGW		
NOV 16 2015		
RHB		
BOARD	✓	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: November 15, 2015

FROM: Wendy Idema, Director of Finance
Manvir Manhas, Senior Accountant

MEETING: November 24, 2015 BOARD

FILE: 1700-03

SUBJECT: 2016 Proposed Budget Overview

RECOMMENDATION:

That the proposed 2016 budget be received and approved as presented and that staff be directed to proceed to finalize the 2016 to 2020 financial plan pending direction resulting from the 2016-2020 strategic planning process.

PURPOSE:

To provide background information and obtain direction on the proposed 2016 budget.

BUDGET OVERVIEW:

Local governments are required to prepare five year budget forecasts. These financial plans are intended to guide the development of annual operating budgets. The 2016 to 2020 Financial Plan which will be presented over the course of the next few months reflects refinements to the forecasts which were adopted in March, 2015.

The Regional District of Nanaimo (RDN) provides and manages a large number of public services including water, sewer collection and treatment, solid waste collection and disposal, public transit, and recreation facilities and services. The primary focus for Regional District budgets is to demonstrate fiscal responsibility within the context of maintaining the service infrastructure, ensuring public health and safety as well as making progress toward achievement of our strategic plan goals.

The Regional District was incorporated in 1967 and is now 48 years old. Many Regional District facilities are 35 to 40 years old resulting in mechanical and electrical equipment which is at the mid-point or later in its useful life. Annual costs have generally increased over the last several years in order to maintain and extend those useful lives, to implement provincial and federally required standards for water and wastewater treatment and to implement more energy efficient processes. The RDN faces significant cost pressures in the next few years related to capital upgrades required for the Greater Nanaimo Pollution Control Centre, the French Creek Pollution Control Centre and the Englishman River Water Service joint venture with Parksville.

The remainder of this report will refer to pages in the Director’s budget binders and appendices provided in a separate handout.

Year over Year Change

There are now 105 different services which form the Regional District’s budget, 34 of those services are shared among multiple member jurisdictions. Examples of multi-jurisdiction regional services are Wastewater Management, Solid Waste Management, Electoral Area Planning, Regional Growth Strategy, Recreation and Regional Parks Services, and Transit.

Seventy-one services are paid for by a single member jurisdiction. Single member jurisdiction services include Utility Services, Animal and Noise Control Bylaws, Community Parks, and certain Recreation Services.

The following table illustrates the consistency of the 2016 proposed budget with the previous plan – items shown in brackets are comparative values from 2015. The 2016 proposed budget is consistent with the previous forecast, which reflects the impacts of planned capital upgrades, the predictability of operating expenditures to some degree (e.g. contracted agreements with suppliers) as well as the general accuracy of staff in forecasting year over year changes. The services with higher than forecast increases are generally a result of new services such as the District 69 Search & Rescue and Gabriola Transit Contribution Services in 2016 or the result of specific new capital or service improvements. New capital or service levels affecting the five year plan requisitions include the Intergovernmental Liaison and First Nations art purchases for Administration, the marine outfall and secondary treatment projects at GNPCC and additional funding for Oceanside Victim Services in the Northern Community Justice service.

Number of Services (Operational budgets)	Same as forecast	Lower than forecast	Higher than forecast or new service	Consistency with previous plan (Same as or Lower than)
34 Multi-participant Services	15	8	11	68% (79%)
71 Single participant Services	37	14	20	72% (81%)
105 Total	52	22	31	70% (81%)

The consolidated summary of the Regional District’s 2016 budget (Appendix A / Binder Page 11), projects \$132.7 million in expenditures in 2016, an increase of 6.9% from 2015. The primary change is a \$7.0 million increase in capital expenditures. Currently the budget includes new projects anticipated in 2016, as well as known carry forwards from 2015. The value of capital expenditures will be revised once 2015 year-end results are known and final costs for carry forward projects are included in 2016 expenditures.

Approximately \$66.5 million or 50% (2015 = \$65.4million/53%) of the 2016 expenditures are applied to operating costs, 7% of the budget goes toward existing long term debt, 6% will be contributed to various capital reserves, 5% will be transferred to other organizations under agreements and the remaining 32% is allocated to capital projects in 2016 (water/wastewater/solid waste infrastructure, building upgrades, equipment and vehicles).

The total revenues (excluding prior year surpluses) are \$128.9 million versus \$120 million in 2015. The majority of the increase is due to proceeds of borrowing and higher transfers from Development Cost Charge and general reserves to fund capital projects in 2016. Operating revenues are higher than 2015 by \$458,750 largely due to increased fee revenue in solid waste as well as general increases across other departments.

The 2015 to 2019 Financial Plan forecast for property tax revenues in 2016 was \$47.3 million. The current 2016 estimate is for \$47.4 million (5.3%) with the increase from prior year estimates being largely driven by the items noted in the following table.

2015 – 2019 Financial Plan forecast for 2016 Requisition	\$47,247,220
New Gabriola Transit Contribution Service	+\$97,665
New Intergovernmental Liaison Position + First Nations Art work purchase	+\$129,960
New funding for D69 Search & Rescue + Increase for Victim Services in Northern Community Justice	+\$20,500
Revised requisitions for Southern Community Wastewater capital projects	+\$55,000
Reduced requisition for transit services due to removal of service expansions	-\$264,020
Increases for taxes collected for other jurisdictions	+\$66,780
Increases in local fire services and utility services	+103,700
Various smaller changes to requisitions	-\$16,425
Proposed 2016 Requisition @ November 2015	\$47,440,380

Summary of Tax Revenues/Municipal Participation Agreements (Appendix B/ Binder Pages 7-9)

These pages list each individual service outlining the proposed 2016 requisition and summarizing the change from 2015.

Year over Year Changes (Appendix C/Binder Page 6)

The year-over-year change has been summarized into three categories:

- New/Changed Service Levels;
- Changes from Other Jurisdictions;
- Changes for Existing Services.

New/Changed Service Levels – 3.2% (Appendix D1 / Binder Page 17)

Legislative Services	\$ 142,200	Intergovernmental Liaison position + First Nations Artwork purchase
Transportation Services	228,000	2016 impact of 5000 hour service expansion
Gabriola Transit Contribution Service	97,665	New service – partial year funding
Southern Community Wastewater	385,000	Secondary treatment / marine outfall, other new capital
Northern Community Wastewater	175,000	Additional capital projects and maintenance of reserve fund transfers for 2019 expansion
Regional & Community Parks	59,000	E&N Trail + local trail and other capital projects + conversion of temp parks planner position to Superintendent of Parks Operations & Capital Projects
Drinking Water/Watershed Protection	37,755	Increase from municipal participation/changed rates
District 69 Search & Rescue Contribution Service + Northern Community Justice Service	20,500	New service for contribution to search & rescue + additional funding to Oceanside Victim Services
Various other changes	38,300	Hazardous properties for property clean up, Community Parks projects
Total for New/Changed Service Levels	\$1,183,420	

Other Jurisdictions - 0.4% (Appendix D2 / Binder Page18)

While not a large change relative to overall tax revenues, the amount for other jurisdictions is an increase of \$135,795 based on preliminary estimates. The Vancouver Island Regional Library levy (3.2% increase) includes impacts related to their long-term facilities and operations plans.

Existing Services – 1.6% (Appendix D3 / Binder Page19)

The cumulative property tax change year over year for existing services is \$591,435 or 1.6%. Much of this change is related to impacts of reduced carry forward surplus estimates from 2015, declining commercial tipping fee revenues for the Solid Waste function (\$100,000), as well as the impact of hydro rate increases (\$55,000), and the impact of potential wage settlements (\$588,000), and operating cost increases in areas such as transit, regional parks, recreation facilities and wastewater treatment.

BUDGET SPECIFICS:

Corporate Services (Appendices E1 to E7 / Binder Pages 86-115)

Corporate Administration (Appendix E1 to E4 / Binder Pages 86-95)

Carrying out the administrative and legislative work of the Regional District, this department includes the Chief Administrative Officer, Legislative Services, Human Resources, Financial Services, Information Technology & GIS Services, and Energy & Sustainability. Corporate Administration is funded in part by a tax requisition \$1,103,007 (2015: \$926,712) for the Legislative Services component of the work and by recoveries from other services \$4.2 million to fund the other service areas. The largest change in this area for 2016 is the addition of an Intergovernmental Liaison position and the collection of \$30,000 for the purchase of First Nations art. Total expenditures for these services are \$6.3 million.

Electoral Areas Administration/Building Policy & Advice (Appendix E6 / Binder Page 96)

This budget provides funds for Electoral Area Director allowances, local government elections, Electoral Area Director attendance at annual conferences, Electoral Area newsletters and the costs of administering building policy, information and advice services in the Electoral Areas. The total requisition is \$443,560 (2015: \$420,495) and there is a contribution from the District of Lantzville under contract for the Building Policy & Advice component of this budget at \$18,540. As well \$153,000 will be transferred from Building Inspection net revenues to the Building Policy & Advice Service.

Fire Departments (Appendix E7 / Binder Pages 104-115)

The Regional District administers and funds 11 local fire protection services through both municipal service contracts and contracts with volunteer fire societies. Tax requisitions for the fire services are proposed to decrease/increase at a range of -9.2% (Cassidy Waterloo Service) to +18.1% (Wellington Fire Service) depending on the area. All of the Societies are facing the challenges of aging infrastructure, administrative costs and volunteer retention which have an impact on training and equipment costs. This area includes a \$50,000 increase across fire services for the cost of recommendations from the Fire Service Review currently underway by Dave Mitchell & Associates.

Strategic and Community Development (Appendices F1 to G1 / Binder Pages 116-136)

Strategic and Community Development includes the Current & Long Range Planning Service, the Regional Growth Strategy, Energy & Sustainability, Northern & Southern Economic Development Services, Building Inspection & Bylaw Enforcement Service, Emergency Planning and the Search & Rescue Services. Requisition increases are largely as per the 2015-2019 plan with the exception of the Community Planning Service and Regional Growth Strategy which are both lower than forecast. Budget details and business plans are included in Appendices F1 to F7.

Building Inspection Services (Appendix F5, F1/Binder Page 121)

Building permitting and inspection services are fully funded by permit revenues and there is no tax requisition. Permit revenues for 2016 are forecast at \$1,025,380, an increase of 4% over the 2015 budget. Actual 2015 revenues = \$957,730 @ October 31 and are projected at \$1,070,000 for the year exceeding the \$986,000 budget with an estimated 585 permits issued (2014: 591 permits) and \$80 million in construction values.

The RDN also funds land and marine search and rescue groups in District 68 for approximately \$41,300 per year including paying lease costs for space used by the Nanaimo Search & Rescue Society. 2016 includes the \$5,000 contribution to the Lighthouse Country Marine Rescue Society (EA 'H') started in 2015 and a new \$10,000 contribution service for D69 Land Search & Rescue pending elector approval.

Bylaw Enforcement (Appendices G1 / Binder Pages 122-132)

Bylaw Enforcement staff costs are recovered through allocations to other budgets including Noise Control (Electoral Areas 'A','B','C','E','G', and Lantzville), Animal Control (All Electoral Areas), Hazardous and Unsightly Premises (Electoral Areas 'A','B','C','E','G','H' and Lantzville), Planning, Building Inspection, and Parks. The District of Lantzville receives bylaw enforcement services under contract with the RDN and contributes \$7,400 to this budget which has total expenditures across all services of \$342,000. For 2016, the Hazardous Properties service includes a \$6,800 increase as a result of a property clean up.

Recreation and Parks Services (Appendices H1 to H9 / Binder Pages 137-158)

Recreation & Parks Services includes the Ravensong Aquatic Centre, Oceanside Place Arena, Northern Community Recreation, Regional Parks Capital & Operations Services as well as a number of single participant services such as Electoral Area Community Parks, EA 'A' Recreation, Gabriola Recreation and the Southern Community Recreation agreements.

Recreation Services (Appendices H2-H4 / Binder Pages 137-142)

The requisitions under recreation services are as forecast with a range of increases between 1.3% and 4% dependent on the planned programs/projects for the service.

The two operating facilities (Oceanside Place and Ravensong Aquatic Centre) require a significant financial commitment for debt servicing, maintenance and capital renewal, and operate very close to budget. Debt payments of \$697,500 for Ravensong Aquatic Centre construction and upgrades will be completed in 2016 while Oceanside Place debt servicing (\$585,600) carries on through 2023.

Northern Community Recreation includes transfers to the Arrowsmith Community Enhancement Society (\$70,910) for their programs, and to Qualicum Beach and Parksville (\$282,650 = 2015 estimate) for sports field maintenance. This service includes \$62,500 for recreation grants to external organizations.

The \$1,124,670 requisition (2015: \$1,107,535) for Southern Community Recreation is largely made up of a \$1,090,920 transfer to Nanaimo for facilities and sports fields from Lantzville and Electoral Areas 'A', 'B' & 'C' based on an average of usage surveys performed every five years. 2016 amounts include the impacts of the survey completed in 2015.

Electoral Area 'A' & 'B' Recreation Services (Appendices H5-H6 / Binder Pages 141-142)

Both requisitions reflect directions provided by the individual Electoral Areas.

Regional Parks Operating and Capital (Appendix H7 / Binder Pages 143-144)

The operating budget related to Regional Parks tax requisition increase at 12% is as forecast largely due to a decrease in the projected carry forward surplus and several development projects including Coats Marsh Lookouts/Boardwalk \$40,000, Benson Creek Falls Kiosk \$17,000, Horne Lake Toilets & Roof Replacement and Venting \$36,000, Top Bridge Road Widening \$10,000 and Ammonite Falls Foot Bridge and Trail \$20,000. There is also the addition of wages to implement a Superintendent of Parks Operations and Capital Projects position. The requisition for the capital component of the budget is funded by a \$13.00 per property parcel tax. In 2016 capital funds are being allocated to a variety of projects such as the E&N Trail, Morden Colliery Trail, Benson Creek Falls stairs, Moorecroft Park building upgrades and Little Qualicum Bridge.

Community Parks (Appendices H8 to H9 / Binder Pages 145-152)

All requisitions reflect recommendations and priorities provided to staff and the Regional Board through Parks & Open Space Advisory Committees. Overall Community Parks requisitions increase at 9.5% which is lower than forecast as a result of carry forward surplus amounts.

Regional & Community Utilities (Appendices J1 to J8 / Binder Pages 159-196)

Regional & Community Utilities encompasses all of the Wastewater, Water, Sewer and Streetlighting Services as well as the Drinking Water/Watershed Protection Service. The tax requisitions within this

division are largely consistent with the financial plan with some increases over the 2015-2019 plan in Southern Community Wastewater and French Creek Sewer. The Drinking Water and Watershed Protection service requisition is increased as a result of new municipal participation.

There is a high level of operating and capital infrastructure activity associated with this division. The following is a very brief summary of the budget highlights for these services:

Southern Community Wastewater	<p>Total expenditures \$29.7M</p> <p>Operating expenditures \$4.4M; Capital program \$23.2M (Year1 of \$95 million five year infrastructure plan)</p> <p>\$11.6M of capital plan funded by General/Development Cost Charge Reserves, \$11 M borrowing</p>
Northern Community Wastewater	<p>Total expenditures \$5.6M</p> <p>Operating expenditures \$2.9M, Capital program \$1.2M</p> <p>\$175,000 of capital plan funded by General/Development Cost Charge Reserves</p>
Drinking Water & Watershed Protection	<p>Total expenditures \$572,000</p> <p>Operating expenditures \$560,000</p> <p>\$96,000 support to Team WaterSmart education program + \$60,000 for rainwater harvesting/water quality incentives + \$21,500 stewardship programs + \$18,000 VIU Partnership</p>
Water & Sewer Services	<p>Total expenditures \$6.6 million water / \$2.3 million sewer</p> <p>Operating expenditures \$2.3 million water / \$1.9 million sewer</p> <p>Capital expenditures \$3.3 million water / \$109,000 sewer</p> <p>ERWS joint venture with Parksville + Nanoose Peninsula approved referendum capital program = up to \$7.8million over next few years</p>

Transportation and Solid Waste (Appendices K1 to K6 / Binder Pages 197-203)

Transportation Services

The Southern and Northern Community Transit Service requisitions are lower than the forecast and increase by \$407,895 (5.0%) and \$48,221 (5.0%) respectively. The increases relate to development of a new downtown exchange, annualization of service expansions and costs related to replacing 25 diesel buses with CNG buses.

A 2,000 hour expansion of the conventional system for Southern Community service areas was implemented in September 2015 which will equate to 5,000 hours annually in 2016. The budget also includes costs related to replacing the rest of the fleet (25 diesel buses) with CNG buses resulting in 100% CNG fleet starting 2017. Fuel costs represent 7.6% of the operating expenditures in the 2016 budget at approximately \$1.47 million and the lack of stability for diesel prices has significant impacts. The budget includes \$1.0 million or \$1.28 per litre for diesel per the BC Transit agreement; however,

rates are currently significantly lower. Conversion of the fleet to 100% CNG in 2017 will greatly reduce volatility in this area.

Solid Waste Management

The Solid Waste Management service tax requisition is consistent with the forecast resulting in an increase of \$115,618 and rises by 25% over 2015 in order to offset some of the impacts of the decreased tipping fees which are forecast at \$7.5 million (2014: \$8.3 million). The tax requisition of \$578,088 partially supports planning and enforcement activities related to disposal bans, illegal dumping and waste stream licensing.

Total 2016 operating expenditures for this service are \$7.8 million and the capital expenditures are budgeted at 6.2 million. Capital reserves of \$4.0 million will be used to support the capital program. Major capital projects include North Berm construction, maintenance shop design and construction and scale replacement at the Cedar landfill.

Garbage & Recycling Collection

The collection rate for 2015 will increase from \$121 (2015) to \$125 per household to accommodate inflationary adjustments to contracted services and a contribution to an operating reserve for anticipated future program delivery changes.

Resource Implications Summary

Staffing adjustments incorporated in this plan include the Intergovernmental Liaison position in Legislative Services; 2 FTE's + additional casual hours for Transit Services as a result of the service expansion and union agreement; 2 FTE's in the Southern Wastewater Service (to begin later in the year) in relation to the transition to secondary treatment, 1 FTE in the human resources area focused on health & safety; and a transition from temporary positions for a part time Departmental Secretary and Parks Planner to a permanent part-time Departmental Secretary and a Superintendent of Parks Operations & Capital Projects in the Regional & Community Parks areas in response to the significant capital projects required in these services.

New 2016 funding requests

Requests for additional funding have been received from the following groups and staff are requesting direction from the Board on whether to include these items in the revised version of the budget in February.

- District 68 Search & Rescue - \$11,000 has been requested by the Nanaimo Marine Search & Rescue Society to ensure ongoing operating funding.
- Nanaimo Victim Services - \$2,500 request for additional annual funding.

ALTERNATIVES:

1. Receive and approve the proposed 2016 budget as presented and proceed to finalize the 2016 to 2020 Financial Plan pending direction resulting from the 2016-2020 strategic planning process and updated 2015 year end information.
2. Receive this report for information, provide direction to staff for recommended amendments or further analyses.

FINANCIAL IMPLICATIONS:

The Regional District of Nanaimo's budget affects taxpayers differently depending on where they own property in the Regional District.

Member Participation (Appendices L1 to L3 / Binder Pages 14-16)

These schedules summarize the financial implications for each of the Regional District's member jurisdictions for those services which affect all property taxpayers in their jurisdiction – these services are referred to as 'general' services. There are many unique cost sharing formulas for Regional District services which reflect decisions by the Regional Board regarding an appropriate measure of benefit for a particular service. Property assessments continue to be the most common approach, however in recent years' formulas based on a combination of usage and assessment, usage only, population and assessment and flat rate taxes have been approved for some services.

Referring to Appendix L1 (Binder Page 14) for an example of the information in this Appendix, the City of Nanaimo would have a 2016 requisition of \$17.1 million, an increase over 2015 of \$1.07 million. The primary reasons for the change are the capital/expansion programs for transit and wastewater and the Intergovernmental Liaison position and First Nations art purchases. The breakdown for the increases between new/changed services vs: changes for other jurisdictions and existing services is shown in Appendices D1 to D3 (Binder Pages 17-19), e.g., \$709,948 identified as New/Changed Service Levels for Nanaimo as shown on Appendix L-1.

Appendix M (Binder Page 13) shows for each jurisdiction, the estimated year over year change in general services property taxes for properties valued between \$100,000 and \$400,000, including generally applicable parcel taxes as well as the Northern Community Justice, Northern Economic Development, Regional Parks and Drinking Water/Watershed Protection parcel taxes.

The remaining pages of the handout, Appendices N1 to N11 (Binder Pages 23-44) are three year historical summaries for each member jurisdiction showing the details of participation in the general services applicable to that jurisdiction. The 2016 preliminary budget information as discussed here is available on the RDN website for public access <http://www.rdn.bc.ca/cms.asp?wplD=771>.

Local service tax requisitions – fire, water, sewer and streetlighting – are unique to an individual property owner and often have a greater impact than all other services combined. These requisitions and tax rates are shown below the general services table on Appendix B.

STRATEGIC PLAN IMPLICATIONS:

Pending the completion of an updated strategic plan, the 2016 Budget provided represents activities consistent with the current strategic plan. It reflects the consolidated cost of implementing the Strategic Goals and Actions for each of the RDN's five Action Areas:

- The Regional Federation;
- Strategic and Community Development;
- Transportation and Solid Waste;
- Regional and Community Utilities; and
- Parks and Recreation

These Action Areas reflect the traditional organizational structure of the RDN, and each manager and general manager is tasked with identifying how projects and programs planned for 2016 are consistent with the Board Strategic Plan.

SUMMARY/CONCLUSIONS:


This report and appendices outline the changes arising from the proposed 2016 budget as they affect each member jurisdiction, as well as describing some of the major initiatives planned in 2016. The 2016 proposed budget is largely consistent with the forecasts developed for the 2015 to 2019 Financial Plan.

Capital upgrades in the Northern and Southern Community Wastewater Services, the Intergovernmental Liaison position, First Nations art purchases, and improvements to the regional transit system represent the largest changes in tax requisitions year over year, affecting taxpayers in all areas to some degree.


Municipal member jurisdictions will see increases to their requisitions between 1.2% and 6.7% for Regional District services in 2016 (approximately \$9 to \$40 for a \$400,000 home). Taxpayers residing in Electoral Areas will see tax rates change by between -0.1% and 9.5% (approximately \$0 to \$36 for a \$400,000 home). These amounts exclude local service tax requisitions for services such as fire, water, sewer and streetlighting which are unique to an individual property owner and often have a greater impact than all other services combined.

Proposed changes to tax requisition amounts either for increases or decreases are developed within the context of maintaining the long term plans for services and infrastructure replacements and reflect the significant capital expenditures being undertaken in wastewater and water services.

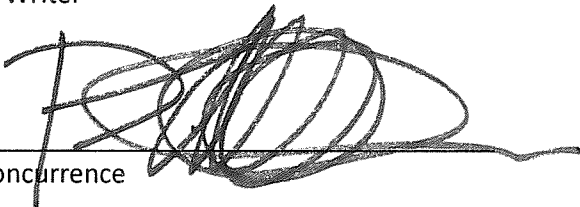
Should the Board wish to consider further adjustments to the 2016 Budget it is recommended that this report be received, and staff be given direction on requested analyses or adjustments.



Report Writer



Director of Finance Concurrence

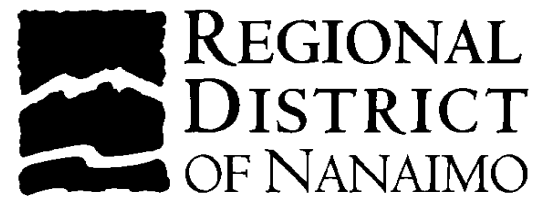


CAO Concurrence



GENERAL REVENUE FUND
2016 Proposed Budget

	CORPORATE	SERVICES	STRATEGIC & COMM	DEVELOPMENT	REGIONAL & COMM UTILITIES	RECREATION & PARKS SERVICES	TRANSPORTATION & SOLID WASTE	TOTAL	REVENUE	FUND			
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	%			
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	Change		
REVENUES													
TAX REQUISITION	7,940,266	7,975,241	2,628,583	2,732,548	14,644,132	15,813,801	10,216,582	10,647,235	9,603,102	10,271,557	45,032,665	47,440,382	5.3%
GRANTS	154,090	86,090	10,585	40,585	693,327	1,468,917	3,992,884	3,038,848	6,438,850	6,968,234	11,289,736	11,602,674	
OPERATING REVENUE	18,048	19,284	1,139,830	1,178,763	1,837,968	1,918,706	1,555,516	1,623,979	16,214,213	16,483,592	20,765,575	21,224,324	
OTHER REVENUE	11,928,315	11,996,497	430,591	408,902	24,363,326	26,491,605	1,553,941	1,508,835	4,684,017	8,238,583	42,960,190	48,644,422	
PRIOR YEARS SURPLUS (DEFICI)	1,531,165	1,301,588	1,187,212	1,255,474	3,390,957	2,618,611	1,299,104	969,234	3,872,509	3,830,700	11,280,947	9,975,607	
TOTAL REVENUES	21,571,884	21,378,700	5,396,801	5,616,272	44,929,710	48,311,640	18,618,027	17,788,131	40,812,691	45,792,666	131,329,113	138,887,409	
EXPENSES													
OFFICE OPERATING	219,128	268,437	430,299	434,762	863,958	915,100	567,110	597,498	2,111,524	2,170,186	4,192,019	4,385,983	
COMMUNITY GRANTS	522,602	41,080									522,602	41,080	
LEGISLATIVE	483,832	479,674					1,600	1,500			485,432	481,174	
PROFESSIONAL FEES	313,036	299,666	214,035	374,535	1,212,761	820,678	249,509	264,200	443,500	444,228	2,432,841	2,203,307	
BUILDING - OPER & MAINT	478,450	442,167	71,213	67,613	1,356,625	1,369,096	826,388	785,539	535,090	535,285	3,267,766	3,199,700	
VEH & EQUIP - OPER & MAINT	346,705	344,792	90,922	94,316	1,054,234	1,048,765	234,937	236,826	6,138,087	5,818,277	7,864,885	7,542,976	
OTHER OPERATING COSTS	1,203,229	1,229,512	724,572	739,865	4,101,218	4,174,802	998,034	1,171,480	9,275,525	9,510,730	16,302,578	16,826,389	
WAGES & BENEFITS	3,784,814	4,096,553	2,539,178	2,544,587	4,413,743	4,598,672	4,465,946	4,697,796	14,199,037	14,967,321	29,402,718	30,904,929	
PROGRAM COSTS	1,000	21,000	170,285	167,336	179,350	181,300	519,730	574,659			870,365	944,295	
CAPITAL EXPENDITURES	1,518,850	1,496,500	79,500	95,000	24,833,159	28,286,607	5,779,514	4,775,160	3,793,750	8,358,875	36,004,773	43,012,142	
DEBT - FINANCING - INTEREST	3,656,293	3,504,791			309,448	448,533	704,116	459,224		2,935	4,669,857	4,415,483	
DEBT - FINANCING - PRINCIPAL	2,994,834	2,883,698			329,141	514,009	1,128,242	1,004,287		154,965	4,452,217	4,556,959	
CONTINGENCY							15,000				15,000		
TRSF TO RESERVE FUND	722,064	827,157	137,458	124,715	3,968,286	4,101,786	935,857	790,940	1,415,993	1,386,109	7,179,658	7,230,707	
TRSF TO OTHER GOV'T/AGENCI	4,494,953	4,678,229	200,300	256,300			1,761,572	1,950,276	75,000	92,665	6,531,825	6,977,470	
TOTAL EXPENDITURES	20,739,790	20,613,256	4,657,762	4,899,029	42,621,923	46,459,348	18,187,555	17,309,385	37,987,506	43,441,576	124,194,536	132,722,594	6.9%
OPERATING SURPLUS (DEFICIT)	832,094	765,444	739,039	717,243	2,307,787	1,852,292	430,472	478,746	2,825,185	2,351,090	7,134,577	6,164,815	



Summary of Tax Revenues/Municipal Participation Agreements

	2015 FINAL Mar 2015	2016 Proposed Nov 2015	change from 2015 \$	change from 2015 %
CORPORATE SERVICES				
Corporate Administration	926,712	1,103,007	176,295	19.0%
House Numbering	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	420,495	443,560	23,065	5.5%
Lantzville Service Participation Agreement	18,446	18,539	93	0.5%
General Grants In Aid	480,972	64,150	(416,822)	-86.7%
Southern Restorative Justice/Victim Services	13,500	13,500	0	0.0%
Northern Community Justice	111,681	122,300	10,619	9.5%
Feasibility Studies/Referendums	22,500		(22,500)	-100.0%
	2,015,806	1,786,556		
STRATEGIC & COMMUNITY DEVELOPMENT				
Electoral Area Community & Long Range Planning	1,437,745	1,495,256	57,511	4.0%
Regional Growth Strategy	429,561	433,857	4,296	1.0%
Emergency Planning	259,567	267,354	7,787	3.0%
Lantzville Service Participation Agreement	22,449	22,528	79	0.4%
District 68 Search & Rescue	40,990	41,063	73	0.2%
District 69 Marine Search & Rescue	5,000	5,000	0	0.0%
District 69 Land Search & Rescue		10,000	10,000	NEW
Economic Development - Southern Community	164,000	177,000	13,000	7.9%
Economic Development - Northern Community	50,000	50,000	0	0.0%
Animal Control - Area A ,B,C,Lantzville	66,159	67,482	1,323	2.0%
Animal Control Area E,G,H	81,620	83,252	1,632	2.0%
Animal Control Area F	18,595	18,595	0	0.0%
Hazardous Properties	7,564	14,511	6,947	91.8%
Unightly Premises	7,260	7,841	581	8.0%
Noise Control	38,073	38,809	736	1.9%
	2,628,583	2,732,548		
RECREATION & PARKS				
Ravensong Aquatic Centre	2,525,074	2,575,575	50,501	2.0%
Oceanside Place	1,823,828	1,878,543	54,715	3.0%
Northern Community Recreation	1,075,287	1,107,471	32,184	3.0%
Gabriola Island Recreation	101,839	105,913	4,074	4.0%
Area A Recreation & Culture	182,690	188,171	5,481	3.0%
Port Theatre/Cultural Centre Contribution	81,822	82,869	1,047	1.3%
Regional Parks - operating	1,208,237	1,353,225	144,988	12.0%
Regional Parks - capital	872,911	877,708	4,797	0.5%
Electoral Areas Community Parks	977,312	1,070,444	93,132	9.5%
	8,849,000	9,239,919		
REGIONAL & COMMUNITY UTILITIES				
Southern Wastewater Treatment	5,502,157	6,107,395	605,238	11.0%
Northern Wastewater Treatment	3,731,598	3,924,468	192,870	5.2%
Liquid Waste Management Planning	163,462	168,366	4,904	3.0%
Drinking Water Protection	467,068	504,824	37,756	8.1%
	9,864,285	10,705,053		
TRANSPORTATION & SOLID WASTE SERVICES				
Southern Community Transit	8,157,890	8,565,785	407,895	5.0%
Northern Community Transit	964,444	1,012,665	48,221	5.0%
D69 Custom Transit (Area H)	12,500		(12,500)	-100.0%
Descanso Bay Emergency Wharf	5,798	5,914	116	2.0%
Gabriola Transit contribution		97,665	97,665	NEW
Gabriola Taxi saver		11,440	11,440	NEW
Solid Waste Management & Disposal	462,470	578,088	115,618	25.0%
	9,603,102	10,271,557		
GENERAL TAXATION FOR OTHER JURISDICTIONS				
SD 68 Emergency 911	130,397	146,861	16,464	12.6%
SD 69 Emergency 911	587,715	605,464	17,749	3.0%
Southern Community Recreation	1,107,535	1,124,667	17,132	1.5%
Northern Community Sportsfield Agreement	260,047	282,649	22,602	8.7%
Vancouver Island Regional Library	1,929,101	1,990,949	61,848	3.2%
	4,014,795	4,150,590		
GENERAL SERVICES PROPERTY TAX REVENUES				
	36,975,571	38,886,223		
	6.5%	5.2%		
LOCAL SERVICE AREA TAX REVENUES				
Duke Point Wastewater Treatment	218,056	226,779	8,723	4.0%
Northern Community Wastewater -other benefitting areas	858,445	940,977	82,532	9.6%
Fire Protection Areas	3,277,247	3,445,411	168,164	5.1%
Streetlighting Service Areas	81,624	84,357	2,733	3.3%
Stormwater Management	9,641	9,739	98	1.0%
Utility Services	3,612,081	3,846,896	234,815	6.5%
	8,057,094	8,554,159		
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS				
	45,032,665	47,440,382		
	6.7%	5.3%		



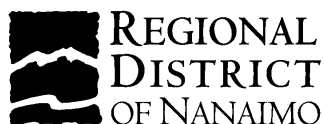
Summary of Tax Revenues/Municipal Participation Agreements

	2015 FINAL Mar 2015	2016 Proposed Nov 2015	change from 2015 \$	change from 2015 %
ADDITIONAL DETAILS - GENERAL SERVICES				
PORT THEATRE/CULTURAL CENTRE CONTRIBUTION				
Electoral Area A	14,897	15,120	223	1.5%
Electoral Area B	26,912	27,136	224	0.8%
Electoral Area C (Extension)	14,798	15,020	222	1.5%
Electoral Area C (E. Wellington)	3,833	3,890	57	1.5%
Electoral Area E	21,382	21,703	321	1.5%
	81,822	82,869		
COMMUNITY PARKS				
Electoral Area A	163,783	173,610	9,827	6.0%
Electoral Area B	184,222	188,828	4,606	2.5%
Electoral Area C(Extension)	60,132	67,364	7,232	12.0%
Electoral Area C(E. Wellington)	82,124	86,230	4,106	5.0%
Electoral Area E	103,141	125,000	21,859	21.2%
Electoral Area F	124,000	155,000	31,000	25.0%
Electoral Area G	109,275	114,739	5,464	5.0%
Electoral Area H	150,635	159,673	9,038	6.0%
	977,312	1,070,444		
ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES				
FIRE PROTECTION				
Nanaimo River Fire (Area C)	17,786	17,792	6	0.0%
Coombs-Hilliers Fire Volunteer (Area F)	374,083	407,494	33,411	8.9%
Errington Fire Volunteer (Area F)	419,605	452,901	33,296	7.9%
Nanoose Bay Fire Volunteer (Area E)	604,850	644,095	39,245	6.5%
Dashwood Fire Volunteer (Area F,G,H)	502,245	527,960	25,715	5.1%
Meadowood Fire (Area F)	139,354	139,357	3	0.0%
Extension Fire Volunteer (Area C)	149,027	157,736	8,709	5.8%
Bow Horn Bay (Area H)	310,058	333,448	23,390	7.5%
Cassidy Waterloo Fire Contract (Area A, C)	176,265	160,088	(16,177)	-9.2%
Wellington Fire Contract (Area C - Pleasant Valley)	64,260	75,909	11,649	18.1%
Parksville (Local) Fire Contract (Area G)	94,172	94,172	0	0.0%
French Creek Fire Contract (Area G)	425,542	434,459	8,917	2.1%
	3,277,247	3,445,411		
STREETLIGHTING				
Rural Areas Streetlighting	16,035	16,035	0	0.0%
Fairwinds Streetlighting	23,500	23,500	0	0.0%
French Creek Village Streetlighting	6,228	6,851	623	10.0%
Highway Intersections Streetlighting (French Creek)	1,086	1,173	87	8.0%
Morningstar Streetlighting	14,571	15,154	583	4.0%
Sandpiper Streetlighting	11,076	11,962	886	8.0%
Hwy # 4 (Area F)	3,500	3,885	385	11.0%
Englishman River Community	5,628	5,797	169	3.0%
	81,624	84,357		
NOISE CONTROL				
Noise Control Area A	6,610	7,271	661	10.0%
Noise Control Area B	8,575	8,575	0	0.0%
Noise Control Area C	7,068	7,068	0	0.0%
Noise Control Area E	7,496	7,571	75	1.0%
Noise Control Area G	8,324	8,324	0	0.0%
	38,073	38,809		
UTILITIES				
Englishman River Community Stormwater	4,916	5,014	98	2.0%
Cedar Sewer Stormwater	4,725	4,725	0	0.0%
	9,641	9,739		



Summary of Tax Revenues/Municipal Participation Agreements

	2015 FINAL Mar 2015	2016 Proposed Nov 2015	change from 2015 \$	change from 2015 %			
					2015	2016	Change
UTILITY SERVICES - PARCEL TAX REVENUES							
WATER UTILITIES							
Nanoose Peninsula (Area E)	788,779	859,769	70,990	9.0%	315	344	\$28
Driftwood (Area E)	5,456	5,458	2	0.0%	420	420	\$0
Surfside(Area G)	13,673	14,083	410	3.0%	351	361	\$11
French Creek(Area G)	67,517	72,243	4,726	7.0%	282	302	\$20
Englishman River Community(Area G)	37,230	37,602	372	1.0%	237	240	\$2
Whiskey Creek Water(Area F)	88,935	89,824	889	1.0%	706	713	\$7
San Pareil Water(Area G)	127,124	133,480	6,356	5.0%	441	463	\$22
San Pareil Water(Fire Improvements Debt levy)	106,313	74,212	(32,101)	-30.2%	397	277	(\$120)
Melrose Place(Area F)	21,939	22,597	658	3.0%	784	807	\$24
Decourcey Water(Area A)	7,642	7,871	229	3.0%	1,528	1,574	\$46
Nanoose Bulk Water (Area E)	852,198	937,418	85,220	10.0%	340	375	\$34
French Creek Bulk Water (Area G)	4,320	4,320	0	0.0%	2	2	\$0
Westurne Heights Water			0	#DIV/0!			
	2,121,126	2,258,877					
SEWAGE COLLECTION UTILITIES							
Hawthorne Rise Debt levy	4,029	8,251	4,222	104.8%	288	589	\$302
Reid Road Debt levy		5,034	5,034	NEW	0	629	\$629
French Creek (Area G)	588,040	640,964	52,924	9.0%	312	341	\$28
Fairwinds (Area E)	537,896	561,257	23,361	4.3%	676	705	\$29
Surfside Sewer (area G)	20,793	21,417	624	3.0%	770	793	\$23
Pacific Shores (Area E)	63,465	66,638	3,173	5.0%	496	521	\$25
Barclay Crescent (Area G)	143,309	150,473	7,164	5.0%	varies	varies	
Cedar Sewer Service (Operating)(Area A)	27,638	28,191	553	2.0%	varies	varies	
Cedar Sewer Service (Capital Financing) (Area A)	105,785	105,794	9	0.0%	varies	varies	
	1,490,955	1,588,019					
TOTAL UTILITY PARCEL TAX REVENUES	3,612,081	3,846,896					
	9.84%	6.50%					



2016 BUDGET

ANALYSIS OF CHANGES IN GENERAL PROPERTY TAX/MUNICIPAL SERVICE PARTICIPATION REVENUES

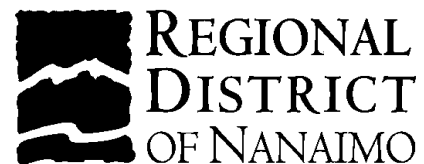
	%		
	Change		
General Services Property Tax Revenues 2015		36,975,571	
Changed service levels			
Legislative Services		30,000	First Nations Arts Project
Legislative Services		112,200	Intergovernmental liaison position
Northern Community Justice		10,500	Victim services- Oceanside
District 69 Land Search & Rescue		10,000	New service pending approval process
Hazardous Properties		7,300	Gabriola Property Cleanup cost recovery
Regional Parks Operations & Community Parks		59,000	Gas Tax projects/capital program, Superintendent Parks Operations & Capital Projects
Area A Community Parks		6,000	Beach access upgrades
Area E Community Parks		10,000	Oakleaf Ecological Assessments
Area F Community Parks		10,000	Errington Community Park Playground Design & Reserve Transfers
Area H Community Parks		5,000	Dunsmuir Planning
Drinking Water/Watershed Protection		37,756	Increase from municipal participation/changed rates
Northern Community Wastewater		175,000	Additional capital projects & maintenance of reserve fund transfers for 2019 expansion
Southern Community Wastewater		385,000	New debt servicing and capital program for Secondary treatment/marine outfall
Gabriola Transit Contribution		97,665	Part year funding - new service
Transportation Services		228,000	Annualization of 5000 hrs expansion effective Sept 1, 2015
	3.2%	1,183,421	
Changes for Other Jurisdictions			
D68 E911		16,464	Firecom agreement impacts
D69 E911		17,749	Estimates pending final information
Southern Community - Facilities & Sportsfield agreement		17,132	Estimates pending final information
Northern Community - Sportsfield agreement		22,602	Estimates pending final information
Vancouver Island Regional Library		61,848	Budget per VIRL
	0.4%	135,795	
Changes within existing service levels			
Other increases/decreases		591,437	Includes \$100,000 for solid waste increase to offset tipping fee revenue decline
	1.6%	591,437	
General Services Property Tax Revenues 2016 - Change	5.2%	38,886,224	
Total Annual 2016 Tax Revenues		47,440,382	
Less: Local Service Area/Parcel Taxes		(8,554,158)	
2016 General Services Tax Revenues		38,886,224	
2015 General Services Tax Revenues		(36,975,575)	
Change	5.2%	1,910,649	
General services property taxes are levied to all properties within the Electoral Area. Local Service Area taxes are paid only by property owners within the boundaries of the specific service area.			
Local Services Property Tax Revenues 2016 - Change			
Local Service Area/Parcel taxes in 2015		8,057,094	
Changed Service Levels			
Nanoose Fire Department		12,000	Establish reserve for summer coverage + water tank storage costs
Dashwood Fire Department		25,000	Establish reserve for summer coverage + capital reserve contribution increase
Coombs-Hilliers Fire Department		30,000	Build capital reserves & Implementation of paid fire chief program
Errington Fire Department		10,000	Build capital reserves for trucks/hall infrastructure
Bow Horn Bay Fire Department		12,000	Build capital reserves for trucks/hall infrastructure
All fire service areas		50,000	Impacts of recommendations from Playbook/Fire Service Review
Hawthorne Rise Debt levy		4,220	New service debt servicing implementation
French Creek Sewer		16,000	Videocam review, line flushing program + transfer to FCPC
Reid Road Sewer		5,034	New service debt servicing implementation
Nanoose Bulk Water		67,500	Englishman River Water Service Joint Venture capital program
Nanoose Peninsula Water		65,000	Capital program debt servicing + lower user fees from conservation
	3.7%	296,754	
Local Service Area/Parcel taxes 2016		8,554,158	
Total change from 2015	6.2%	497,064	



2016 BUDGET
SUMMARY OF NEW/CHANGED SERVICES LEVELS

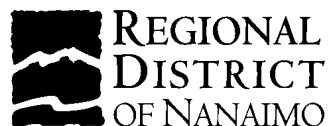
	Legislative (First Nations Arts Project)	Legislative (Intergovernmental Liaison position)	Northern Community Justice (Oceanside Victim Services)	District 69 Land Search and Resecue	Hazardous Properties	Regional Parks Operations	Community Parks	Drinking Water/ Watershed Protection	Northern Community Wastewater Services	Southern Community Wastewater Services	Gabriola Transit contribution	Transportation Services	Total Change
City of Nanaimo	16,034	59,961				11,945		35,318		380,765		205,925	709,948
District of Lantzville	738	2,761			658	513		1,486		4,235		2,765	13,156
City of Parksville	2,533	9,474	2,928	2,679		1,707		872	84,455			7,415	112,063
Town of Qualicum Beach	2,021	7,560	2,095	1,943		1,238		80	56,700			2,892	74,529
Electoral Area A	1,160	4,339			1,035	1,025	11,455					3,568	22,582
Electoral Area B	1,115	4,171			995	577	5,455				97,665		109,978
Electoral Area C	905	3,385			807	458	5,380					542	11,477
Electoral Area E	1,789	6,691	1,478	1,315	1,596	838	15,455		1,750*			2,238	33,150
Electoral Area F	1,228	4,592	1,298	1,660		1,058	15,455						25,291
Electoral Area G	1,523	5,698	1,606	1,600	1,359	1,020	5,455		32,095*			1,808	52,164
Electoral Area H	954	3,568	1,095	803	850	511	10,455					847	19,083
	30,000	112,200	10,500	10,000	7,300	20,890	69,110	37,756	175,000	385,000	97,665	228,000	1,183,421

* Amounts for Electoral Areas will impact specific sewer service areas only - Barclay Crescent, French Creek, Surfside and Pacific Shores



**2016 BUDGET
CHANGES FOR OTHER JURISDICTIONS**

	District 68 E 911 (Central Vancouver Island Partnership)	District 69 E911 (North Island 911 Corporation)	Southern Community Recreation Facilities/Sportsfield Agreement	Northern Community Sportsfield Agreement	Vancouver Island Regional Library	Total Change
District of Lantzville	3,125		1,821			4,946
City Of Parksville		3,985				3,985
Town of Qualicum Beach		3,902				3,902
Electoral Area A	4,822		(35,322)		4,657	(25,843)
Electoral Area B	4,672		(16,283)		9,894	(1,717)
Electoral Area C	3,845		66,916		366	71,127
Electoral Area E		3,135		6,431	9,344	18,910
Electoral Area F		2,138		4,270	15,033	21,441
Electoral Area G		2,896		10,887	16,128	29,911
Electoral Area H		1,693		1,014	6,426	9,133
	16,464	17,749	17,132	22,602	61,848	135,795



2016 BUDGET
SUMMARY OF CHANGES IN EXISTING SERVICES

Electoral Area Planning	Regional Growth Strategy	Wastewater Treatment	Wastewater Treatment	Oceanside Place	Ravensong Aquatic Centre	Regional Parks Operations	Community Parks	Northern Community Recreation	Southern & Northern Community Transit	Other Cumulative Changes	Total
		(Southern)	(Northern)								
City Of Nanaimo	2,412	223,868				82,903			190,081	(139,820)	359,444
District of Lantzville	117	(3,630)				3,562			(2,869)	(6,118)	(8,938)
City Of Parksville	297		70,309	29,147	1,402	11,847		7,220	22,994	(23,919)	119,297
Town of Qualicum Beach	313		34,213	1,841	5,572	8,593		7,080	3,870	(20,418)	41,064
Electoral Area A	8,746	55				6,375	(1,628)		20,172	5,192	38,912
Electoral Area B		71				4,001	4,606			(13,560)	(4,882)
Electoral Area C	7,302	264				3,918	11,338		(12,289)	(5,731)	4,802
Electoral Area E	12,899	212	(18,026)	(5,158)		5,815	6,404	5,684	9,857	(11,876)	5,811
Electoral Area F	9,165	193	(15,675)	10,420	31,797	7,342	15,545	3,875		(8,512)	54,150
Electoral Area G	12,171	240	(40,780)	22,447	19,360	7,080	5,464	5,254	(5,528)	(14,955)	10,753
Electoral Area H	7,228	122	(12,171)	(3,982)	(7,630)	3,552	(1,417)	3,071	(10,672)	(7,081)	(28,980)
57,511	4,296	220,238	17,870	54,715	50,501	144,988	40,312	32,184	215,616	(246,798)	591,433



FINANCIAL PLAN
Corporate Administration Summary
2016 Proposed Budget

	2015 Actuals September YTD	2015 Budget	2016 Proposed Budget	Budget to Budget variance %
Operating Revenues				
Property taxes	(695,034)	(926,712)	(1,103,007)	19.0%
	(695,034)	(926,712)	(1,103,007)	19.0%
Grants in lieu of taxes	(65,159)	(48,000)	(48,000)	
Operating grants	(46,094)			
Operations	(19,162)	(18,048)	(19,284)	
Interest income	(160,403)	(150,000)	(150,000)	
Miscellaneous	(103,223)	(112,070)	(117,070)	
Interdepartmental recoveries	(3,042,122)	(4,034,538)	(4,235,444)	
Total Operating Revenues	(4,131,197)	(5,289,368)	(5,672,805)	7.2%
Operating Expenditures				
Administration	60,415	136,662	128,944	
Legislative	253,432	328,800	339,168	
Professional fees	40,029	271,410	255,370	
Building oper & maint	285,766	348,419	320,136	
Vehicle & Equip- oper & maint	127,323	162,690	172,222	
Operating costs	309,167	535,083	545,966	
Program costs	15	1,000	21,000	
Total Operating Expenditures (excluding wages)	1,076,147	1,784,064	1,782,806	(0.1%)
Wages & benefits	2,764,418	3,571,848	3,878,337	8.6%
Total Operating Expenditures (including wages)	3,840,565	5,355,912	5,661,143	5.7%
Contribution to reserve funds	132,945	136,355	186,355	
Operating (surplus) / deficit	(157,687)	202,899	174,693	
Capital Asset Expenditures				
Capital expenditures	168,798	532,450	484,400	
Transfers from reserves		(233,500)	(260,000)	
Net Capital Assets funded from Operations	168,798	298,950	224,400	(24.9%)
Capital Financing Charges				
Total Capital Financing Charges				
Net (surplus)/deficit for the year	11,111	501,849	399,093	
Prior year (surplus) / deficit	(1,010,714)	(1,010,714)	(873,187)	
(Surplus) applied to future years	(999,603)	(508,865)	(474,094)	

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	CORPORATE SERVICES		
SERVICE	ADMINISTRATIVE SERVICES AND HUMAN RESOURCES		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Legislative / Communication / Building Operations – Supports the Board through preparation of Board & Committee agendas and minutes. Conducts Elections, Referendums and Alternative Approval Processes. Coordinates and promotes the RDN’s website, social media, Regional Perspectives Newsletter, Electoral Area Updates and news releases. Coordinates maintenance and upgrades to RD Administration Building.</p> <p>Human Resources – Provides human resources support to all Departments. This includes labour relations & negotiations advice, recruitment & selection support; health and safety program management; management of personnel records; management of benefit plans; and management of CUPE job evaluation systems.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Level of usage of Website (visits per year)	2014 – 483,388 visits 2013 - 413,688 visits 2012 - 452,546 visits 2011 - 408,509 visits 2010 - 371,973 visits	Last 12 months – October 1, 2014 – October 1, 2015) - 561,192 visits	Continue to enhance the use of the RDN website.
Communication	<p>Perspectives</p> <p>EA Updates</p> <p>News Releases 2014 - 36 2013 - 29 2012 - 45 2011 - 39 2010 - 85</p> <p>RDN Board Report 2014 - 12 2013 - 12</p>	<p>3 Issues in 2015 (3rd issue to be published in December)</p> <p>1 Issue per Electoral Area (excluding Electoral Area F) 2nd issue not produced in 2015 due to staffing resources)</p> <p>2015 (year to date) - 25</p> <p>2015 (year to date) - 9</p>	<p>Continue to provide and enhance these forms of public communication.</p> <p>2 Issues per Electoral Area per year</p> <p>No more than 52 per year. Use of social media, advertising, public notices preferred.</p> <p>One to be produced following each Board meeting.</p>
Use of Social Media	<p>Increased use of various forms of social media. (as at October 1st approx.)</p> <p>RDN Facebook page 2014 - 774 likes 2013 – 573 likes</p> <p>RDN Twitter feed 2014 - 858 followers 2013 – 554 followers</p>	<p>Regular use of social media, community websites, and other media. (as at October 1st)</p> <p>RDN Facebook page 2015 – 1,038 likes</p> <p>RDN Twitter feed 2015 – 1,155 followers</p>	Expand use of social media, and continue to monitor their effectiveness in communicating with the public.

PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
RDN WorkSafeBC Premium (Based on prior 3 years of claims)	WorkSafeBC Base Rate for Local Governments 2016 - \$2.03 2015 - \$2.00 2014 - \$1.67 2013 - \$1.52 2012 - \$1.42	RDN Premium Rate 2016 - \$2.27 2015 - \$1.98 2014 - \$1.67 2013 - \$1.62 2012 - \$1.38	Obtain Premium Rate equal to or less than the Base Premium Rate through the effective management of WSBC claims and return-to-work initiatives. <i>Note: rates provided do not include 2016 new rates implemented for Transit.</i>
Accepted Claims	2013 – 25 (\$204,559.23) 2012 – 28 (\$48,209.92) <i>Reflects Total Paid to June 30, 2015</i>	2014 – 25 (\$94,495.52) <i>Reflects Total Paid to June 30, 2015</i>	Reduce number of claims. <i>Note: 2012 – 2014 claims and claims costs have been used to calculate experience rating adjustment for 2016</i>
Grievances	2014 – 27 2013 – 48 2012 – 19 2011 – 14 2010 – 25	2015 (to date) - 9	Reduce number of grievances.
Competitions	2014 – 72 2013 – 68 2012 – 93 2011 – 86 2010 – 58	2015 (to date) - 69	Ensure well executed recruitment process
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry being optimized and long term capital plan under development	Completed asset registry and preliminary asset management plan
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Review information on each section of the website and assist departments with updating content to ensure information remains current and informative. • Continue to encourage and facilitate website use on RDN services and initiatives. • Assist departments in improving their social media presence as a means to further engage the public. • Liaise with local media to enhance coverage of RDN initiatives. • Assist staff in their communications with the media. • Proceed with implementation of a meeting management solution in order to streamline processes and achieve efficiencies related to Board and Committee of the Whole agenda preparation and follow-up. • Assist all departments in complying with WorkSafeBC Regulations in order to reduce the number of claims. • Earn Certificate of Recognition (COR) to achieve reduced WorkSafeBC Premiums through compliance with WorkSafeBC Regulations (continued from 2015) • Continue implementation of Operational and Efficiency Review recommendations. • Work to implement RDN Asset Management working group objectives. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	CORPORATE SERVICES		
SERVICE	INFORMATION AND GIS SERVICES		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The Information Services department plans and implements the utilization of computer technology, provides advice to inter-departmental projects, and maintains all aspects of the network / telecom communications related equipment on behalf of the organization. The Regional District has computing resources in 27 facilities across the region with 265 personal computers, 52 file / application servers (the majority of which operate in a virtual server environment), 119 Wireless Device users and associated peripheral equipment. This section of the department consists of four full time I/T technical staff and one temporary technical support staff.</p> <p>The GIS section of the department maintains property information which is published in map form. The GIS section produces statistical property information and special purpose maps for all departments, assigns house numbers in the rural areas and supports map services which are published on the Regional District's website. The Regional District also provides GIS services to the District of Lantzville under a service contract. This section of the department consists of four full time GIS technical staff.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	INDUSTRY BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVE
Network resources availability	>99.9% for network resource availability.	>99.9% for network resources. (<8.7 Hrs. Unavailable network resources).	Maintain >99.9% network resources availability.
Ratio of I/S staff to User Workstations supported	1:25.09 Ratio (Average from MISA BC web site 2014)	1:58.8 (4.6 FTE includes temp support) (265 User Workstations supported in 2015)	1:53.6 (5.0 FTE includes temp support) (265 User Workstations supported in 2016)
GIS mapping applications, systems integration	Highly developed map services (internal and web based).	Primary focus is on functional map layers – ie. current subdivision information, zoning, development permit areas, photos and addressing.	Add additional data to map to improve inter-departmental use. Minimize service disruptions to Webmap based services.
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry being optimized and long term capital plan under development	Completed asset registry and preliminary asset management plan
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> ▪ Implementation of new data backup system using offsite Storage Area Network (SAN) equipment and data replication services to enhance business continuity and disaster recovery. ▪ Development of a Strategic plan for new web based service delivery of GIS services for conventional computer and mobile devices (for internal departmental users and external community groups, stakeholders and general public users). ▪ Migration to SharePoint Server 2013 for in place SharePoint based data systems and also in preparation for a comprehensive Records Management System. Information Services will assist Administration with the initial stages of the 			

acquisition of a Records Management system.

- Development of a long-term (10 year) Voice communications strategy involving the replacement of facility phone systems region wide, which will include virtualization of the Head Office voice-mail server to lower the total cost of ownership of communications infrastructure.
- Work to implement RDN Asset Management working group objectives.
- Continue implementation of Operational and Efficiency Review recommendations.
- Provide GIS support services to assist with the Area H OCP process.
- Provide GIS support services and assist with Floodplain Analysis

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	CORPORATE SERVICES			
SERVICE	FINANCIAL SERVICES			
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Finance Department develops financial management policies, performs financial forecasting services and maintains accounting systems necessary to assist departments to achieve capital and operational targets.			
	Vendor invoices processed	2015 (to date) = 13,539	2014 = 17,758	2013 = 18,376 2012 = 18,376
	E-billed customers	2015 = 431	2014 = 392	2013 = 363 2012 = 351
	Customer accounts	2015 =17,524	2014 = 17,282	2013 = 17,100 2012 = 16,900
PERFORMANCE INDICATORS				
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE		2016 PERFORMANCE OBJECTIVES
Use of technology	Non-office based payment of accounts – 75% or more of customers	2015 – 75% 2014 – 73% 2013 – 72% 2012 – 70% 2011 – 70%		All new customers receive forms to sign up. Annual bills, web page and counter materials promote electronic payments.
	Email delivery of customer invoices – 3% or more of customers	2015 - 431 (2.5%) 2014 – 392 (2.3%) 2013 – 363 (2.1%) 2012 – 351 (2.1%) 2011 – 310 (1.8%)		All new customers receive information for email sign up. Annual bills, web page and counter materials promote email delivery. Promote new Vadim product with new features which may appeal to customers for accessing account information electronically
	Cost effective transaction processing	Web based staff payroll reporting in place in Finance Dept and Transit.		Implement Web based payroll entry in Admin, Recreation, Solid Waste & RCU.
		Electronic transfer and upload of utility payment transactions		Develop electronic interface with Solid Waste scale software.
		Electronic Accounts Payable		Electronic invoice storage.
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry being optimized and long term capital plan under development		Completed asset registry and preliminary asset management plan

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	CORPORATE SERVICES		
SERVICE	FINANCIAL SERVICES CONTINUED		
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Financial plan quality, understanding and access to information	Elected members and staff understand financial plan for 5 year and 10 year planning.	Elected members are informed and receive regular updates. Quarterly reports to Board.	Continuously inform elected members of financial impacts of new information.
	Staff able to utilize software for Long Range planning scenarios.	Improvements to budget software in Capital made for 2015 budget cycle.	Complete implementation of all aspects of budget software cycle.
	Citizens aware of impact of financial plan to them personally.	Staff use financial plans to evaluate new changes so as to inform elected members.	Continue to use financial plan.
		Regional Perspectives Budget edition in February and brochure included with utility bills in May.	Maintain this process.
		Most questions from public answered by direct calls once property tax notices are received.	Citizens aware before property tax notices of probable individual impacts
Interdepartmental support	Volunteer Fire Department Societies	Ongoing support to volunteer fire departments regarding budgets, financial reporting, purchasing, insurance, bylaws, mutual aid agreements and other contracts.	Maintain and improve level of support, participate in Bow Horn Bay and Dashwood Service area building upgrade projects, complete revised regulatory bylaw. Implementation of recommendations from consultant review of Fire Services Structure and Playbook implications
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Complete implementation of new report generating software (Vadim Explorer) • Complete implementation of new web based software to enhance services offered through internet (Vadim Open) • Financial Plan review and awareness – continuous review and improvement of budget newsletter content to indicate specific jurisdiction impacts. Financial plan information posted promptly to web site • Continue support to volunteer fire departments and implement recommendations from consultant review • Support volunteer fire departments with vehicle purchases and potential seismic upgrades to fire halls • Participate in RDN staff committee for organization wide asset inventory and management software solution • Research and support for grant funding opportunities and administration of Community Works Fund • Implement operational and efficiency reviews in Finance/Fire Services 			



FINANCIAL PLAN
Electoral Area Administration
2016 Proposed Budget

	2015 Actuals September YTD	2015 Budget	2016 Proposed Budget	Budget to Budget variance %
Operating Revenues				
Municipal agreements	(13,835)	(18,446)	(18,539)	0.5%
Property taxes	(315,371)	(420,495)	(443,560)	5.5%
	(329,206)	(438,941)	(462,099)	5.3%
Grants in lieu of taxes	(933)	(2,500)	(2,500)	
Operating grants	(68,000)	(23,000)	(23,000)	
Miscellaneous	(7,870)			
Interdepartmental recoveries	(114,750)	(153,000)	(153,000)	
Total Operating Revenues	(520,759)	(617,441)	(640,599)	3.8%
Operating Expenditures				
Administration	33,690	52,121	57,959	
Legislative	114,815	155,032	140,506	
Professional fees	11,806	14,200	15,250	
Building oper & maint	15,244	20,810	20,810	
Vehicle & Equip- oper & maint	499	2,840	2,840	
Operating costs	130,692	187,242	190,020	
Total Operating Expenditures (excluding wages)	306,746	432,245	427,385	(1.1%)
Wages & benefits	157,280	212,967	218,217	2.5%
Total Operating Expenditures (including wages)	464,026	645,212	645,602	0.1%
Contribution to reserve funds	896	1,195	1,195	
Operating (surplus) / deficit	(55,837)	28,966	6,198	
Capital Asset Expenditures				
Capital expenditures	5,033	21,400	5,100	
Net Capital Assets funded from Operations	5,033	21,400	5,100	(76.2%)
Capital Financing Charges				
Total Capital Financing Charges				
Net (surplus)/deficit for the year	(50,804)	50,366	11,298	
Prior year (surplus) / deficit	(123,903)	(123,903)	(115,225)	
(Surplus) applied to future years	(174,707)	(73,537)	(103,927)	



FIRE PROTECTION 2016 Proposed Budget

	COOMBS		FIRE		PROTECTION		ERRINGTON		FIRE		PROTECTION		NANOOSE		FIRE		PROTECTION	
	2015 Actuals September YTD	Budget 2015	Budget 2015	Budget 2016	2015 Actuals September YTD	Budget 2015	Budget 2016	2015 Actuals September YTD	Budget 2015	Budget 2016	2015 Actuals September YTD	Budget 2015	Budget 2016	2015 Actuals September YTD	Budget 2015	Budget 2016		
REVENUES																		
TAX REQUISITION	280,562	374,083		407,494	314,704	419,605	452,901	453,638	604,850	644,095	453,638	604,850	644,095	453,638	604,850	644,095		
GRANTS					388			11,277	11,000	11,000	11,277	11,000	11,000	11,277	11,000	11,000		
OTHER REVENUE	3,349	460,000		236,000	19,617		60,000	71,888	65,000	266,000	71,888	65,000	266,000	71,888	65,000	266,000		
PRIOR YEARS SURPLUS (DEFICIT)								107,883	107,883	47,756	107,883	107,883	47,756	107,883	107,883	47,756		
TOTAL REVENUES	283,911	834,083		643,494	334,709	419,605	512,901	644,686	788,733	968,851	644,686	788,733	968,851	644,686	788,733	968,851		
EXPENSES																		
OFFICE OPERATING	1,500	2,000		6,266	1,500	2,000	7,239	6,375	8,500	26,899	6,375	8,500	26,899	6,375	8,500	26,899		
PROFESSIONAL FEES	86	200		200	86	200	820	86	500	1,500	86	500	1,500	86	500	1,500		
BUILDING - OPER & MAINT	1,779	1,750		1,750	3,866	4,000	4,000	19,350	36,450	36,550	19,350	36,450	36,550	19,350	36,450	36,550		
VEH & EQUIP - OPER & MAINT	5,160	4,800		4,800	5,089	5,100	5,500	30,959	52,300	54,300	30,959	52,300	54,300	30,959	52,300	54,300		
OTHER OPERATING COSTS	3							49,846	300,600	314,500	49,846	300,600	314,500	49,846	300,600	314,500		
CAPITAL EXPENDITURES		464,000		236,000	19,617		60,000	52,888	65,000	266,000	52,888	65,000	266,000	52,888	65,000	266,000		
DEBT - FINANCING - INTEREST	3,971	5,295		3,110				62,775	83,700	83,700	62,775	83,700	83,700	62,775	83,700	83,700		
DEBT - FINANCING - PRINCIPAL	14,538	22,585		3,136				84,636	118,700	93,700	84,636	118,700	93,700	84,636	118,700	93,700		
TRSF TO RESERVE FUND	91,767	88,418		121,534	130,000	130,000	140,000	85,000	85,000	83,700	85,000	85,000	83,700	85,000	85,000	83,700		
TRSF TO OTHER GOV'T/AGENCIES	245,032	245,035		266,698	278,305	278,305	295,342	391,915	750,750	960,849	391,915	750,750	960,849	391,915	750,750	960,849		
TOTAL EXPENDITURES	363,836	834,083		643,494	438,463	419,605	512,901	252,771	37,983	8,002	252,771	37,983	8,002	252,771	37,983	8,002		
OPERATING SURPLUS (DEFICIT)	(79,925)				(103,754)													



FIRE PROTECTION
2016 Proposed Budget

	DASHWOOD 2015 Actuals September YTD	FIRE Budget 2015	PROTECTION Budget 2016	MEADOWOOD 2015 Actuals September YTD	FIRE Budget 2015	PROTECTION Budget 2016	EXTENSION 2015 Actuals September YTD	FIRE Budget 2015	PROTECTION Budget 2016
REVENUES									
TAX REQUISITION	376,684	502,245	527,960	104,515	139,354	139,357	111,770	149,027	157,736
GRANTS	1,154	1,200	1,200						
OTHER REVENUE	47,414	16,500	45,000						
PRIOR YEARS SURPLUS (DEFICIT)				3	3			51,844	35,779
TOTAL REVENUES	425,252	519,945	574,160	104,518	139,357	139,357	163,614	200,871	193,515
EXPENSES									
OFFICE OPERATING	1,500	2,000	6,465					2,670	4,018
PROFESSIONAL FEES	86	200	200				86	150	150
BUILDING - OPER & MAINT	13,871	27,900	19,250				9,261	27,150	27,700
VEH & EQUIP - OPER & MAINT	8,741	7,700	8,850				8,666	49,000	49,500
OTHER OPERATING COSTS	1,157	2,300	2,000				16,277	51,550	48,550
CAPITAL EXPENDITURES	47,414	16,500	45,000						
DEBT - FINANCING - INTEREST				59,853	79,803	79,803			
DEBT - FINANCING - PRINCIPAL				44,666	59,554	59,554			
TRSF TO RESERVE FUND	85,000	85,000	100,000					70,351	63,597
TRSF TO OTHER GOV'T/AGENCIES	378,342	378,345	392,395						
TOTAL EXPENDITURES	536,111	519,945	574,160	104,519	139,357	139,357	106,441	200,871	193,515
OPERATING SURPLUS (DEFICIT)	(110,859)			(1)			57,173		



FIRE PROTECTION
2016 Proposed Budget

	NANAIMO RIVER 2015 Actuals September YTD	FIRE Budget 2015	PROTECTION Budget 2016	FRENCH CREEK 2015 Actuals September YTD	FIRE Budget 2015	PROTECTION Budget 2016	PARKSVILLE 2015 Actuals September YTD	FIRE Budget 2015	PROTECTION Budget 2016
REVENUES									
TAX REQUISITION	13,340	17,786	17,792	319,156	425,542	434,459	70,629	94,172	94,172
GRANTS				213					
OTHER REVENUE	9	9	3	68,725	68,725	82,942	78,607	78,607	82,796
PRIOR YEARS SURPLUS (DEFICIT)									
TOTAL REVENUES	13,349	17,795	17,795	388,094	494,267	517,401	149,236	172,779	176,968
EXPENSES									
OFFICE OPERATING				394	525	9,917	563	750	2,907
PROFESSIONAL FEES				28					
BUILDING - OPER & MAINT									
VEH & EQUIP - OPER & MAINT									
OTHER OPERATING COSTS					77,000	77,000			
CAPITAL EXPENDITURES									
DEBT - FINANCING - INTEREST	690	920	920						
DEBT - FINANCING - PRINCIPAL	523	700	700						
TRSF TO RESERVE FUND	16,175	16,175	16,175						
TRSF TO OTHER GOV'T/AGENCIES				337,644	352,644	362,198	89,233	89,233	89,233
TOTAL EXPENDITURES	17,388	17,795	17,795	338,066	430,169	449,115	89,796	89,983	92,140
OPERATING SURPLUS (DEFICIT)	(4,039)			50,028	64,098	68,286	59,440	82,796	84,828



**FIRE PROTECTION
2016 Proposed Budget**

	BOW HORN	FIRE	PROTECTION	CASSIDY/WATERLOC	FIRE	PROTECTION	WELLINGTON	FIRE	PROTECTION
	2015 Actuals	Budget	Budget	2015 Actuals	Budget	Budget	2015 Actuals	Budget	Budget
	September YTD	2015	2016	September YTD	2015	2016	September YTD	2015	2016
REVENUES									
TAX REQUISITION	232,544	310,058	333,448	132,199	176,265	160,088	48,195	64,260	75,909
GRANTS									
OTHER REVENUE	10,462	419,637	403,637	4,675	4,675		8,144	8,144	3,113
PRIOR YEARS SURPLUS (DEFICIT)									
TOTAL REVENUES	243,006	729,695	737,085	136,874	180,940	160,088	56,339	72,404	79,022
EXPENSES									
OFFICE OPERATING	1,500	2,000	5,789	2,250	3,000	4,488	150	200	846
PROFESSIONAL FEES	86	200	200	86					
BUILDING - OPER & MAINT	5,098	5,750	5,750	6,458	6,220	6,220			
VEH & EQUIP - OPER & MAINT	7,185	7,000	7,200	34,889	50,400	33,960			
OTHER OPERATING COSTS				822	7,500	7,730	2,040	3,111	3,176
CAPITAL EXPENDITURES	6,546	416,000	400,000						
DEBT - FINANCING - INTEREST		9,300	3,520						
DEBT - FINANCING - PRINCIPAL	38,000	38,000	50,161	71,570	71,570	64,440			
TRSF TO RESERVE FUND	251,445	251,445	264,465	42,500	42,250	43,250	66,091	64,744	75,000
TRSF TO OTHER GOV'T/AGENCIES									
TOTAL EXPENDITURES	309,860	729,695	737,085	158,575	180,940	160,088	68,281	68,055	79,022
OPERATING SURPLUS (DEFICIT)	(66,854)			(21,701)			(11,942)	4,349	



STRATEGIC AND COMMUNITY DEVELOPMENT 2016 Proposed Budget

	EA 2015 Actuals September YTI	COMMUNITY Budget 2015	PLANNING Budget 2016	VIHA HEALTH 2015 Actuals September YTI	NETWORK Budget 2015	FUNDING Budget 2016	ECONOMIC 2015 Actuals September YTI	DEV Budget 2015	SOUTHERN Budget 2016
REVENUES									
TAX REQUISITION	1,078,309	1,437,745	1,495,256				123,000	164,000	177,000
GRANTS	4,882					30,000			
OPERATING REVENUE	172,378	76,900	76,900						
OTHER REVENUE	7,021	27,874	5,500						
PRIOR YEARS SURPLUS (DEFICI)	389,074	389,074	454,061						
TOTAL REVENUES	1,651,664	1,931,593	2,031,717			30,000	123,000	164,000	177,000
EXPENSES									
OFFICE OPERATING	213,933	313,237	311,606						
PROFESSIONAL FEES	43,290	96,000	171,000						
BUILDING - OPER & MAINT	27,985	37,313	37,313						
VEH & EQUIP - OPER & MAINT	32,420	38,062	39,136						
OTHER OPERATING COSTS	93,181	172,278	171,701						
WAGES & BENEFITS	719,266	1,025,530	1,028,914						
PROGRAM COSTS									
CAPITAL EXPENDITURES	5,311	8,600	8,000						
TRSF TO RESERVE FUND	85,000	51,125	51,125						
TRSF TO OTHER GOV'T/AGENCI									
TOTAL EXPENDITURES	1,220,386	1,742,145	1,818,795			30,000	164,000	164,000	177,000
OPERATING SURPLUS (DEFICIT)	431,278	189,448	212,922				(41,000)		



STRATEGIC AND COMMUNITY DEVELOPMENT 2016 Proposed Budget

	ECONOMIC		DEV		NORTHERN		REGIONAL		GROWTH		MANAGEMENT		EMERGENCY		PLANNING		SERVICES		
	2015 Actuals September YTI	Budget 2015	Budget 2015	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI
REVENUES																			
TAX REQUISITION	37,500	50,000	50,000	50,000	322,171	429,561	433,857	433,857	211,512	282,016	289,882	289,882	211,512	282,016	289,882	289,882	211,512	282,016	289,882
GRANTS					1,272				(10,793)				(10,793)						
OPERATING REVENUE					87	57,044	25,500	25,500	12,214	50,000	50,000	50,000	12,214	50,000	50,000	50,000	12,214	50,000	50,000
OTHER REVENUE	22,561	22,561	11,940	11,940	237,610	237,610	235,137	235,137	20,775	20,775	16,001	16,001	20,775	20,775	16,001	16,001	20,775	20,775	16,001
PRIOR YEARS SURPLUS (DEFICIT)																			
TOTAL REVENUES	60,061	72,561	61,940	61,940	561,140	724,215	694,494	694,494	233,708	352,791	355,883	355,883	233,708	352,791	355,883	355,883	233,708	352,791	355,883
EXPENSES																			
OFFICE OPERATING					21,936	35,626	36,041	36,041	21,757	32,476	36,027	36,027	21,757	32,476	36,027	36,027	21,757	32,476	36,027
PROFESSIONAL FEES					400	72,500	83,000	83,000	29,928	39,935	43,435	43,435	29,928	39,935	43,435	43,435	29,928	39,935	43,435
BUILDING - OPER & MAINT						4,900	3,500	3,500	1,007	2,000	2,800	2,800	1,007	2,000	2,800	2,800	1,007	2,000	2,800
VEH & EQUIP - OPER & MAINT					6,485	7,510	7,030	7,030	8,495	16,750	19,550	19,550	8,495	16,750	19,550	19,550	8,495	16,750	19,550
OTHER OPERATING COSTS	558	2,000	2,000	2,000	51,792	100,039	99,525	99,525	12,338	32,306	45,119	45,119	12,338	32,306	45,119	45,119	12,338	32,306	45,119
WAGES & BENEFITS	253	350	350	350	214,402	345,636	323,009	323,009	98,378	127,392	126,314	126,314	98,378	127,392	126,314	126,314	98,378	127,392	126,314
PROGRAM COSTS	47,372	69,835	59,590	59,590															
CAPITAL EXPENDITURES					2,507	4,400	2,500	2,500		50,000	50,000	50,000		50,000	50,000	50,000		50,000	50,000
TRSF TO RESERVE FUND					20,000	20,750	40,750	40,750	30,566	31,083	3,340	3,340	30,566	31,083	3,340	3,340	30,566	31,083	3,340
TRSF TO OTHER GOV'T/AGENCIES									14,000	14,000	17,000	17,000	14,000	14,000	17,000	17,000	14,000	14,000	17,000
TOTAL EXPENDITURES	48,183	72,185	61,940	61,940	317,522	591,361	595,355	595,355	216,469	345,942	343,585	343,585	216,469	345,942	343,585	343,585	216,469	345,942	343,585
OPERATING SURPLUS (DEFICIT)	11,878	376			243,618	132,854	99,139	99,139	17,239	6,849	12,298	12,298	17,239	6,849	12,298	12,298	17,239	6,849	12,298



STRATEGIC AND COMMUNITY DEVELOPMENT 2016 Proposed Budget

	SEARCH		AND		RESCUE		BUILDING		INSPECTION		SERVICES		BYLAW		ENFORCEMENT		SERVICES		
	2015 Actuals September YTD	Budget 2015	Budget 2015	Budget 2015	2015 Actuals September YTD	Budget 2015	Budget 2015	Budget 2015	2015 Actuals September YTD	Budget 2015	Budget 2015	2015 Actuals September YTD	Budget 2015	2015 Actuals September YTD	Budget 2015	Budget 2015	Budget 2015	Budget 2016	
REVENUES																			
TAX REQUISITION	34,492	45,990			56,063									164,453	219,271			230,490	
GRANTS	191	135			135			10,450	10,450				510						
OPERATING REVENUE								868,280	986,000				13,163					76,483	
OTHER REVENUE	5						10,580	42,500	42,500				192,072					297,902	
PRIOR YEARS SURPLUS (DEFICIT)	2,598	2,598			2,484			475,328	475,328				39,266					27,639	
TOTAL REVENUES	37,286	48,723			58,682			1,364,638	1,514,278				409,464					632,514	
EXPENSES																			
OFFICE OPERATING														12,495	17,160			17,449	
PROFESSIONAL FEES								23,309	31,800				5,398					8,100	
BUILDING - OPER & MAINT	20,000	24,000			24,000			18,020					2,000						
VEH & EQUIP - OPER & MAINT								17,887	20,200				7,768					8,400	
OTHER OPERATING COSTS								142,447	197,412				160,620					221,623	
WAGES & BENEFITS								593,954	803,359				179,659					248,757	
PROGRAM COSTS								21,030	40,450				60,000					67,296	
CAPITAL EXPENDITURES									16,500				4,500					30,000	
TRSF TO RESERVE FUND								19,375	22,500				12,000					7,000	
TRSF TO OTHER GOV'T/AGENCIES	22,300	22,300			32,300														
TOTAL EXPENDITURES	42,300	46,300			56,300			836,022	1,132,221				379,940					608,625	
OPERATING SURPLUS (DEFICIT)	(5,014)	2,423			2,382			528,616	382,057				29,524					23,889	



STRATEGIC AND COMMUNITY DEVELOPMENT 2016 Proposed Budget

	TOTAL DEVELOPMENT SERVICES			
	2015 Actuals YTD	Budget 2015	Budget 2016	% Change
REVENUES				
TAX REQUISITION	1,971,437	2,628,583	2,732,548	4.0%
GRANTS	6,512	10,585	40,585	
OPERATING REVENUE	1,053,821	1,139,830	1,178,763	
OTHER REVENUE	221,979	430,591	408,902	
PRIOR YEARS SURPLUS (DEFICIT)	1,187,212	1,187,212	1,255,474	
TOTAL REVENUES	4,440,961	5,396,801	5,616,272	
EXPENSES				
OFFICE OPERATING	293,430	430,299	434,762	
PROFESSIONAL FEES	97,036	214,035	374,535	
BUILDING - OPER & MAINT	50,992	71,213	67,613	
VEH & EQUIP - OPER & MAINT	73,055	90,922	94,316	
OTHER OPERATING COSTS	460,936	724,573	739,865	
WAGES & BENEFITS	1,805,912	2,539,177	2,544,588	
PROGRAM COSTS	68,402	170,285	167,336	
CAPITAL EXPENDITURES	7,818	79,500	95,000	
TRSF TO RESERVE FUND	166,941	137,458	124,715	
TRSF TO OTHER GOV'T/AGENCIES	200,300	200,300	256,300	
TOTAL EXPENDITURES	3,224,822	4,657,762	4,899,030	5.2%
OPERATING SURPLUS (DEFICIT)	1,216,139	739,039	717,242	

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	ELECTORAL AREA COMMUNITY PLANNING		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Prepare, review, and amend Official Community Plans and local area plans. Provide timely and accurate information and effective and efficient service in land use planning, development review, and development approvals. Support the RDN in achieving the Board's Strategic Plan objectives and in implementing the policy objectives land use plans, the Agricultural Area Plan and as otherwise established by the Board.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
<u>COMMUNICATION</u> Public involvement. Information access. Public consultation tailored to community needs.	Consistently well attended public meetings. Increasing percentage of inquiries/information obtained via web site. Most sought information available on web.	Variable success in engaging resident and stakeholder groups. Innovative ways to reach the public.	Continue to foster cooperative relationships with residents and stakeholder groups. Improved community engagement through use of innovative tools.
<u>GROWTH MANAGEMENT</u> Compliance of work program to Regional Growth Strategy	Full compliance to RGS policies in implementation of OCPs, and other regulations	100% compliance	Maintain compliance and linkage between policy, OCPs and RGS
<u>CUSTOMER SERVICE</u> Provide accurate inquiry response in a timely manner. Information support and development approvals to the Board efficiently.	Complete within established processing timelines (attached). General enquiries - same day response.	Substantially achieving benchmarks. Improved efficiencies and customer service has been achieved through reorganization of the Planning Service Centre.	Strive to fully meet benchmarks. Review application and permit processing for service improvement.
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<p><u>COMMUNICATION</u></p> <ul style="list-style-type: none"> • Develop public awareness strategy on department processes and procedures. • Review effectiveness of information meetings, advertising, newsletters and web site. • Complete brochures on development review processes, place on web page. • Increase use of web site to provide planning and development information. • Update web pages with information on affordable housing resources. • Maintain and update web pages with information on agriculture. <p><u>COMMUNITY PLANNING</u></p> <ul style="list-style-type: none"> • Continue planning process for Nanaimo Airport • Continue implementation of the Agricultural Area Plan • Continue background work for sea level rise/climate change adaptation • Initiate a review of the Electoral Area 'H' OCP • Initiate amendments to zoning and OCPs to address agriculture and affordable housing • Initiate Bylaw 500 and subdivision servicing bylaw review. 			

KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES

CUSTOMER SERVICE

- Review and update web page to ensure information is accurate, accessible, and easily understood.
- Monitor service delivery model for opportunities for continued service level improvements.
- Maintain and revise zoning bylaw(s) to ensure it reflects Board policy.
- Implement operational and efficiency service review recommendations.

ELECTORAL AREA COMMUNITY PLANNING

HISTORY OF APPLICATIONS RECEIVED

Application Type	2015 (*As of Sept 30)	2014	2013	2012	2011	2010
Bylaw Amendment	8	8	11	12	11	10
Development Permit	43	50	45	50	48	52
Development Variance	15	25	9	18	16	21
Subdivision	28	25	17	27	42	31
ALR	4	7	8	6	11	17
BOV	9	7	8	11	9	7
Totals	*107 (120 projected)	122	98	124	137	138

PROCESSING TIMELINES

Processing timelines will vary depending on the type and complexity of the application. Current processing timelines are generally on target with the goals as outlined below.

Processing goals, based on a complete submission of a typical file, are as follows:

Subdivision with no park dedication - report provided to Ministry of Transportation and Infrastructure within 4 weeks.

Subdivision with park - report provided to Ministry of Transportation and Infrastructure within 2 to 4 months depending on schedules for POSAC / PIM and the Board.

Final Approval of Subdivision - Two weeks from date of complete submission.

Development Permit Approvals under Delegation Bylaw - 4 weeks.

Development Permit - 4 to 6 weeks from date of submission to EAPC for simple DP to 8 weeks for complicated DP which requires internal/external referrals.

Development Variance Permit - 4 to 6 weeks from date of submission to EAPC.

Frontage Relaxation - 4 to 6 weeks from date of submission to EAPC.

Rezoning - 3 to 4 months from date of complete submission to EAPC.

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	REGIONAL GROWTH STRATEGY		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Coordinates inter/intra - governmental liaison about regional growth management and climate change matters (Intergovernmental Advisory Committee, consultation with other government bodies, special purpose projects/workshops). Works to raise public awareness about regional growth management and climate change through reports, studies, educational materials, and sustainability monitoring. Oversees the review of the Regional Growth Strategy (RGS) and amendments. Coordinates monitoring regional growth strategy implementation.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Public awareness about sustainability	Informed residents	Awareness materials developed for RGS Review Continuous update to website Community input into RGS target setting	Implement awareness and education policies in RGS Continue awareness activities for regional sustainability Maintain annual reporting system
Sustainability monitoring	Annual reporting	Targets and indicators adopted	Update targets and indicators and complete reporting program
Support for regional growth strategy	An adopted regional growth strategy	Updated RGS adopted	Continue implementation of RGS
Regional context statements (RCS)	Board approved RCS in each municipal Official Community Plan (OCP) pursuant to provincial legislation	Board approved RCS for Lantzville, Nanaimo, Qualicum Beach & Parksville RCSs completed	Work with municipalities on revised RCS if required for RGS amendments
Electoral Area OCP consistency	Board approved OCPs that are consistent with RGS	All Electoral Area OCPs are consistent with RGS	Monitor OCPs to maintain consistency
Resolution of growth management conflicts	Effectively functioning Intergovernmental Advisory Committee	Conduct IAC meetings as required to address issues	Regular IAC meetings to keep member municipalities informed on RGS implementation
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Produce an annual report on RGS implementation • Report on targets and indicators for RGS goals (RGS Policy 5.2.4) • Review monitoring and reporting program (RGS Policy 5.2.5) • Raise awareness about the RGS by implementing RGS policies on education and awareness • Organize and facilitate <i>Intergovernmental Advisory Committee</i> and <i>Sustainability Select Committee</i> meetings • Implementation of Operational and Efficiency Review recommendations • Continue implementation of Housing Action Plan • Update web resource pages on affordable housing • Continue analysis and data collection for sea level rise and climate change adaptation (RGS Policies under Goals 1 & 2) • Review RGS to ensure support for agriculture, affordable housing and renewable energy • Continue with implementation of the Agriculture Area Plan • Amend RGS to clarify criteria for minor amendment • Proceed with project for establishing a social funding service for SD 69 • Work with Island Health to manage the OHWN Coordinator 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	ENERGY AND SUSTAINABILITY		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Coordination of interdepartmental asset management programs as well as other sustainability and strategic planning initiatives as directed by the Board and delivery of corporate and community energy conservation and emission reduction programs.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Communication	All RDN households reached. Publication of one Best Practices Guidebook	All households in Electoral Areas reached. Publication of one Best Practices Guidebook	All RDN households reached Publication of one Best Practices Guidebook
Corporate Asset Management	Implementation of RDN Asset Management Plan, Policy and Strategy Detailed Asset Registry Completed for RDN. Completed risk and level of service assessments for RDN Departments	Uncoordinated asset management practices across departments Partial asset registries completed for most departments Basic risk and level of service assessments for most departments.	Completed RDN Asset Management Policy, Strategy and Plan Basic asset registry completed for RDN Consistent risk and level of service assessments for RDN Departments.
Sustainable Communities	Carbon Neutral Operations achieved \$50,000 invested in Green Building Incentives	Progress toward Carbon Neutral Operations \$30,000 invested Green Building Incentives	Carbon Neutral Operations achieved. \$40,000 invested in Green Building Incentives
	\$50,000 disbursed through NCED Service	\$61,000 disbursed through NCED service	\$64,000 disbursed through NCED service
Monitoring & Adaptation	Continuous improvement cycle established for asset management practices across RDN.	Asset management monitoring, reporting and improvement carried out departmentally	Develop monitoring, reporting and improvement procedures for asset lifecycle.

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES	
Communication	<p>Maintain staff engagement on energy use, emissions and climate change.</p> <p>Continue public seminars on green buildings, renewable energy systems, emissions reductions, and other sustainability topics</p> <p>Incorporate energy and sustainability topics regional newsletter</p> <p>Continue development of Green Building Guidebook series</p>
Asset Management	<p>Determine replacement costs and remaining useful life for RDN assets.</p> <p>Complete asset data registry and develop procedures for maintaining up to date registry.</p> <p>Conduct Risk Assessment and Level of Service Analyses for each RDN department</p> <p>Establish methods to separate operational costs into operations, preventative maintenance and emergency maintenance costs. Link to specific assets.</p> <p>Continue coordination of Asset Management Working Group</p> <p>Develop Asset Management Policy, Plan and Strategy for RDN</p> <p>Assess staff capacity for implementing Asset Management practices and identify capacity building opportunities.</p> <p>Complete update of the RDN Strategic Energy Management Plan.</p>
Sustainable Communities	<p>Develop and implement regional emission reduction projects</p> <p>Continue Green Building Incentive Program for Electoral Area and Lantzville</p> <p>Assist with the development of renewable energy projects within the region</p> <p>Continue administration of the Northern Communities Economic Development Service</p>
Monitoring and Reporting	<p>Monitor and report on corporate energy use and emissions.</p> <p>Continue support for interdepartmental reporting relating to Board Strategic Priorities, as well as other reporting requirements as requested.</p> <p>Consolidate condition assessment history for RDN assets and begin to develop continuous improvement process based on full asset lifecycles.</p>

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	BUILDING INSPECTION		
SERVICE LEVEL	Responsible for providing building inspection services, policy and advice to all Electoral Areas and the District of Lantzville (contract).		
ACTIVITY LEVELS	2015 - 585 permits – construction value: \$80 million (est.) 2014 - 591 permits – construction value: \$85 million 2013 - 545 permits – construction value: \$91 million 2012 - 595 permits – construction value: \$77 million		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Client Services	90% of permits issued within 3 weeks of application. Two week turn-around time on small project permits Conduct inspections within 48 hours of request 100% of the time	Average permit turn-around time - 3 weeks, 90% of time Small project permits issued within 2 weeks or less Inspections conducted within 48 hours 100% of the time	Maintain permit turn-around time and inspection scheduling benchmarks Investigate fast track approval system
Technology	Discontinue handwritten inspection reports Efficient access to paper and historical building permit records	All field inspection reports now completed on mobile devices and emailed to clients Paper/historical files conversion project underway	Monitor client satisfaction with mobile inspections Complete digital conversion of paper/historical records
Public Awareness	All bylaw and permit requirements available in printed form and on website Public outreach in distant electoral areas	Website and printed material fully updated to reflect current regulatory requirements. Site offices staffed in Electoral Areas B and H for convenience of residents	Continue to update information on Building Code revisions/bulletins and print material Maintain site offices in Electoral Areas B and H
Compliance	95% of infraction files completed without enforcement action	Met benchmark	Maintain benchmark level
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Implement operational efficiency and service review recommendations to enhance department efficiencies. • Vendor selected in 2015 to digitize paper and micro-fiche records. Continue final phase of project in 2016. • Conduct periodic review of mobile inspection reports and solicit client feed-back. • Maintain relationships with development community to improve knowledge of inspection services and requirements. • Continue focus on resolving infractions through pro-active enforcement and public awareness 			

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	BYLAW ENFORCEMENT		
SERVICE LEVEL	Responsible for enforcing regulatory bylaws in the Electoral Areas and the District of Lantzville (contract). Regulatory bylaws include zoning, building, animal control, noise control, unsightly and hazardous properties, parks usage, illegal dumping, outdoor water usage and where applicable, outdoor burning. Bylaw Enforcement Officers are Alternate Emergency Program Coordinators for the RDN and the District of Lantzville.		
ACTIVITY LEVELS	Staff conducts a wide range of investigations, mediates disputes, answer inquiries from outside agencies and provide support and assistance to other departments. Files range from routine issues to lengthy and complex investigations and court preparation. Department assumed illegal dumping investigations in 2015, accounting in part for higher caseload. The caseload for the past 5 years is illustrated below: 2015(530est), 2014(318), 2013(295), 2012(288), 2011(432)		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Response time	Respond to questions/ complaints in 24 hours	Met benchmark	Meet benchmark
Public awareness and inter-agency cooperation	Provide online and printed information to the public on bylaws and compliance Inter-agency cooperation and relationships.	Information available on website. Other printed information under development. Online complaint form available at website Attend inter-agency meetings to liaise on common issues and working protocols.	Encourage public use of online contact form. Creation of an educational brochure on RDN bylaw services for public and outside agency use. Maintain relationships
Compliance	95% of files completed annually by voluntary compliance Proactive enforcement of priority regulations	Met benchmark Workload primarily complaint driven. Other enforcement limited to staff observations.	Maintain benchmark Continue limited enforcement from staff observations.
Technology	Efficiency of file management through mobile technology	Integration of CityView Mobile for file retrieval and updates via mobile devices in the field	Continue review of CityView Mobile activities to ensure optimal efficiency
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Strong focus on response to telephone calls and online complaints within 24 hours. • Continued emphasis on voluntary compliance versus legal action. • Increase public awareness of regulatory bylaws and online complaint form through the development of a brochure and periodic website updates. • Implement recommendations from the Operational Efficiencies and Service Review. • Ongoing participation in key inter-agency meetings to maintain working protocols and cooperation. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA		STRATEGIC AND COMMUNITY DEVELOPMENT	
SERVICE		EMERGENCY PROGRAM	
CURRENT SERVICE LEVEL		The Program provides emergency management through planning and activities related to response, recovery, mitigation and preparedness. Community disaster resilience is enhanced by maintaining operational readiness, cooperative agreements and partnerships and through public education.	
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT 2015 PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Operational Readiness	Up to date plans Board and staff operationally ready at all times Stable numbers of trained volunteers	<ul style="list-style-type: none"> Recovery Services Agreement operational guideline development with Canadian Red Cross Emergency Plan review complete Draft Social Media Plan undergoing staff review Staff attended 2 EOC courses and 4 EMBC EOC webinars (Directors as well) 2 wildfire activations Area specific Evacuation Plans EOC Notification practice. 4 amateur radio comms drills, 3 RC activation drills EC attended Transit in Emergencies course 13 new ESS volunteers (Oceanside, Gabriola, Cedar/Extension teams) 3 ESS Level I call outs 	<ul style="list-style-type: none"> Update Emergency Plan Finalize Emergency Social Media Plan EOC Essentials, 2 other EOC level III courses cost shared with Parksville/QB. EOC Notification/Activation Drill Recruit ESS, Reception Center activation drills Amateur radio – emergency communications drills Ongoing support of ESS teams/ maintain operational readiness of reception centers and EOC Area specific Evacuation Plans continue Expansion of NEP and development of ESS in EA's "A" & "C" EOC Notification automated system
Public Awareness	RDN response and recovery roles Personal/family and community emergency preparedness	<ul style="list-style-type: none"> Social media used for promotion/alerts Rapid Damage Assessment, NEP Emergency First Aid, Pet Emergency Preparedness/First Aid courses, NEP Disaster Simulation exercise, Emotional First Aid Participation in Emergency Preparedness Week, Volunteer Week, BC Shake Out drill, community days participation with fire depts. on FireSmart talks Landslide awareness meeting, seasonal hazard outreach 	<ul style="list-style-type: none"> Continued public awareness workshops/community events Ongoing earthquake and other drills Establish new NEP groups, exercise support, provide related training and exercises, workshops Continue to develop annual NEP training workshop NEP Disaster Simulation exercise in D69 Emergency Mass Notification system
Cooperative Agreements/ Partnerships	Required agreements/ partnerships in place.	<ul style="list-style-type: none"> Updated/expanded supplier emergency resource agreements Agreement with Parksville/QB to cost share in Oceanside ESS and emergency communications in signing process District of Lantzville cost sharing in full program Emergency Management Agreement renewal in process 	<ul style="list-style-type: none"> Ongoing development of supplier consent agreements. Continuation of service agreement for sharing of Oceanside ESS and emergency communications Continuation of EP contract with District of Lantzville Complete updated version of Oceanside ESS/Comms Agreement and Emergency Management Agreement
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> Utilization of contractor for centralized volunteer management of NEP program, ongoing recruitment and retention Outreach focus on FireSmart Communities continues– risk mitigation Ongoing EOC training/exercising Ongoing area specific evacuation plans Continuation of agency liaison and service agreement obligations (Lantzville & D69 partnerships), Cooperation with municipalities and First Nations on training, response readiness for large/regional events, outreach 			



BYLAW ENFORCEMENT
2016 Proposed Budget

	ANIMAL CONTROL		AREA F		ANIMAL CONTROL		AREA A B C & LANTZVILLE		ANIMAL CONTROL		AREA E G & H	
	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTD	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016
REVENUES												
TAX REQUISITION	13,946	18,595	18,595	49,619	66,159	67,482	61,215	81,620	83,252			
GRANTS												
OPERATING REVENUE												
OTHER REVENUE	14,373	14,373	10,371	6,979	6,979	1,283	4,930	4,930	9,100			
PRIOR YEARS SURPLUS (DEFICI)												
TOTAL REVENUES	28,319	32,968	28,966	56,598	73,138	68,765	73,435	95,650	96,536			
EXPENSES												
OFFICE OPERATING	999	1,332	1,261	3,615	4,820	5,363	4,822	6,430	6,643			
PROFESSIONAL FEES		2,000	2,000	5,212		1,000		1,000	1,000			
BUILDING - OPER & MAINT				2,000	3,000							
VEH & EQUIP - OPER & MAINT												
OTHER OPERATING COSTS	11,113	15,565	15,580	43,181	61,085	61,100	61,329	83,086	83,101			
WAGES & BENEFITS												
PROGRAM COSTS												
CAPITAL EXPENDITURES	5,500	5,500	2,000				2,000	2,000	2,000			
TRSF TO RESERVE FUND	17,612	24,397	20,841	54,008	68,905	67,463	68,151	92,516	92,744			
TOTAL EXPENDITURES	35,224	48,794	42,682	111,007	141,815	134,926	136,459	184,602	184,845			
OPERATING SURPLUS (DEFICIT)	-6,905	-15,826	-13,716	-54,409	-68,677	-66,161	-63,024	-88,952	-88,309			
	10,707	8,571	8,125	2,590	4,233	1,302	5,284	3,134	3,792			



BYLAW ENFORCEMENT
2016 Proposed Budget

	UNSIGHTLY PREMISES		HAZARDOUS PROPERTIES		NOISE CONTROL	
	2015 Actuals September YT	Budget 2015	2015 Actuals September YT	Budget 2015	2015 Actuals September YTI	Budget 2015
REVENUES						
TAX REQUISITION	5,445	7,260	5,673	7,564	28,555	38,073
GRANTS					510	
OPERATING REVENUE		50,000		10,000		
OTHER REVENUE	1,801	1,801	2,851	2,851	8,332	8,332
PRIOR YEARS SURPLUS (DEFICIT)						1,500
TOTAL REVENUES	7,246	59,061	8,524	20,415	37,397	46,405
EXPENSES						
OFFICE OPERATING	488	650	386	515	2,185	2,913
PROFESSIONAL FEES		500		500	83	1,000
BUILDING - OPER & MAINT						
VEH & EQUIP - OPER & MAINT						
OTHER OPERATING COSTS	5,094	6,937	4,893	6,537	24,594	32,735
WAGES & BENEFITS						
PROGRAM COSTS		50,000		10,000		
CAPITAL EXPENDITURES						
TRSF TO RESERVE FUND		500		2,500		2,000
TOTAL EXPENDITURES	5,582	58,087	7,779	20,052	28,862	38,648
OPERATING SURPLUS (DEFICIT)	1,664	974	745	363	8,535	7,757
		1,002		557		9,111



BYLAW ENFORCEMENT 2016 Proposed Budget

	GENERAL		ENFORCEMENT		BYLAW ENFORCEMENT		% Change
	2015 Actuals September YTD	Budget 2015	Budget 2015	Budget 2016	2015 Actuals YTD	Budget 2016	
REVENUES							
TAX REQUISITION					164,453	230,490	5.1%
GRANTS					510		
OPERATING REVENUE	5,873	7,830	7,383		13,163	76,483	
OTHER REVENUE	192,072	253,173	296,402		192,072	297,902	
PRIOR YEARS SURPLUS (DEFICIT)					39,266	27,639	
TOTAL REVENUES	197,945	261,003	303,785		409,464	632,514	
EXPENSES							
OFFICE OPERATING		500	500		12,495	17,449	
PROFESSIONAL FEES	103	600	600		5,398	8,100	
BUILDING - OPER & MAINT					2,000	3,000	
VEH & EQUIP - OPER & MAINT	7,768	8,400	8,400		7,768	8,400	
OTHER OPERATING COSTS	10,416	14,593	15,528		160,620	221,623	
WAGES & BENEFITS	179,659	236,910	248,757		179,659	248,757	
PROGRAM COSTS						67,296	
CAPITAL EXPENDITURES			30,000			30,000	
TRSF TO RESERVE FUND					12,000	7,000	
TOTAL EXPENDITURES	197,946	261,003	303,785		379,940	608,625	8.0%
OPERATING SURPLUS (DEFICIT)	(1)				29,524	23,889	
						25,032	



RECREATION PARKS 2016 Proposed Budget

	REGIONAL		PARKS		PARKS		COMMUNITY		PARKS		PARKS		RECREATION & CULTURE		
	2015 Actuals September YTI	Budget 2015	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2016
REVENUES															
TAX REQUISITION	1,560,861	2,081,148		2,230,933				732,984	977,312	1,070,444			137,018	182,690	188,171
GRANTS	92,231	3,544,267		2,858,228			2,960								
OPERATING REVENUE	3,827	8,000		8,000			2,040		32,000	10,000					
OTHER REVENUE	50	1,335,000		1,334,500			49,877		168,637	100,656					
PRIOR YEARS SURPLUS (DEFICI	405,513	405,513		261,745			240,300		240,300	253,966			97,904	97,904	75,685
TOTAL REVENUES	2,062,482	7,373,928		6,693,406			1,028,161		1,418,249	1,435,066			234,922	280,594	263,856
EXPENSES															
OFFICE OPERATING	69,793	99,034		102,724			51,833		73,931	77,836			7,174	10,553	9,511
LEGISLATIVE															
PROFESSIONAL FEES	61,151	133,400		76,500			10,233		30,309	59,500			1,678	17,000	57,000
BUILDING - OPER & MAINT	46,417	67,172		55,410			15,416		26,571	24,706			6,470	17,000	17,000
VEH & EQUIP - OPER & MAINT	17,862	32,445		27,645			35,700		48,842	46,102			92	525	550
OTHER OPERATING COSTS	188,342	395,034		480,958			131,150		336,229	383,230			546	5,151	5,539
WAGES & BENEFITS	426,920	679,009		714,551			345,586		483,879	534,978			19,897	25,809	26,474
PROGRAM COSTS													4,118	10,000	10,000
CAPITAL EXPENDITURES	103,738	4,927,913		4,286,422			41,196		207,229	121,988			30,557	20,040	200
DEBT - FINANCING - INTEREST	59,299	79,066		79,066			11,579		15,440	15,238					
DEBT - FINANCING - PRINCIPAL	51,724	68,965		68,965			12,859		17,155	17,155					
CONTINGENCY														15,000	
TRSF TO RESERVE FUND	755,574	700,754		388,130			47,751		45,751	44,000			83,220	83,220	65,000
TRSF TO OTHER GOV'T/AGENCIE	39,865	190,000		300,000			42,000		40,000	48,000					
TOTAL EXPENDITURES	1,820,685	7,372,792		6,580,371			745,303		1,325,336	1,372,733			153,752	204,298	191,274
OPERATING SURPLUS (DEFICIT)	241,797	1,136		113,035			282,858		92,913	62,333			81,170	76,296	72,582



RECREATION PARKS 2016 Proposed Budget

	NORTHERN COMMUNITY RECREATION		OCEANSIDE		PLACE		ARENA		RAVENSONG		AQUATIC		CENTER	
	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2016	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2015	2015 Actuals September YTI	Budget 2016
REVENUES														
TAX REQUISITION	1,001,500	1,335,334	1,367,871	1,823,828	1,878,543				1,893,805	2,525,074	2,575,575			
GRANTS		8,000	3,000		45,000				500					
OPERATING REVENUE	334,277	286,071	424,112	628,650	626,640				530,176	600,795	613,910			
OTHER REVENUE	4,300	1,000	13,490	49,304	37,679						35,000			
PRIOR YEARS SURPLUS (DEFICIT)	114,747	114,747	101,308	101,308	105,557				334,605	334,605	195,188			
TOTAL REVENUES	1,454,824	1,745,152	1,909,781	2,603,090	2,693,419				2,759,086	3,460,474	3,419,673			
EXPENSES														
OFFICE OPERATING	72,459	100,652	93,207	127,817	137,787				112,811	152,766	152,766			
LEGISLATIVE				600	500					1,000	1,000			
PROFESSIONAL FEES	3,372	8,000	8,024	6,200	22,000				4,769	20,700	25,000			
BUILDING - OPER & MAINT	12,827	19,460	222,373	361,070	365,500				187,481	302,345	276,015			
VEH & EQUIP - OPER & MAINT	16,678	29,608	51,980	86,092	96,388				25,450	37,277	40,618			
OTHER OPERATING COSTS	67,868	69,359	48,739	56,958	69,056				88,947	126,245	136,563			
WAGES & BENEFITS	550,826	712,216	793,577	1,099,796	1,129,771				1,074,252	1,445,193	1,521,618			
PROGRAM COSTS	343,218	413,079	23,837	36,100	34,600				62,524	60,550	79,475			
CAPITAL EXPENDITURES	9,676	10,290	19,981	154,940	189,550				14,224	25,940	52,225			
DEBT - FINANCING - INTEREST			234,399	312,530	312,530				222,809	297,080	52,390			
DEBT - FINANCING - PRINCIPAL			204,789	273,052	273,052				738,080	769,070	645,115			
CONTINGENCY														
TRSF TO RESERVE FUND		180	180	360	360				103,000	103,180	290,180			
TRSF TO OTHER GOV'T/AGENCIES	328,446	328,921												
TOTAL EXPENDITURES	1,405,370	1,691,765	1,701,086	2,515,515	2,631,094				2,634,347	3,341,346	3,272,965			
OPERATING SURPLUS (DEFICIT)	49,454	53,387	208,695	87,575	62,325				124,739	119,128	146,708			



RECREATION PARKS 2016 Proposed Budget

	GABRIOLA		ISLAND		RECREATION		SOUTHERN		COMMUNITY REC & CULTURE		COMMUNITY WORKS FUND		PROJECTS	
	2015 Actuals September YTD	Budget 2015	Budget 2015	Budget 2015	2015 Actuals September YTD	Budget 2015	Budget 2015	2015 Actuals September YTD	Budget 2015	2015 Actuals September YTD	Budget 2015	2015 Actuals September YTD	Budget 2015	Budget 2016
REVENUES														
TAX REQUISITION	76,379	101,839		105,913	892,018	1,189,357	1,207,536							
GRANTS	526	520		520	126					93,124	440,097		127,100	
OPERATING REVENUE														
OTHER REVENUE	5,848	5,848		922	(1,121)	(1,121)	9,066							
PRIOR YEARS SURPLUS (DEFICIT)														
TOTAL REVENUES	82,753	108,207		107,355	891,023	1,188,236	1,216,602	93,124	440,097					
EXPENSES														
OFFICE OPERATING	1,703	2,356		2,891			500							
LEGISLATIVE														
PROFESSIONAL FEES	2,413	8,800		2,800	9,182	18,000	2,000		7,100				7,100	
BUILDING - OPER & MAINT					22,451	32,770	32,770							
VEH & EQUIP - OPER & MAINT	252	150		150										
OTHER OPERATING COSTS	188	1,641		3,029	4,811	7,415	7,415							
WAGES & BENEFITS	15,379	20,042		20,493										
PROGRAM COSTS														
CAPITAL EXPENDITURES	24	165		100						93,124	432,997		120,000	
DEBT - FINANCING - INTEREST														
DEBT - FINANCING - PRINCIPAL														
CONTINGENCY														
TRSF TO RESERVE FUND	2,413	2,413		3,091										
TRSF TO OTHER GOV'T/AGENCIES	72,000	72,600		74,800	1,130,051	1,130,051	1,173,917							
TOTAL EXPENDITURES	94,372	108,167		107,354	1,166,495	1,188,236	1,216,602	93,124	440,097					
OPERATING SURPLUS (DEFICIT)	(11,619)	40		1	(275,472)									



**RECREATION PARKS
2016 Proposed Budget**

	TOTAL 2015 Actuals YTD	RECREATION Budget 2015	& PARKS Budget 2016	% Change
REVENUES				
TAX REQUISITION	7,662,436	10,216,582	10,647,235	4.2%
GRANTS	192,467	3,992,884	3,038,848	
OPERATING REVENUE	1,294,432	1,555,516	1,623,979	
OTHER REVENUE	67,717	1,553,941	1,508,835	
PRIOR YEARS SURPLUS (DEFICIT)	1,299,104	1,299,104	969,234	
TOTAL REVENUES	10,516,156	18,618,027	17,788,131	
EXPENSES				
OFFICE OPERATING	408,980	567,109	597,498	
LEGISLATIVE		1,600	1,500	
PROFESSIONAL FEES	100,822	249,509	264,200	
BUILDING - OPER & MAINT	513,435	826,388	785,539	
VEH & EQUIP - OPER & MAINT	148,014	234,939	236,826	
OTHER OPERATING COSTS	530,591	998,032	1,171,480	
WAGES & BENEFITS	3,226,437	4,465,944	4,697,796	
PROGRAM COSTS	433,697	519,729	574,659	
CAPITAL EXPENDITURES	312,520	5,779,514	4,775,160	
DEBT - FINANCING - INTEREST	528,086	704,116	459,224	
DEBT - FINANCING - PRINCIPAL	1,007,452	1,128,242	1,004,287	
CONTINGENCY		15,000		
TRSF TO RESERVE FUND	992,138	935,858	790,941	
TRSF TO OTHER GOV'T/AGENCIES	1,612,362	1,761,572	1,950,276	
TOTAL EXPENDITURES	9,814,534	18,187,552	17,309,386	(4.8%)
OPERATING SURPLUS (DEFICIT)	701,622	430,475	478,745	

BUSINESS PLAN – 2016

AREA	RECREATION AND PARKS		
SERVICE	OCEANSIDE PLACE MULTIPLEX		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Oceanside Place (2 ½ ice sheets) operates year round with a peak demand ice season between September and April. From May through June, 1 ½ ice sheets are removed and the space is booked for dry floor activities such as lacrosse, high school graduation ceremonies, home show, etc. Ice rentals, registered programs and public skating continue throughout the year on the remaining sheet of ice. The 2nd ice sheet is installed in July due to demand for ice rentals, hockey and figure skating schools, and training camps.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE 2015	2016 PERFORMANCE OBJECTIVE
Investment Per Capita (net operating cost /population (44,427))	\$23.00 - \$27.00	\$25.17	\$24.42
Hours of use available for public use (main rinks)			
Ice	9,978	9,725	9,800
Dry Floor	2,448	2,448	2,500
Hours of use booked for public use (main rinks)			
Ice	7,780 78%	7,300 75%	7,450 75%
Dry Floor	1,000 41%	700 29%	750 31%
Total program opportunities	35	40	40
Total program registrations	750	690	750
Annual public skate admissions	21,600	21,900	22,000
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Review and develop if required, an ice allocation policy • Review Bylaw # 1704 - District 69 Arena Services Fees and Charges • Maintain and increase if possible sport tourism initiatives related to dry floor and ice use. Continue to encourage and promote nine sport tourism related events of Oceanside Place • Increase the number of dry floor activities and events during the shoulder season and increase the utilization of dry floor use to 31% • Participate in the RDN Asset Management Planning Group • Continue to respond to D69 Commission, RDN Board, industry innovation and community direction in the area of arena services • Review weekend and evening access to facility rental opportunities (O & E) • Verification of long term use of District 69 Arena as a curling facility through Recreation Services Master Plan process. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	RECREATION AND PARKS		
SERVICE	RAVENSONG AQUATIC CENTRE		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Ravensong Aquatic Centre consists of a main 25m tank, small leisure pool, 25 person hot tub, steam room and infra-red sauna. RAC operates between 6:00 am and 9:00 pm, seven days per week, with a regular three week maintenance shut down starting mid-August. The centre offers a wide range of aquatic based programs and services for all ages.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Investment Per Capita (net operating cost/population 38,753)	\$50.00- \$75.00	\$64.00	\$64.00
Hours available for use	98% of total hours used	93% of total hours used 4726hrs/5090hrs	95% of total hours used 4798hrs/5050hrs
Total number of registered program opportunities	50-70	57	57
Total number of registered program participants	2,500	2,539	2,600
Total number of registered program attendance	22,448	21,427	22,650
Number of public swim admissions	95,000	89,127	90,550
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to focus on revenue generating opportunities, new programming and partnerships • Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage • Review Bylaw # 1705 - District 69 Aquatic Services Fees and Charges • Continue to monitor and adapt to revisions to the provincial pool regulations (pool safety plan) • Participate in the RDN Asset Management Planning Group • Implement recommendations from Operational and Efficiency Review • Develop 'State of Good Repair' project for Ravensong Aquatic Centre • Verification of facility expansion through Recreation Services Master Plan Development process. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	RECREATION AND PARKS		
SERVICE	NORTHERN COMMUNITY RECREATION		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Plan, develop and coordinate the delivery of a range of recreation programs and services to all age groups within the communities of Parksville, Qualicum Beach and Electoral Areas E, F, G and H. Recreation services delivery is across 10 sub-sections such as; recreation grants, financial assistance program, inclusion support for individuals with disabilities, summer programs, support for community events and community development initiatives. The department acts as the booking agent for sports fields within the City of Parksville and the Town of Qualicum Beach and School District 69.</p> <p>The department oversees a service contract for additional local programming in Electoral Area F with Arrowsmith Community Recreation Association. Regional District staff act in a resource capacity and monitor the outcomes and performance of the Society.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE 2015	2016 PERFORMANCE OBJECTIVE
Total number of program registrations	4,000	4,470 (25/08/15 YTD)	5,000
Total program attendance	15,500	16,641 (YTD doesn't include fall 2015 attendance #'s)	17,000
Total program opportunities	95-105	146	150
Financial Assistance Program (households supported)	90-145	116	116
Inclusion Support	1,000 hours 31 Individuals	1,008 25	1,008 25
Recreation Grants	\$62,500	\$52,054 (25/08/15 YTD) 29 projects supported YTD	62,500
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to strengthen the working partnerships with health care services (NGOs, Island Health, Divisions of Family Practice) • Continue to explore opportunities for facility access with School District 69 • Review Bylaw # 1701 - District 69 Recreation Services Fees and Charges • Implement recommendations from Operational and Efficiency Review • Expand the afterschool drop in programming • Transition to ActiveNetwork Registration and Facility Booking system • Recreation Services Master Plan Development 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	RECREATION AND PARKS		
SERVICE	ELECTORAL AREA 'A' RECREATION AND CULTURE		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>In addition to access to recreation facilities and programs offered through the City of Nanaimo, residents of Electoral Area 'A' raise a tax levy for recreation and park services. Currently the Regional District of Nanaimo does not offer Recreation and Culture programs in Electoral Area 'A' through direct programming. The Parks, Recreation and Culture Commission exists as an advisory body to the Regional Board regarding RDN service functions related to parks, recreation and culture for Electoral Area 'A' and oversees an Electoral Area 'A' Grant-in-Aid program supporting recreation and cultural initiatives.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Utilization of Grant-in-Aid program	Full disbursement of available grant funding (\$10,000 annually)	2015 = \$4,118 YTD 2014 = \$1,500 2013 = \$7,500 2012 = \$7,065 2011 = \$7,625 2010 = \$7,150	Full disbursement of available grant funding
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Increase advertising and local promotion of the Grant-in-Aid program • Facilitate discussion with Commission regarding the delivery of community recreation services in Electoral Area 'A' as they relate to current and future changes within the communities that make up Electoral Area 'A' • Follow Commission and Board direction on the future operations and use of the Cedar Heritage Centre • Continue to explore potential partnerships with School District 68 regarding facility access for community recreation and culture programming purposes 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	RECREATION AND PARKS		
SERVICE	GABRIOLA ISLAND RECREATION SERVICE		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	In addition to access to recreation facilities and programs offered through the City of Nanaimo, residents of Gabriola Island raise a tax levy for recreation programming delivered directly on Gabriola Island. The Gabriola Recreation Society provides this island-based recreation programming under a service contract with the Regional District of Nanaimo. Regional District staff act in a resource capacity and monitor the established outcomes and performance of the Society.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Program offerings	Diversity of programs meeting resident demands	Gabriola Recreation Society providing satisfactory annual reports on program offerings	Year 2 of 3 year service contract (2015-2017)
Total number of program registrations	700 - 800	900	950
Total program attendance	8,000 - 9,000	8,600 (YTD)	9,000
Total program opportunities	50 - 80	70	65 – 70
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to monitor and evaluate services by the Society as per terms of the three year Agreement via review of annual reports submitted and quarterly meetings with society • Oversee the 2015 – 2017 recreation services delivery agreement between the RDN and the Gabriola Recreation Society • Continue to explore potential opportunities for community recreation facilities 			

AREA	RECREATION AND PARKS		
SERVICE	REGIONAL PARKS		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Regional Parks Plan is the guiding document for the acquisition of regional park land and trails. At present the Regional District owns or manages 12 Regional Parks comprising 2083 hectares including two campgrounds.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Acquisition readiness and Capital Planning	Sufficient resources to acquire lands when opportunities arise and to complete large capital projects	Continuously monitoring and reviewing financial plan forecasts Assessing properties that come available for acquisition	Continue to use financial plan to review financial impacts of property purchases and large capital projects Continue to assess properties that come available for acquisition
Management and development documents	Park management plans and agreements in place for all sites	Management Plans in place for 11 of 12 Regional parks Fairwinds Management Plan completed Updating 5 year plan for projects identified in completed management plans	Carry out projects identified in the 5 year project plan Carry out studies and management plan for Beachcomber Continue 5-year reviews of management plans
Trail planning and development	Completion of regional trail system in accordance with Plan documents	Over 70.2 km of trail in place by way of agreement out of a targeted 155 km system Planning and tendering for Phase I of the E&N Rail Trail completed Preliminary site plans for Morden Colliery Trail completed	Begin construction for Phase I of the E&N Rail Trail Upgrade the lease and carry out detailed design for the Morden Colliery Trail expansion Begin planning for the construction of the Morden Colliery Bridge
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to seek and use partnerships for new acquisitions • Continue to work with partners and community in initiating/developing management plans and implementing site management actions • Use Regionally Significant Gas Tax Funding for design and construction of the E&N and other Regional Trails • Implement recommendations from Operational and Efficiency Review and the Asset Management Program. 			

AREA	RECREATION AND PARKS		
SERVICE	ELECTORAL AREA COMMUNITY PARKS		
<p>CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES</p>	<p>Community Parks are generally small lot parcels which have been dedicated through the subdivision process. Many parks are in a natural state. There are in excess of 200 community park and green spaces throughout the seven Regional District electoral areas.</p> <p>Each Electoral Area is supported by an Advisory committee to provide community perspective on the acquisition, development, protection and management of these lands.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
<p>Park Planning and Development</p>	<p>Park and trail Development projects carried out in accordance with Electoral Area 5 year plans</p> <p>Parks and Trails Plan in each Electoral Area</p>	<p>Completed Huxley and Blueback designs.</p> <p>Phase I development of Blueback completed.</p> <p>Completed Community Works Projects including Price Road, Claudet CP development, Gabriola Village Way Design, and Benson Meadow Path</p>	<p>Complete Phase I development at Huxley Park and construction of Picnic Shelter in Meadow Drive.</p> <p>Complete design work for Dunsmuir and River's Edge Playground.</p> <p>Continue with Community Works Projects including construction of Village Way Trail (Gab Is), design of the French Creek Trails and Paths and Area H roadside paths.</p>
<p>Park Maintenance Standards and Risk Management</p>	<p>All parks maintained in accordance with established standards</p>	<p>Research park maintenance standards and risk management in other jurisdictions.</p> <p>Establishing inspection and maintenance standards for key parks</p> <p>Tendering for new maintenance contracts</p>	<p>Implement new maintenance standards and routines.</p> <p>Expand inspection and maintenance standards for new parks and trails and other parks</p> <p>Continue to use design guidelines in park design</p>
<p>Community Engagement and Partnerships</p>	<p>Regular Advisory Committee meetings</p> <p>Active volunteer participation & strategic partnerships</p> <p>Leverage external sources of funding (grants, etc.)</p>	<p>21 plus Park Advisory meetings in 2015</p> <p>Actively worked with community partners for the installation of projects funded through the Community Recreation Program</p>	<p>Continue to support Advisory Committees</p> <p>Continue working with community partners for the completion of park projects</p> <p>Examine committee structure as per O&E</p>
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Implement the Parks and Trails Design Guidelines for both maintenance and development • Work with Municipal Insurance Association to develop a systematic approach to risk management • Continue review and prioritization of development projects for 5 year financial plans • Use Community Works funds to design and develop Community Parks and Trails • Implement recommendations for Operational and Efficiency Review and the Asset Management program • Work with Planning Department on the Area H OCP¹⁷³ 			



COMMUNITY PARKS 2016 Proposed Budget

	COMMUNITY 2015 Actuals September YTI	PARK Budget 2015	AREA A Budget 2016	COMMUNITY 2015 Actuals September YT	PARK Budget 2015	AREA B Budget 2016	COMMUNITY 2015 Actuals September YT	PARK Budget 2015	AREA C Budget 2016
REVENUES									
TAX REQUISITION	122,837	163,783	173,610	138,166	184,222	188,828	45,099	60,132	67,364
GRANTS									
OPERATING REVENUE	2,431	22,656	22,656	28,954	55,000	12,000			
OTHER REVENUE	10,993	10,993	43,005	62,135	62,135	67,611	33,158	33,158	23,224
PRIOR YEARS SURPLUS (DEFICIT)									
TOTAL REVENUES	136,261	197,432	239,271	229,255	301,357	268,439	78,257	93,290	90,588
EXPENSES									
OFFICE OPERATING	8,429	11,753	11,533	8,974	12,836	12,978	3,600	4,924	4,828
PROFESSIONAL FEES	100	5,000	5,000	5,990	10,309	9,500	50	5,500	5,500
BUILDING - OPER & MAINT	1,797	2,969	2,675	2,923	4,820	4,725	870	1,411	1,263
VEH & EQUIP - OPER & MAINT	8,610	13,830	12,158	4,196	6,630	4,958	2,092	3,313	2,478
OTHER OPERATING COSTS	12,748	53,381	76,455	16,335	54,951	99,315	3,434	23,593	19,887
WAGES & BENEFITS	49,353	69,599	76,446	49,319	67,199	76,446	24,706	34,788	38,178
CAPITAL EXPENDITURES	185	25,607	27,711	29,139	55,607	14,711	92	303	1,361
DEBT - FINANCING - INTEREST				11,579	15,440	15,238			
DEBT - FINANCING - PRINCIPAL				12,859	17,155	17,155			
TRSF TO RESERVE FUND				18,000	18,000	10,000	11,801	11,801	10,000
TRSF TO OTHER GOV'T/AGENCIES	12,000	12,000	12,000						
TOTAL EXPENDITURES	93,222	194,139	223,978	159,314	262,947	265,026	46,645	85,633	83,495
OPERATING SURPLUS (DEFICIT)	43,039	3,293	15,293	69,941	38,410	3,413	31,612	7,657	7,093



COMMUNITY PARKS 2016 Proposed Budget

	COMMUNITY 2015 Actuals September YT	PARK Budget 2015	AREA C (D) Budget 2016	COMMUNITY 2015 Actuals September YT	PARK Budget 2015	AREA E Budget 2016	COMMUNITY 2015 Actuals September YTI	PARK Budget 2015	AREA F Budget 2016
REVENUES									
TAX REQUISITION	61,593	82,124	86,230	77,356	103,141	125,000	93,000	124,000	155,000
GRANTS							2,456		
OPERATING REVENUE				351					
OTHER REVENUE	23,491	25,000	40,000	8,492	65,981				
PRIOR YEARS SURPLUS (DEFICIT)		23,491	19,735	26,136	26,136	18,117	27,711	27,711	22,287
TOTAL REVENUES	85,084	130,615	145,965	112,335	195,258	143,117	123,167	151,711	177,287
EXPENSES									
OFFICE OPERATING	4,136	5,759	7,599	6,171	9,101	9,454	6,319	9,000	10,731
PROFESSIONAL FEES	1,616	500	500	177	1,000	11,000	100	6,000	11,000
BUILDING - OPER & MAINT	877	3,411	3,263	2,578	3,720	3,425	1,817	3,070	2,775
VEH & EQUIP - OPER & MAINT	2,092	3,310	2,477	6,171	7,815	9,658	4,180	4,815	4,958
OTHER OPERATING COSTS	16,903	49,318	32,212	6,668	20,733	27,407	29,241	49,989	50,062
WAGES & BENEFITS	24,698	34,790	38,126	49,324	68,706	76,446	49,324	69,599	76,446
CAPITAL EXPENDITURES	92	25,303	41,361	8,677	66,588	2,711	2,641	607	2,711
DEBT - FINANCING - INTEREST									
DEBT - FINANCING - PRINCIPAL			10,000	8,950	8,950		2,000	8,000	7,000
TRSF TO RESERVE FUND									
TRSF TO OTHER GOV'T/AGENCIES									
TOTAL EXPENDITURES	50,414	122,391	135,538	88,716	186,613	140,101	95,622	151,080	171,683
OPERATING SURPLUS (DEFICIT)	34,670	8,224	10,427	23,619	8,645	3,016	27,545	631	5,604



COMMUNITY PARKS 2016 Proposed Budget

	COMMUNITY		PARK		AREA G		COMMUNITY		PARK		AREA H		TOTAL		PARKS Budget 2016	% Change
	2015 Actuals September Y1	Budget 2015	Budget 2015	Budget 2015	2015 Actuals September Y1	Budget 2016	2015 Actuals September Y1	Budget 2015	Budget 2015	Budget 2015	Budget 2016	2015 Actuals YTD	Budget 2015			
REVENUES																
TAX REQUISITION	81,956	109,275	114,739	112,976	150,635	159,673	732,983	977,312	1,070,444	9.5%						
GRANTS				504			2,960									
OPERATING REVENUE	1,689	32,000	10,000				2,040	32,000	10,000							
OTHER REVENUE	10,000		26,000				49,877	168,637	100,656							
PRIOR YEARS SURPLUS (DEFICIT)	33,627	33,627	37,061	23,049	23,049	22,926	240,300	240,300	253,966							
TOTAL REVENUES	127,272	174,902	187,800	136,529	173,684	182,599	1,028,160	1,418,249	1,435,066							
EXPENSES																
OFFICE OPERATING	6,674	9,725	9,314	7,531	10,833	11,399	51,834	73,931	77,836							
PROFESSIONAL FEES	1,400	1,000	11,000	800	1,000	6,000	10,233	30,309	59,500							
BUILDING - OPER & MAINT	2,817	4,110	3,815	1,737	3,060	2,765	15,416	26,571	24,706							
VEH & EQUIP - OPER & MAINT	4,180	4,315	4,458	4,180	4,815	4,958	35,701	48,843	46,103							
OTHER OPERATING COSTS	14,910	30,993	31,057	30,911	53,273	46,837	131,150	336,231	383,232							
WAGES & BENEFITS	49,326	69,599	76,446	49,537	69,599	76,446	345,587	483,879	534,980							
CAPITAL EXPENDITURES	185	32,607	28,711	185	607	2,711	41,196	207,229	121,988							
DEBT - FINANCING - INTEREST							11,579	15,440	15,238							
DEBT - FINANCING - PRINCIPAL							12,859	17,155	17,155							
TRSF TO RESERVE FUND	5,000	5,000	5,000	2,000	2,000	2,000	47,751	45,751	44,000							
TRSF TO OTHER GOV'T/AGENCIES	10,000		10,000	20,000	20,000	20,000	42,000	40,000	48,000							
TOTAL EXPENDITURES	94,492	157,349	179,801	116,881	165,187	173,116	745,306	1,325,339	1,372,738							
OPERATING SURPLUS (DEFICIT)	32,780	17,553	7,999	19,648	8,497	9,483	282,854	92,910	62,328							



REGIONAL & COMMUNITY UTILITIES
2016 Proposed Budget

	WASTE		WATER		MANAGEMENT		WATER		SUPPLY		SEWER		COLLECTION	
	2015 Actuals September YTD	Budget 2015	2015 Actuals September YTD	Budget 2015	Budget 2016	2015 Actuals September YTD	Budget 2015	Budget 2016	2015 Actuals September YTD	Budget 2015	2015 Actuals September YTD	Budget 2015	Budget 2016	
REVENUES														
TAX REQUISITION	8,245,877	10,994,504			11,906,999	1,941,146	2,588,194	2,763,701	734,858	979,810			1,058,744	
GRANTS	167,868	595,193			180,470	6,326	40,000	809,052						
OPERATING REVENUE	552,662	521,800			619,600	817,624	843,965	801,424	499,183	472,203			497,682	
OTHER REVENUE	2,287,655	21,508,743			23,523,402	296,270	2,302,843	2,547,546	110,661	177,457			41,812	
PRIOR YEARS SURPLUS (DEFICIT)	2,430,065	2,430,066			1,945,642	773,348	773,346	520,846	164,263	164,263			135,561	
TOTAL REVENUES	13,684,127	36,050,306			38,176,113	3,834,714	6,548,348	7,442,569	1,508,965	1,793,733			1,733,799	
EXPENSES														
OFFICE OPERATING	438,605	607,526			631,453	147,654	216,287	238,250	22,629	35,472			40,222	
PROFESSIONAL FEES	137,834	923,583			582,765	73,688	268,678	220,463	2,139	5,500			17,450	
BUILDING - OPER & MAINT	677,454	1,118,280			1,138,754	141,238	213,403	205,570	18,969	24,942			24,772	
VEH & EQUIP - OPER & MAINT	572,360	893,716			904,003	58,303	121,664	108,320	18,325	27,524			26,110	
OTHER OPERATING COSTS	1,283,175	2,296,562			2,334,660	322,473	765,811	695,192	686,508	951,539			1,051,238	
WAGES & BENEFITS	1,924,370	2,622,173			2,772,136	866,051	1,219,490	1,232,470	170,341	237,906			247,393	
PROGRAM COSTS	23,014	61,500			52,000	39,165	117,850	129,300						
CAPITAL EXPENDITURES	2,234,114	22,296,341			24,458,306	291,075	2,298,485	3,339,973	110,444	173,214			7,469	
DEBT - FINANCING - INTEREST					120,000	144,273	196,273	221,428	82,076	113,175			107,105	
DEBT - FINANCING - PRINCIPAL					176,000	187,490	248,517	252,495	59,708	80,624			85,514	
TRSF TO RESERVE FUND	4,568,593	3,483,046			3,518,046	443,500	451,395	540,895	28,700	28,845			35,345	
TOTAL EXPENDITURES	11,859,519	34,302,727			36,688,123	2,714,910	6,117,853	7,184,356	1,199,839	1,678,741			1,642,618	
OPERATING SURPLUS (DEFICIT)	1,824,608	1,747,579			1,487,990	1,119,804	430,495	258,213	309,126	114,992			91,181	



REGIONAL & COMMUNITY UTILITIES 2016 Proposed Budget

	STREET		LIGHTING		COMM WORKS		FUND		PROJECTS		TOTAL		UTILITIES Budget 2016 Change %	
	2015 Actuals September Y1	Budget 2016	2015 Actuals September Y1	Budget 2016	2015 Actuals September Y1	Budget 2016	2015 Actuals September Y1	Budget 2016	2015 Actuals September Y1	Budget 2016	2015 Actuals YTD	Budget 2016		
REVENUES														
TAX REQUISITION	61,218	81,624	84,357								10,983,099	14,644,132	15,813,801	8.0%
GRANTS	344	515	536								237,415	693,327	1,468,917	
OPERATING REVENUE											1,869,469	1,837,968	1,918,706	
OTHER REVENUE				10,000	5,000						2,694,586	23,999,043	26,117,760	
PRIOR YEARS SURPLUS (DEFICIT)	23,282	23,282	16,562								3,390,958	3,390,957	2,618,611	
TOTAL REVENUES	84,844	115,421	106,455								19,175,527	44,565,427	47,937,795	
EXPENSES														
OFFICE OPERATING	1,031	1,375	1,375								609,919	860,660	911,300	
PROFESSIONAL FEES				15,000							242,011	1,212,761	820,678	
BUILDING - OPER & MAINT											837,661	1,356,625	1,369,096	
VEH & EQUIP - OPER & MAINT											648,988	1,042,904	1,038,433	
OTHER OPERATING COSTS	54,475	78,407	81,713								2,346,631	4,092,319	4,162,803	
WAGES & BENEFITS	920	920	960								2,961,682	4,080,489	4,252,959	
PROGRAM COSTS											62,179	179,350	181,300	
CAPITAL EXPENDITURES											2,670,159	24,825,659	28,284,607	
DEBT - FINANCING - INTEREST											226,349	309,448	448,533	
DEBT - FINANCING - PRINCIPAL											247,198	329,141	514,009	
TRSF TO RESERVE FUND	5,000	5,000	7,500								5,045,793	3,968,286	4,101,786	
TOTAL EXPENDITURES	61,426	100,702	91,548								15,898,570	42,257,642	46,085,504	9.1%
OPERATING SURPLUS (DEFICIT)	23,418	14,719	14,907								3,276,957	2,307,785	1,852,291	

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	REGIONAL AND COMMUNITY UTILITIES								
SERVICE	WASTEWATER MANAGEMENT – SOUTHERN COMMUNITY								
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Wastewater treatment is provided by a primary treatment facility using chemically enhanced treatment processes. The facility serves the City of Nanaimo and the District of Lantzville. Septage disposal is also provided for properties not connected to the plant in these areas and for Electoral Areas A, B and C. The treatment facility in Nanaimo serves a connected population of approximately 90,000 persons.</p> <p>The plant processes the following annual quantities (2014):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Wastewater</td> <td style="text-align: right;">11,589,771 m³</td> </tr> <tr> <td>Septage</td> <td style="text-align: right;">8,274 m³</td> </tr> <tr> <td>Treat and reuse biosolids</td> <td style="text-align: right;">3,544 metric tons</td> </tr> </table>			Wastewater	11,589,771 m ³	Septage	8,274 m ³	Treat and reuse biosolids	3,544 metric tons
Wastewater	11,589,771 m ³								
Septage	8,274 m ³								
Treat and reuse biosolids	3,544 metric tons								
PERFORMANCE INDICATORS									
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES						
Effluent Quality	Ministry permit levels TSS 130 mg/l, BOD 130 mg/l. Current average annual level TSS 74 mg/l, BOD 102 mg/l.	2015 - est. 97.2% of samples will meet permit levels 2014 - 99.1% of samples met permit levels 2013 – 98.2% of samples met permit levels	100% of samples meet permit levels						
Equipment Reliability	Unplanned emergency maintenance hours	2015 = est. 212 call out hours (168 to date) 2014 = 242 call out hours 2013 = 165 call out hours	Reduce by 5%						
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry being optimized and long term capital plan under development	Completed asset registry and preliminary asset management plan						
Odour Complaints	No odour complaints	2015 = est. 10 odour complaints (8 to date) 2014 = 8 odour complaints 2013 = 2 odour complaints 2012 = 3 odour complaints	No odour complaints						
Biogas Utilized	100% – when cogeneration project is complete	2015 = est. 47.0% gas utilized 2014 = 49.1% gas utilized 2013 = 39.8% of gas produced utilized, the remainder wasted (flared)	Utilize 100% of Biogas (sufficient energy to power up to 350 homes)						
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES									
<ul style="list-style-type: none"> • Refine chemically enhanced primary treatment procedures during periods of high BOD and TSS and maintenance periods. • Continue developing Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Continue to implement a capital works strategy and adjust operational procedures to mitigate on site odours. Respond to odour complaints within 24 hours. • Operate cogeneration facility to utilize 100% of the biogas produced from the site. • Implement Operational Efficiency and Service Review recommendations. • Work with WWS departmental staff to implement RDN Asset Management working group objectives 									

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	REGIONAL AND COMMUNITY UTILITIES								
SERVICE	WASTEWATER MANAGEMENT – DUKE POINT								
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>This secondary treatment facility located within the City of Nanaimo serves properties within the Duke Point Industrial Park and a portion of the Cedar Village area. The plant is operated by staff located at the Greater Nanaimo Wastewater Treatment Center. Sludge from this facility is transported to the Greater Nanaimo plant for additional treatment. Current plant capacity is 910 m³/day</p> <p>The plant processes the following annual quantities (2014):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Wastewater</td> <td style="text-align: right;">27,449 m³</td> <td style="text-align: right;">(Average daily flow 75 m³)</td> </tr> <tr> <td>Sludge</td> <td style="text-align: right;">220 m³</td> <td></td> </tr> </table>			Wastewater	27,449 m ³	(Average daily flow 75 m ³)	Sludge	220 m ³	
Wastewater	27,449 m ³	(Average daily flow 75 m ³)							
Sludge	220 m ³								
PERFORMANCE INDICATORS									
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES						
Effluent Quality	Ministry permit levels BOD 30mg/l, TSS 30 mg/l. Current average annual level BOD 9 mg/l, TSS 4 mg/l.	2015 = est. 96.6% of samples will meet permit levels 2014 = 100% of samples met permit levels 2013 = 93% of samples met permit levels	100% of samples meet permit levels						
Equipment Reliability	Unplanned emergency maintenance hours	2015 = est. 15 call out hours (12 to date) 2014 = 18 call out hours 2013 = 11 call out hours	Reduce by 5%						
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry being optimized and long term capital plan under development	Completed asset registry and preliminary asset management plan						
Odour Complaints	No odour complaints	2015 = est. No odour complaints 2014 = No odour complaints 2013 = No odour complaints	No odour complaints						
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES									
<ul style="list-style-type: none"> • Administer source control strategies aimed at reducing contaminants that industries and businesses discharge into the sanitary sewer system. • Continue developing Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Respond to odour complaints within 24 hours. • Develop a sewer servicing strategy for Cedar Village. • Implement Operational Efficiency and Service Review recommendations. • Work with WWS departmental staff to implement RDN Asset Management working group objectives 									

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	REGIONAL AND COMMUNITY UTILITIES								
SERVICE	WASTEWATER MANAGEMENT – NORTHERN COMMUNITY								
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The Northern Community Sewage Treatment Service Area serves the municipalities of Parksville, Qualicum Beach and portions of Electoral Areas E and G. The treatment facility at French Creek is a secondary treatment plant serving a population of approximately 26,500 persons. Septage disposal is also provided for properties not connected to the plant in these areas and for Electoral Areas E, F, G and H.</p> <p>The plant processes the following annual quantities (2014):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Wastewater</td> <td style="text-align: right;">4,038,339 m³</td> </tr> <tr> <td>Septage</td> <td style="text-align: right;">7,926 m³</td> </tr> <tr> <td>Treat and reuse of biosolids</td> <td style="text-align: right;">1,236 metric tons</td> </tr> </table>			Wastewater	4,038,339 m ³	Septage	7,926 m ³	Treat and reuse of biosolids	1,236 metric tons
Wastewater	4,038,339 m ³								
Septage	7,926 m ³								
Treat and reuse of biosolids	1,236 metric tons								
PERFORMANCE INDICATORS									
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES						
Effluent Quality	Ministry permit level BOD 45 mg/l, TSS 60 mg/l. Current average annual level BOD 9 mg/l, TSS 17 mg/l.	2015 = est. 99.5% will meet permit levels 2014 = 99.4% of samples met permit levels 2013 = 99.4% of samples met permit levels	100% of samples meet permit levels						
Equipment Reliability	Unplanned emergency maintenance hours	2015 = est. 311 call out hours (247 to date) 2014 = 315 call out hours 2013 = 322 call out hours	Reduce by 5%						
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry being optimized and long term capital plan under development	Completed asset registry and preliminary asset management plan						
Odour Complaints	No odour complaints	2015 = est. 5 odour complaints (4 to date) 2014 = 33 odour complaints 2013 = 16 odour complaints	No odour complaints						
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES									
<ul style="list-style-type: none"> • Refine chemically enhanced treatment procedures during maintenance periods and periods of high BOD and TSS. • Continue developing Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Continue to implement a capital works strategy and adjust operational procedures to mitigate on site odours (trickling filter). Respond to odour complaints within 24 hours. • Implement Operational Efficiency and Service Review recommendations. • Work with WWS departmental staff to implement RDN Asset Management working group objectives 									

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	REGIONAL AND COMMUNITY UTILITIES								
SERVICE	WASTEWATER MANAGEMENT – NANOOSE BAY (Fairwinds)								
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>A primary treatment facility located in Fairwinds on the Nanoose Bay Peninsula. The plant currently serves a population of approximately 1,410. The plant is operated by staff located at the French Creek treatment plant. Sludge from this facility is transported to the French Creek treatment plant for additional treatment.</p> <p>The plant processes the following annual quantities (2014):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Wastewater</td> <td style="width: 30%; text-align: right;">73,329 m³</td> <td style="width: 40%;"></td> </tr> <tr> <td>Sludge</td> <td style="text-align: right;">811 m³</td> <td></td> </tr> </table>			Wastewater	73,329 m ³		Sludge	811 m ³	
Wastewater	73,329 m ³								
Sludge	811 m ³								
PERFORMANCE INDICATORS									
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES						
Effluent Quality	Ministry permit levels BOD 100 mg/l, TSS 100 mg/l Current average annual level BOD 62 mg/l, TSS 37 mg/l	2015 = est. 100% of samples will meet permit levels 2014 = 100% of samples met permit levels 2013 = 98% of samples met permit levels	100% of samples meet permit levels						
Equipment Reliability	Unplanned emergency maintenance hours	2015 = est. 35 call out hours (27 to date) 2014 = 35 call out hours 2013 = 36 call out hours	Reduce by 5%						
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry being optimized and long term capital plan under development	Completed asset registry and preliminary asset management plan						
Odour complaints	No odour complaints	2015 = est. 0 odour complaints 2014 = 0 odour complaints 2013 = 0 odour complaints	0 odour complaints						
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES									
<ul style="list-style-type: none"> • Improve chemically enhanced primary treatment to ensure effluent quality meets Ministry permit requirements. • Continue developing Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Quantify maintenance and repair costs to determine the annual cost of maintaining “problem” assets versus replacement. • Respond to odour complaints within 24 hours. • Implement operational efficiency and service review recommendations. • Work with WWS departmental staff to implement RDN Asset Management working group objectives 									

REGIONAL DISTRICT OF NANAIMO

BUSINESS PLAN - 2016

AREA	REGIONAL AND COMMUNITY UTILITIES		
SERVICE	LIQUID WASTE MANAGEMENT PLANNING		
<p>CURRENT SERVICE LEVEL WITH EXISTING RESOURCES</p>	<p>The RDN's Liquid Waste Management Plan (LWMP) Amendment was approved by the Minister of Environment in October 2014. The LWMP serves the entire region and is required in order to meet the provincial Municipal Wastewater Regulation. Permits and Operational Certificates issued by the Ministry of Environment are based on the LWMP and provide the region's authorization to discharge treated effluent.</p> <p>The LWMP enables the community to influence the means for financing and upgrading infrastructure (i.e. providing secondary-level wastewater treatment). It defines how the region will recover resources from waste, reduce pollution, manage odours, reduce the volume of flow entering wastewater infrastructure, and manage rainwater. The SepticSmart education program and Septic Maintenance Rebate program are also offered through this function.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 OBJECTIVES
Implementation of programs in the approved LWMP	Annual monitoring of LWMP implementation	The RDN is implementing LWMP programs	Continue implementing LWMP programs. Monitor progress and achievements
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> ◆ Hold up to four Liquid Waste Monitoring Committee meetings to oversee LWMP implementation and prepare an annual LWMP Monitoring Report ◆ Coordinate two Wastewater and Water Collaborative (W3C) meetings between the RDN and member municipalities to forward LWMP commitments ◆ Participate in W3C subcommittees on 1) Source Control; 2) Inflow and Infiltration; and 3) Rainwater Management ◆ Offer four SepticSmart workshops. Continue delivering the Septic Maintenance Rebate Program. Provide \$27,000 in Septic Maintenance Rebates to improve the performance of regional onsite systems ◆ Continue to keep residents informed of the progress of the Greater Nanaimo Pollution Control Centre secondary treatment upgrade and outfall replacement project ◆ Complete the Bowser Village Wastewater Collection, Treatment and Disposal Detailed Design and Duke Point Pollution Control Centre Capacity Review according to the 2014 Gas Tax Agreement ◆ Contribute to the Green Building Series Greywater Guidebook ◆ Contribute to the Climate Change Vulnerability Working Group 			

REGIONAL DISTRICT OF NANAIMO

BUSINESS PLAN - 2016

AREA	REGIONAL AND COMMUNITY UTILITIES		
SERVICE	LIQUID WASTE MANAGEMENT PLANNING		
<p>CURRENT SERVICE LEVEL WITH EXISTING RESOURCES</p>	<p>The RDN's Liquid Waste Management Plan (LWMP) Amendment was approved by the Minister of Environment in October 2014. The LWMP serves the entire region and is required in order to meet the provincial Municipal Wastewater Regulation. Permits and Operational Certificates issued by the Ministry of Environment are based on the LWMP and provide the region's authorization to discharge treated effluent.</p> <p>The LWMP enables the community to influence the means for financing and upgrading infrastructure (i.e. providing secondary-level wastewater treatment). It defines how the region will recover resources from waste, reduce pollution, manage odours, reduce the volume of flow entering wastewater infrastructure, and manage rainwater. The SepticSmart education program and Septic Maintenance Rebate program are also offered through this function.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 OBJECTIVES
Implementation of programs in the approved LWMP	Annual monitoring of LWMP implementation	The RDN is implementing LWMP programs	Continue implementing LWMP programs. Monitor progress and achievements
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> ◆ Hold up to four Liquid Waste Monitoring Committee meetings to oversee LWMP implementation and prepare an annual LWMP Monitoring Report ◆ Coordinate two Wastewater and Water Collaborative (W3C) meetings between the RDN and member municipalities to forward LWMP commitments ◆ Participate in W3C subcommittees on 1) Source Control; 2) Inflow and Infiltration; and 3) Rainwater Management ◆ Offer four SepticSmart workshops. Continue delivering the Septic Maintenance Rebate Program. Provide \$27,000 in Septic Maintenance Rebates to improve the performance of regional onsite systems ◆ Continue to keep residents informed of the progress of the Greater Nanaimo Pollution Control Centre secondary treatment upgrade and outfall replacement project ◆ Complete the Bowser Village Wastewater Collection, Treatment and Disposal Detailed Design and Duke Point Pollution Control Centre Capacity Review according to the 2014 Gas Tax Agreement ◆ Contribute to the Green Building Series Greywater Guidebook ◆ Contribute to the Climate Change Vulnerability Working Group 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	REGIONAL & COMMUNITY UTILITIES		
SERVICE	DRINKING WATER AND WATERSHED PROTECTION		
CURRENT SERVICE LEVEL	<p>The Drinking Water and Watershed Protection program serves the seven Electoral Areas within the Regional District and works in partnership with the member municipalities on measures focused on the protection of the regions water resources.</p> <p>In consultation with the Drinking Water and Watershed Advisory Committee and the Board and in line with the Drinking Water and Watershed Protection Action Plan, this program facilitates activities the following areas;</p> <ol style="list-style-type: none"> 1. Public Awareness & Involvement 2. Water Resources Inventory and Monitoring 3. Land Planning & Development 4. Watershed Management Planning 5. Water Use Management 6. Water Quality Management 7. Climate Change 		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Support for Land Use Decision Making	Land use decision making policies reflect an understanding of the region's water resources.	<ul style="list-style-type: none"> - Baseline resource mapping completed. Community Watershed Monitoring program established. - Additional mapping, data collection and monitoring programs under development. - Water Budget information in place. - Regional Water Use Reporting in place for municipal and RDN water service areas. -Hydrometric & Climate Change monitoring partnership program in place. 	<ul style="list-style-type: none"> - Explore collaborative watershed protection and decision making concepts - Develop a standardized format for groundwater reporting for land development applications. - Review water provision requirements for development.
Supporting Residents	Engage and support residents in understanding and protecting the region's water resources.	<ul style="list-style-type: none"> - Rebate programs for water testing, rainwater harvesting and private well upgrades are offered. \$72,500 budgeted in 2015, 150 rebates processed by year end. - Public events and educational opportunities related to water conservation and protection through -Team WaterSmart. \$97,995 budgeted in 2015, 38 events. - School watershed field trips in place. 372 students from 14 classes hosted. 	<ul style="list-style-type: none"> - Continue water testing, rainwater collection and private well upgrade rebates and education programs. - Develop an interactive website that provides current water information and encourages input from residents on issues related to water sustainability.
Protecting Watersheds	Watershed management plans developed in partnership with First Nations.	Initiated good working relationships with First Nations, industry, community groups, technical experts and government agencies.	Work with First Nations governments and partners to co-lead the development of the watershed management strategies and prioritization.
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Develop stream assessment and flow monitoring actions. • Deliver rebate and education programs. • Implement Operations Efficiency review recommendations. ▪ Explore collaborative watershed protection and decision making concepts with First Nations, Business, Local Government, Citizens. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	REGIONAL & COMMUNITY UTILITIES																				
SERVICE	WATER SUPPLY, SANITARY SEWER COLLECTION, STORMWATER, STREETLIGHTING																				
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Water Services Department operates 8 water systems with 3,272 properties (estimated population of 7,852), 7 sanitary sewer collection systems with 2,953 properties (estimated population of 7,100, components of a bulk water distribution system (currently servicing part of the Nanoose Peninsula) two storm-water functions and 8 street lighting systems.																				
<p style="text-align: center;">5 Year Average (2011 - 2015) Per Capita Daily Water Consumption by Service Area (liters/day)</p> <table border="1"> <caption>Data from Chart: 5 Year Average (2011 - 2015) Per Capita Daily Water Consumption by Service Area</caption> <thead> <tr> <th>Service Area</th> <th>Daily Consumption (liters/cap/day)</th> </tr> </thead> <tbody> <tr><td>Nanoose Bay Peninsula</td><td>~280</td></tr> <tr><td>Surfside</td><td>~310</td></tr> <tr><td>French Creek</td><td>~250</td></tr> <tr><td>Decourcey</td><td>~260</td></tr> <tr><td>San Pareil</td><td>~270</td></tr> <tr><td>Whiskey Creek</td><td>~230</td></tr> <tr><td>Englishman River</td><td>~410</td></tr> <tr><td>Melrose</td><td>~180</td></tr> </tbody> </table>				Service Area	Daily Consumption (liters/cap/day)	Nanoose Bay Peninsula	~280	Surfside	~310	French Creek	~250	Decourcey	~260	San Pareil	~270	Whiskey Creek	~230	Englishman River	~410	Melrose	~180
Service Area	Daily Consumption (liters/cap/day)																				
Nanoose Bay Peninsula	~280																				
Surfside	~310																				
French Creek	~250																				
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Whiskey Creek	~230																				
Englishman River	~410																				
Melrose	~180																				
PERFORMANCE INDICATORS																					
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES																		
Asset Management Plan Implementation	Strategic Asset management plan in place	Asset registry and long term capital plan under development	Completed asset registry and preliminary asset management plan																		
Water Quality	Meet Canadian Drinking Water Quality and VIHA standards.	Water systems meet current standards except for aesthetic limits in some areas.	Develop strategies to meet aesthetic standards in all systems.																		
Annual per capita water consumption (see chart above)	25% Reduction in consumption (334 l/d to 250 l/d) by 2030 (Innovative Options & Opportunities for Sustainable Water Use Report 2008 and recently adopted Water Conservation Report)	The 5 year (2011-15) average is 274 litres per capita per day This surpasses the original target of 308 litres per capita per day for 2015	Continue to exceed the planned reduction target for water consumption.																		
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES																					
<ul style="list-style-type: none"> • Explore water supply strategy for the French Creek WSA with the Town of Qualicum Beach. • Develop ground water source for Whiskey Creek. • Finalize water treatment options for San Pareil to meet Island Health requirements. • Review water user rate pricing structure. • Work with WUS departmental staff to implement RDN Asset Management working group objectives • Implement Operations Efficiency review recommendations. • Remove a portion of the Claudet parklands for water supply purposes. 																					



TRANSPORTATION AND SOLID WASTE SERVICES 2016 Proposed Budget

	GABRIOLA		EMERGENCY		WHARF		SOUTHERN		COMMUNITY		TRANSIT		NORTHERN		COMMUNITY		TRANSIT		
	2015 Actuals September YTI	Budget 2015	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016		
REVENUES																			
TAX REQUISITION	4,349	5,798	5,914		6,118,418	8,157,890	8,565,785		825,970	1,121,841	1,114,841		732,708	976,944	1,012,665				
GRANTS					3,990,143	5,799,338	6,411,549		720	43,500	43,500		401,581	557,712	549,885				
OPERATING REVENUE					3,168,186	4,407,222	4,278,036		226,471	343,980	343,980		174,509	226,450	226,450				
OTHER REVENUE	25,278	29,000			1,179,568	2,545,017	2,135,576		3,646,907	5,444,184	5,137,703								
PRIOR YEARS SURPLUS (DEFICI)					1,761,687	1,761,687	2,164,281		1,493,229	2,051,248	2,046,575		386,031	386,031	446,270				
TOTAL REVENUES	29,627	34,798	5,914		16,218,002	22,671,154	23,555,227		7,631,640	10,037,001	10,626,785		1,694,829	2,147,137	2,235,270				
EXPENSES																			
OFFICE OPERATING	113	150	150						825,970	1,121,841	1,114,841		84,656	112,875	98,268				
PROFESSIONAL FEES		2,000	2,000						720	43,500	43,500								
BUILDING - OPER & MAINT									226,471	343,980	343,980								
VEH & EQUIP - OPER & MAINT									3,646,907	5,444,184	5,137,703								
OTHER OPERATING COSTS	378	2,000	2,000		1,493,229	2,051,248	2,046,575		19,328	1,593,800	2,181,550								
WAGES & BENEFITS					7,631,640	10,037,001	10,626,785												
CAPITAL EXPENDITURES	25,278	29,000																	
DEBT - FINANCING - INTEREST																			
DEBT - FINANCING - PRINCIPAL		1,648	1,764																
TRSF TO RESERVE FUND	5,270				550,000	552,045	752,045												
TRSF TO OTHER GOV'T/AGENCIE																			
TOTAL EXPENDITURES	31,039	34,798	5,914		14,394,265	21,187,599	22,246,979						1,295,304	1,843,821	1,873,384				
OPERATING SURPLUS (DEFICIT)	(1,412)				1,823,737	1,483,555	1,308,248						399,525	303,316	361,886				



TRANSPORTATION AND SOLID WASTE SERVICES

2016 Proposed Budget

	SOLID WASTE		MANAGEMENT		SOLID WASTE GARBAGE & RECYCLING		COMMUNITY WORKS FUND PROJECTS		
	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016	2015 Actuals September YTI	Budget 2015	Budget 2016
REVENUES									
TAX REQUISITION	346,853	462,470	578,088						
GRANTS	76,098	81,800	6,800				5,000		
OPERATING REVENUE	5,705,966	7,338,784	7,588,024	3,610,618	4,241,757	4,391,081			
OTHER REVENUE	78,247	2,090,000	6,083,007	21,701	20,000	20,000			
PRIOR YEARS SURPLUS (DEFICIT)	1,293,812	1,293,812	945,545	430,979	430,979	274,604			
TOTAL REVENUES	7,500,976	11,266,866	15,201,464	4,063,298	4,692,736	4,685,685	5,000		
EXPENSES									
OFFICE OPERATING	411,329	560,765	611,807	232,918	315,893	331,415			
PROFESSIONAL FEES	181,491	383,000	383,493	2,500	15,000	12,500			
BUILDING - OPER & MAINT	129,366	188,430	188,625	2,011	2,681	2,681			
VEH & EQUIP - OPER & MAINT	494,714	692,418	679,089	653	1,485	1,485			
OTHER OPERATING COSTS	1,561,865	2,587,836	2,762,984	2,276,061	3,784,775	3,887,373			
WAGES & BENEFITS	2,225,478	3,081,443	3,175,270	157,646	199,314	201,946			
CAPITAL EXPENDITURES	74,777	2,170,800	6,175,200		150	2,125			
DEBT - FINANCING - INTEREST			2,935						
DEBT - FINANCING - PRINCIPAL			154,965						
TRSF TO RESERVE FUND	1,200,000	702,095	502,095	160,000	160,205	130,205			
TRSF TO OTHER GOVT/AGENCIES	75,000	75,000					5,000		
TOTAL EXPENDITURES	6,354,020	10,441,787	14,636,463	2,831,789	4,479,503	4,569,730	5,000		
OPERATING SURPLUS (DEFICIT)	1,146,956	825,079	565,001	1,231,509	213,233	115,955			



TRANSPORTATION AND SOLID WASTE SERVICES

2016 Proposed Budget

	GABRIOLA TRANSIT CONTRIBUTIO		GABRIOLA TAXI		SAVER		TOTAL TRANSIT & SOLID WASTE		% Change	
	2015 Actuals September YTD	Budget 2015	2015 Actuals September YTD	Budget 2015	2015 Actuals September YTD	Budget 2015	2015 Actuals YTD	Budget 2015		
REVENUES										
TAX REQUISITION		97,665			11,440		7,202,328	9,603,102	10,271,557	7.0%
GRANTS							4,472,822	6,438,850	6,968,234	
OPERATING REVENUE							12,659,279	16,214,213	16,483,591	
OTHER REVENUE							1,304,794	4,684,017	8,238,583	
PRIOR YEARS SURPLUS (DEFICIT)							3,872,509	3,872,509	3,830,700	
TOTAL REVENUES		97,665			11,440		29,511,732	40,812,691	45,792,665	
EXPENSES										
OFFICE OPERATING		13,265			440		1,554,986	2,111,524	2,170,186	
PROFESSIONAL FEES		2,735					184,711	443,500	444,228	
BUILDING - OPER & MAINT							357,848	535,091	535,286	
VEH & EQUIP - OPER & MAINT							4,142,274	6,138,087	5,818,277	
OTHER OPERATING COSTS							5,965,528	9,275,526	9,510,729	
WAGES & BENEFITS							10,591,417	14,199,037	14,967,320	
CAPITAL EXPENDITURES							119,383	3,793,750	8,358,875	
DEBT - FINANCING - INTEREST									2,935	
DEBT - FINANCING - PRINCIPAL									154,965	
TRSF TO RESERVE FUND							1,915,270	1,415,993	1,386,109	
TRSF TO OTHER GOV'T/AGENCIES		81,665			11,000		80,000	75,000	92,665	
TOTAL EXPENDITURES		97,665			11,440		24,911,417	37,987,508	43,441,575	14.4%
OPERATING SURPLUS (DEFICIT)							4,600,315	2,825,183	2,351,090	

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

AREA	TRANSPORTATION and SOLID WASTE SERVICES		
SERVICE	CONVENTIONAL BUS SERVICE – Southern and Northern Communities		
<p>CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES</p>	<p>The Regional District operates and maintains a fleet of 49 conventional buses, including 25 New Flyer Compressed Natural Gas buses (CNG) and 24 New Flyer Diesel buses. The vehicles are equipped with bicycle racks and are accessible to persons with limited mobility (i.e. wheelchairs, small scooters, child strollers).</p> <p>RDN transit is an integrated service connecting communities from Deep Bay in the north to Electoral Area A (Cedar) south of the City of Nanaimo. The amount of service varies between the northern and southern parts of the Regional District, with approximately 90% of the service hours occurring in the southern areas, primarily within the City of Nanaimo.</p> <p>Service is provided for the most part, between 6:20 am and 12:00 pm Monday to Saturday. Service frequency varies, ranging from 10 minute service to every hour, with additional peak time service on weekdays.</p> <p>Revenue hours of service have increased from 102,000 annual hour of service in 2009 to 115,800 annual hours of service in 2015.</p> <p>In 2015 staff implemented a 5000 annual hour expansion, implementing the first frequent transit service in the RDN.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS *	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Asset Management Plan Implementation	Strategic Asset Management plan in place	Asset registry and long term capital plan under development	Completed asset registry and preliminary asset management plan
Ridership	2,750,000	2,805,224	2,950,000
Total Passengers Per Hour	24	25	26
Customer Complaints	20/month	25/month	18/month
*Based upon the Annual Operating Agreements with BC Transit – April 1-March 31 each year			
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue promoting transit to Vancouver Island University • Implement GPS tracking system • Develop marketing and fare strategies with a focus on increasing the commuter market • Continue to work with drivers and improve overall system performance to reduce complaints • Upgrade transit bus stop infrastructure, including shelters • Work with BC Transit to activate on board video surveillance system • Implement Fleet Management Software • Implement recommendations from the Operational Efficiencies and Service Review • Work with RDN departmental staff to implement RDN Asset Management working group objectives 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	TRANSPORTATION and SOLID WASTE SERVICES		
SERVICE	CUSTOM TRANSIT (handyDART) SERVICE – Southern and Northern Communities		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The Regional District operates and maintains a fleet of 14 Custom vehicles that provide responsive demand door-to-door service to persons with disabilities severe enough to prevent them from using the Conventional transit system unattended. Service is provided to residents within the same transit service boundaries as Conventional transit.</p> <p>Service is scheduled between the hours of 7:00 am to 9:00 pm Monday to Friday, with more limited service Saturdays and Sundays and no service on statutory holidays. Weekend service is from 9:00 am to 5:00 pm. No weekend service is available in the Northern Communities at this time.</p> <p>In 2015, staff attended a variety of public consultations highlighting the availability of the Custom Transit service. Specifically, staff went to group homes, not-for-profits and businesses throughout the RDN, Nanaimo, Parksville and Lantzville promoting Custom Transit. From these consultations it was determined to offer service in the weekday evening.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS*	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
Rides Per Hour	2.1	2.2	2.5
Total Passengers	55,000	59,200	65,000
*Based upon StrataGen software and the Annual Operating Agreement with BC Transit (Apr 1–Mar 31 annually)			
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to meet with key stakeholder groups, user groups and supporting groups that utilize handyDART services to ensure opportunities for access to the system are realized through open communication, dialogue and education. • Work with Dispatchers to improve scheduling efficiencies. • Continue work with the drivers group to increase rides per hour and cost recovery. • Work with First Nations within the RDN to provide handyDART service to respective areas. • Continue implementing recommendations from the Operational Efficiencies and Service Review. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

AREA	TRANSPORTATION & SOLID WASTE SERVICES			
SERVICE	SOLID WASTE MANAGEMENT - FACILITIES			
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Regional Landfill and Church Road Transfer Station provide solid waste disposal services to a population of 155,000. The facilities are open seven days per week except for Statutory Holidays.			
ACTIVITY LEVELS	MSW (Tonnes)	Recyclables (Tonnes)	Loads	Fees
	2010 63,700	13,000	171,800	\$7.9 M
	2011 56,600	11,900	168,200	\$7.4 M
	2012 55,000	11,700	173,000	\$7.5 M
	2013 53,201	11,310	170,000	\$7.8 M
	2014 51,217	9,642	163,613	\$7.1 M
	2015 48,023*	9,949*	174,700*	\$7.1 M*
	(*year end projection)			
PERFORMANCE INDICATORS				
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES	
Compliance with MOE Operating Certificate(OC)	OC compliance	Design & Operations Plan (D&O) approved by MOE	Implement projects in D&O Plan	
Asset Management Plan Implementation	Strategic Asset Management Plan in place	Asset registry and long term capital plan under development	Completed asset registry and preliminary asset management plan	
Leachate Impact	No off-site impacts	Off-site impacts Discharge to sanitary @ 40 l/s	Ultimate Target of 25 l/s 2016 Target of 30 l/s	
Greenhouse Gases (eCO ₂)	75% reduction of total methane generated (50,000 tpy eCO ₂)	56% reduction (28,600 tpy eCO ₂)	60% reduction (34,000 tpy eCO ₂)	
LFG Collection Efficiency	MOE target 75% collection efficiency by 2016 RDN target of >90% operational efficiency	64% collection efficiency (08/15) 98% operational efficiency (08/15)	65% collection efficiency; higher is not possible until cell is closed >90% operational efficiency	

KEY ACTIONS TO MEET 2016 PERFORMANCE OBJECTIVES

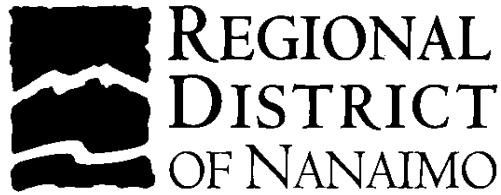
- Construct the new Operations Building and Maintenance Building
- Replace Regional Landfill Scale
- Undertake North Berm design, tender and substantially complete construction
- Reduce infiltration by extending the cover system and priority on repair to ditch/culvert lining systems
- Implement recommendations from the Operational Efficiencies and Service Review

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2016**

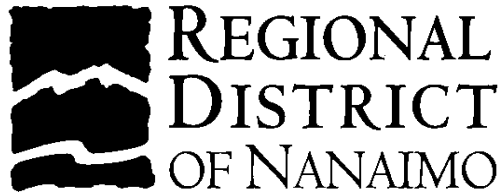
AREA	TRANSPORTATION & SOLID WASTE SERVICES																																	
SERVICE	SOLID WASTE MANAGEMENT – PLANNING (ZERO WASTE)																																	
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	As part of the Solid Waste Management Service, staff develops and implements plans and policies to minimize the need for regional waste disposal capacity by investigating residual disposal options, delivering Zero Waste programs and coordinating actions related to illegal dumping enforcement.																																	
ACTIVITY LEVELS	<p>Waste Stream Management License (WSML)</p> <ul style="list-style-type: none"> - 13 WSML Licenses issued, 5 applications pending - 20 inspections in 2015; a non-compliance with an excessive stockpile is being addressed; minor administrative non-compliance (e.g. late reporting) remains on-going with 50% of licensees <p>Illegal Dumping</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><i>Total # of Sites</i></th> <th style="text-align: center;"><i># Community Clean Ups</i></th> <th style="text-align: center;"><i>Total Tonnes Recovered</i></th> <th style="text-align: center;"><i>Warning Signs Posted</i></th> </tr> </thead> <tbody> <tr> <td>2011</td> <td style="text-align: center;">117</td> <td style="text-align: center;">13</td> <td style="text-align: center;">55</td> <td style="text-align: center;">55</td> </tr> <tr> <td>2012</td> <td style="text-align: center;">120</td> <td style="text-align: center;">15</td> <td style="text-align: center;">43</td> <td style="text-align: center;">60</td> </tr> <tr> <td>2013</td> <td style="text-align: center;">143</td> <td style="text-align: center;">17</td> <td style="text-align: center;">30</td> <td style="text-align: center;">65</td> </tr> <tr> <td>2014</td> <td style="text-align: center;">113</td> <td style="text-align: center;">15</td> <td style="text-align: center;">33</td> <td style="text-align: center;">68</td> </tr> <tr> <td>2015</td> <td style="text-align: center;">56</td> <td style="text-align: center;">16</td> <td style="text-align: center;">97</td> <td style="text-align: center;">68</td> </tr> </tbody> </table>					<i>Total # of Sites</i>	<i># Community Clean Ups</i>	<i>Total Tonnes Recovered</i>	<i>Warning Signs Posted</i>	2011	117	13	55	55	2012	120	15	43	60	2013	143	17	30	65	2014	113	15	33	68	2015	56	16	97	68
	<i>Total # of Sites</i>	<i># Community Clean Ups</i>	<i>Total Tonnes Recovered</i>	<i>Warning Signs Posted</i>																														
2011	117	13	55	55																														
2012	120	15	43	60																														
2013	143	17	30	65																														
2014	113	15	33	68																														
2015	56	16	97	68																														
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES																															
Region-wide diversion rate*	50% Provincial	2014 = 68% 2015 = 68%	2016 = 68%																															
Region-wide per capita waste disposal*	2010 CDN = 729 kg/c/year 2010 BC = 587 kg/c/year 2010 RDN = 410 kg/c/year	2015 = 347 kg/c/year 2014 = 347 kg/c/year 2013 = 350 kg/c/year 2012 = 350 kg/c/year 2011 = 379 kg/c/year	2016 = 347 kg/c/year																															
<p>* 2015 Year end volumes are unavailable and projections are estimates</p> <p>* 2015 Estimated Region-wide per capita waste disposal</p>																																		
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES																																		
<ul style="list-style-type: none"> • Review, update and amend the 2004 Solid Waste Management Plan (Zero Waste & Residual Disposal) to identify additional diversion options as required by the Ministry of Environment. • Undertake public consultation on the results of the SWMP review and update for completion in 2016. • Ensure that private and non-profit waste management and recycling facilities licensed under Bylaw 1386 are operating in compliance with approved site operating plans. • Work with other agencies to reduce illegal dumping and community parties to carry out clean ups. • Implement recommendations from the Operational Efficiencies and Service Review. 																																		

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2016**

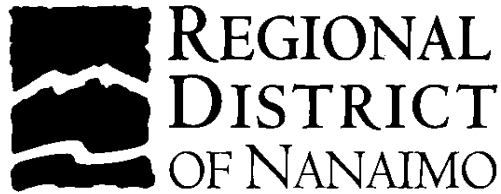
AREA	TRANSPORTATION and SOLID WASTE SERVICES		
SERVICE	RESIDENTIAL GARBAGE, FOOD WASTE & RECYCLING COLLECTION PROGRAM		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Curbside collection service of residential waste is provided to approximately 28,000 single family and equivalent homes throughout the service area. The collection is provided through a private sector contractor.</p> <p>Garbage, food waste and recycling collection is provided to approximately 24,000 single family households and equivalents within the Electoral Areas, the City of Parksville, and District of Lantzville.</p> <p>Food waste and recycling service only is provided to approximately 4,000 households within the Town of Qualicum Beach. The Town staff provides garbage collection to their residents.</p> <p>The program prepares and distributes public education materials to promote Zero Waste as a reduction goal.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2016 PERFORMANCE OBJECTIVES
User Rates	\$149.75/year is the 2015 median residential user fee calculated by comparing 10 Island municipalities providing a similar level of curbside collection.	\$121.50/year	\$125.10/year
Disposal Rate	2009 – 276 kg/hh/yr	170 kg/hh/yr	165 kg/hh/year
KEY ACTIONS TO ACHIEVE 2016 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Work with Multi-Material BC, collection contractor, municipal partners and residents in meeting our obligations for collecting packaging and printed paper in accordance with the BC Recycling Regulation. • Contribute funds to an operations reserve with the anticipation that by 2020 the collection system will require significant overhaul (such as implementing automated collection) which will likely result in increased costs. • Prepare and distribute 3 editions of the Zero Waste collection program newsletter. • Maintain web content for garbage & recycling/zero waste programs. • Implement recommendations from the Operational Efficiencies and Service Review. 			



	2015 Final	2016 Proposed	Change from 2015	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City of Nanaimo	16,021,728	17,091,120	1,069,392 6.7%	709,948 4.4%	0 0.0%	359,444 2.2%
General Services Tax cost per \$100,000	\$96.00	\$102.50				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$6.00	\$7.00				
	\$115.00	\$122.50				
	\$5.80	\$7.50				
District of Lantzville	770,741	779,905	9,164 1.2%	13,156 1.7%	4,946 0.6%	(8,938) -1.2%
General Services Tax cost per \$100,000	\$100.30	\$101.60				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$6.00	\$7.00				
	\$119.30	\$121.60				
	\$6.60	\$2.30				
City of Parksville	4,830,820	5,066,165	235,345 4.9%	112,063 2.3%	3,985 0.1%	119,297 2.5%
General Services Tax cost per \$100,000	\$179.80	\$189.60				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$4.69	\$5.13				
	\$205.49	\$215.73				
	\$7.79	\$10.24				
Town of Qualicum Beach	3,367,466	3,486,961	119,495 3.5%	74,529 2.2%	3,902 0.1%	41,064 1.2%
General Services Tax cost per \$100,000	\$157.60	\$163.50				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$4.69	\$5.13				
	\$183.29	\$189.63				
	\$2.79	\$6.34				



	2015 Final	2016 Proposed	Change from 2015	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A	1,867,755	1,903,406	35,651 1.9%	22,582 1.2%	(25,843) -1.4%	38,912 2.1%
General Services Tax cost per \$100,000	\$154.90	\$158.30				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$175.90	\$179.30				
	\$9.60	\$3.40				
Electoral Area B	1,083,109	1,186,488	103,379 9.5%	109,978 10.2%	(1,717) -0.2%	(4,882) -0.5%
General Services Tax cost per \$100,000	\$90.60	\$100.00				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$111.60	\$121.00				
	\$7.20	\$9.40				
Electoral Area C	1,058,015	1,145,421	87,406 8.3%	11,477 1.1%	71,127 6.7%	4,802 0.5%
General Services Tax cost per \$100,000	\$141.10	\$149.40				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$162.10	\$170.40				
	\$3.10	\$8.30				
Electoral Area E	2,089,850	2,147,721	57,871 2.8%	33,150 1.6%	18,910 0.9%	5,811 0.3%
General Services Tax cost per \$100,000	\$110.40	\$113.40				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.08				
District 69 Community Justice	\$4.69	\$5.13				
	\$138.17	\$141.61				
	\$2.00	\$3.44				



	2015 Final	2016 Proposed	Change from 2015	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area F	1,948,413	2,049,295	100,882 5.2%	25,291 1.3%	21,441 1.1%	54,150 2.8%
General Services Tax cost per \$100,000	\$148.80	\$157.10				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.08				
District 69 Community Justice	\$4.69	\$5.13				
	\$176.57	\$185.31				
	\$1.00	\$8.74				
Electoral Area G	2,447,341	2,540,169	92,828 3.8%	52,164 2.1%	29,911 1.2%	10,753 0.4%
General Services Tax cost per \$100,000	\$151.80	\$157.00				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.08				
District 69 Community Justice	\$4.69	\$5.13				
	\$179.57	\$185.21				
	\$2.00	\$5.64				
Electoral Area H	1,490,337	1,489,573	(764) -0.1%	19,083 1.3%	9,133 0.6%	(28,980) -1.9%
General Services Tax cost per \$100,000	\$146.00	\$146.10				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.08				
District 69 Community Justice	\$4.69	\$5.13				
	\$173.77	\$174.31				
	\$1.70	\$0.54				
General Services Tax Revenues	36,975,575	38,886,224				
	6.5%	5.2%				
Local Services Tax Revenues	8,057,090	8,554,158				
Tax Revenues/Municipal Participation Agreements	45,032,665	47,440,382				
	6.7%	5.3%				



**2016
MEMBER SUMMARY
ESTIMATED GENERAL SERVICES PROPERTY TAX CHANGE**

	City of Nanaimo	District of Lantzville	City of Parksville	Town of Qualicum Beach	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E. Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
General Services Property Tax											
2016	\$ 103	\$ 102	\$ 190	\$ 164	\$ 158	\$ 100	\$ 149	\$ 113	\$ 157	\$ 157	\$ 146
2015	\$ 96	\$ 100	\$ 180	\$ 158	\$ 155	\$ 91	\$ 141	\$ 110	\$ 149	\$ 152	\$ 146
Change per \$100,000	\$ 7	\$ 2	\$ 10	\$ 6	\$ 3	\$ 9	\$ 8	\$ 3	\$ 8	\$ 5	\$ -
Regional Parcel Taxes											
2016	\$ 20	\$ 20	\$ 26	\$ 26	\$ 21	\$ 21	\$ 21	\$ 28	\$ 28	\$ 28	\$ 28
2015	\$ 19	\$ 19	\$ 26	\$ 26	\$ 21	\$ 21	\$ 21	\$ 28	\$ 28	\$ 28	\$ 28
Change per property	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total change at \$100,000	\$ 8	\$ 3	\$ 10	\$ 6	\$ 3	\$ 9	\$ 8	\$ 3	\$ 8	\$ 5	\$ -
Total change at \$200,000	\$ 15	\$ 5	\$ 20	\$ 12	\$ 6	\$ 18	\$ 16	\$ 6	\$ 16	\$ 10	\$ -
Total change at \$300,000	\$ 22	\$ 7	\$ 30	\$ 18	\$ 9	\$ 27	\$ 24	\$ 9	\$ 24	\$ 15	\$ -
Total change at \$400,000	\$ 29	\$ 9	\$ 40	\$ 24	\$ 12	\$ 36	\$ 32	\$ 12	\$ 32	\$ 20	\$ -

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	City of Nanaimo Final 2014	City of Nanaimo Final 2015	City of Nanaimo Proposed 2016	Changed Service Level
Administration	447,333	495,289	589,482	75,995
Grants In Aid	38,165	247,648	31,612	
Regional Growth Strategy	227,968	241,557	243,969	
Southern Community Transit	7,542,937	7,893,054	8,289,060	205,925
Solid Waste Management	196,405	255,804	319,747	
Regional Parks - Operations	623,803	690,862	773,765	11,945
Regional Parks - Acquisitions	432,549	436,384	439,634	
Wastewater Southern Community	4,988,285	5,435,581	6,040,214	380,765
Liquid Waste Management Planning	85,923	90,415	93,125	
Drinking Water/Watershed Protection	175,250	201,408	236,726	35,318
D68 Search & Rescue	33,726	33,726	33,786	
Regional District General Services Requisition	\$14,792,344	\$16,021,728	\$17,091,120	\$709,948
LOCAL SERVICE AREAS				
Duke Point Wastewater	201,904	218,056	226,779	

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	City of Nanaimo	City of Nanaimo	City of Nanaimo	City of Changed Service Level
	Final 2014	Final 2015	Proposed 2016	
Regional District General Services Rate	0.912	0.960	1.025	0.042
General Services Cost per \$100,000	\$91.20	\$96.00	\$102.50	\$4.20
Regional Parcel Taxes	\$18.00	\$19.00	\$20.00	1.00
Current Year Cost at \$100,000	\$109.20	\$115.00	\$122.50	\$5.20
Dollar Change Year over Year	\$7.10	\$5.80	\$7.50	

Cost per \$100,000	\$109	\$115	\$123	\$8
Cost per \$200,000	\$200	\$211	\$225	\$14
Cost per \$300,000	\$292	\$307	\$328	\$21
Cost per \$400,000	\$383	\$403	\$430	\$27

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.30 decrease	Reversal of ICF requisition
Southern Community Transit	\$2.50 increase	2015 expansion and usage adjustments
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.50 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Wastewater Southern Community	\$3.80 increase	New debt servicing and capital program for secondary treatment/marine outfall

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	District of Lantzville	District of Lantzville	District of Lantzville	Changed Service Level
	Final 2014	Final 2015	Proposed 2016	
Administration	21,116	22,759	27,141	3,499
Grants In Aid	1,801	11,380	1,455	
Building Inspection	17,723	18,446	18,539	
Regional Growth Strategy	10,261	10,729	10,846	
House Numbering	1,708	1,684	1,686	
Hazardous Properties	673	681	1,309	658
Unightly Premises	628	654	707	
Southern Community Transit	100,222	111,404	111,300	2,765
Solid Waste Management	8,840	11,360	14,213	
Animal Control Area A,B,C, Lantzville	12,214	12,452	12,712	
Regional Parks - Operations	26,802	29,684	33,246	513
Regional Parks - Acquisitions	19,279	19,318	19,318	
Southern Community Recreation	380,353	389,067	390,888	1,821
Wastewater Southern Community	59,565	66,576	67,181	4,235
Liquid Waste Management Planning	3,867	4,015	4,140	
Drinking Water/Watershed Protection	7,700	8,916	10,402	1,486
D68 Search & Rescue	1,449	1,449	1,452	
D68 Emergency 911	24,192	24,542	27,667	3,125
Emergency Planning	21,708	22,449	22,528	
Noise Control	3,301	3,176	3,175	
Regional District General Services Requisition	\$723,402	\$770,741	\$779,905	\$18,102

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	District of Lantzville Final 2014	District of Lantzville Final 2015	District of Lantzville Proposed 2016	Changed Service Level
Regional District General Services Rate	0.947	1.003	1.016	0.024
General Services Cost per \$100,000	\$94.70	\$100.30	\$101.60	\$2.40
Regional Parcel Taxes	\$18.00	\$19.00	\$20.00	1.00
Current Year Cost at \$100,000	\$112.70	\$119.30	\$121.60	\$3.40
Dollar Change Year over Year	\$6.80	\$6.60	\$2.30	

Cost per \$100,000	\$113	\$119	\$122	\$3
Cost per \$200,000	\$207	\$220	\$223	\$3
Cost per \$300,000	\$302	\$320	\$325	\$5
Cost per \$400,000	\$397	\$420	\$426	\$6

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.30 decrease	Reversal of ICF requisition
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Southern Community Transit	\$0 change	2015 expansion and usage adjustments
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.50 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Southern Community Recreation	\$0.30 increase	2016 estimate based on survey results pending final information
Wastewater Southern Community	\$0 change	Capital program increase offset by flows allocation decrease
D68 Emergency 911	\$0.40 increase	Impacts of FireCom agreements

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	City of Parksville Final 2014	City of Parksville Final 2015	City of Parksville Proposed 2016	Changed Service Level
Administration	71,406	78,529	93,132	12,007
Grants In Aid	7,848	42,943	6,254	
D69 Community Justice	28,965	30,810	34,126	2,928
Regional Growth Strategy	34,415	36,350	36,647	
Northern Community Economic Development	13,570	13,794	13,952	
Northern Community Transit	431,565	463,579	493,988	7,415
Solid Waste Management	29,650	38,490	48,024	
Regional Parks - Operations	89,146	98,729	110,576	1,707
Regional Parks - Acquisitions	84,071	86,086	87,503	
Northern Community Recreation	265,003	271,951	279,171	
Oceanside Place	468,274	497,044	526,191	
Ravensong Aquatic Centre	764,334	763,996	765,398	
Liquid Waste Management Planning	12,971	13,604	13,987	
Wastewater Northern Community	2,022,014	2,193,300	2,348,064	84,455
Drinking Water/Watershed Protection	53,400	52,976	53,848	872
D69 Land Search & Rescue			2,679	2,679
D69 Emergency 911	149,196	148,639	152,625	3,986
Regional District General Services Requisition	\$4,525,828	\$4,830,820	\$5,066,165	\$116,049

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	City of Parksville Final 2014	City of Parksville Final 2015	City of Parksville Proposed 2016	Changed Service Level
Regional District General Services Rate	1.722	1.798	1.896	0.045
General Services Cost per \$100,000	\$172.20	\$179.80	\$189.60	\$4.50
Regional Parcel Taxes	\$25.50	\$25.69	\$26.13	0.44
Current Year Cost at \$100,000	\$197.70	\$205.49	\$215.73	\$4.94
Dollar Change Year over Year	\$14.96	\$7.79	\$10.24	
Cost per \$100,000	\$198	\$205	\$216	\$11
Cost per \$200,000	\$370	\$385	\$405	\$20
Cost per \$300,000	\$542	\$565	\$595	\$30
Cost per \$400,000	\$714	\$745	\$785	\$40

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.50 decrease	Reversal of ICF requisition
Northern Community Transit	\$1.30 increase	2015 expansion and usage adjustments
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.50 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Northern Community Recreation	\$0.30 increase	Declining prior year carry forward surplus
Oceanside Place	\$1.20 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Ravensong Aquatic Centre	\$0.20 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Wastewater Northern Community	\$6.50 increase	Additional capital projects & maintenance of reserve fund transfers for 2019 expansion
District 69 Land Search & Rescue	\$0.10 increase	New service for 2016
District 69 Emergency 911	\$0.20 increase	Impacts of FireCom agreements

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	Town of Qualicum Beach Final 2014	Town of Qualicum Beach Final 2015	Town of Qualicum Beach Proposed 2016	Changed Service Level
Administration	56,222	62,283	74,318	9,581
Grants In Aid	6,258	34,369	4,991	
D69 Community Justice	21,401	22,343	24,397	2,095
Regional Growth Strategy	26,050	27,624	27,937	
Northern Community Economic Development	10,026	10,003	9,974	
Northern Community Transit	176,276	185,939	192,701	2,892
Solid Waste Management	22,443	29,246	36,606	
Regional Parks - Operations	64,658	71,609	80,202	1,238
Regional Parks - Acquisitions	62,114	62,426	62,556	
Northern Community Recreation	208,654	215,693	222,773	
Oceanside Place	347,674	350,307	352,148	
Ravensong Aquatic Centre	620,710	643,490	649,062	
Liquid Waste Management Planning	9,819	10,337	10,661	
Wastewater Northern Community	1,427,529	1,485,491	1,576,404	56,700
Drinking Water/Watershed Protection	38,224	38,416	38,496	80
D69 Land Search & Rescue			1,943	1,943
D69 Emergency 911	117,472	117,890	121,792	3,902
Regional District General Services Requisition	\$3,215,530	\$3,367,466	\$3,486,961	\$78,431

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	Town of Qualicum Beach Final 2014	Town of Qualicum Beach Final 2015	Town of Qualicum Beach Proposed 2016	Changed Service Level
Regional District General Services Rate	1.550	1.576	1.635	0.038
General Services Cost per \$100,000	\$155.00	\$157.60	\$163.50	\$3.80
Regional Parcel Taxes	\$25.50	\$25.69	\$26.13	0.44
Current Year Cost at \$100,000	\$180.50	\$183.29	\$189.63	\$4.24
Dollar Change Year over Year	\$8.16	\$2.79	\$6.34	

Cost per \$100,000	\$181	\$183	\$190	\$7
Cost per \$200,000	\$336	\$341	\$353	\$12
Cost per \$300,000	\$491	\$498	\$517	\$19
Cost per \$400,000	\$646	\$656	\$680	\$24

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.50 decrease	Reversal of ICF requisition
Northern Community Transit	\$0.40 increase	2015 expansion and usage adjustments
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.40 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Northern Community Recreation	\$0.30 increase	Declining prior year carry forward surplus
Oceanside Place	\$0.10 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Ravensong Aquatic Centre	\$0.30 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Wastewater Northern Community	\$4.50 increase	Additional capital projects & maintenance of reserve fund transfers for 2019 expansion
District 69 Land Search & Rescue	\$0.10 increase	New service for 2016
District 69 Emergency 911	\$0.20 increase	Impacts of FireCom agreements

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	Elect Area A Final 2014	Elect Area A Final 2015	Elect Area A Proposed 2016	Changed Service Level
Administration	33,893	35,848	42,653	5,499
Grants In Aid	2,891	17,924	2,287	
Electoral Areas Administration	53,072	56,277	59,320	
Southern Community Restorative Justice	4,655	5,335	5,330	
Electoral Area Community Planning	222,813	222,699	231,445	
Regional Growth Strategy	18,589	19,295	19,350	
House Numbering	2,742	2,652	2,650	
Southern Community Economic Development	56,602	59,891	64,566	
Hazardous Properties	1,080	1,073	2,057	1,035
Unightly Premises	1,007	1,030	1,111	
Southern Community Transit	113,756	119,866	143,606	3,568
Solid Waste Management	16,016	20,438	25,366	
Animal Control Area A,B,C, Lantzville	19,605	19,613	19,979	
Regional Parks - Operations	54,223	60,052	66,427	1,025
Regional Parks - Acquisitions	37,687	37,661	37,661	
Community Parks	146,650	163,783	173,610	11,455
Southern Community Recreation	389,882	401,783	366,461	(35,322)
Electoral Area A Recreation	177,369	182,690	188,171	
Port Theatre/Cultural Centre Contribution	14,677	14,897	15,120	
Liquid Waste Management Planning	7,007	7,224	7,388	
Drinking Water/Watershed Protection	25,792	23,176	23,176	0
D68 Search & Rescue	2,932	2,932	2,900	
D68 Emergency 911	38,831	38,657	43,479	4,822
Emergency Planning	35,251	34,739	35,755	
Noise Control	6,178	6,610	7,271	
Regional District General Services Requisition	\$1,483,200	\$1,556,145	\$1,587,139	(\$7,918)
Vancouver Island Regional Library	303,564	311,610	316,267	4,657
Total Requisition	\$1,786,764	\$1,867,755	\$1,903,406	(\$3,261)

LOCAL SERVICE AREAS			
Cassidy Waterloo Fire	191,855	176,265	160,088
Cedar Estates Stormwater	4,725	4,725	4,725

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	Elect Area A Final 2014	Elect Area A Final 2015	Elect Area A Proposed 2016	Changed Service Level
Regional District General Services Rate	1.200	1.286	1.315	-0.004
Vancouver Island Regional Library	0.253	0.263	0.268	0.005
General Services Tax Rate	1.453	1.549	1.583	0.001
General Services Cost per \$100,000	\$145.30	\$154.90	\$158.30	\$0.10
Regional Parcel Taxes	\$21.00	\$21.00	\$21.00	0.00
Current Year Cost at \$100,000	\$166.30	\$175.90	\$179.30	\$0.10
Dollar Change Year over Year	\$6.60	\$9.60	\$3.40	

Local Service Area Rates				
Cassidy Waterloo Fire (tax rate)	0.832	0.899	1.068	
Cassidy Waterloo fire (parcel tax)	\$102	\$63	\$0	

Cost per \$100,000	\$166	\$176	\$179	\$3
Cost per \$200,000	\$312	\$331	\$338	\$7
Cost per \$300,000	\$457	\$486	\$496	\$10
Cost per \$400,000	\$602	\$641	\$654	\$13

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.30 decrease	Reversal of ICF requisition
Electoral Area Community Planning	\$0.80 increase	Bylaw 500/Subdivision Servicing Review, Agricultural Plan Implementation
Southern Community Economic Development	\$0.40 increase	Annual contribution adjustment
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Southern Community Transit	\$2.10 increase	2015 expansion and usage adjustments
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.50 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$0.90 increase	Beach access upgrade, Gas Tax projects + Superintendent Parks Operations & Capital Projects
Southern Community Recreation	\$2.80 decrease	2016 estimate based on survey results pending final information
Area A Recreation & Culture	\$0.50 increase	Recreation facility planning & reserve fund
D68 Emergency 911	\$0.40 increase	Impacts of FireCom agreements

	Elect Area B Final 2014	Elect Area B Final 2015	Elect Area B Proposed 2016	Changed Service Level
Administration	32,563	34,427	41,001	5,286
Grants In Aid	2,779	17,214	2,199	
Electoral Areas Administration	50,991	54,046	57,023	
Southern Community Restorative Justice	4,472	4,384	4,383	
Regional Growth Strategy	13,698	6,954	7,025	
House Numbering	2,634	2,547	2,547	
Southern Community Economic Development	54,382	57,516	62,065	
Hazardous Properties	1,038	1,031	1,977	995
Unightly Premises	968	989	1,068	
Gabriola Emergency Wharf	5,684	5,798	5,914	
Gabriola Transit Contribution			97,665	97,665
Gabriola Taxi Saver			11,440	
Solid Waste Management	11,801	14,971	18,721	
Animal Control Area A,B,C, Lantzville	18,836	18,836	19,205	
Regional Parks - Operations	30,107	33,344	37,345	577
Regional Parks - Acquisitions	49,101	49,075	49,075	
Community Parks	179,729	184,222	188,828	5,455
Southern Community Recreation	100,327	105,006	88,723	(16,283)
Gabriola Island Recreation	95,903	101,839	105,913	
Port Theatre/Cultural Centre Contribution	26,692	26,912	27,136	
Liquid Waste Management Planning	5,163	5,292	5,452	
Drinking Water/Watershed Protection	30,216	30,200	30,200	0
D68 Search & Rescue	1,628	1,628	1,631	
D68 Emergency 911	37,308	37,124	41,796	4,672
Emergency Planning	33,869	33,362	34,370	
Noise Control	8,661	8,575	8,575	
Feasibility Studies		22,500	0	
Regional District General Services Requisition	\$798,550	\$857,792	\$951,277	\$98,367
Vancouver Island Regional Library	220,584	225,317	235,211	9,894
Total Requisition	\$1,019,134	\$1,083,109	\$1,186,488	\$108,261

	Elect Area B Final 2014	Elect Area B Final 2015	Elect Area B Proposed 2016	Changed Service Level
Regional District General Services Rate	0.643	0.708	0.793	0.088
Vancouver Island Regional Library	0.191	0.198	0.207	0.009
General Services Tax Rate	0.834	0.906	1.000	0.097
General Services Cost per \$100,000	\$83.40	\$90.60	\$100.00	\$9.70
Regional Parcel Taxes	\$21.00	\$21.00	\$21.00	0.00
Current Year Cost at \$100,000	\$104.40	\$111.60	\$121.00	\$9.70
Dollar Change Year over Year	\$4.20	\$7.20	\$9.40	

Cost per \$100,000	\$104	\$112	\$121	\$9
Cost per \$200,000	\$188	\$202	\$221	\$19
Cost per \$300,000	\$271	\$293	\$321	\$28
Cost per \$400,000	\$355	\$383	\$421	\$38

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.30 decrease	Reversal of ICF requisition
Southern Community Economic Development	\$0.40 increase	Annual contribution adjustment
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Gabriola Transit Contribution	\$8.60 increase	New service for community bus
Gabriola Taxi Saver	\$1.10 increase	New taxi saver service offset by feasibility study decrease of \$2.00
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.40 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$0.40 increase	Gas Tax projects, Whalebone upgrades, Strand Boat Launch, Joyce Lockwood Toilets, Superintendent Parks Operations & Capital Projects
Gabriola Island Recreation	0.50 increase	Declining prior year carry forward surplus
Southern Community Recreation	\$1.40 decrease	2016 estimate based on survey results
D68 Emergency 911	\$0.40 increase	Impacts of FireCom agreements

	Elect Area C Final 2014	Elect Area C Final 2015	Elect Area C Proposed 2016	Changed Service Level
Administration	24,560	27,889	33,274	4,290
Grants In Aid	2,095	13,945	1,784	
Electoral Areas Administration	38,459	43,782	46,276	
Southern Community Restorative Justice	3,373	3,781	3,787	
Electoral Area Community Planning	161,462	173,252	180,554	
Regional Growth Strategy	10,430	11,226	11,490	
House Numbering	1,987	2,063	2,067	
Southern Community Economic Development	41,017	46,593	50,369	
Hazardous Properties	783	835	1,604	807
Unightly Premises	730	801	867	
Southern Community Transit	35,903	33,566	21,819	542
Solid Waste Management	8,987	11,883	15,051	
Animal Control Area A,B,C, Lantzville	14,207	15,258	15,586	
Regional Parks - Operations	23,230	25,727	29,645	458
Regional Parks - Acquisitions	18,408	18,434	18,434	
Community Parks - Extension + Wellington combined	130,727	142,256	153,594	5,380
Southern Community Recreation	206,388	211,679	278,595	66,916
Port Theatre/Cultural Centre Contribution	18,240	18,631	18,910	
Liquid Waste Management Planning	3,931	4,200	4,384	
Drinking Water/Watershed Protection	11,880	11,344	11,344	0
D68 Search & Rescue	1,256	1,256	1,294	
D68 Emergency 911	28,139	30,074	33,919	3,845
Emergency Planning	25,545	27,026	27,893	
Noise Control	3,840	3,892	3,893	
Regional District General Services Requisition	\$815,577	\$879,393	\$966,433	\$82,238
Vancouver Island Regional Library	168,059	178,622	178,988	366
Total Requisition	\$983,636	\$1,058,015	\$1,145,421	\$82,604

LOCAL SERVICE AREAS			
Cassidy Waterloo Fire	191,855	176,265	160,088
Wellington Fire/Streetlighting	61,200	64,260	75,909
Extension Fire	143,295	149,027	157,736
Nanaimo River Fire	17,795	17,786	17,792

	Elect Area C Final 2014	Elect Area C Final 2015	Elect Area C Proposed 2016	Changed Service Level
Regional District General Services Rate	1.187	1.217	1.300	0.098
Vancouver Island Regional Library	0.193	0.194	0.194	0.000
General Services Tax Rate	1.380	1.411	1.494	0.098
General Services Cost per \$100,000	\$138.00	\$141.10	\$149.40	\$9.80
Regional Parcel Taxes	\$21.00	\$21.00	\$21.00	0.00
Current Year Cost at \$100,000	\$159.00	\$162.10	\$170.40	\$9.80
Dollar Change Year over Year	\$9.40	\$3.10	\$8.30	

Local Service Area Rates			
Cassidy Waterloo Fire (tax rate)	0.850	0.899	1.068
Cassidy Waterloo fire (parcel tax)	\$63	\$63	\$0
Wellington Fire/Streetlight	1.027	0.920	1.087
Extension Fire	1.100	1.105	1.170
Nanaimo River Fire	0.684	0.707	0.710

Cost per \$100,000	\$159	\$162	\$170	\$8
Cost per \$200,000	\$297	\$303	\$320	\$17
Cost per \$300,000	\$435	\$444	\$469	\$25
Cost per \$400,000	\$573	\$585	\$619	\$34

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.30 decrease	Reversal of ICF requisition
Electoral Area Community Planning	\$0.80 increase	Bylaw 500/Subdivision Servicing Review, Agricultural Plan Implementation
Southern Community Economic Development	\$0.40 increase	Annual contribution adjustment
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Southern Community Transit	\$3.60 decrease	2015 schedule change and usage adjustments
Solid Waste Management	\$0.30 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.40 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$1.30 increase	Declining prior year carry forward surplus + Gas Tax projects + Superintendent Parks Operations & Capital Projects
Southern Community Recreation	\$7.30 increase	2016 estimate based on survey results
D68 Emergency 911	\$0.40 increase	Impacts of FireCom agreements

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	Elect Area E Final 2014	Elect Area E Final 2015	Elect Area E Proposed 2016	Changed Service Level
Administration	50,960	55,293	65,776	8,480
Grants In Aid	5,822	30,679	4,417	
Electoral Areas Administration	79,798	86,803	91,478	
D69 Community Justice	15,207	15,788	17,204	1,478
Electoral Area Community Planning	323,061	331,139	344,038	
Regional Growth Strategy	20,800	21,797	22,009	
House Numbering	4,122	4,091	4,086	
Northern Community Economic Development	7,124	7,068	7,033	
Hazardous Properties	1,625	1,655	3,172	1,596
Unightly Premises	1,515	1,589	1,714	
Northern Community Transit	127,937	137,024	149,119	2,238
Solid Waste Management	17,920	23,070	28,828	
Animal Control Area E,G,H,	34,519	34,258	34,909	
Regional Parks - Operations	43,750	48,453	54,268	838
Regional Parks - Acquisitions	44,135	44,109	44,109	
Community Parks	99,174	103,141	125,000	15,455
Northern Community Recreation	246,892	249,387	261,502	6,431
Oceanside Place	313,853	309,433	304,275	
Port Theatre/Cultural Centre Contribution	21,066	21,382	21,703	
Liquid Waste Management Planning	7,840	8,154	8,396	
Wastewater Northern Community	39,985	16,276	0	
Drinking Water/Watershed Protection	27,952	27,144	27,144	0
D69 Land Search & Rescue			1,315	1,315
D69 Emergency 911	106,478	104,658	107,793	3,135
Emergency Planning	53,003	53,583	55,138	
Noise Control	7,570	7,496	7,571	
Regional District General Services Requisition	\$1,702,108	\$1,743,470	\$1,791,997	\$40,966
Vancouver Island Regional Library	334,324	346,380	355,724	9,344
Total Requisition	\$2,036,432	\$2,089,850	\$2,147,721	\$50,310

LOCAL SERVICE AREAS			
Nanoose Bay Fire	592,990	604,850	644,095
Fairwinds Streetlighting	23,500	23,500	23,500
Rural Areas Streetlighting	15,271	16,035	16,035

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	Elect Area E Final 2014	Elect Area E Final 2015	Elect Area E Proposed 2016	Changed Service Level
Regional District General Services Rate	0.905	0.914	0.939	0.021
Vancouver Island Regional Library	0.185	0.190	0.195	0.005
General Services Tax Rate	1.090	1.104	1.134	0.026
General Services Cost per \$100,000	\$109.00	\$110.40	\$113.40	\$2.60
Regional Parcel Taxes	\$27.17	\$27.77	\$28.21	0.44
Current Year Cost at \$100,000	\$136.17	\$138.17	\$141.61	\$3.04
Dollar Change Year over Year	\$2.36	\$2.00	\$3.44	

Local Service Area Rates				
Nanoose Bay Fire	0.309	0.312	0.333	
Fairwinds Streetlighting	0.056	0.055	0.055	
Rural Areas Streetlighting	0.067	0.068	0.068	

Cost per \$100,000	\$136	\$138	\$142	\$4
Cost per \$200,000	\$245	\$249	\$255	\$6
Cost per \$300,000	\$354	\$359	\$368	\$9
Cost per \$400,000	\$463	\$469	\$482	\$13

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.50 decrease	Reversal of ICF requisition
Electoral Area Community Planning	\$0.80 increase	Bylaw 500/Subdivision Servicing Review, Agricultural Plan Implementation
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Northern Community Transit	\$0.70 increase	2015 expansion and usage adjustments
Solid Waste Management	\$0.30 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.30 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$1.30 increase	Oakleaf Ecological Assessments + Gas Tax projects + Superintendent Parks Operations & Capital Projects
Northern Community Recreation	\$0.70 increase	Sportsfields usage survey allocation update & declining prior year carry forward surplus
Oceanside Place	\$0.20 decrease	Implementation of usage share @ 10% per year + new usage survey impacts
Wastewater Northern Community	\$1.30 decrease	Transition to usage charges only for septic system properties
District 69 Land Search & Rescue	\$0.10 increase	New service for 2016
District 69 Emergency 911	\$0.20 increase	Impacts of FireCom agreements

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	Elect Area F Final 2014	Elect Area F Final 2015	Elect Area F Proposed 2016	Changed Service Level
Administration	33,156	37,954	45,141	5,820
Grants In Aid	3,692	21,529	3,032	
Electoral Areas Administration	51,919	59,583	62,780	
D69 Community Justice	13,432	13,870	15,114	1,298
Electoral Area Community Planning	217,972	235,781	244,946	
Regional Growth Strategy	18,601	19,996	20,189	
House Numbering	2,682	2,808	2,804	
Northern Community Economic Development	6,293	6,210	6,179	
Solid Waste Management	16,027	21,179	26,465	
Animal Control Area F	19,370	18,595	18,595	
Regional Parks - Operations	55,242	61,181	68,523	1,058
Regional Parks - Acquisitions	38,987	38,753	38,753	
Community Parks	101,806	124,000	155,000	15,455
Northern Community Recreation	204,543	213,123	221,268	4,270
Oceanside Place	205,537	213,366	223,786	
Ravensong Aquatic Centre	362,636	382,232	414,029	
Liquid Waste Management Planning	7,011	7,486	7,708	
Wastewater Northern Community	36,587	15,675	0	
Drinking Water/Watershed Protection	25,888	23,848	23,848	0
D69 Land Search & Rescue			1,660	1,660
D69 Emergency 911	69,277	71,839	73,977	2,138
Emergency Planning	34,485	36,780	37,840	
Regional District General Services Requisition	\$1,525,143	\$1,625,788	\$1,711,637	\$31,699
Vancouver Island Regional Library	304,072	322,625	337,658	15,033
Total Requisition	\$1,829,215	\$1,948,413	\$2,049,295	\$46,732

LOCAL SERVICE AREAS			
Errington Fire	331,100	419,605	452,901
Coombs-Hilliers Fire	361,837	374,083	407,494
Nanoose Bay Fire	592,990	604,850	644,095
Dashwood Fire	475,110	502,245	527,960
Meadowood Fire	139,355	139,354	139,357
French Creek Fire	417,198	425,542	434,459
Hwy. # 4 Streetlighting	2,962	3,500	3,885

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	Elect Area F Final 2014	Elect Area F Final 2015	Elect Area F Proposed 2016	Changed Service Level
Regional District General Services Rate	1.225	1.231	1.301	0.027
Vancouver Island Regional Library	0.259	0.257	0.270	0.013
General Services Tax Rate	1.484	1.488	1.571	0.040
General Services Cost per \$100,000	\$148.40	\$148.80	\$157.10	\$4.00
Regional Parcel Taxes	\$27.17	\$27.77	\$28.21	0.44
Current Year Cost at \$100,000	\$175.57	\$176.57	\$185.31	\$4.44
Dollar Change Year over Year	\$5.56	\$1.00	\$8.74	
Local Service Area Rates				
Errington Fire	0.619	0.741	0.800	
Coombs-Hilliers Fire	0.837	0.808	0.884	
Dashwood Fire	0.989	1.035	1.094	
French Creek Fire	0.447	0.441	0.451	
Hwy. # 4 Streetlighting (Area F)	0.003	0.003	0.003	
Meadowood Fire	\$313	\$313	\$313	
Cost per \$100,000	\$176	\$177	\$185	\$8
Cost per \$200,000	\$324	\$325	\$342	\$17
Cost per \$300,000	\$472	\$474	\$500	\$26
Cost per \$400,000	\$621	\$623	\$657	\$34

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.50 decrease	Reversal of ICF requisition
Electoral Area Community Planning	\$0.80 increase	Bylaw 500/Subdivision Servicing Review, Agricultural Plan Implementation
Solid Waste Management	\$0.30 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.60 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$2.50 increase	Errington Community Park Playground Design + Gas Tax projects + Superintendent Parks Operations & Capital Projects
Northern Community Recreation	\$0.70 increase	Sportsfields usage survey allocation update & declining prior year carry forward surplus
Oceanside Place	\$0.90 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Ravensong Aquatic Centre	\$2.70 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Wastewater Northern Community	\$1.30 decrease	Transition to usage charges only for septic system properties
District 69 Land Search & Rescue	\$0.10 increase	New service for 2016
District 69 Emergency 911	\$0.20 increase	Impacts of FireCom agreements

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	Elect Area G Final 2014	Elect Area G Final 2015	Elect Area G Proposed 2016	Changed Service Level
Administration	42,872	46,968	56,014	7,221
Grants In Aid	4,603	26,286	3,762	
Electoral Areas Administration	67,133	73,733	77,902	
D69 Community Justice	16,460	17,169	18,709	1,606
Electoral Area Community Planning	281,845	291,775	303,946	
Regional Growth Strategy	20,616	21,733	21,973	
House Numbering	3,468	3,475	3,480	
Northern Community Economic Development	7,712	7,687	7,649	
Hazardous Properties	1,367	1,406	2,701	1,359
Unightly Premises	1,274	1,350	1,459	
Northern Community Transit	123,732	124,191	120,471	1,808
Solid Waste Management	17,762	23,011	28,794	
Animal Control Area E,G,H,	29,040	29,100	29,728	
Regional Parks - Operations	53,277	59,005	66,085	1,020
Regional Parks - Acquisitions	47,775	47,970	47,970	
Community Parks	106,610	109,275	114,739	5,455
Northern Community Recreation	255,042	258,813	274,954	10,887
Oceanside Place	285,109	305,694	328,141	
Ravensong Aquatic Centre	460,823	461,153	480,513	
Liquid Waste Management Planning	7,771	8,134	8,386	
Wastewater Northern Community	21,656	8,685	0	
Drinking Water/Watershed Protection	29,848	29,520	29,520	0
D69 Land Search & Rescue			1,601	1,601
D69 Emergency 911	89,578	88,900	91,796	2,896
Emergency Planning	44,591	45,515	46,955	
Noise Control	8,410	8,324	8,324	
Regional District General Services Requisition	\$2,028,374	\$2,098,872	\$2,175,572	\$33,853
Vancouver Island Regional Library	334,500	348,469	364,597	16,128
Total Requisition	\$2,362,874	\$2,447,341	\$2,540,169	\$49,981

LOCAL SERVICE AREAS			
Errington Fire	331,100	419,605	452,901
Parksville Local Fire	96,094	94,172	94,172
Nanoose Bay Fire	592,990	604,850	644,095
Dashwood Fire	475,110	502,245	527,960
French Creek Fire	417,198	425,542	434,459
Rural Areas Streetlighting	15,271	16,035	16,035
Fr. Creek Village Streetlighting	5,875	6,228	6,851
Highway Intersection Streetlights	1,020	1,086	1,173
Morningstar Streetlighting	14,147	14,571	15,154
Sandpiper Streetlighting	10,650	11,076	11,962
Englishman River Community Streetlighting	5,464	5,628	5,797
Englishman River Stormwater	4,820	4,916	5,014

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	Elect Area G Final 2014	Elect Area G Final 2015	Elect Area G Proposed 2016	Changed Service Level
Regional District General Services Rate	1.284	1.293	1.335	0.021
Vancouver Island Regional Library	0.220	0.225	0.235	0.010
General Services Tax Rate	1.504	1.518	1.570	0.031
General Services Cost per \$100,000	\$150.40	\$151.80	\$157.00	\$3.10
Regional Parcel Taxes	\$27.17	\$27.77	\$28.21	0.44
Current Year Cost at \$100,000	\$177.57	\$179.57	\$185.21	\$3.54
Dollar Change Year over Year	\$4.56	\$2.00	\$5.64	

Local Service Area Rates			
Errington Fire	0.619	0.741	0.800
Parksville Local Fire	0.409	0.407	0.407
Dashwood Fire	0.989	1.035	1.094
French Creek Fire	0.447	0.441	0.451
Rural Areas Streetlighting	0.067	0.068	0.068
Fr. Creek Village Streetlighting	0.105	0.099	0.109
Highway Intersection Streetlights (French Creek)	0.001	0.001	0.001
Morningstar Streetlighting	0.079	0.077	0.080
Sandpiper Streetlighting	0.088	0.090	0.097
Englishman River Community Streetlighting	0.049	0.049	0.050

Cost per \$100,000	\$178	\$180	\$185	\$5
Cost per \$200,000	\$328	\$331	\$342	\$11
Cost per \$300,000	\$478	\$483	\$499	\$16
Cost per \$400,000	\$629	\$635	\$656	\$21

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.50 decrease	Reversal of ICF requisition
Electoral Area Community Planning	\$0.80 increase	Bylaw 500/Subdivision Servicing Review, Agricultural Plan Implementation
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Northern Community Transit	\$0.20 decrease	2015 expansion and usage adjustments
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.50 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$0.40 increase	Gas Tax projects + Superintendent Parks Operations & Capital Projects
Northern Community Recreation	\$1.00 increase	Sportsfields usage survey allocation update & declining prior year carry forward surplus
Oceanside Place	\$1.50 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Ravensong Aquatic Centre	\$1.30 increase	Implementation of usage share @ 10% per year + new usage survey impacts
Wastewater Northern Community	\$1.30 decrease	Transition to usage charges only for septic system properties
District 69 Land Search & Rescue	\$0.10 increase	New service for 2016
District 69 Emergency 911	\$0.20 increase	Impacts of FireCom agreements

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF MEMBER PARTICIPATION**

	Elect Area H Final 2014	Elect Area H Final 2015	Elect Area H Proposed 2016	Changed Service Level
Administration	26,664	29,474	35,075	4,522
Grants In Aid	2,617	17,054	2,356	
Electoral Areas Administration	41,753	46,270	48,781	
D69 Community Justice	11,260	11,702	12,751	1,095
Electoral Area Community Planning	175,294	183,099	190,327	
Regional Growth Strategy	11,611	12,300	12,422	
House Numbering	2,157	2,180	2,180	
Northern Community Economic Development	5,275	5,239	5,213	
Hazardous Properties	850	883	1,691	850
Unightly Premises	792	847	915	
Northern Community Transit	63,451	66,212	56,385	847
Solid Waste Management	10,002	13,018	16,273	
Animal Control Area E,G,H,	18,061	18,262	18,615	
Regional Parks - Operations	26,722	29,591	33,143	511
Regional Parks - Acquisitions	32,682	32,695	32,695	
Community Parks	127,449	150,635	159,673	10,455
Northern Community Recreation	123,199	126,367	130,452	1,014
Oceanside Place	156,198	147,984	144,002	
Ravensong Aquatic Centre	279,374	274,203	266,573	
Liquid Waste Management Planning	4,375	4,601	4,739	
Wastewater Northern Community	29,423	12,172	0	
Drinking Water/Watershed Protection	20,480	20,120	20,120	0
D69 Marine Search & Rescue		5,000	5,000	
D69 Land Search & Rescue			803	803
D69 Emergency 911	55,714	55,788	57,481	1,693
Emergency Planning	27,733	28,562	29,403	
Regional District General Services Requisition	\$1,253,136	\$1,294,258	\$1,287,068	\$21,790
Vancouver Island Regional Library	187,307	196,079	202,505	6,426
Total Requisition	\$1,440,443	\$1,490,337	\$1,489,573	\$28,216

LOCAL SERVICE AREAS			
Dashwood Fire	475,110	502,245	527,960
Bow Horn Bay Fire	286,911	310,058	333,448

**REGIONAL DISTRICT OF NANAIMO
2016 BUDGET
HISTORY OF TAX RATES**

	Elect Area H Final 2014	Elect Area H Final 2015	Elect Area H Proposed 2016	Changed Service Level
Regional District General Services Rate	1.251	1.259	1.252	0.024
Vancouver Island Regional Library	0.198	0.201	0.209	0.008
General Services Tax Rate	1.449	1.460	1.461	0.032
General Services Cost per \$100,000	\$144.90	\$146.00	\$146.10	\$3.20
Regional Parcel Taxes	\$27.17	\$27.77	\$28.21	0.44
Current Year Cost at \$100,000	\$172.07	\$173.77	\$174.31	\$3.64
Dollar Change Year over Year	\$2.96	\$1.70	\$0.54	
Local Service Area Rates				
Dashwood Fire	0.989	1.035	1.094	
Bow Horn Bay Fire	0.730	0.756	0.815	
Cost per \$100,000	\$172	\$174	\$174	\$0
Cost per \$200,000	\$317	\$320	\$320	\$0
Cost per \$300,000	\$462	\$466	\$467	\$1
Cost per \$400,000	\$607	\$612	\$613	\$1

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.60 decrease	Reversal of ICF requisition
Electoral Area Community Planning	\$0.80 increase	Bylaw 500/Subdivision Servicing Review, Agricultural Plan Implementation
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Northern Community Transit	\$1.00 decrease	2015 was final year of capital levy for transit service
Solid Waste Management	\$0.40 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.40 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$1.00 increase	Gas Tax projects + Superintendent Parks Operations & Capital Projects
Northern Community Recreation	\$0.40 increase	Sportsfields usage survey allocation update & declining prior year carry forward surplus
Oceanside Place	\$0.40 decrease	Implementation of usage share @ 10% per year + new usage survey impacts
Ravensong Aquatic Centre	\$0.70 decrease	Implementation of usage share @ 10% per year + new usage survey impacts
Wastewater Northern Community	\$1.30 decrease	Transition to usage charges only for septic system properties
District 69 Land Search & Rescue	\$0.10 increase	New service for 2016
District 69 Emergency 911	\$0.20 increase	Impacts of FireCom agreements



RDN REPORT		[Signature]
CAC APPROVAL		
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COW		
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BOARD	✓	

STAFF REPORT

TO: Joan Harrison
Director of Corporate Services

DATE: November 16, 2015

FROM: Jacquie Hill
Manager of Administrative Services

MEETING: Board - November 24, 2015

SUBJECT: 2016 AVICC Resolutions Notice and Call for Nominations

RECOMMENDATIONS

1. That the Board receive the 2016 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions Notice and Call for Nominations and identify topics for which the Board wishes staff to draft resolutions.
2. That the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the AVICC.

PURPOSE

To advise the Board of the Association of Vancouver Island and Coastal Communities Resolutions Notice and Call for Nominations for the AVICC Executive (Attachment 1).

BACKGROUND

The deadline to submit resolutions and nominations for consideration at the 2016 AVICC Annual General Meeting and Convention is Monday, February 22, 2016.

Staff have not been advised of any topics that the Board would like to have considered at the AVICC Convention, and request that the Board identify and provide direction to staff to review topics and/or issues that the Board wishes staff to draft resolutions for their consideration. Upon direction from the Board, staff will research and compile information on the topics identified, and will submit a report to the Board to consider resolutions for adoption and submission to the AVICC in advance of the established deadline.

ALTERNATIVES

1. That the Board receive the 2016 AVICC Resolutions Notice and Call for Nominations for information and identify topics for which the Board wishes staff to draft resolutions for Board consideration and submission to the AVICC.
2. That the Board receive the 2016 AVICC Resolutions Notice and Call for Nominations for information and provide alternative direction.

FINANCIAL IMPLICATIONS

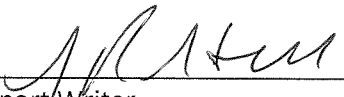
N/A

STRATEGIC PLAN IMPLICATIONS


N/A

SUMMARY/CONCLUSIONS

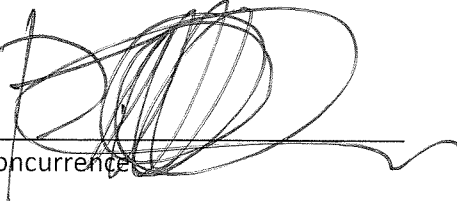
The deadline to submit resolutions and nominations for consideration at the 2016 AVICC Annual General Meeting and Convention is Monday, February 22, 2016. Staff request that the Board advise of topics and/or issues that the Board wishes staff to draft resolutions that will be presented to the Board for consideration of adoption and submission to the AVICC.



Report Writer



Director Concurrence



CAO Concurrence



MEMORANDUM

TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Barbara Price

DATE: November 10, 2015

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 22, 2016**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. The AVICC Executive continues to review the resolutions process to see if there are any opportunities for improvement.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

Number of Resolutions

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general, focus on topics that are not under local government purview, and that bringing forward too many resolutions detracted from debate on the most important issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

Last year, AVICC received two resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.

Continued Request of Our Members:

All three issues noted above will continue to be improved by adhering to the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 22, 2016**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been. Note that the UBCM Resolutions database will be brought up to date to include the 2015 resolutions by **December 1, 2015** though they will not yet include a response.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



2016 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 22, 2016**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online http://ubcm.formstack.com/forms/avicc_2016_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
 - Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 6, 2016**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the Province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119
Email: avicc@ubcm.ca

AVICC AGM & Convention – April 8-10, 2016 – Nanaimo



2016 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca under the Bylaws.

A nomination and consent form should be used for all nominations (attached or on the website at [Nominations](#)).

The Chair of the 2016 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 22, 2016**

4. **FINAL COMMENTS**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. **FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at XXXX

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2015 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2016-17 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 22, 2016**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to avicc@ubcm.ca

Printed Name: _____

Position: _____

Muni/RD: _____

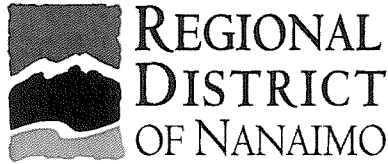
Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**



RDN REPORT		
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STAFF REPORT

TO: Jeremy Holm
Manager, Current Planning

DATE: November 10, 2015

FROM: Tyler Brown
Planner

MEETING: BOARD – November 24, 2015

FILE: PL2015-021

SUBJECT: Zoning Amendment Application No. PL2015-021
Lot 7, Section 9 and 10, Range 4, Mountain District, Plan 36191
2790/2800 Benson View Road – Electoral Area ‘C’
Amendment Bylaw 500.399, 2015 – Adoption

RECOMMENDATION

That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015” be adopted.

PURPOSE

To consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015” for adoption.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from J.E. Anderson & Associates on behalf of Allan Pennington to rezone the subject property from Rural 1 Zone (RU1), Subdivision District ‘D’ (2.0 ha minimum parcel size) to Rural 1 Zone, Subdivision District ‘F’ (1.0 ha minimum parcel size) in order to permit a two lot subdivision. Amendment Bylaw No. 500.399 was introduced and given first and second reading on April 28, 2015 (see Attachment 3). A Public Hearing was held on May 28, 2015, and the Bylaw received third reading on June 23, 2015.

As a condition of rezoning approval, and prior to the adoption of the Bylaw, the applicant was required to complete the following:

1. The applicant shall register a Section 219 restrictive covenant requiring any new parcels created through subdivision to be greater than 1.0 ha in area.
2. The applicant shall register a Section 219 restrictive covenant requiring that wells be constructed and tested for each new parcel, and a report is to be submitted to the Regional District of Nanaimo, prior to the final approval of subdivision in accordance with Board Policy B1.21.

3. The applicant shall register a Section 219 restrictive covenant registering the Groundwater Capability Assessment for 2790/2800 Benson View Road, prepared by GW Solutions Inc. and dated February 6, 2015, on the property title, which includes a clause requiring that any new well is to be constructed and tested in accordance with recommendations of the report.

The applicant has satisfied the conditions of approval. As such, the Bylaw is presented to the Board for consideration for adoption.

ALTERNATIVES

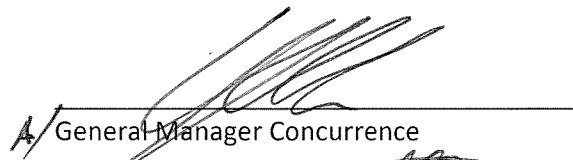
1. To adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015".
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015".

SUMMARY/CONCLUSIONS

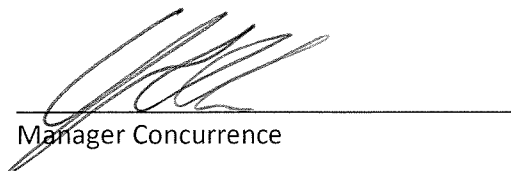
The applicant proposes to rezone the subject property from Rural 1 Zone (RU1), Subdivision District 'D' (2.0 ha minimum parcel size) to Rural 1 Zone, Subdivision District 'F' (1.0 ha minimum parcel size) in order to permit a two lot subdivision. The Amendment Bylaw was introduced and given first and second reading on April 28, 2015, and proceeded to Public Hearing on May 28, 2015. Third reading of the Amendment Bylaw occurred on June 23, 2015. Given that the applicant has completed the conditions of approval, staff recommends that the Board adopt Amendment Bylaw No. 500.399, 2015.



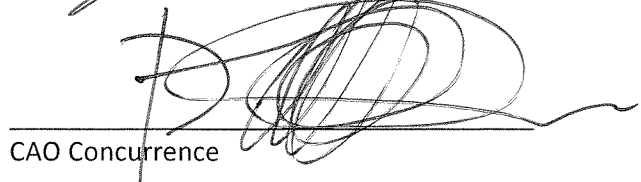
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.399**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

By rezoning the lands shown on the attached Schedule ‘1’ and legally described as:

Lot 7, Section 9 and 10, Range 4, Mountain District, Plan 36191

from Rural 1 Zone, Subdivision District ‘D’ to Rural 1 Zone, Subdivision District ‘F’.

Introduced and read two times this 28th day of April, 2015.

Public Hearing held this 28th day of May, 2015.

Read a third time this 23rd day of June 2015.

Adopted this ___ day of _____ 2015.

Chairperson

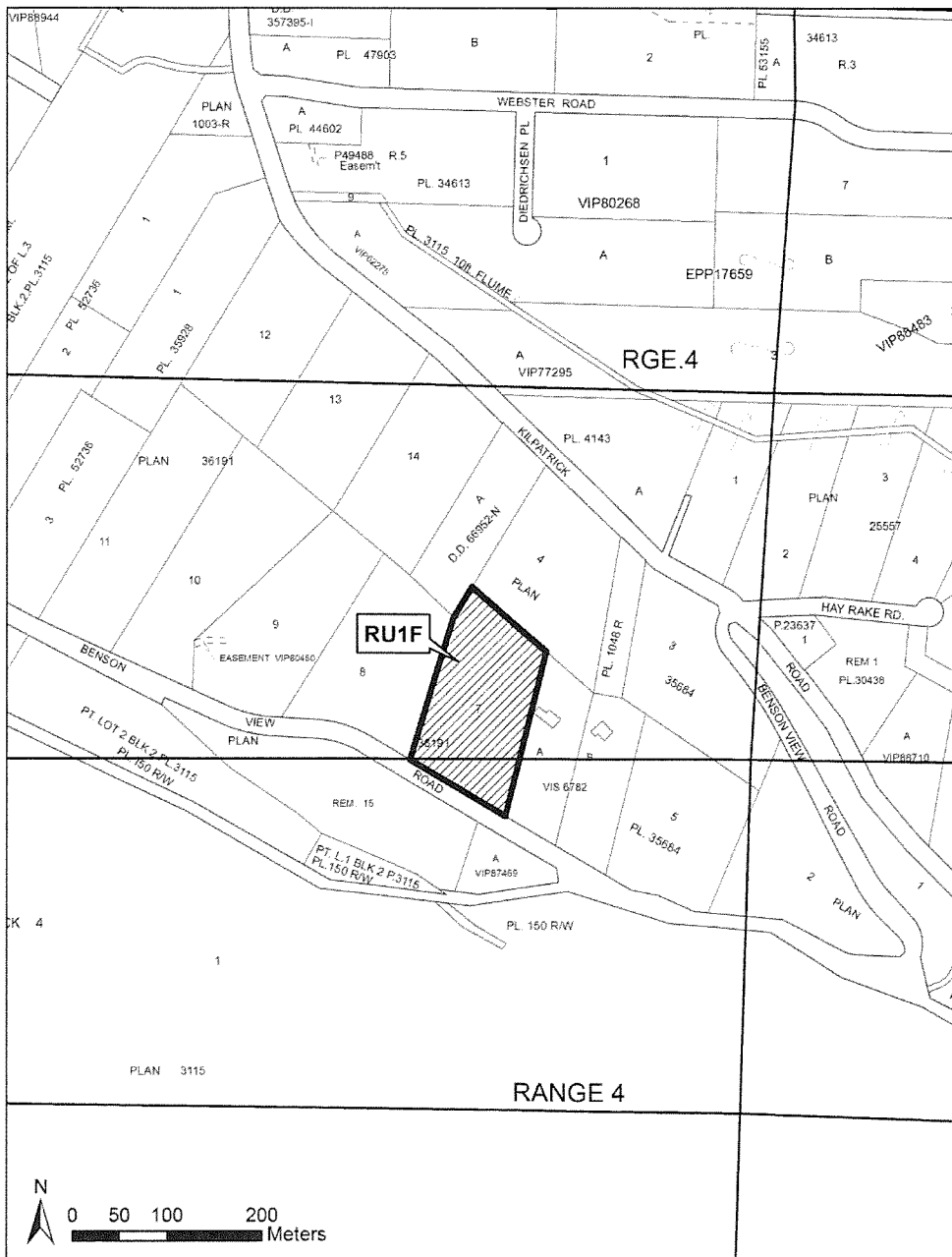
Corporate Officer

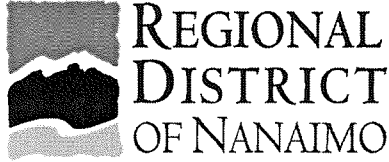
Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015".

Chairperson

Corporate Officer

Schedule '1'





RDN REPORT		DAI
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STAFF REPORT

TO: Jeremy Holm
 Manager, Current Planning

DATE: November 17, 2015

MEETING: BOARD – November 24, 2015

FROM: Tyler Brown
 Planner

FILE: PL2015-062

SUBJECT: Zoning Amendment Application No. PL2015-062
 Lot 16, District Lot 156, Nanoose District, Plan 1964
 921/925 Fairdowne Road – Electoral Area ‘F’
 Amendment Bylaw 1285.25, 2015 – Adoption

RECOMMENDATION

That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015” be adopted.

PURPOSE

To consider “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015” for adoption.

BACKGROUND

The Regional District of Nanaimo has received an application from Ron Chiovetti on behalf of Fairdowne Business Centre Ltd. to rezone the subject property from the I-2 Zone to a new zone, CD-20 Fairdowne Business Centre (CD-20), to facilitate the comprehensive development, which is commercial and industrial in nature, of the property. If approved, the new zone would permit the subdivision of the subject property into two parcels, and permit 40% lot coverage on one of the proposed lots and 30% coverage on the other. Moreover, the new zone would permit the parcel to be developed as a building strata and introduce a new land-use, Active-use Storage.

Amendment Bylaw No. 1285.25 was introduced and given first and second reading on September 29, 2015 (see Attachment 3). A Public Hearing was held on October 15, 2015, and the Bylaw received third reading on October 27, 2015. The Ministry of Transportation and Infrastructure approved the Bylaw on November 17, 2015.

As a condition of rezoning approval, and prior to the adoption of the Bylaw, the applicant was required to complete the following:

1. The applicant shall provide a community amenity contribution in the amount of \$30,000 to the Electoral Area ‘F’ Parks Reserve Fund.

2. The applicant shall upgrade Valley Road, or register a Section 219 covenant on the property title requiring the upgrade of Valley Road prior to subdivision, to a two lane paved standard in accordance with the Ministry of Transportation and Infrastructure's engineering standards
3. Prior to final adoption of the amendment the applicant must receive source approval from the Vancouver Island Health Authority, if required, for the proposed well.


The applicant has satisfied the conditions of approval. As such, the Bylaw is presented to the Board for consideration for adoption.

ALTERNATIVES


1. To adopt "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015".
2. To not adopt "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015".

SUMMARY/CONCLUSIONS

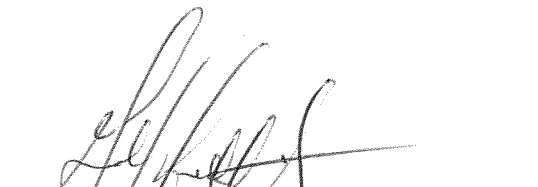
The proposed Amendment Bylaw No. 1285.25 would facilitate a two-lot subdivision, increase the permitted parcel coverage, amend the permitted land-uses and permit a new land use (Active-use Storage) on a portion of the lands. Amendment Bylaw No. 1285.25 was introduced and given first and second reading on September 29, 2015. A Public Hearing was held on October 15, 2015, and the Bylaw received third reading on October 27, 2015. The Ministry of Transportation and Infrastructure approved the Bylaw on November 17, 2015, following which the applicant completed the conditions of approval. Given that the applicant has completed the conditions of approval, staff recommends that the Board adopt Amendment Bylaw No. 1285.25, 2015.



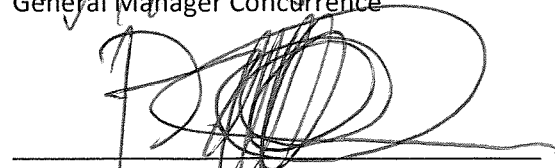
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1

Proposed Amendment Bylaw No. 1285.25, 2015

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.25

A Bylaw to Amend Regional District of Nanaimo
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015".
- B. "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
1. Under **SECTION 4 – ZONES, Comprehensive Development Zones** by adding the following zoning classification and corresponding short title after Section 4.42 CD-19 Springhill Road:
Section 4.43, CD-20 Fairdowne Comprehensive Development
 2. By adding Section 4.43, CD-20 Fairdowne Comprehensive Development as shown on Schedule '1' which is attached to and forms part of this Bylaw.
 3. By rezoning the lands shown on the attached Schedule '2' and legally described as Lot 16, District Lot 156, Nanoose District, Plan 1964 from Industrial 2 (I-2) to CD-20 Fairdowne Comprehensive Development.

Introduced and read two times this 29th day of September, 2015.

Public Hearing held this 15th day of October 2015.

Read a third time this 27th day of October, 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 17th day of November 2015.

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015".

Chairperson

Corporate Officer

Schedule '1'

CD-20 – Fairdowne Comprehensive Development	SECTION 4.43
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The intent of this zone is to provide land-use and siting requirements for the comprehensive development of the Fairdowne Business Centre within the Bellevue-Church Road area.

4.43.1 Definitions

Notwithstanding Section 5 of this bylaw, for the purpose of this zone the following definitions apply:

Active-use Storage means a building containing separate, individual self-storage units, each with a separate entrance to be rented, leased or sold for the private storage and basic general maintenance of personal goods, materials, motor vehicles and equipment;

Basic General Maintenance does not include welding, painting, stripping, power or pressure washing or other similar activities;

Building Footprint means the sum total horizontal area on a development site used by a building structure, defined by the perimeter of the building plan;

Building Strata Lot means a defined area on a strata plan on which the boundaries are delineated by reference to the floors, walls or ceilings of a building in accordance with the **Strata Property Act**;

Commercial Use means any use or activity prepared, done, or acting with intent of gain or financial profit;

Lot means any parcel, block or other area in which land is held or into which it is created pursuant to the **Land Title Act** or as a result of deposit of a bare land strata plan pursuant to the **Strata Property Act**;

Mezzanine means an intermediate floor assembly between the floor and ceiling of any room or storey that does not exceed 35% of the floor area of the floor below and includes an interior balcony;

Minimum Lot Size means the smallest area into which a lot may be created pursuant to the **Land Title Act** or as a bare land strata plan pursuant to the **Strata Property Act**;

Minimum Building Strata Lot size means the smallest area into which a building strata lot may be created pursuant to the **Strata Property Act**;

Storey means that portion of a building, not including a mezzanine, that is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it;

Subdivision means the division of any parcel, block or other area pursuant to the **Land Title Act** or pursuant to the **Strata Property Act**;

Wash Garage means a building or structure containing equipment and supplies for washing motor vehicles.

4.43.2 Subdivision Regulations

The regulations applicable to the creation of lots within this Zone are as follows:

Categories	Requirements
a) Minimum Lot Size	1.2 ha
b) Minimum Building Strata Lot Size	50 m ²
c) Minimum Lot Frontage	10% of lot perimeter
d) Lot Shape and Configuration	Subdivision of the lands shall be in accordance with and distances may be scaled from Appendix 1

4.43.3 Development Areas

This Zone is divided into Development Areas 1 to 3 as outlined within Appendix 2. Development Areas 1 and 3 contain regulations that stipulate the location of buildings and structures used for Active-use Storage within those Development Areas. Distances may be scaled from Appendix 2.

4.43.4 Permitted Principal Uses

The uses permitted in Development Areas 1 to 3 are as follows:

Development Area 1	Development Area 2	Development Area 3
a) Active-use Storage	a) Commercial Card Lock b) Transportation/Trans-shipment Terminal c) Equipment Rental d) Log Home Building e) Manufacturing f) Outdoor Sales g) Warehousing/Wholesaling h) Outdoor Storage i) Mini-Storage	a) Commercial Card Lock b) Transportation/Trans-shipment Terminal c) Equipment Rental d) Log Home Building e) Manufacturing f) Outdoor Sales g) Warehousing/Wholesaling h) Outdoor Storage i) Mini-Storage j) Active-use storage

4.43.5 Permitted Accessory Uses

Where development areas are used for the applicable permitted use, accessory uses permitted in Development Areas 1 to 3 are as follows:

Development Area 1	Development Area 2	Development Area 3
a) Accessory Structures	a) Accessory Buildings and Structures	a) Accessory Buildings and Structures
b) Accessory Office	b) Accessory Office and Retail Sales	b) Accessory Office and Retail Sales
c) Wash Garage	c) Dwelling Unit	
d) Dwelling Unit		

4.43.6 Development Area 1 Regulations Table

The regulations in Column 2 of the following table apply to developments in Development Area 1:

Categories	Requirements
a) Maximum dwelling Unit Density	One Dwelling Unit not greater than 150 m ² in floor area
b) Maximum Lot Coverage	40%
c) Maximum Building and Structure Height	15 metres
d) Maximum number of Storeys	1
e) Maximum number of Mezzanine levels	1
f) Maximum accessory Wash Garage area	120 m ²
g) Maximum permitted Accessory Office units	1
h) Maximum Accessory Office floor area	185 m ²
i) Minimum Setback from i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
j) Minimum Setback from Watercourses	As outlined in Section 2.10
k) General Land Use Regulations	As outlined in Section 4.43.9

4.43.7 Development Area 2 and Development Area 3 Regulations Table

The regulations in Column 2 of the following table apply to developments in Development Area 2 and Development Area 3:

Categories	Requirements
a) Maximum Dwelling Unit Density (Development Area 2 and Development Area 3 combined)	One Dwelling Unit not greater than 150 m ² in floor area
b) Maximum Lot Coverage (Development Area 2 and Development Area 3 combined)	30%
c) Maximum Building and Structure Height	15 metres
l) Maximum number of Storeys if used for Active-use Storage	1
m) Maximum number of Mezzanine levels if used for Active-use Storage	1
d) Minimum Setback from i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
e) Minimum Setback from Watercourses	As outlined in Section 2.10
f) General Land Use Regulations	As outlined in Section 4.43.9

4.43.8 Runoff Control Standards

Notwithstanding Section 2.5 of this bylaw, an owner of land who carries out construction of a paved area or roof area must provide for the disposal of surface runoff and stormwater in accordance with the following:

1. Where a building or structure including a roof area has been constructed or land has been developed to include a paved area or similar impervious surface, the landowner must provide for the discharge of surface runoff and stormwater by ensuring that the surface runoff and stormwater containing Domestic Waste, Trucked Liquid Waste, Flammable or Explosive Waste, Corrosive Waste, High Temperature Waste, pH Waste, and Disinfectant Process Water, is not discharged or disposed of onto the surface of the land or into a stormwater collection channel or watercourse.
2. Where a building or structure including a roof area, has been constructed or land has been developed to include a paved area or similar impervious areas for the parking, maintenance or operation of automobiles or machinery, the landowner must provide for the discharge or disposal of all surface runoff and stormwater into stormwater collection and discharge systems that are designed by a professional engineer and include grease, oil, and sedimentation removal facilities.
3. Where a building or structure including a roof area has been constructed or land has been developed to include a paved area or similar impervious surface, the landowner must ensure

that any stormwater that contains suspended solids in concentrations that would cause the water quality in the watercourse receiving the stormwater to exceed the maximum induced suspended sediments guidelines for aquatic life and wildlife as set out in the most current British Columbia Approved Water Quality Guidelines published by Ministry of Environment is not discharged into a stormwater collection channel or watercourse.

4. Where a building or structure is to be constructed or land is to be developed to include a paved area or similar impervious surface, the owner must provide an assessment report prepared by a professional engineer commenting on all proposed site excavation works to ensure that movement of surface and subsurface soils and excavations shall be designed and completed as to not disturb the impermeable soils protecting the aquifers in the subsurface and that the natural drainage characteristics of the land will be impaired as little as possible.
5. Where a building or structure including a roof area has been constructed or land has been developed to include a paved area or similar impervious surface, the landowner must ensure that no additional surface runoff and stormwater is discharged into the Ministry of Transportation and Infrastructure's drainage system or onto neighbouring properties.
6. Where an oil water separator is required by an engineer as part of a stormwater management plan or collection system, the oil water separator shall be kept in good repair and maintained in accordance with the engineer's recommendations or manufacturer's specifications.

4.43.9 General Zone Regulations

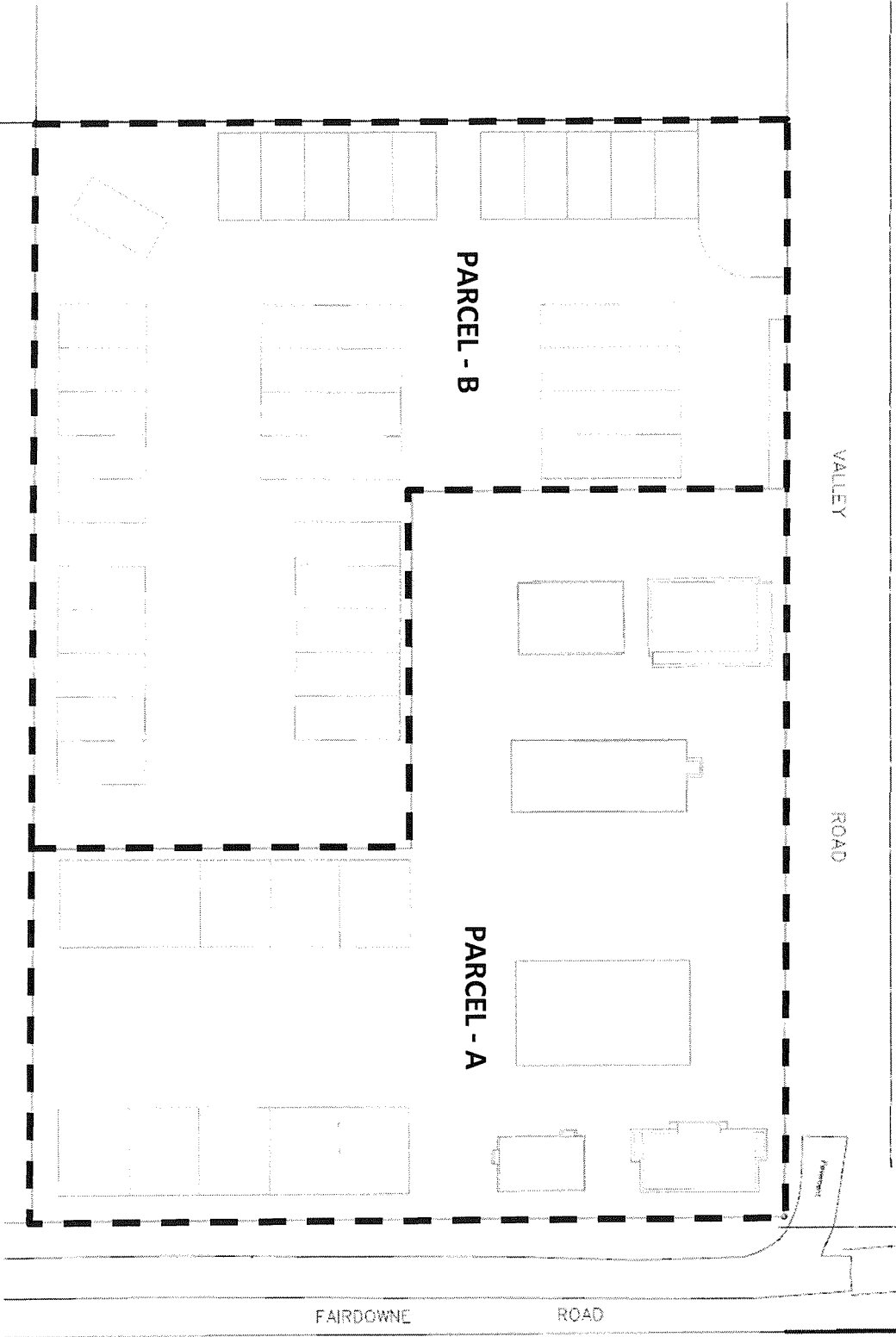
1. Unless otherwise noted in this Zone, all General Regulations as outlined in Section 2 of this Bylaw apply.
2. The location of Buildings A to G and the Wash Garage in Development Area 1 shall be sited in substantial compliance with Appendix 2.
3. The maximum building footprint of Buildings A to G and the Wash Garage in Area 1 shall be in accordance with Section 4.43.10.
4. The location of the Accessory Office and Dwelling Unit in Development Area 1 shall be located in one of Buildings A to G as shown on Appendix 2.
5. Notwithstanding any other provision in this Bylaw, the required parking spaces for Buildings A to G, the accessory Wash Garage and the Accessory Office in Development Area 1 shall be in accordance with Section 4.43.10.
6. The location of Buildings H and I in Development Area 3 shall be sited in substantial compliance with Appendix 2.
7. The maximum building footprint of Buildings H and I in Development Area 3 shall be in accordance with Section 4.43.10.

8. Notwithstanding any other provision in this Bylaw, the required parking spaces for Buildings H and I in Development Area 3, if used for Active-use Storage, shall be in accordance with Section 4.43.10.
9. Active-use Storage units are for individual and personal use only and are not to be used for Commercial Use.

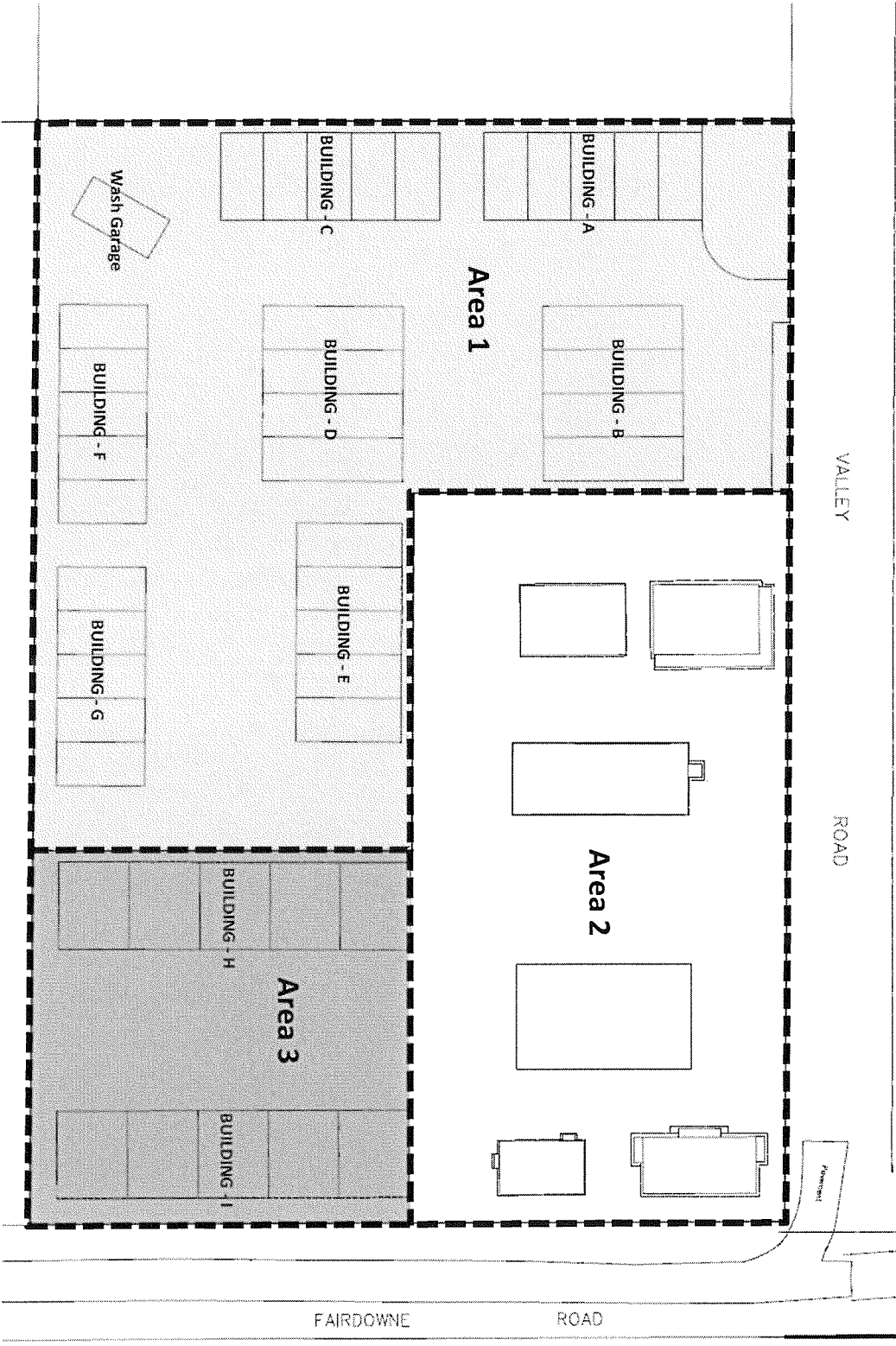
4.43.10 Building Footprint and Parking Regulations

Building	Maximum Building Footprint	Parking Space Requirements for Active-use storage
Area 1 - Buildings A, C, F and G	585 m ²	1 space per Active-use Storage unit
Area 1 - Buildings B and D	745 m ²	1 space per Active-use Storage unit
Area 1 - Building E	700 m ²	1 space per Active-use Storage unit
Area 1 – accessory Wash Garage	120 m ²	No space required
Area 1 – Accessory Office	n/a	1 space
Area 3 - Buildings H and I	930 m ²	1 space per Active-use Storage unit

Appendix 1
Plan of Subdivision



Appendix 2
Development Areas





CAO APPROVAL		###
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COW		
NOV 17 2015		
RHD		
BOARD	✓	

MEMORANDUM

TO: Larry Gardner
Manager, Solid Waste Services

DATE: November 16, 2015

FROM: Jane MacIntosh
Superintendent, Landfill Operations

MEETING: Board, November 24, 2015

FILE: 0810-20-RL03

SUBJECT: Contract Award – Regional Landfill Operations & Maintenance Building Construction

RECOMMENDATION

That the Board direct staff to proceed with tender award to Island West Coast Developments for construction of the Regional Landfill Operations and Maintenance Building Construction.

PURPOSE

To recommend that the Board endorse a tender award for the Regional Landfill Operations and Maintenance Building Construction in the amount of \$2,035,233.

BACKGROUND

In 2001 and 2002 geotechnical assessments were conducted by Golder Associates and Sperling Hansen Associates, respectively, to evaluate the stability of the landfill side-slopes under dynamic (earthquake) and static (settlement) loading conditions. The reports concluded that the potential exists for significant displacement of the waste mass in Cell Two in certain areas underlain by a smooth liner membrane that could result in damage to the final cover, landfill gas and leachate collection systems. The reports recommended the construction of a 2-7 meter high toe stabilization berm to provide stability to the north of the Cell Two smooth liner area.

This recommendation for a berm was included in the Design and Operations Plan (D&O Plan) completed by XCG Consultants Ltd. in 2008, which also identified the construction of this berm would extend the life of the landfill and referred to this expanded area as the North Berm. The D&O Plan was approved by the Board in April 2009 and the completion of the North Berm adds approximately 10 years of operating life to the landfill. The North Berm in conjunction with the last phase of landfill development, the South East Berm, are predicted to extend the operating life of the landfill to 2040. The D&O Plan identified the phased developments to achieve slope stability and maximize landfill operational capacity. Several phased developments have taken place since 2008 to allow the North Berm expansion with the most recent being relocation of storm-water infrastructure (2013) and realignment of the sanitary sewer along Cedar Road (2014). The final stage is relocation of the existing garage and operations building and construction of the berm itself, all scheduled for completion in 2016. This construction schedule coincides with the existing landfilling area being at capacity. The 2015 budget approved by the board included a total of \$5.7M to complete this phase of development.

Preliminary cost estimates for the operations building and shop completed in early 2014 ranged between \$1.8M and \$3.9M and accounted for a total building area between 525 and 910 square meters.

As it was intended that construction would be initiated in 2015, a \$1.8M project cost was established in the approved 2015 budget. Approximately, \$120K has been spent to date on the detailed design, engineering and tendering process. The selected design has the following attributes:

- Two separate buildings: The operations building is located at the site access off of Cedar Road and the maintenance garage is located approximately 200 meters south of the main entrance along the eastern property boundary. The combined area of the operations building and garage is 765 square meters and is comparable in size to the current facilities at the landfill. Space considerations, traffic flow, access, the different functional purposes of the buildings and post closure operational obligations necessitated the separation.
- When the landfill is no longer receiving waste, under provincial regulations, the RDN is required to operate pertinent site infrastructure, such as landfill gas and leachate collection systems, for a minimum of 25 years. The garage structure will support this long term use. Conversely, the operations building is based on a modular design to allow re-purposing to another location once the landfill is closed.
- Preliminary designs did not include building sprinkler systems, which are a requirement of the City of Nanaimo, nor did they include significant earth works (i.e. rock blasting) necessary to configure the garage structure so as not to encroach on the landfill liner. These additional requirements inflate the building construction costs in the order of an additional \$300K to \$400K.

The building project detailed design and tendering process was carried out by XCG Consultants Ltd. and Harold Engineering Limited. The tender closed on November 12, 2015 with 6 submissions. The bid amounts are as follows:

1. Island West Coast Developments Ltd.	\$2,035,233.00
2. Windley Contracting Ltd.	\$2,081,869.00
3. Built Contracting Ltd.	\$2,239,007.00
4. Knappett Projects Inc.	\$2,243,000.00
5. Heatherbrae Builders Co Ltd.	\$2,258,000.00
6. Knappett Industries (2006) Ltd.	\$2,443,640.00

Attached is the summary of the bid evaluation and recommendation from Herold Engineering to award the project to Island West Coast Developments Ltd. (IWCD). The tender is based on a stipulated bid price so the earthworks associated with the building foundation are included in the bid. However, the earthworks associated with the building servicing and parking areas are based on a unit cost and could be as much as an additional \$180K. Given that all bids exceeded the budget portion for the buildings, discussions are already underway to reduce any non-critical earthworks or identify alternatives to reduce costs. Other outstanding project costs remain for engineering and construction oversight and are estimated to be \$90K for an overall building project cost of \$2,302,233.

ALTERNATIVES

Alternatives in proceeding with the project are as follows:

- 1) Award the project.
- 2) Decline award for the project on the basis that the low bid exceeds the budgeted value of \$1.8M (i.e. buildings portion)

FINANCIAL IMPLICATIONS

The 2016 preliminary budget set a total project cost of \$5.7M to construct office and maintenance buildings (\$1.8M) as well as the North Berm (\$3.9). The tendering process, site earthworks and project engineering oversight result in a project cost of \$2.3M for the building and shop components. However, current projections for the North Berm are in the low \$3M range. This revised estimate for the berm is based on recent information as follows:

1. The detailed design of the North Berm is currently underway and the geotechnical investigation that supports the design is nearing completion. Information from the geotechnical investigation is showing that much less of the native soils will need to be removed for the berm foundation, and less rock imported for berm construction than estimated in the project cost.
2. Construction works underway at the Regional District of Nanaimo (RDN) Greater Nanaimo Pollution Control Center (GNPCC) will generate a large volume of waste rock. Based on preliminary assessment of the rock it appears to be competent for the berm construction and discussions are underway to coordinate the two projects (i.e. berm construction and pollution control earthworks).

The combination of reduced earthworks to construct the berm and utilization of the rock from the GNPCC is expected to result in significant cost savings to the berm project. It is anticipated that this will more than offset the additional cost to construct the landfill operations building and garage. Detailed design to confirm the berm project cost and further assessment of the potential sources of rock is expected to be complete by the end of the year. Overall project costs for the buildings and berm construction are expected to be at or below the \$5.7 budget amount.

STRATEGIC PLAN IMPLICATIONS

The construction of the operations and maintenance buildings are a continuation of the plan for landfill expansion established in the 2008 D&O Plan to address seismic concerns for landfill stability. They are necessary infrastructure to allow the North Berm construction to buttress Cell Two as well as extend the life of the landfill.

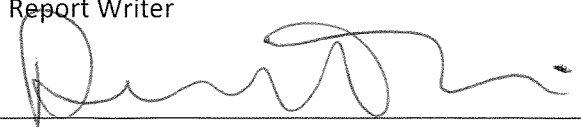
SUMMARY/CONCLUSIONS

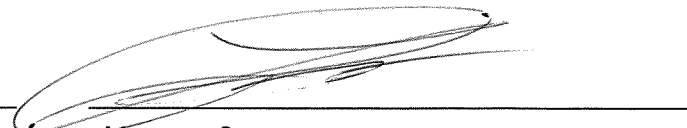
Although the construction cost does exceed the budget value for the buildings, it is still in the low end of the original projected costs, which ranged up to \$3.9M.

The building relocation is necessary to continue with the North Berm construction. The North Berm itself is critical to ensure seismic stability of the existing landfill and also adds about 10 years of landfill capacity. Construction of the buildings and berm is a culmination of more than a decade of planning and infrastructure improvements (e.g. storm/sanitary) to realize these benefits. The aggregate costs of the buildings and berm construction is expected to be the same or less than the forecast amount set out in preliminary budget.

Subject to award, the building construction is expected to commence in December and take approximately five months to complete.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

November 13, 2015

3233-003/02

Regional District of Nanaimo
1105 Cedar Road
Nanaimo BC V9X 1K9

Attention: Jane MacIntosh, Superintendent of Landfill Operations

**RE: RDN Landfill Infrastructure Upgrade, 1105 Cedar Road, Nanaimo BC
Tender Closing, Review and Recommendations**

Dear Jane,

Tenders for this project closed on Thursday November 12, 2015 at 2:00 pm at the Landfill Office of the Regional District of Nanaimo. Bids were received from the following companies:

- | | |
|---------------------------------------|----------------|
| • Island West Coast Developments Ltd. | \$2,035,233.00 |
| • Windley Contracting Ltd. | \$2,081,869.00 |
| • Built Contracting Ltd. | \$2,239,007.00 |
| • Knappett Projects Inc. | \$2,243,000.00 |
| • Heatherbrae Builders Co Ltd. | \$2,258,000.00 |
| • Knappett Industries (2006) Ltd. | \$2,443,640.00 |

We confirm that Herold Engineering Limited has reviewed the tenders received with the following comments:

- Tenders have been reviewed for completeness and compliance with tender documents and were found to be in order, with one tender missing to include the Undertaking of Insurance form.
- The low tender was submitted by Island West Coast Developments Ltd. in the amount of \$2,035,233.00.
- Separate prices for site construction of the Office/Operations building varied considerably from each tender, with only the low bidder offering a credit of \$24,875.00 over using a modular building supplier for this building.
- The base bid submitted by Island West Coast developments Ltd. could therefore be reduced by the above amount.

- Unit pricing for mass and trench rock blasting also varies to some degree with the costs submitted by the low bid being average and overall considered to be acceptable.
- The tendered price includes all work identified in the tender documents including supply/construction of the Office/Operations building, construction of the Garage building and the relocation of the existing Shed, related civil, mechanical, fire suppression and electrical work.
- We have contacted the low bidder for confirmation of their tendered price and tentative scheduling, with positive comments on their bid being accurate and their readiness to start construction on this project.

With respect to the tendering of this project we would recommend that a contract be awarded to the low tender. Acceptance of the tender reduction for site construction of the Office/Operations building should be considered and discussed with the contractor relative to available time limits for completion of construction by June of 2016.

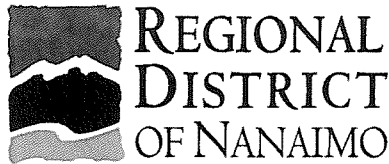
Yours truly,

HEROLD ENGINEERING LIMITED



Erich Streit. ARCH HTL
Associate, Project Manager

Cc: Regional District of Nanaimo – Larry Gardner
XCG Consultants Ltd. – Michel Lefebvre
Herold Engineering Limited – George Hrabowych



CAO APPROVAL	
EAP	
COW	
NOV 17 2015	
RHD	
BOARD	✓

STAFF REPORT

TO: Mike Donnelly
Manager, Water & Utility Services

DATE: November 17, 2015

FROM: Deb Churko
Engineering Technologist,
Water & Utility Services

MEETING: Board, November 24, 2015

FILE: 5500-22-SP-01

SUBJECT: Bylaw No. 1170.04 - Inclusion of 868 Shorewood Drive into the San Pareil Water Supply Local Service Area, Electoral Area 'G'

RECOMMENDATIONS

1. That "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.04, 2015" be introduced and read three times.
2. That a metered, temporary water service to the subject property be permitted until such time as the property has been included in the water service area.

PURPOSE

To consider the inclusion of 868 Shorewood Drive (Lot 3, District Lot 1, Nanoose Land District, Plan 18721) into the San Pareil Water Supply Local Service Area. (See location plan in Figure 1).

BACKGROUND

The subject property is approximately 1100m² (0.2 acres) in size and is located on Shorewood Drive near the intersection of Mariner Way, east of Parksville, BC. The property owners have petitioned the Regional District of Nanaimo (RDN) to join the San Pareil Water Service Area (SPWSA).

The properties located outside of the SPWSA are serviced using ground water wells. There are 44 properties within the San Pareil development that rely on ground water wells. The subject property is one of the few properties within this group that is actually located adjacent to a properly sized watermain. Based on this, the property owners made the assumption that the water supply was available to them and had made no provisions for the installation of a groundwater well. The home is near completion with the new owners scheduled to have their occupancy approved for mid-December.

There has been a long term commitment by the RDN to consider the inclusion of the remaining 44 properties in the SPWSA. This process is currently on hold while costs for Vancouver Island Health mandated water treatment is assessed and costs developed. Residents of these properties have been informed that they will be responsible for any upgrades to provide service to that area and for a capital charge to join the system.

While a capital charge has not been determined as yet, staff have estimated that the final charge would most likely not exceed \$5,000. The owners have agreed to pay the estimated costs at this time recognizing once a final cost is determined there would be a final reconciliation of costs between them and the RDN.

Including this property in the SPWSA requires an amendment to the boundaries of the *San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999*. A \$300 Boundary Amendment Fee is

payable pursuant to *Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002*, and a water connection fee of \$580 is payable pursuant to *Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012*.

A 200mm diameter (8-inch) watermain and a water service stub are located adjacent to the property boundary thereby making a connection to the community water system possible. Recent upgrades to the service area for fire protection have also resulted in adequate storage and supply to accommodate the remaining 44 properties.

As the recommended property inclusion process would not be completed until late January 2016, staff are recommending the installation of a metered temporary service be provided in the interim.

ALTERNATIVES

- 1. Include the property in the SPWSA and provide a connection to the community water system.
- 2. Do not include the property into the water service area.

FINANCIAL IMPLICATIONS

Under Option 1, if the subject property is approved for inclusion into the SPWSA, there are no financial implications to the RDN. A \$300 boundary amendment fee, a \$580 water connection fee, and a Capital Charge of \$5,000 have been paid to the RDN. All other costs associated with constructing a connection to the community water system will be paid by the property owners.

Under Option 2, if the subject property is not included into the SPWSA, the property owners would be required to locate an alternative domestic water supply. The Capital Charge and connection fee paid to the RDN would be refunded.

STRATEGIC PLAN IMPLICATIONS

The subject property, as well as all neighbouring properties in the San Pareil subdivision, utilize septic tank treatment and ground disposal fields for sewage waste. The inclusion of this property in the SWSA aligns with the Strategic Plan goals of protecting groundwater resources and efficiently meeting water needs.

SUMMARY/CONCLUSIONS

The owners of 868 Shorewood Drive have petitioned the RDN to join the SPWSA and have paid all required costs including an estimated capital charge amount of \$5,000.



Report Writer



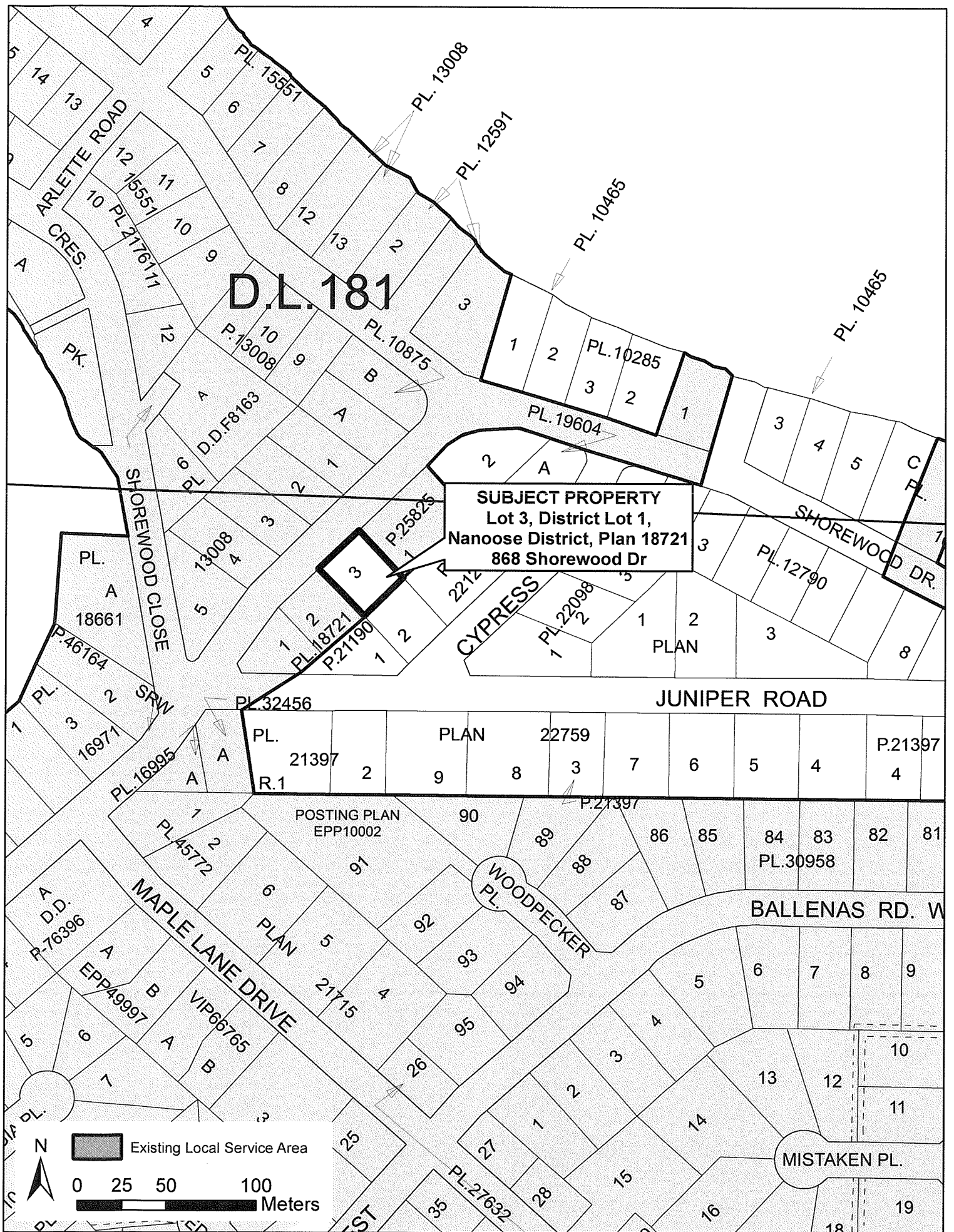
Manager Concurrence



General Manager Concurrence

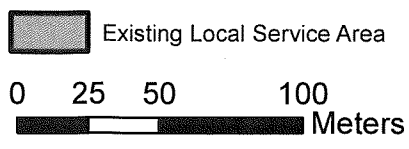


CAO Concurrence



SUBJECT PROPERTY
 Lot 3, District Lot 1,
 Nanoose District, Plan 18721
 868 Shorewood Dr

D.L. 181



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1170.04

A BYLAW TO AMEND THE BOUNDARIES OF THE
SAN PAREIL WATER SUPPLY LOCAL SERVICE AREA

WHEREAS the Regional District of Nanaimo established the San Pareil Water Service pursuant to Bylaw No. 1170, cited as "San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the land shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lot 3, District Lot 1, Nanoose Land District, Plan 18721;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with Section 802 of the *Local Government Act*;

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

1. Amendment

"San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999" is amended as follows:

- a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited for all purposes as the "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.04, 2015".

Introduced and read three times this day of , 2015.

Adopted this _____ day of _____ 20__.

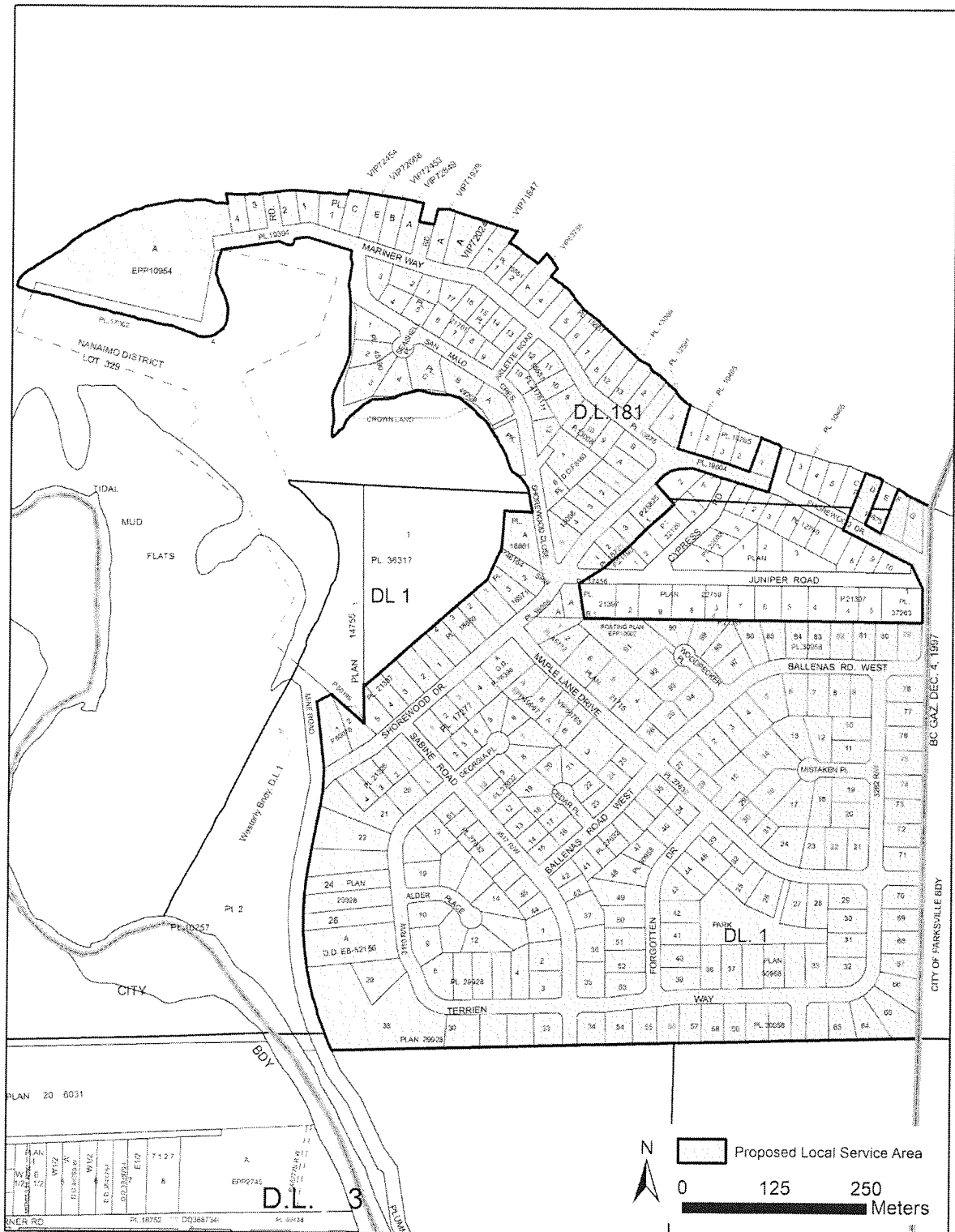
CHAIRPERSON

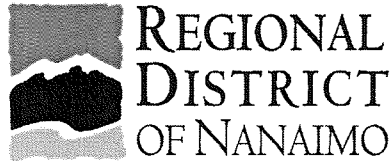
CORPORATE OFFICER


Schedule 'A' to accompany "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.04, 2015"

Chairperson

Corporate Officer





RDN REPORT		
CAO APPROVAL 		
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RHD		
BOARD	✓	

STAFF REPORT

TO: Geoff Garbutt **DATE:** November 18, 2015

FROM: General Manager, Strategic and Community Development **MEETING:** BOARD – November 24, 2015
 Chris Midgley
 Manager, Energy and Sustainability **FILE:** 1025 01 AMR

SUBJECT: RDN Asset Management Program: 2016-2017 Resource Plan

RECOMMENDATIONS

1. That the *2016-2017 Resource Plan* for the Regional District of Nanaimo Asset Management program be received for information.
2. That staff be directed to establish a temporary, full-time Asset Management Coordinator position for the two-year term covered by the *2016-2017 Resource Plan*.
3. That \$25,000 be released from the Regional Sustainability Reserve Fund and that \$65,000 be released from the Corporate Climate Action Fund each year for 2016 and 2017 to cover the cost of the Asset Management Coordinator position.
4. That the Board supports an Asset Management Planning Program grant application to the Union of British Columbia Municipalities to complete the project titled *Building a Strategic Asset Risk Register – Communication, Consultation and Capacity Building*.

PURPOSE

To identify resource requirements necessary to develop and implement an organization-wide Asset Management Program for the Regional District of Nanaimo (RDN), including the establishing a temporary full-time Asset Management Coordinator position, and submitting a grant application for a Strategic Risk Register for the Regional District of Nanaimo.

BACKGROUND

The resource requirements for the RDN Asset Management (AM) program are outlined in the *2016-2017 Resource Plan* provided as Appendix 1. The *2016-2017 Resource Plan* articulates the objectives of the first two years of an RDN-wide Asset Management program, as well the costs, funding sources, personnel, activities and deliverables required over that time frame.

The over-riding objectives are to deliver the first two years of the Asset Management Program at no incremental additional cost to taxpayers; to build internal capacity for effective asset management over the long-term; and to ensure that the policies, practices and procedures appropriate for effective, organization-wide AM at the RDN become 'business-as-usual' by the end of the two year period covered by the plan.

The appended *2016-2017 Resource Plan* flows out of a framework and implementation plan for an organization-wide approach to asset management completed in January of 2015. Among many other tasks, that project described several positions required to develop and deliver an organization-wide asset management program including an Asset Management Program Manager, and an Asset Management Coordinator.

To eliminate the cost burden of these two positions, it is proposed that Manager, Energy and Sustainability take responsibility for overall program management over the next two years. The rationale for this shift relates to the interdisciplinary and inter-departmental nature of that position in its present form, as well as the fact that implementing organization-wide asset management is an important corporate sustainability initiative for the RDN to undertake.

For the Asset Management Coordinator, it is proposed that the position be funded through existing reserve funds for duration of the *2016-2017 Resource Plan*. The role of the Asset Management Coordinator will be to gather and interpret operational and financial information across departments; compile and analyze comprehensive asset registry data sets; participate in interdepartmental meetings to align asset management practices with strategic organizational objectives, coordinate and facilitate asset management activities across the organization as necessary; and develop and implement asset management plans, policies and strategies across departments.

For broader organizational support, an internal Asset Management Working Group has been established with representation from across the organization. The Working Group members will have primary responsibility to deliver discrete departmental activities, under the guidance of the Program Manager and with assistance from the Asset Management Coordinator. The *2016-2017 Resource Plan*, provides additional details regarding the Asset Management Coordinator position, as well as the composition of the internal Working Group.

The activities and deliverables outlined in the *2016-2017 Resource Plan* highlight the significant work program to be completed over the next two years. The activities for the next two years are organized around six key areas:

- Policy Development;
- Strategy Development;
- Asset Management Planning;
- Asset Management Capacity Development;
- Risk Management and Performance Improvement; and
- Asset Knowledge Management

Key deliverables to be completed by the end of the two-year *Resource Plan* period include an *Asset Management Policy*; an *Asset Management Strategy*, an *Asset Management Plan*; a *Strategic Asset Risk Register*; and a comprehensive and up-to-date *Asset Registry*.

To further reduce costs relating to the asset management program, staff will continue to explore grant opportunities to advance asset management practices within the organization. To that end, the RDN has completed a grant application to develop a *Strategic Asset Risk Register* for the organization. This project is envisioned as a series of engaging workshops across RDN departments to validate risk perception of senior management against that of front line operational staff with the objective to provide a complete risk register. This also provides a capacity building function by creating opportunities learn more about asset management practices and opportunities for senior and front-line staff.

ALTERNATIVES

1. That the Asset Management Program: *2016-2017 Resource Plan* be endorsed.
2. That the Asset Management Program *2016-2017 Resource Plan* not be endorsed, and alternate direction be given to staff.

FINANCIAL IMPLICATIONS

The *2016-2017 Resource Plan* is supported by the establishment of a temporary, full time Asset Management Coordinator position as a key participant in the delivery of the RDN asset management program over the next two years. In the absence of that position, the *Resource Plan* must be redrafted, with significantly scaled back activities and deliverables along a longer time frame.

To ensure that the proposed new position results in no incremental additional costs to the taxpayer, funding for that position is to be provided from existing reserve accounts as follows:

Regional Sustainability Reserve Account:	\$25,000
Corporate Climate Action Reserve Account:	\$65,000

The Regional Sustainability Reserve Account was established in 2011 out of a Provincial Strategic Community Investment Fund grant. Of the original \$178,902 grant, \$94,700 is to be allocated to regional projects, with over \$92,000 remaining in the account. Therefore adequate funds are available within this account to provide \$25,000 over 2016 and 2017 to support the Asset Management Coordinator position.

The Corporate Climate Action Reserve Account was established in 2011 to support investments in organizational efficiency as well as those that reduce operational costs across the organization by providing the incremental additional costs of efficient infrastructure or covering the cost of initiatives that have the potential to result in ongoing operational savings. Implementing an asset management program in the RDN is aimed at optimizing the use of assets over their lifecycle, which in turn optimizes asset acquisition, operation and maintenance and disposal costs over time. Covering the cost of an Asset Management Coordinator position with this Fund ensures these activities proceed over 2016 and 2017, and does so at no incremental additional cost to the taxpayer. At present, there is over \$324,000 available in the Corporate Climate Action Reserve Fund. Each year, the RDN received approximately \$90,000 from the Province into this fund as a result of signing the Climate Action Charter. Therefore, the allocation of \$65,000 from this Fund in each of 2016 and 2017 is achievable.

To minimize the cost of developing a Strategic Asset Risk Register, a deliverable identified in the *2016-2017 Resource Plan* it is recommended that a grant application be submitted to the UBCM Asset Management Planning Program. If successful, the RDN will receive up to \$20,000 for the project, which will be facilitated by qualified professionals and coordinated by the proposed Asset Management Coordinator. The application requires Board support of the project.

STRATEGIC PLAN IMPLICATIONS

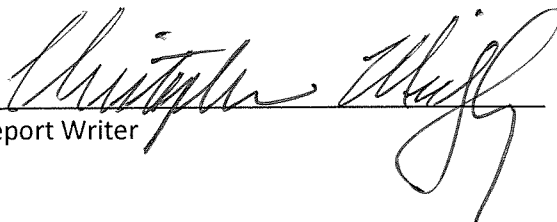
As the Board of Directors is currently developing a Board Strategic Plan, it is premature to state any Strategic Plan Implications associated with the recommendations above. It is worth noting that there should be very strong linkages between the Asset Management plans, policies and strategies developed over the 2016-2017 period and the Board Strategic Plan as the primary purpose of asset management is to ensure that all asset management practices and procedures are deliberately designed to fulfill organizational strategic objectives.

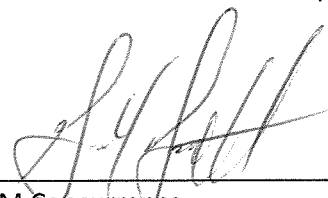
The strategic approach for the *2016-2017 Asset Management Resource Plan* is to identify the activities, personnel and deliverables required to institutionalize basic asset management practice as common business practice across the RDN organization over the next two years. This represents a strict time limit to coincide with the significant additional effort necessary achieve this objective at no incremental additional cost to the taxpayer.

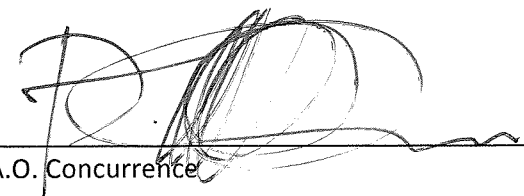
CONCLUSIONS

Appended to this report is a *2016-2017 Resource Plan* for the Regional District of Nanaimo Asset Management Program. The *Resource Plan* articulates the objectives of the first two years of an organization-wide asset management program, as well the costs, funding sources, personnel, activities and deliverables required over that time frame.

The over-riding objective is to develop and implement an organizational approach to asset management that results in no incremental additional cost to the taxpayer, which is achieved by using resources that are already in place in the organization, including existing staff and established reserve funds. As a result, even with the establishment of a new, temporary Asset Management Coordinator position, the first two years of the proposed program can be delivered with no additional tax requisition in the 2016 and 2017 budget cycles.


Report Writer


GM Concurrence


C.A.O. Concurrence

APPENDIX 1: 2016-2017 Resource Plan

**ASSET MANAGEMENT PROGRAM****Resource Plan 2016-2017**

- Purpose:** To outline the staffing resources and activities required to develop and initiate an organization-wide Asset Management (AM) program for the Regional District of Nanaimo (RDN) over the 2016 and 2017 Budget cycles.
- Duration:** This Resource Plan covers a two year period coinciding with 2016 and 2017 Budget years.
- Objectives:**
- 1) To develop and implement an organization-wide AM program at no incremental additional cost to regional taxpayers.
 - 2) To build the internal capacity to sustain the AM program over the long term by using personnel already established within the organization to the maximum extent possible.
 - 3) To ensure that the policies, practices and procedures appropriate for effective, organization-wide AM at the RDN become 'business-as-usual' by the end of the 2-year period covered by this Plan.
- Costs:** Wages, staff capacity building and professional fees represent the majority of costs necessary to implement the AM Program.

Wages

The role of Manager, Energy and Sustainability will shift toward AM Program Manager, with up to 75% of that position's time dedicated the Program. This provides a dedicated program manager within existing financial resources.

Working Group members will play a key role in guiding departmental activities. The time commitment for AM activities for Working Group members is estimated at 1-day per 2-week period. This is accounted for in existing wages.

To fully deliver the program, an additional \$90,000 per year is required for a temporary, full-time asset Management Coordinator dedicated entirely to the AM Program for the duration of the proposed planning period.

Capacity Building and Professional Fees:

Up to \$30,000 per year is proposed for periodic professional reviews on Program direction as well as any staff capacity building and training necessary to strengthen staff skills and abilities for AM. This investment provides the

foundation for effective organization-wide asset management over the long-term. Where possible, this cost will be covered through grant programs.

AM Coordinator:

As noted above, a temporary 1.0 FTE Asset Management Coordinator is needed to support day-to-day delivery of the asset management program. This position will be responsible for gathering and interpreting operational and financial information across departments; compiling and analyzing comprehensive asset registry data sets; participating in interdepartmental meetings to align asset management practices with strategic organizational objectives, and developing and implementing asset management plans, policies and strategies across departments. The position is intended to be a temporary, 2-year position in place for the period covered by this Plan.

At the end of the 2-year term, a review of the Program accomplishments will be completed, and a second Resource Plan for the subsequent 5-year period will be developed. A determination whether the Asset Management Coordinator position should be a permanent position will be made at that time.

The ideal candidate for this 2-year temporary position is someone within the organization with existing knowledge of RDN budgeting and financial planning; experience administering contracts, RFPs and developing tender documents; familiarity with GIS systems; demonstrated aptitude in tracking, monitoring and evaluating data; and excellent policy analysis and development, communication and report writing skills.

Personnel:

Asset Management Role	Name	Current Position
Program Manager	Chris Midgley	Manager, Energy and Sustainability
Working Group Member	Wendy Idema	Director of Finance
Working Group Member	Mike Donnelly	Manager, Water and Utility Systems
Working Group Member	Lorena Mueller	Wastewater Coordinator
Working Group Member	Dean Banman	Manager, Recreation Services
Working Group Member	Darren Marshall	Manager, Fleet and Projects
Working Group Member	Larry Gardner	Manager, Solid Waste Services
Working Group Member	Mike Moody	Manager, Information Systems
Working Group Member	Gerald St. Pierre	Project Engineer
Recording Secretary	Rebecca Graves	Senior Secretary, Regional and Community Utilities
Asset Management Coordinator	To be Established	To be Established

Funding: To ensure that the AM Program does not result in an incremental additional cost to regional taxpayers, Wages and Benefits for the temporary, full time Asset Management Coordinator are to be provided as follows:

Funding Source	2016 Budget	2017 Budget
Regional Sustainability Reserve Fund	\$25,000	\$25,000
Corporate Climate Action Fund	\$65,000	\$65,000

Professional fees and staff capacity building up to \$30,000 will also be provided through a separate capital reserve fund.

Activities: The section that follows provides an overview of the tasks to be undertaken over the first two years of the Asset Management Program:

Policy Development

Ensure Asset Management Activities are aligned with and achieve organizational strategic plan and objectives. The policy is a statement that sets out the principles by which the organization intends to apply asset management practices to achieve its objectives.

Action: Analyze Policy Requirements

Action: Develop Asset Management Policy

Strategy Development

To provide strategic asset management direction including identifying strategic requirements, demand analysis and forecasting, and strategy development. This ensures that asset management activities are focused on achieving organizational objectives.

Action: Analyze strategic requirements

Action: Forecast and analyze level of service demands

Action: Develop and implement Asset Management Strategy

Asset Management Planning

To identify, assess and prioritize options and develop effective asset management plans for implementing the asset management strategy and delivering asset management objectives.

Action: Assess investment options

Action: Apply whole-life costing principles

Action: Produce business cases for creation/ acquisition of assets.

Action: Develop and communicate Asset Management Plans

Asset Management Capacity Development

Develop and manage AM competencies throughout the workplace, from the Board to front-line and operational staff, including third party suppliers, contractors and service deliverers. This includes organizational change management and development of an organizational culture focused on AM.

Action: Develop and deploy AM people and teams

Action: Foster general knowledge and understanding of AM requirements

Action: Shape the AM culture within the RDN

Risk Management and Performance Improvement

Acknowledge, understand and manage risk effectively, and review and improve performance over time.

Action: Assess and manage risks

Action: Monitor and review progress and performance

Action: Complete a Strategic Asset Risk Register

Asset Knowledge Management

Define the asset information that is needed for the organization, as well as how the information is gathered and analyzed, interpreted, managed and applied.

Action: Define Asset Information Requirements

Action: Make appropriate AM information available for decision-making

Action: Specify, select, and integrate AM information systems.

Deliverables:

Asset Management Policy

Asset Management Strategy

Asset Management Plan

Strategic Asset Risk Register

Complete and Up-to-Date RDN-wide Asset Registry