

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, SEPTEMBER 8, 2015  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 4                    **Fay Weller, Island Futures Society**, re Gabriola Community Bus.
- 5                    **Aaron Lamb, BC Transit**, re CNG Bus Program.

**MINUTES**

- 6-11                Minutes of the Regular Committee of the Whole meeting held Tuesday, July 14, 2015.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

- 12-13              **Patrick C. Livolsi, Ministry of Transportation and Infrastructure**, re New Building Canada Fund N20102 – San Pareil Water System – Treatment Upgrades.
- 14                    **Beverly Marshall, Arrowsmith Search and Rescue Society**, re Appreciation of RDN Support.
- 15                    **Doug Shorter, Industry Canada**, re Follow-up on RDN Board resolution requesting Industry Canada withhold approval of the Telus antenna structure proposal for 1421 Sunrise Drive, pending further public consultation.

**FINANCE**

- 16-20                2016 - 2020 Financial Plan Schedule.

**CORPORATE SERVICES**

**ADMINISTRATION**

21-26 Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015.

**TRANSPORATION AND SOLID WASTE**

**TRANSIT**

27-48 Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015.

49-53 Compressed Natural Gas Buses.

**SOLID WASTE**

54-55 Regional Landfill Bird Control Contract Award.

**REGIONAL AND COMMUNITY UTILITIES**

**WATER AND UTILITIES**

56-62 Challenges and Opportunities for Regional Water Resources.

63-64 Whiskey Creek Water Service Area, Potential Groundwater Supply – Crown Land Application.

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**BUILDING, BYLAW, AND EMERGENCY PLANNING**

65-71 Animal Control Amendment Bylaw No. 941.05, 2015.

72-76 Lot 8 Horne Lake Road (Island Pallets), Electoral Area 'H' – Unsightly Premises.

77-80 545 Ackerman Road, Electoral Area 'G' – Unsightly Premises.

**EXTERNAL BOARDS**

**Englishman River Water Service Management Board.**

81-84 Minutes of the Englishman River Water Service Management Board meeting held Thursday, July 30, 2015.

85-96 **Englishman River Water Service Revised 2015 – 2019 Financial Plan.**

*That the Englishman River Water Service Revised 2015-2019 Financial Plan be adopted.*

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**IN CAMERA**

*That pursuant to Sections 90(1)(i) and (m) of the Community Charter the Committee proceed to an In Camera Meeting, for discussions related to solicitor-client privilege and third-party personal information.*

**ADJOURNMENT**

**Re: Gabriola Community Bus**

From: fay weller

Sent: Monday, August 31, 2015 7:50 AM

To: O'Halloran, Matt

Subject: Gabriola Community Bus presentation

We would like to register as a delegation for the September 8th RDN board meeting. I will send you a power point within the next few days.

Thanks

Fay Weller

Island Futures Society



**Re: CNG Bus Program**

From: Lamb, Aaron  
Sent: Wednesday, September 02, 2015 10:10 AM  
Subject: RDN Committee as a Whole Meeting

This is to confirm that BC Transit requests time for a delegation to the RDN Committee of the Whole on September 8, 2015 to discuss our CNG Bus Program. We will plan on having a small powerpoint presentation.

If you require additional information or anything from me, please don't hesitate to contact me.

Aaron

Aaron Lamb, P.Eng., MBA  
Executive Director, Asset Management



PO Box 610, 520 Gorge Road East / Victoria, BC V8W 2P3  
tel: 250-995-5710 / cel: 250-514-9617  
email: [aaron\\_lamb@bctransit.com](mailto:aaron_lamb@bctransit.com)

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY JULY 14, 2015 AT 7:00 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
Alternate	
Director J. McLean	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Alternate	
Director G. Fuller	City of Nanaimo
Director J. Hong	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director J. Fell	Electoral Area F
Director C. Haime	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
M. Donnelly	A/Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
W. Marshall	A/Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
M. O'Halloran	A/Mgr. Administrative Services
C. Golding	Recording Secretary

## **CALL TO ORDER**

The Chairperson called the meeting to order and welcomed Alternate Directors McLean, Brennan and Fuller to the meeting.

## **DELEGATIONS**

### **Megan Olsen, re New Developments for the Huge Mess on Little Mountain.**

Megan Olsen and Doug Wortley provided a visual presentation on illegal dumping of garbage at Little Mountain sharing their concerns for public safety, environmental contamination, and asked the Board to work together with other governing bodies to eliminate the dumping site and return it to its natural state.

## **MINUTES**

### **Minutes of the Regular Committee of the Whole meeting held Tuesday, June 9, 2015.**

MOVED Director Lefebvre, SECONDED Director Westbroek, that the minutes of the Regular Committee of the Whole meeting held Tuesday, June 9, 2015, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **Robert Meyer, re Funding request for playground at Rollo/McClay Park.**

MOVED Director Veenhof, SECONDED Director Houle, that the correspondence received from Robert Meyer regarding a funding request for playground at Rollo/McClay Park be received.

CARRIED

### **Sav Dhaliwal, UBCM, re 2015 Resolutions.**

MOVED Director Veenhof, SECONDED Director Houle, that the correspondence received from Sav Dhaliwal, Union of BC Municipalities, regarding 2015 Resolutions be received.

CARRIED

### **Neil & Lillian Varcoe, re Stone Quarry on Valdes Island.**

MOVED Director Veenhof, SECONDED Director Houle, that the correspondence received from Neil & Lillian Varcoe regarding the Stone Quarry on Valdes Island be received.

CARRIED

### **Bruce Jolliffe, Chair, Comox Valley Regional District, re Support – British Columbia Conservation Tax Incentive Program Proposal.**

MOVED Director Veenhof, SECONDED Director Houle, that the correspondence received from Bruce Jolliffe, Chair, Comox Valley Regional District, regarding support for the British Columbia Conservation Tax Incentive Program proposal be received.

CARRIED

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **Oceanside Health and Wellness Network Coordinator Contract.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff proceed with hiring a contract coordinator for the Oceanside Health and Wellness Network using funds provided by Island Health.

CARRIED

**Amendment to Regional Growth Strategy Bylaw No. 1615.**

MOVED Director Westbroek, SECONDED Director McLean, that staff do not initiate the Regional Growth Strategy amendment process to amend the criteria for minor amendments nor approve the consultation plan, and refer it to a future review of the Regional Growth Strategy.

DEFEATED

MOVED Director Veenhof, SECONDED Director Young, that the following recommendations be referred back to staff, and that the items be included for discussion at a Director's Seminar, or within a strategic planning session:

That a review of the Regional Growth Strategy be initiated that considers the criteria for a minor amendment.

That the consultation plan provided as Attachment 4 to the staff report be adopted.

CARRIED

**REGIONAL AND COMMUNITY UTILITIES**

**To appoint the Deputy Sewage Control Manager.**

MOVED Director Rogers, SECONDED Director Thorpe, that the Board appoint the "Acting Manager of Wastewater Services" as the "Deputy Sewage Control Manager".

CARRIED

**Subject Matter Expert for Secondary Treatment Design at the Greater Nanaimo Pollution Control Centre.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board approve extending the Subject Matter Expert contract for Secondary Treatment Design at the Greater Nanaimo Pollution Control Center (GNPCC) to BRC Consulting.

CARRIED

**Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418.**

MOVED Director Veenhof, SECONDED Director Thorpe, that "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.03, 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. 1418.03, 2015" be adopted.

CARRIED

**TRANSPORTATION AND SOLID WASTE**

**SOLID WASTE**

**Regional Landfill Security Services Contract Award.**

MOVED Director Brennan, SECONDED Director Veenhof, that the Board award the contract for security services at the Regional Landfill to Securiguard for a period of three years commencing August 1, 2015 at a total cost of \$275,777.20.

CARRIED

**ADVISORY AND SELECT COMMITTEE, AND COMMISSION**

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

**Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, May 20, 2015.**

MOVED Director Veenhof, SECONDED Director Rogers, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, May 20, 2015, be received for information.

CARRIED

**Electoral Area 'E' Parks and Open Space Advisory Committee.**

**Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, May 27, 2015.**

MOVED Director Rogers, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, May 27, 2015, be received for information.

CARRIED

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

**Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Monday, June 2, 2015.**

MOVED Director Houle, SECONDED Director Young, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Monday, June 2, 2015, be received for information.

CARRIED

**Cox Community Park Signage.**

MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo proceed with the Cox Community Park internal directional signage proposed by Gabriola Land and Trails Trust funded through the 2015 Electoral Area 'B' Community Park budget for Cox Community Park and to allocate funding in the 2016 Budget for the 'Welcome' sign and two benches for the park.

CARRIED

**Davidson Bay Parking Lot Upgrade.**

MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo not proceed with the Davidson Bay Parking Lot upgrade project.

CARRIED

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

**Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, June 17, 2015.**

MOVED Director McPherson, SECONDED Director Veenhof, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, June 17, 2015, be received for information.

CARRIED

**Cedar Plaza Kiosk Update.**

MOVED Director McPherson, SECONDED Director Young, that staff proceed with the tipple/headframe concept and design for the Cedar Plaza Kiosk project.

CARRIED

**Water Access Priority Development Sites Update.**

MOVED Director McPherson, SECONDED Director Young, that staff be directed to commence in 2015 the concept, design and permitting of the A-20 beach access in Electoral Area 'A' and allocate the project's costs in the 2016 budget.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the property boundaries at A-18 beach access at Headland Road be verified.

CARRIED

**Lease and Site Licence Agreement with Cedar School & Community Enhancement Society.**

MOVED Director McPherson, SECONDED Director Young, that staff be directed to approach the Cedar School and Community Enhancement Society and extend the current Lease and Site Licence Agreement between the Regional District of Nanaimo and the Cedar School and Community Enhancement Society which is due to expire December 31, 2015, for a one-year term to December 31, 2016.

CARRIED

**Arts and Culture Review.**

MOVED Director McPherson, SECONDED Director Young, that staff be directed to investigate and report on what synergies could be brought together between Recreation and Arts in Electoral Area 'A'.

CARRIED

**District 69 Recreation Commission.**

**Minutes of the District 69 Recreation Commission meeting held Thursday, June 18, 2015.**

MOVED Director Veenhof, SECONDED Director Pratt, that the minutes of the District 69 Recreation Commission meeting held Thursday, June 18, 2015, be received for information.

CARRIED

**Hockey Canada VITSC Bid 2016 U18 Women's Hockey Championship Report – June 2015.**

MOVED Director Veenhof, SECONDED Director Thorpe, that the Regional District of Nanaimo no longer pursue hosting the 2016 National Women's U18 Ice Hockey Championships.

CARRIED

**Agricultural Advisory Committee.**

**Minutes of the Agricultural Advisory Committee meeting held Friday, July 3, 2015.**

MOVED Director Houle, SECONDED Director Brennan, that the minutes of the Agricultural Advisory Committee meeting held Friday, July 3, 2015, be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Funding request for playground at Rollo/McClay Park.**

MOVED Director Houle, SECONDED Director Brennan, that staff be directed to enter into an agreement with the Gabriola Softball Association for matched funding of \$12,000 from the Area 'B' Community Works fund for the purchase and installation of playground equipment totaling \$24,000 at Rollo McClay Community Park.

CARRIED

**NEW BUSINESS**

**Coombs Fire Response.**

Alternate Director McLean expressed his gratitude on behalf of the residents of Area 'F' to all fire departments that assisted in containing the wildfire in Coombs on July 9, 2015. He noted that the fire could have been a threat to both residences and industrial sites in the area, and that fire personnel did a tremendous job in getting it under control. He asked that his comments be passed on to the fire departments.

**IN CAMERA**

MOVED Director Veenhof, SECONDED Director Lefebvre, that pursuant to Sections 90(1) (e) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisition.

CARRIED

TIME: 7:35 PM

**ADJOURNMENT**

MOVED Director Lefebvre, SECONDED Director Thorpe, that this meeting be adjourned.

CARRIED

TIME: 7:40 PM

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CHAIRPERSON

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CORPORATE OFFICER

**New Building Canada Fund - Small Communities Fund**

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**  
5C - 940 Blanshard Street, Victoria, BC V8W 3E6

August 19, 2015

Cliff# 236982

Paul Thorkelsson  
Chief Administrative Officer  
Regional District of Nanaimo  
6300 Hammond Bay Rd  
Nanaimo, BC V9T 6N2

Dear Paul Thorkelsson:

**Re: New Building Canada Fund - Small Communities Fund (NBCF-SCF)**  
**N20102 - San Pareil Water System - Treatment Upgrades**

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Thank you for your application for funding under the New Building Canada Fund - Small Communities Fund (NBCF-SCF). After careful consideration, the above noted project was not selected for funding.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding.

The NBCF-SCF program will have a second application intake. The date of this intake has not been determined. Additional program information can be found at the NBCF-SCF website at: [www.gov.bc.ca/smallcommunitiesfund](http://www.gov.bc.ca/smallcommunitiesfund).

If you have any questions, please do not hesitate to contact Liam Edwards, Executive Director, Local Government Infrastructure and Finance Branch, Ministry of Community, Sport and Cultural Development, at 250-387-4060.

Thank you for your interest in the NBCF-SCF. I wish you every success with your community project.

Yours truly,



Patrick C. Livolsi, P. Eng.  
Provincial Co-Chair, Oversight Committee, Small Communities Fund  
Assistant Deputy Minister  
Infrastructure and Major Projects Division

.../2





cc: Sean Nacey, Senior Manager  
Infrastructure Development Branch  
Ministry of Transportation and Infrastructure

Liam Edwards, Executive Director  
Local Government Infrastructure and Finance Branch  
Ministry of Community, Sport and Cultural Development

Mike Donnelly  
Manager of Water & Utility Services  
Regional District of Nanaimo



3237 Alberni Highway  
Qualicum Beach, B.C.  
V9K 1Y6

Phone: 250-752-7774  
Website: www.asar.ca

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
AUG 26 2015			
DCS		BOARD	✓
CHAIR			

August 23, 2015

Regional District of Nanaimo  
6300 Hammond Bay Rd  
Nanaimo, BC V9T 6N2

Attention: Board of Directors,

This letter is written on behalf of Arrowsmith Search and Rescue Society, I would like to thank you for the cheque in the amount of \$5,000.00.

It has a busy season of training, in constant preparation of searches and other public relations events. We attended both the Family Day Parade in May and assisted with the Father's Day Car Show at Qualicum Beach and the July 1<sup>st</sup> Parade in Parksville. Our members attended the Community Picnic in Coombs as well as acting as hosts at Beachfest, as part of the Sandcastle competition at the Parksville beach. These were great opportunities for public speaking and for us to showcase the trucks and equipment.

Once again, we appreciate your support of Arrowsmith Search and Rescue and would welcome any further opportunities to talk with your Board members at a future meeting.

Yours truly,

Beverly Marshall  
Secretary,  
Arrowsmith Search & Rescue Society



Industry  
Canada

Industrie  
Canada

Coastal District Office  
13401-108 Ave., 17th floor  
Surrey, B.C. V3T 5V6

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
AUG 27 2015			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

File: 990000303

August 20, 2015

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

Dear Mr. Stanhope

This is a follow up to your letter of June 24, 2015 advising of the Regional District of Nanaimo Board resolution requesting Industry Canada withhold approval of the Telus antenna structure proposal for 1421 Sunrise Drive pending further public consultation.

As public consultation for the proposed structure has been completed in accordance with *CPC 2-0-03 Radiocommunication and Broadcasting Systems* and a corresponding letter advising concurrence would be issued by the Regional District of Nanaimo on March 31, 2015, it has been determined that Telus is in full compliance with their spectrum licence condition regarding land use authority consultation.

While Telus has fully complied with Industry Canada requirements, we encourage the Regional District of Nanaimo to further discuss this matter with Telus with a view to reaching a mutually acceptable arrangement.

If you require further information regarding this matter please contact me at [doug.shorter@ic.gc.ca](mailto:doug.shorter@ic.gc.ca), or 604-930-8691 Ext 124.

Yours truly,

Doug Shorter  
Acting Director  
Coastal District

cc Jon Leugner, Telus Real Estate and Government Affairs



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
SEP 01 2015	
RHD	
BOARD	

**STAFF REPORT**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**FROM:** Wendy Idema, Director of Finance

**SUBJECT:** 2016 – 2020 Financial Plan Schedule

**DATE:** August 28, 2015

**MEETING:** COW September 8, 2015

**FILE:**

**RECOMMENDATIONS:**

That the following schedule for the review and adoption of the 2016 to 2020 Financial Plan be approved:

November 10 & 17, 2015	Information seminars to Board for 2016 preliminary budget & business plans
November 24, 2015	Presentation of 2016 preliminary budget at Board
February 2 & 4, 2016	Information seminars to Board for 2016 to 2020 Financial Plan
February 10, 2016	Presentation of 2016 to 2020 Financial Plan at Committee of the Whole
February 16, 2016	Publication of budget edition of Regional Perspectives
March 8, 2016	Introduce bylaw to adopt the 2016 to 2020 Financial Plan
March 22, 2016	Adopt Financial Plan Bylaw

**PURPOSE:**

To identify meeting and publication dates related to the review and approval of the 2016 to 2020 Financial Plan.

**BACKGROUND:**

Local governments are required to publicize and provide opportunities for members of the public to provide input and to comment on the Financial Plan. This report is intended to identify for the Board, the public and staff the times and places at which the 2016 to 2020 Financial Plan will be reviewed and approved by the Regional Board.

The Regional District undertakes its financial plan review in two stages. In election years, the preliminary budget for each service area for the next year is introduced to the Board in December or early January. This preliminary budget will be based on the 2016 amounts included in the 2015 to 2019 Financial Plan approved under Bylaw No. 1722 (copy attached) and updated to reflect new work plan and capital project changes.

The proposed budget document is posted to the Regional District website for public access. Later in January, as 2015 year end results are known, the budget amounts will be updated to reflect those

results as well as carry forward projects and the allocation of surpluses to each service area which keeps the funds raised within the service they were collected for.

In February the Board receives an overview of the full five year Financial Plan as well as identifying any further changes to the new annual budget. A budget edition of the Regional Perspectives is published in mid to late February to provide residents with information by service area and by electoral area. Any remaining changes and updates are completed during February, and the final plan with any amendments is returned to the Board in March for adoption. The meeting dates are published in local newspapers and on the website in advance of each open Board meeting. The opportunity to make a presentation and ask questions is provided at those meetings.

**ALTERNATIVES:**

1. Approve the proposed schedule of meetings to review and approve the 2016 to 2020 Financial Plan.
2. Provide other directions regarding the review and approval process of the 2016 to 2020 Financial Plan.

**FINANCIAL IMPLICATIONS:**

The 2015 to 2019 Financial Plan Bylaw predicted a \$2.2 million overall increase to property taxes in 2016 and is used as the basis for the next five year plan. Some of the largest components of this increase are in the areas noted below. There will be many changes to these budgets between September and January to reflect new information including items such as the revised capital plan for the Englishman River Water Service (Nanoose Bulk Water); reduced expansion hours available for transit in future years; the possible new services for Search & Rescue in District 69 and the community bus and Taxi-Saver program in EA 'B' as well as revised estimates for 2015 year end surplus carry forwards.


Transit – Southern Community	\$650,000	Annualizing the 2015 expansion hours to 5000 hours
Wastewater - Southern	\$550,000	Increments related to secondary treatment costs and outfall replacement
Wastewater – Northern	\$275,000	Build reserve contributions for future expansion
Nanoose Bulk Water	\$85,000	Englishman River Water System treatment and expansion related costs
Nanoose Peninsula Water	\$71,000	Capital program costs + reduced surplus carry forward
Solid Waste Management	\$116,000	Impact of reduced tipping fees
Regional Parks Operations	\$145,000	Expenses related to E&N Trail not funded by grant + reduced carry forward surplus

The only costs for the actual financial planning process are newspaper advertising and publication costs for the Regional Perspectives, all of which are included in the annual budget.

**SUMMARY/CONCLUSIONS:**

Local governments are required to establish a public process for the review and approval of the five year financial plan. Commencing with the Board meeting on November 24, 2015, staff will publish budget documents to the Regional District website, arrange the publication of the budget edition of the Regional Perspectives in mid-February and ensure that all meetings are advertised to provide members of the public an opportunity to attend the meetings to provide comments and input. The preliminary budget will be based on the 2016 amounts included in the 2015 to 2019 Financial Plan approved under Bylaw No. 1722 (copy attached) and updated to reflect new work plan and capital project changes.

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

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1722

A BYLAW TO ADOPT THE 2015  
TO 2019 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

**1. Definitions**

“Emergency” means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

**2. Financial Plan**

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2015 to December 31, 2019.

**3. Financial Plan Amendments**

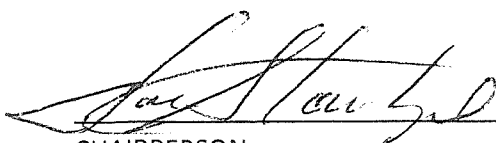
- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.


**4. Citation**

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2015 to 2019 Bylaw No. 1722, 2015”.

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

Adopted this 24th day of March, 2015.

  
CHAIRPERSON

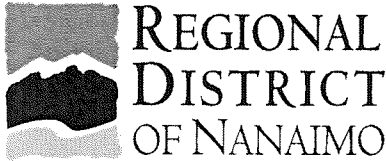
  
CORPORATE OFFICER

Chairperson

A Corporate Officer

	2014 Budget	2015 Proposed	2016	2017	2018	2019	Total
<b>Operating Revenues</b>		6.7%	4.9%	6.3%	6.3%	4.4%	
Property taxes	(37,892,155)	(40,416,421)	(42,449,850)	(45,219,752)	(48,154,272)	(50,388,256)	(226,628,551)
Parcel taxes	(4,017,616)	(4,312,126)	(4,486,822)	(4,700,459)	(4,907,179)	(5,035,836)	(23,442,422)
Municipal agreements	(302,164)	(304,118)	(310,545)	(317,377)	(324,084)	(328,205)	(1,584,329)
	(42,211,935)	(45,032,665)	(47,247,217)	(50,237,588)	(53,385,535)	(55,752,297)	(251,655,302)
Operations	(2,450,763)	(3,089,353)	(3,094,494)	(3,117,537)	(3,155,812)	(3,179,340)	(15,636,536)
Interest income	(150,000)	(150,000)	(125,000)	(100,000)	(100,000)	(100,000)	(575,000)
Transit fares	(4,366,943)	(4,457,681)	(4,604,906)	(4,734,450)	(4,874,899)	(5,014,327)	(23,686,263)
Landfill tipping fees	(8,285,750)	(7,266,784)	(7,266,784)	(7,339,452)	(7,412,846)	(7,486,975)	(36,772,841)
Recreation fees	(435,020)	(526,826)	(542,631)	(558,910)	(571,239)	(625,693)	(2,825,299)
Recreation facility rentals	(540,345)	(547,250)	(563,668)	(580,577)	(597,995)	(624,055)	(2,913,545)
Recreation vending sales	(9,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation concession	(4,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(15,000)
Recreation other	(385,410)	(400,560)	(412,577)	(424,954)	(437,702)	(644,404)	(2,320,197)
Utility user fees	(4,748,477)	(4,469,620)	(4,623,297)	(4,782,631)	(4,880,122)	(4,979,037)	(23,734,707)
Operating grants	(6,530,205)	(6,694,515)	(6,539,976)	(6,835,318)	(7,176,860)	(7,313,609)	(34,560,278)
Planning grants	(7,100)	(7,100)	(7,100)	(7,100)	(7,100)	(7,100)	(35,500)
Grants in lieu of taxes	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(748,225)
Interdepartmental recoveries	(6,425,414)	(6,664,633)	(6,753,784)	(6,240,680)	(6,522,133)	(6,550,382)	(32,731,612)
Miscellaneous	(5,833,209)	(6,661,073)	(6,418,032)	(6,553,544)	(6,416,734)	(7,326,391)	(33,375,774)
<b>Total Operating Revenues</b>	(82,533,716)	(86,125,205)	(88,356,611)	(91,669,886)	(95,696,122)	(99,760,755)	(461,608,579)
<b>Operating Expenditures</b>							
Administration	4,105,520	4,188,717	4,186,578	4,187,010	4,197,589	4,208,193	20,968,087
Community grants	529,498	522,602	39,303	39,303	39,303	39,303	679,814
Legislative	492,385	485,432	480,109	486,325	582,469	515,963	2,550,298
Professional fees	2,865,021	2,432,841	1,763,067	1,895,686	1,764,569	1,739,956	9,596,119
Building ops	3,052,862	3,267,767	3,298,103	3,347,768	3,394,877	3,617,889	16,926,404
Veh & Equip ops	7,862,991	7,853,555	7,983,925	8,131,610	8,282,215	8,469,101	40,720,406
Operating costs	16,011,162	16,308,679	17,764,467	19,715,095	22,056,319	22,503,872	98,348,432
Program costs	745,904	870,364	806,899	814,331	813,384	823,555	4,128,533
Wages & benefits	28,231,414	29,069,465	29,554,841	30,145,938	30,718,847	31,530,627	151,019,718
Transfer to other gov/org	6,265,363	6,531,825	6,427,901	6,596,418	6,725,672	6,886,018	33,167,834
Contributions to reserve funds	5,085,277	7,179,659	6,124,668	5,931,731	4,681,394	3,046,136	26,963,588
Debt interest	4,461,601	4,667,084	4,347,662	4,290,036	4,259,467	4,072,560	21,636,809
<b>Total Operating Expenditures</b>	79,708,998	83,377,990	82,777,523	85,581,251	87,516,105	87,453,173	426,706,042
<b>Operating (surplus)/deficit</b>	(2,824,718)	(2,747,215)	(5,579,088)	(6,088,635)	(8,180,017)	(12,307,582)	(34,902,537)
<b>Capital Asset Expenditures</b>							
Capital expenditures	24,954,456	35,947,273	34,182,004	45,564,519	51,950,051	14,330,992	181,974,839
Transfer from reserves	(14,236,617)	(27,503,536)	(17,129,624)	(20,576,035)	(7,671,886)	(4,937,118)	(77,818,199)
Grants and other	(5,390,311)	(4,388,476)	(987,500)	(987,500)	(141,000)	(478,320)	(6,982,796)
New borrowing	(1,482,800)	(1,616,665)	(13,119,676)	(22,150,715)	(42,225,114)	(6,789,483)	(85,901,653)
<b>Net Capital Assets funded from Operations</b>	3,844,728	2,438,596	2,945,204	1,850,269	1,912,051	2,126,071	11,272,191
<b>Capital Financing Charges</b>							
Existing debt (principal)	4,062,581	4,424,157	4,205,480	3,501,724	3,502,177	3,402,074	19,035,612
New debt (principal & interest)		30,832	344,690	1,585,756	3,813,724	6,881,577	12,656,579
<b>Total Capital Financing Charges</b>	4,062,581	4,454,989	4,550,170	5,087,480	7,315,901	10,283,651	31,692,191
<b>Net (surplus)/deficit for the year</b>	5,082,591	4,146,370	1,916,286	849,114	1,047,935	102,140	8,061,845
Add: Prior year (surplus) / deficit	(9,916,390)	(11,280,947)	(7,134,577)	(5,218,291)	(4,369,177)	(3,321,242)	(31,324,234)
<b>(Surplus) applied to future years</b>	(4,833,799)	(7,134,577)	(5,218,291)	(4,369,177)	(3,321,242)	(3,219,102)	(23,262,389)





RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
SEP 02 2015		
RHD		
BOARD		

**STAFF REPORT**

**TO:** Joan Harrison  
Director of Corporate Services

**DATE:** August 28, 2015

**FROM:** Jacquie Hill  
Manager of Administrative Services

**MEETING:** CoW, September 8, 2015

**SUBJECT:** Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015

**RECOMMENDATIONS:**

1. That "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.
2. That the Regional District proceed to referendum to obtain the assent of the electors of the Gabriola Island Recreation Local Service Area for borrowing \$455,000 to purchase lands for recreation and park purposes, and, that the question be as follows:

*Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1735 to authorize the borrowing of up to \$455,000 to purchase lands for recreation and park purposes?*

3. That the Board approve the synopsis of Bylaw No. 1735 for the publication of notices associated with the referendum as follows:

*Bylaw No. 1735 - "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015" – The general intent of this bylaw is to authorize the Regional District of Nanaimo to borrow upon the credit of the Regional District a sum not exceeding \$455,000 over 20 years to purchase lands for recreation and park purposes in the Gabriola Island Recreation Local Service Area.*

4. That Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting this referendum.

## PURPOSE

To bring forward a borrowing bylaw and referendum question for the borrowing and acquisition of lands on Gabriola Island to be used for recreation and park purposes.

## BACKGROUND

At the August 25, 2015 In Camera Board meeting the Board passed a motion to rise and report on the following resolutions adopted at that meeting:

*"That the Purchase Contract as attached in Appendix II between the Regional District of Nanaimo and Emcon Services Inc. for Lots 1, 2 and 4, Paisley Place, Gabriola Island, B.C. be approved with an amendment to section 4.1 (c) with the addition of the words "recreation and" before the words "park purposes".*

*"That staff be directed to develop a borrowing bylaw under the Gabriola Island Recreation Services function for approval of the electors."*

*"That the term for the borrowing of the acquisition costs be over a twenty-year amortization period."*

Subsequent to Board direction, Staff has prepared a Loan Authorization Bylaw for the Board's consideration that authorizes borrowing of up to \$455,000 over a twenty-year amortization period to purchase Lots 1, 2 and 4, Paisley Place on Gabriola Island to be used for recreation and park purposes (Attachment 1).

Prior to adoption of the bylaw, approval of the electors and the Inspector of Municipalities is required. The Electoral Area Director has requested that the approval of the electors be obtained by way of a referendum in conjunction with a referendum in Electoral Area 'B' for consideration of a service establishment bylaw for a local transit contribution service. It is anticipated that the joint referendum will be held in February 2016 with the date to be set by the Chief Election Officer.

In order to obtain the assent of the electors for borrowing, a referendum question will be presented to the electors of the service area as follows:

*Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1735 to authorize the borrowing of up to \$455,000 to purchase lands for recreation and park purposes?*

Before the referendum the Regional District must publish notification of the voting opportunities to be provided, as well as the purpose of the bylaw which is the subject of the vote. The *Local Government Act* requires that such notices include the full text of the bylaw unless the local government has approved the use of a synopsis. The Board is being asked to approve the synopsis of Bylaw No. 1735 for the publication of notices associated with the referendum as follows:

*Bylaw No. 1735 - "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015"  
– The general intent of this bylaw is to authorize the Regional District of Nanaimo to borrow upon the credit of the Regional District a sum not exceeding \$455,000 over 20 years to purchase lands for recreation and park purposes in the Gabriola Island Recreation Local Service Area.*

**ALTERNATIVES**

1. Approve the referendum question and bylaw synopsis and give three readings to the proposed borrowing bylaw.
2. Do not approve the question, bylaw synopsis or bylaw and provide alternate direction to staff.

**FINANCIAL IMPLICATIONS:**

Borrowing \$455,000 over 20 years results in an estimated annual payment of \$32,014 which translates to an estimated cost to a residential tax payer of \$4.85 per \$100,000 assessed value in year 1, and \$3.25 per \$100,000 assessed value in years 2 - 20.

It is estimated that it will cost approximately \$20,000 to conduct a referendum in Electoral Area 'B' for the two questions (Land Acquisition Borrowing Bylaw and Transit Contribution Service Bylaw), of which \$10,000 (or 50%) would be funded through the Gabriola Island Recreation Service function.

**STRATEGIC PLAN IMPLICATIONS:**

A vision in the Board's Strategic Plan is to ensure ecosystems are healthy and productive, and regionally significant ecological features are protected. The plan also encourages the acquisition and maintenance of community parks and trails and developing and delivering recreation programs. The acquisition of these institutional zoned lands will achieve the above while securing three lots for community use in the years to come.

**SUMMARY/CONCLUSIONS:**

At the August 25, 2015 In Camera Board meeting the Board passed a motion to rise and report on the following resolutions adopted at that meeting:


*"That the Purchase Contract as attached in Appendix II between the Regional District of Nanaimo and Emcon Services Inc. for Lots 1, 2 and 4, Paisley Place, Gabriola Island, B.C. be approved with an amendment to section 4.1 (c) with the addition of the words "recreation and" before the words "park purposes".*

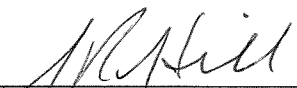
*"That staff be directed to develop a borrowing bylaw under the Gabriola Island Recreation Services function for approval of the electors."*

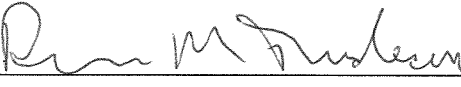
*"That the term for the borrowing of the acquisition costs be over a twenty-year amortization period."*

A Loan Authorization Bylaw is presented for the Board's consideration that authorizes borrowing of up to \$455,000 over a twenty-year amortization period to purchase Lots 1, 2 and 4, Paisley Place on Gabriola Island to be used for recreation and park purposes (Attachment 1).

The Electoral Area Director had requested that elector approval for the bylaw be obtained by referendum to be held in conjunction with the proposed transit contribution service bylaw referendum. It is recommended that the referendum question and bylaw synopsis be approved as presented.

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

  
\_\_\_\_\_  
a/ Director Concurrence

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

## Attachment 1

### REGIONAL DISTRICT OF NANAIMO

#### BYLAW NO. 1735

##### A BYLAW TO AUTHORIZE BORROWING FOR THE PURPOSE OF PURCHASING LANDS TO BE USED FOR RECREATION AND PARK PURPOSES

WHEREAS the Regional District of Nanaimo (the "Regional District") established the Gabriola Island Recreation Service pursuant to Bylaw No. 1023, cited as "Gabriola Island Recreation Service Establishment Bylaw No. 1023, 1996" for the purpose of providing services for pleasure, recreation and other community use in a portion of Electoral Area 'B';

AND WHEREAS the Board wishes to borrow funds to purchase lands for recreation and park purposes;

AND WHEREAS the cost to purchase the lands is the sum of Four Hundred and Fifty Five Thousand Dollars (\$455,000);

AND WHEREAS elector approval to adopt this bylaw has been obtained in accordance with Sections 819 and 823.1 of the *Local Government Act* by assent of the electors;

AND WHEREAS the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

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

1. The Regional District of Nanaimo is hereby authorized to borrow funds to purchase Lots 1, 2 and 4, Paisley Place, Gabriola Island, BC, for recreation and park purposes.
2. The total amount to be borrowed under the authority of this bylaw shall not exceed Four Hundred and Fifty Five Thousand Dollars (\$455,000).
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
4. The borrowing authorized relates to the Gabriola Island Recreation Service established pursuant to Bylaw No. 1023, cited as "Gabriola Island Recreation Service Establishment Bylaw No. 1023, 1996".
5. This bylaw may be cited for all purposes as the "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015".

Introduced and read three times this    day of    , 2015.

Received the approval of the Inspector of Municipalities this    day of    , 2015.

Received elector approval by assent of the electors this    day of    , 2016.

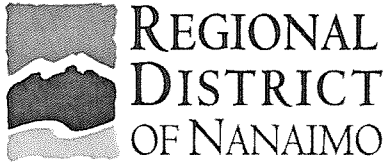
Adopted this    day of    , 2016.

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CHAIRPERSON

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CORPORATE OFFICER



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
AUG 31 2015		
RHD		
BOARD		

**STAFF REPORT**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** August 28, 2015

**FROM:** Dennis Trudeau  
General Manager of Transportation and  
Solid Waste

**MEETING:** CoW, September 8, 2015

**SUBJECT:** Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015

**RECOMMENDATIONS:**

1. That "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.
2. That the Regional District proceed to referendum to obtain the assent of the electors of Electoral Area 'B' to establish a Transit Contribution Service and that the referendum question be as follows:

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1734 to provide for the following:

- establishing the "Transit Contribution Service" within Electoral Area 'B' to provide for a contribution towards a system of public transit in Electoral Area 'B'; and
- annually requisitioning up to a maximum of the greater of \$250,000 or \$0.25 per \$1,000 of net taxable value of land and improvements to pay for the service?"

3. That the Board approve the synopsis of Bylaw No. 1734 for the publication of notices associated with the referendum as follows:

"Bylaw No. 1734 - Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015 – This bylaw provides for the following:

- establishing a service to provide for a contribution towards a system of public transit in Electoral Area 'B';
- establishing the boundaries of the service area to be Electoral Area 'B'; and
- annually requisitioning up to a maximum of the greater of \$250,000 or \$0.25 per \$1,000 of net taxable value of land and improvements in the service area to pay for the service."

4. That Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting this referendum.

## **BACKGROUND**

At the June 23, 2015 Board meeting the following motion was approved:

*"That the Board direct staff to investigate options for transit service (outside of the Regional District of Nanaimo's and BC Transit's Annual Operating Agreement) to be implemented in Electoral Area 'B'."*

The motion was a result of a transit pilot project that is being carried out in Electoral Area 'B'.

The Regional District's Electoral Areas receive funds annually under the Federal Gas Tax Revenue Transfer Program in the form of Community Works Funds. The funds are targeted for electoral area based priorities which lead to reduced greenhouse gas emissions and provide cleaner air and cleaner water. A broad spectrum of projects is eligible for funding including public transit. In 2013, \$30,000 was made available under the program to the Island Futures Society on Gabriola Island for the purchase of buses to implement their community bus system. The buses were being used for a three year pilot study to determine the viability of transit on Gabriola Island.

The three year pilot ends June 2016. The Island Futures Society has seen ridership increase over the period to approximately six rides per hour. Based upon the results, a proposal has been received (Attachment A) from members of the Islands Futures Society to continue the service with ongoing taxpayer support.

They have proposed to run a service of 48 hours per week on Gabriola Island. They are also proposing to manage and administer the service without any assistance of the Regional District of Nanaimo (RDN). They have indicated that they would require \$140,000 annually from the RDN to provide the service. All capital purchases, hiring, supervising personnel and managing the budget would be handled by the non-profit society.

Electoral Area 'B' has never been a part of the transit function or transit service provided by the RDN. Based upon this information, legal advice was obtained from RDN lawyers that indicate there are no issues with the CUPE union in the RDN providing a contribution to a non-profit organization for transit service in Electoral Area 'B'. It has also been confirmed that there would not be any issue with the *Community Charter* or with RDN agreements with BC Transit in having a RDN service that contributes money to a non-profit organization to provide transit service in Electoral Area 'B'.

The proposed Gabriola Transit Service is not part of the BC Transit System and is not eligible to receive funding from BC Transit. For an Electoral Area funded transit service to be established, an establishing bylaw needs to be adopted. Staff has prepared a Contribution Service Establishment Bylaw for the Gabriola Transit Service. (Attachment B)

Since this would be a new service, approval of the electors of the proposed service area would be required. Staff discussions with the Director of Electoral Area 'B' indicate that a referendum should be used to determine if the new bylaw will be supported by the electorate.



If a referendum is successful, an agreement would be negotiated with the non-profit society to provide the service. The agreement would address such items as payment schedule and amounts, hours of service, routes, and reporting requirements.

**ALTERNATIVES:**

1. Approve the "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" as presented.
2. Do not approve the "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" as presented and provide alternate direction to staff.

**FINANCIAL IMPLICATIONS:**

While Island Future Society has indicated they require only \$140,000 annually to provide the transit service, there will be additional costs associated with the new function. Staff is recommending a 4% administration fee be added to the service to cover RDN administration costs. In addition, it is being recommended that adequate funds be raised to cover legal fees and staff time which would total approximately \$6,000 annually.

The maximum amount that may be requisitioned annually by the new bylaw for the cost of the service is being recommended at \$250,000. While the actual amount will be determined during the annual budgeting process this requisition amount cannot be exceeded without bringing an amended Bylaw back to the RDN Board for approval.

It is expected that \$88,000 would be required for the first year of service. This is due to the service only being funded for a portion of 2016 (June 2016 to the end of December 2016). Subsequent years of service would be based upon amounts approved during the budget process.

Since the service is expected to benefit all of Electoral Area 'B' the tax requisition is being proposed to be spread across all of the electoral area. For a total tax requisition of \$250,000, that would equate to a tax of \$22.04 per \$100,000 of net taxable assessed value. As discussed previously, the estimated tax requisition for 2016 would be \$88,000, which equates to a tax of approximately \$7.76 per \$100,000 of net taxable assessed value.

**STRATEGIC PLAN IMPLICATIONS:**

The Electoral Area 'B' Gabriola Island Transit Contribution Service aligns with the Strategic Goal and Action Items to "support increased rail, marine, and air transportation between the region and other areas."

**SUMMARY/CONCLUSIONS:**

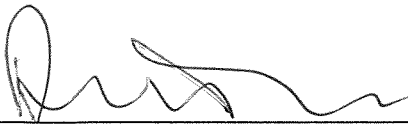
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*"That the Board direct staff to investigate options for transit service (outside of the Regional District of Nanaimo's and BC Transit's Annual Operating Agreement) to be implemented in Electoral Area 'B'."*

The motion was a result of a transit pilot project that is being carried out in Electoral Area 'B'.

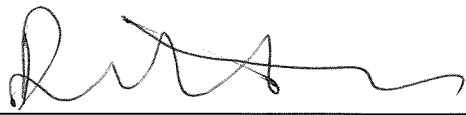
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Since this would be a new service, approval of the electors of the proposed service area would be required. Staff discussions with the Director of Electoral Area 'B' indicate that a referendum should be used to determine if the new bylaw will be supported by the electorate.



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Report Writer



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A/ C.A.O Concurrence

# GERTIE'S FUTURE

July 23, 2015

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## Introduction

GERTIE (Gabriola's Environmentally Responsible Trans Isle Express) has now completed two out of the three years of the pilot period. There is a referendum planned for the spring of 2016 that will determine the future of GERTIE. This document provides historical information about the service as well as a budget and proposed ways of operating after the pilot period, if the referendum is successful.

The ridership statistics over the past two years, together with the corresponding routes and schedules set the context for future plans. These are followed by a proposed budget and business plan. Finally, we describe some options regarding governance and administration.

## Contents

Introduction, Page 2
Routes, Schedules and Statistics, Pages 3-12
Budget and Explanation, Pages 13-14
Business Case, Page 15-16
Proposed Governance/Administration, Page 17

# Routes, Schedules and Ridership Statistics

During the first year there were three major changes to the schedule as we attempted to respond to riders' patterns. The routes remained fairly constant with some minor changes. On the following pages the three routes and schedules are presented side by side with the statistics for those time periods.

## Schedule #1: Summer 2013

### ROUTE A: SILVA BAY - HARRISON

Mon-Fri	Morning		Afternoon	
Ferry	6:20		(5:20)	6:23
Village	6:30	7:40	5:17	6:20
North @ Colleen	6:35	7:45	5:12	6:15
North @ Silva Bay	6:46	7:56	5:05	6:09
South @ Peterson	6:51	8:01	4:55	5:59
Community Hall	6:56	8:06	4:52	5:56
El Verano / Mudge	7:01	8:11	4:47	5:51
Ferne @ Hess	7:05	8:15	4:42	5:46
Coats @ South	7:12	8:22	4:35	5:39
Village	7:18	8:28	4:28	5:32
Pat B. @ Harrison	7:24	8:34	4:24	5:28
Ferry	7:30	8:45	4:16 (4:12)	5:25 (5:20)
Village	7:38	8:50	4:10	5:17
Meet ferry leaving @	N7:00 G7:40	N8:15 G8:50	N3:45 G4:25	N5:00 G5:35

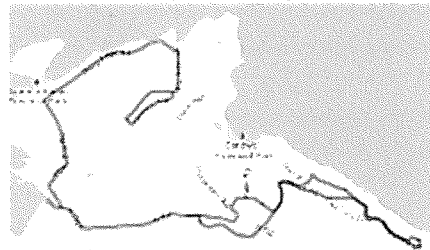
Time that bus arrives at ferry is in brackets.  
 The preceding times are estimates and not the only stops - please flag down at safe place.  
 The buses are timed to meet the ferries (G- g) Gabriola side, N-Nanaimo side. Bus waits for ferry (up to 10 min) then heads to village.



### ROUTE B: WHALEBONE - TAYLOR BAY

Mon-Fri	Morning		Afternoon	
Ferry			*see below	(5:20) 5:30
Village	6:36	7:46	4:28	5:35
North @ Horseshoe	6:41	7:51	4:33	5:40
Barrett @ Whalebone	6:45	7:55	4:37	5:44
Barrett @ Bertha	6:54	8:04	4:45	5:52
Village	7:03	8:13	4:46	6:01
North @ Taylor Bay	7:05	8:15	4:56	6:03
Hemlock @ Spruce	7:15	8:25	5:08	6:15
Twin Beaches	7:20	8:30	5:13	6:20
Taylor Bay @ Campground	7:24	8:34	5:17	6:24
Ferry	7:28	8:38	(5:20)	6:28
Village	7:32	8:42	5:17	6:32
Meet ferry leaving @	N7:00 G7:40	N8:15 G8:50	N3:45 G4:25	N5:00 G5:35

\*Catch Route A bus at ferry, transfer in village  
 Check website for possible delays [www.gertie.ca](http://www.gertie.ca)



Book of 10 Tickets	
Youth (K-12)	\$10
Adults & seniors	\$20
Seniors	\$20

### MIDDAY: ISLAND-WIDE

Tuesday, Thursday and Saturday		
Village	10:00	2:00
North @ Colleen	11:05	2:05
North @ Silva Bay	10:16	2:16
South @ Peterson	10:21	2:21
Community Hall	10:26	2:26
El Verano (Mudge)	10:31	2:31
Ferne @ Hess	10:35	2:35
Coats @ South	10:42	2:42
Village	10:55	2:50
Pat Burns @ Harrison	11:04	2:54
Ferry	11:10	3:00
Village	11:20	1:00
North Rd @ Taylor Bay	11:22	1:02
Twin Beaches	11:27	1:07
Hemlock/Spruce	11:32	1:12
Twin Beaches	11:37	1:17
Campground	11:41	1:21
Ferry	11:44	1:30
Village	11:50	3:05
North @ Horseshoe	11:55	3:10
Barrett @ Whalebone	11:59	3:14
Berth @ Upper North Rd	12:10	3:25
Village	12:17	3:30
Ferry	12:19	3:32

This service is a pilot project. Send us your comments [gabriolacommunitybus@gmail.com](mailto:gabriolacommunitybus@gmail.com)

### FARES

Cash Fare:	\$2.25
Monthly Pass:	\$40
Children under 5	Free

Please have exact cash fare ready.  
 Drivers do not carry change.

Statistics: Summer 2013 (matching Routes and Schedule #1)

Month/wk	Seniors	Adult	Youth	Child	Total tickets	Passes	transfers	Route A	Route B	Midday	Morning	Afternoon	runs	riders/run	riders/hr
June	10	63	7	3	83	14	0	15	35	32	15	35	46	1.98	1.46
	12	115	12	1	140	49	8	73	32	35	54	51	46	2.87	2.32
	14	118	32	7	171	54	11	116	41	14	73	75	46	3.48	2.82
	8	148	23	5	191	38	7	81	49	54	67	63	46	4.00	3.24
July	18	139	20	8	187	52	4	77	30	80	38	69	43	4.26	3.22
	21	124	13	5	163	52	12	90	48	37	44	54	46	3.28	2.66
	40	163	26	8	237	57	17	104	47	86	55	96	46	4.78	3.87
	41	176	17	6	240	63	17	102	57	81	69	90	46	4.85	3.93
	19	137	20	14	190	39	5	89	43	50	62	70	46	4.02	3.26
August	20	156	30	7	213	69	16	90	41	46	42	81	44	4.48	3.47
	28	146	25	2	201	43	14	95	52	46	53	87	46	4.07	3.29
	26	172	14	6	218	47	10	104	49	61	53	104	46	4.52	3.66
	12	148	10	7	177	28	5	72	47	58	50	69	46	3.74	3.03
September	26	130	26	9	191	73	14	115	40	36	55	81	44	4.02	3.12
	13	119	41	3	176	55	3	123	20	33	75	68	46	3.76	3.05
	13	160	32	4	209	59	7	122	48	39	62	96	46	4.39	3.56
	13	139	44	8	204	80	9	145	35	24	86	94	55	3.55	3.43



# Routes & Schedules

(Effective Sept. 28<sup>th</sup> 2013. See [gertie.ca](http://gertie.ca) for more information and updates.)

## BP: Ferry/Village to Hemlock to Ferry/Village

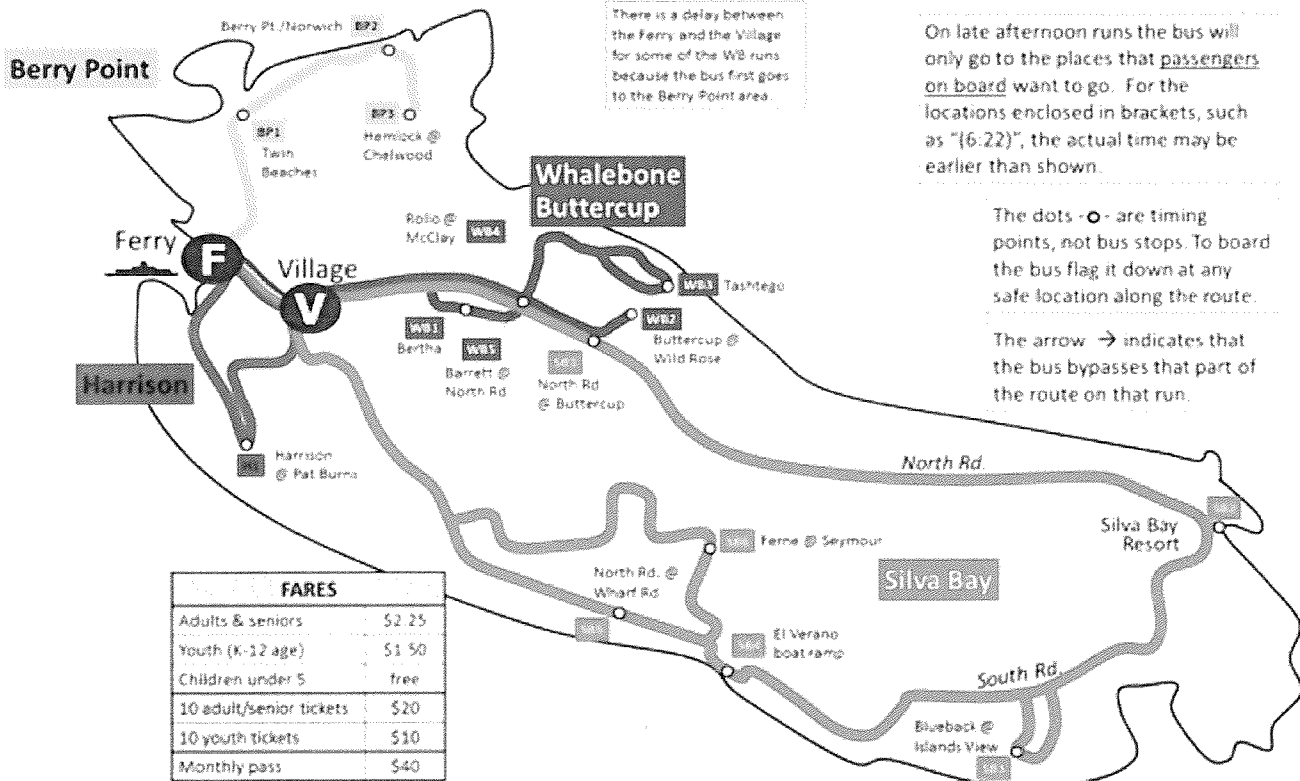
	F	V	BP1	BP2	BP3	BP1	V	F
	Ferry	Village	Twin Beach	B.P. Rd./Norwich	Hemlock	Twin Beach	Village	Ferry
M to F am	7:18	→	7:22	7:24	→	7:26	→	7:30
		8:34	8:39	→	→	8:39	→	8:43
Tu-Th		9:25	9:30	9:34	9:35	9:39	9:44	9:54
Sat		11:54	11:59	12:02	12:03	12:07	12:12	12:23
M to F pm	4:20	→	4:24	→	→	4:24	→	5:20
	5:30	(5:38)	(5:45)	(5:47)	(5:48)	(5:52)	(5:57)	

Bus only goes to bracketed locations if there are passengers on board.

## WB: Ferry/Village to Whalebone/Buttercup to Village/Ferry

	F	V	WB1	WB2	WB3	WB4	WB5	V	F
	Ferry	Village	Bertha	Wild Rose	Tash-tego	Rollo/McClay	Barrett/N. Rd.	Village	Ferry
M to F am		6:50	Express. Pick up on North Rd. only				6:55	7:29	7:31
	7:40	8:05	8:08	8:12	8:23	8:30	→	8:34	8:43
Tu-Th	9:54	10:44	10:47	10:51	10:59	→	11:05	11:12	11:15
Sat	12:23	1:13	1:16	1:20	1:28	1:38	→	1:43	1:45
M to F pm	4:20	4:29	4:32	4:36	4:46	4:54	→	4:58	5:20
	5:30	5:32	Express Drop off on North Rd. only				5:36	6:10	
		5:57	(6:00)	(6:04)	(6:15)	(6:22)	→	(6:26)	

Bus only goes to bracketed locations if there are passengers on board wishing to go there.



## H: Village/Ferry to Harrison to Ferry/Village

	V	F	H1	F	V
	Village	Ferry	Harrison @ Pat B.	Ferry	Village
M to F am	7:10*	→	7:14	7:18	7:42
	8:30	→	8:36	8:40	8:50
Tu-Th	9:44	→	9:50	9:54	9:56
Sat	12:13	→	12:19	12:23	12:25
M to F pm		4:20	4:24	→	4:30
		5:30	(5:34)	→	5:38

Bus only goes to bracketed locations if there are passengers on board.

\*Village Stop (in this case only) is at South Rd. and Oakton.

## SB: Ferry/Village to Silva Bay to Ferry/Village

	F	V	SB1	SB2	SB3	SB4	SB5	SB6	V	F
	Ferry	Village	Buttercup (N. Rd.)	Silva Bay	Blueb./Is View	El Verano	Wharf Rd.	Ferne/Seymour	Village	Ferry
M to F am		6:50	6:56	7:06	→	7:18	7:20	→	7:29	7:31
	7:40	7:42	7:48	7:58	8:06	8:13	→	8:19	8:31	8:40
Tu-Th	9:54	9:56	10:02	10:12	10:20	10:27	→	10:32	10:44	11:15
Sat	12:23	12:25	12:31	12:41	12:49	12:56	→	1:01	1:13	1:45
M to F pm	4:20	4:30	4:36	4:46	4:57	5:02	→	(5:08)	5:18	5:20
	5:30	5:32	5:38	(5:48)	→	(6:00)	(6:02)	(6:10)	(6:20)	

Bus only goes to bracketed locations if there are passengers on board wishing to go there.

Statistics: Winter 2013/2014 (matching Routes and Schedule #2)

Month/wk	Seniors	Adult	Youth	Child	Total	tickets	Passes	transfers	Route A	Route B	Midday	Morning	Afternoon	runs	riders/run	riders/hr
October	4	129	39	8	180	61	39	1	95	64	21	67	92	46	3.89	4.22
	5	136	49	9	202	134	38	1	105	68	29	90	83	46	4.37	4.74
	13	110	55	10	188	78	27	0	91	61	23	71	81	38	4.95	5.47
	18	155	52	14	239	92	40	1	135	87	17	109	113	46	5.17	5.61
	18	219	56	20	290	112	36	0	154	99	31	109	144	47	6.17	6.44
November	15	159	28	8	233	100	35	0	127	77	29	87	117	46	5.07	5.50
	15	137	46	7	205	77	37	0	86	83	39	68	101	38	5.39	5.96
	19	144	62	9	225	86	43	0	122	78	25	96	104	46	4.89	5.31
	24	155	49	13	242	100	45	0	132	81	29	98	115	46	5.26	5.71
December	15	176	54	9	269	113	31	0	147	69	48	104	112	47	5.72	6.06
	16	175	61	18	270	111	25	0	147	76	26	113	110	46	5.87	6.37
	33	169	51	10	263	89	45	0	126	71	32	84	111	47	5.60	6.06
	7	69	6	0	82	20	13	0	29	19	18	19	29	26	3.15	2.41
January	21	83	12	0	116	50	11	0	52	16	39	38	68	35	3.31	3.41
	18	144	52	5	219	97	29	0	112	78	29	103	87	46	4.76	5.17
	11	107	31	9	158	75	18	1	89	58	25	66	81	46	3.41	3.70
	12	163	49	9	233	95	19	0	123	56	40	89	90	47	4.96	5.37
	14	126	45	6	195	76	17	0	120	48	27	73	95	46	4.24	4.60
February	22	115	50	8	195	90	20	0	111	49	35	91	69	46	4.24	4.60
	18	114	39	11	182	81	9	1	106	41	32	70	77	38	4.76	5.26
	29	151	58	19	257	136	29	0	152	72	33	120	104	47	5.47	5.79
	27	117	43	5	192	68	12	0	94	55	43	74	75	38	5.05	5.58
March	42	122	58	13	236	107	17	2	144	66	26	117	93	46	5.09	5.52
	27	128	55	3	223	113	19	0	118	67	38	98	87	46	4.85	5.26
	26	136	38	5	205	80	21	4	75	63	41	66	72	47	4.28	4.63
	31	191	63	3	288	107	24	0	147	54	39	102	99	48	5.00	6.08
April	18	146	61	3	229	97	21	0	131	63	35	100	94	46	4.98	5.40
	44	131	60	8	243	94	28	1	157	50	36	100	107	46	5.26	5.71
	16	141	45	14	216	74	12	0	133	44	39	88	89	38	5.68	6.28
	23	150	60	15	248	84	19	0	119	93	36	102	110	46	5.39	5.85



# Routes & Schedules

(Effective May 12, 2014. See [gertie.ca](http://gertie.ca) for more information and updates.)

## BP: Ferry/Village to Hemlock to Ferry/Village

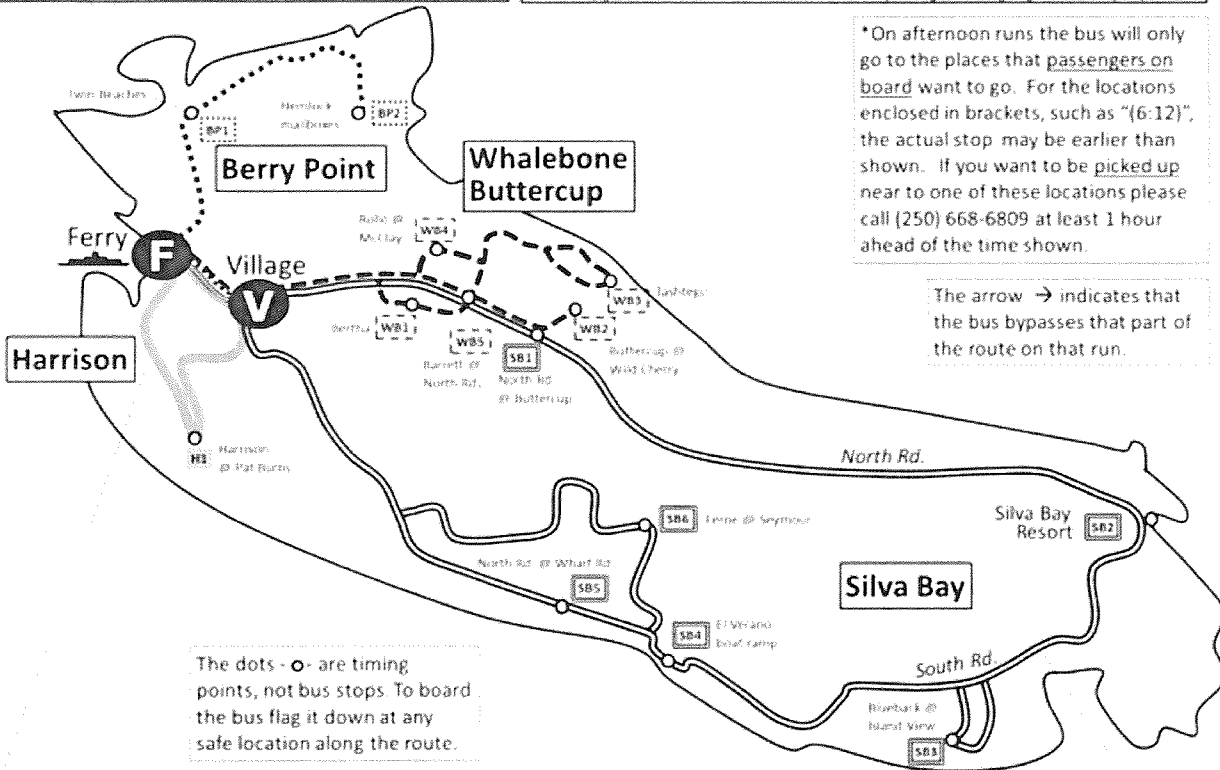
	V	F	V	BP1	BP2	BP1	F	V
	Village	Ferry	Village	Twin Beach	Hemlock	Twin Beach	Ferry	Village
M-F		7:11	→	7:16	7:19	7:22	7:25	7:30
AM	8:22	→	→	8:26	→	8:26	8:30	8:35
Tu-Th	11:15	11:24	→	11:29	→	11:29	11:33	11:35
Sat	12:22	12:31	→	12:34	12:38	12:42	12:46	12:48
	2:19	→	→	2:23	(2:27)	(2:31)	→	2:35
Sat only		5:20	5:28	5:32	→	5:32	→	5:36
M-F		4:15	4:25	4:29	(4:33)	(4:37)	(4:39)	4:41
PM		5:20	5:30	(5:34)	(5:38)	(5:42)	→	(5:46)

Only goes to bracketed locations if there are passengers wishing to go there, or by request.\*

## WB: Ferry/Village to Whalebone/Buttercup to Village/Ferry

	F	V	WB1	WB2	WB3	WB4	WB5	V	F
	Ferry	Village	Bertha	Wild Cherry	Tash-tego	Rollie/McClay	Barrett/N. Rd	Village	Ferry
M-F		6:45	Express - pick up on North Rd. only				6:50	7:18	7:20
AM	7:25	7:55	7:58	8:02	8:12	8:16	→	8:22	8:30
		10:25	→	→	10:34	→	10:38	11:15	11:24
Tu-Th			Pick up on North Rd. only				11:52	12:22	12:31
Sat	11:33	11:48	→	→	(2:44)	→	(2:48)	(2:53)	
	2:10	2:35							
M-F		4:15	4:20	→	(4:30)	→	4:25	5:10	5:20
PM		4:15	4:41	4:45	(4:50)	(4:56)	→	5:00	5:20
		5:20	5:46	(5:50)	(5:54)	(6:05)	(6:12)	→	(6:17)

Bus only goes to the bracketed locations if there are passengers wishing to go there, or by request.\*



\*On afternoon runs the bus will only go to the places that passengers on board want to go. For the locations enclosed in brackets, such as "(6:12)", the actual stop may be earlier than shown. If you want to be picked up near to one of these locations please call (250) 668-6809 at least 1 hour ahead of the time shown.

The arrow → indicates that the bus bypasses that part of the route on that run.

The dots - o - are timing points, not bus stops. To board the bus flag it down at any safe location along the route.

## H: Village/Ferry to Harrison to Ferry/Village

	V	F	H1	F	V
	Village	Ferry	Harrison @ Pat Burns	Ferry	Village
M-F	7:05 <sup>#</sup>	→	7:08	7:11	7:35
AM	8:19	→	8:23 <sup>†</sup>	8:26	8:35
Tu-Th	11:15	→	11:19	11:24	11:35
Sat	12:22	→	12:26	12:31	12:48
	2:00	2:10	2:15	→	2:19
Sat only		5:20	(5:24)	→	5:28
M-F		4:15	4:20	→	4:25
PM		5:20	5:25	→	5:30

<sup>#</sup>Village stop (in this case only) is at South Rd and Drivers  
<sup>†</sup>This bus arrives at Gabriola Elementary School at 8:40 AM

## SB: Ferry/Village to Silva Bay to Ferry/Village

	F	V	SB1	SB2	SB3	SB4	SB5	SB6	V	F
	Ferry	Village	Buttercup/N. Rd.	Silva Bay	Bluebell/Is View	El Verano	Wharf Rd.	Ferne/Seymour	Village	Ferry
M-F		6:46	6:51	7:00	→	7:10	7:12	→	7:18	7:20
AM	7:30	7:35	7:40	7:50	7:57	8:05	8:07	(8:09)	8:19	8:26 <sup>†</sup>
		10:25	10:39	10:47	10:53	10:59	11:01	(11:03)	11:15	11:24
Tu-Th										
Sat	11:33	11:48	11:53	12:02	12:08	12:14	12:16	→	12:22	12:31
	12:46	1:15	1:19	1:33	1:39	1:45	1:47	(1:50)	2:00	2:10
Sat only		5:20	5:28	(5:40)	(5:50)	→	(6:00)	(6:02)	→	(6:10)
M-F		4:15	4:20	4:25	4:40	4:47	4:55	(4:57)	(5:04)	5:10
PM		5:20	5:25	(5:31)	(5:40)	→	(5:52)	(5:54)	(6:00)	(6:10)

Bus only goes to the bracketed locations if there are passengers on board wishing to go there, or by request.\*  
<sup>†</sup>This bus arrives at Gabriola Elementary School at 8:41 AM

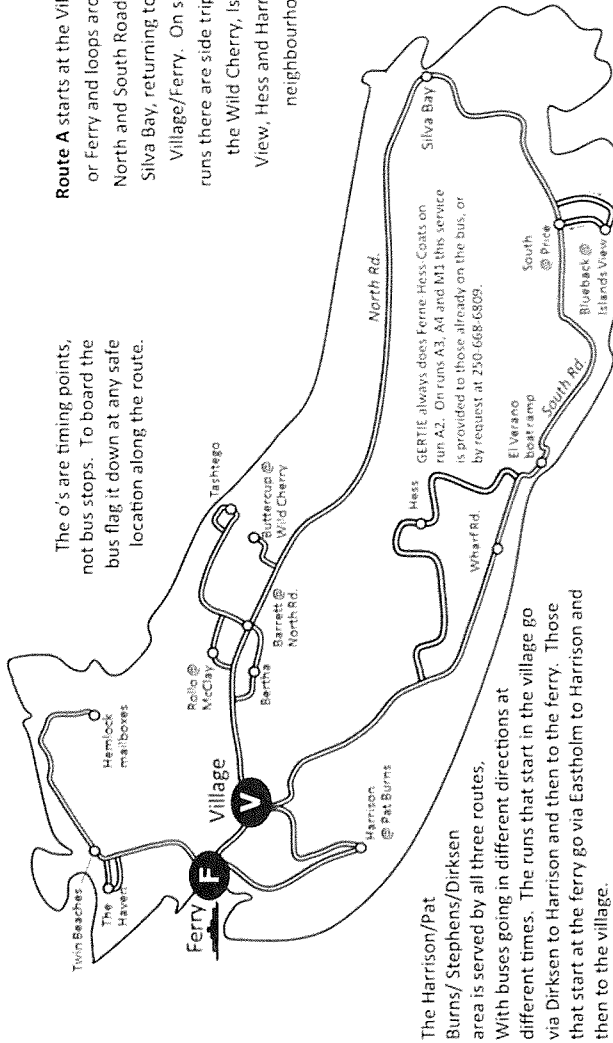


Statistics: Spring/Summer 2014 (matching Routes and Schedule #3)

Month/wk	Seniors	Adult	Youth	Child	Total	tickets	Passes	transfers	Route A	Route B	Midday	Morning	Afternoon	hoursriders/hour	
April	24	197	57	8	286	79	16	6	119	101	66	99	121	53.6	5.22
May	10	185	53	14	262	115	48	8	124	91	47	104	110	52.7	4.82
	26	157	73	22	264	102	23	7	118	93	53	106	105	52.7	4.88
	20	140	38	6	204	68	19	0	77	72	55	67	82	44.7	4.56
	24	170	56	12	262	97	17	11	110	84	43	106	88	50	5.02
June	20	145	45	10	220	126	7	4	112	62	46	79	95	48	4.50
	21	147	71	16	255	95	22	0	131	74	50	114	91	47	5.43
	19	161	22	11	213	74	28	1	63	56	61	49	70	47	4.51
	18	174	20	6	218	47	25	2	67	58	69	69	56	47	4.60
July	20	335	46	11	212	60	7	0	89	43	80	40	92	41	5.17
	40	173	32	10	235	53	17	0	100	69	66	63	106	47	5.00
	17	194	27	4	242	74	9	1	93	56	68	65	84	47	5.13
	15	176	22	6	219	70	19	0	89	39	81	44	84	47	4.66
August	24	176	32	2	234	83	15	0	107	43	84	67	101	47	4.98
	56	181	30	13	280	67	13	8	97	49	134	92	54	45	6.04
	35	192	26	12	265	78	17	0	103	54	79	39	118	52	5.10
	19	209	42	16	286	64	16	3	98	72	88	65	105	52	5.44
	47	162	51	4	264	67	16	0	93	73	98	62	104	52	5.08
September	18	174	16	11	220	45	33	0	97	62	61	63	96	44	5.00

# Schedule #4: Winter 2014/2015

The o's are timing points, not bus stops. To board the bus flag it down at any safe location along the route.



The Harrison/Pat Burns area is served by all three routes, with buses going in different directions at different times. The runs that start in the village go via Dirksen to Harrison and then to the ferry. Those that start at the ferry go via Eastholm to Harrison and then to the village.

MIDDAY: Island-wide mid-day service Tuesday, Thursday & Saturday			
	M1	M2	M3
Village	10:35	12:05	1:15
Tashtego	10:44	↓	↓
Barrett @ N	10:48	12:10	1:19
Wild Cherry	↓	↓	(1:23)
Silva Bay	10:57	12:20	1:33
Island View	11:03	12:26	1:39
El Varano	11:09	12:32	1:45
Wharf Rd.	11:10	12:34	1:47
Hess	(11:16)	↓	↓
Village	11:25	12:40	2:00
Harrison	11:29	12:44	2:05
Ferry	11:34	12:48	2:10
The Haven	↓	↓	2:13
Twin Beaches	11:38	12:52	2:14
Hemlock	↓	12:56	2:18
Twin Beaches	11:38	1:00	2:24
The Haven	11:39	1:01	↓
Ferry	11:43	1:05	2:29
Village	11:51	1:15	2:36
Tashtego			(2:44)

The ↓ means that the bus bypasses that neighbourhood

ROUTE A: Village/Ferry - North Rd. - Silva Bay - South Rd. - Village/Ferry				
Monday to Friday	Morning	A1	A2	Afternoon
Ferry	7:20	4:15	A3	5:20
Village	6:46	7:45	A4	5:25
N @ Barrett	6:50	7:50		5:30
Wild Cherry	↓	↓	(4:30)	↓
Silva Bay	7:00	8:00	4:40	5:40
Islands View	↓	8:07	4:47	(5:43)
S @ Price	7:05	8:09	4:49	5:45
El Varano	7:10	8:15	4:55	5:52
Wharf Rd.	7:12	8:17	(4:57)	(5:54)
Hess	↓	↓	(5:02)	(5:59)
Village	7:18	8:28	5:10	6:10
Harrison	↓	8:33	↓	↓
Ferry	7:20	8:36	5:20	6:15
Village	7:40	8:39	5:25	
Elem. school		8:40		

The ↓ means that the bus bypasses that neighbourhood

Route B serves the Harrison, Berry Point, Whalebone, Bertha, Rollo/McClay and Buttercup neighbourhoods via the Village and the Ferry

ROUTE B: Harrison-Berry Point-Whalebone-Buttercup-Village/Ferry				
Monday to Friday	Morning	B1	B3	Afternoon
Ferry	7:05	B2	Harrison	4:15
Harrison	7:08	Harrison		4:25
Ferry	7:11	Village		4:30
Twin Beaches	7:16	The Haven		4:33
Hemlock	7:19	Twin Beaches		4:34
Twin Beaches	7:22	Hemlock		(4:38)
The Haven	7:23	Village		4:46
Ferry	7:26	Bertha		(4:50)
Village	7:28	Wild Cherry		(4:53)
Harrison	(7:32)	Tashtego		(4:55)
Ferry/Village	(7:35)	Rollo/McClay		(5:01)
B2 Village	7:55	Village		5:05
Bertha	7:58	B4 Ferry		5:20
Wild Cherry	8:02	Harrison		5:30
Tashtego	8:12	Village		5:35
Rollo/McClay	8:16	The Haven		(5:38)
Village	8:22	Twin Beaches		(5:39)
Twin Beaches	8:26	Hemlock		(5:43)
The Haven	8:27	Village		(5:51)
Village	8:31	Bertha		(5:54)
Ferry	8:33	Wild Cherry		(5:58)
Harrison	(8:40)	Tashtego		(6:10)
Village	8:45	Rollo/McClay		(6:15)

GERTIE always waits for the ferry to arrive on our afternoon "commuter" runs (A3, A4, B3 and B4). If the ferry is late, then the bus will be late on its subsequent run around the island.



On some runs the bus will only go to the places that passengers on board want to go, and may not go to locations where the time is enclosed in brackets. If you want to be picked up near to one of these locations send a text message with your location and the time the bus normally stops there, to 250-668-6809 at least 1 hour ahead. If texting isn't your thing, please call that number.

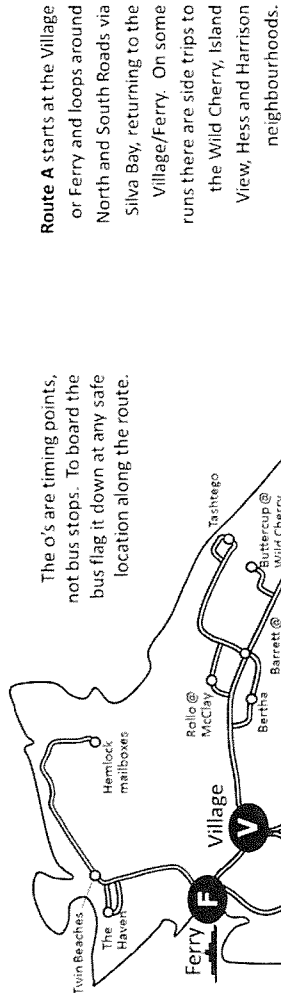
The GERTIE bus does not operate on Sundays or on statutory holidays.

Statistics: Winter 2014/2015 (matching Routes and Schedule #4)

Month/wk	Seniors	Adult	Youth	Child	Total	tickets	Passes	transfers	Route A	Route B	Midday	Morning	Afternoon	hours	riders/hour
2014 Sept	15	181	39	17	252	69	38	1	123	66	63	78	111	52	4.83
	22	193	58	9	282	107	38	1	142	88	63	103	127	52	5.40
	34	202	63	11	310	127	46	2	142	110	58	120	132	52	5.92
October	32	168	67	10	277	116	34	1	142	91	36	120	113	52	5.31
	10	156	56	6	228	98	53	1	123	62	36	105	80	44	5.16
	19	199	72	11	301	133	29	5	176	80	45	136	120	52	5.69
	17	182	96	10	305	189	32	0	164	90	44	153	101	52	5.87
November	21	195	106	7	329	145	46	0	184	105	40	164	125	47	7.00
	16	174	61	5	256	103	74	0	132	82	33	117	97	39	6.56
	7	180	89	3	279	117	34	2	153	87	39	130	110	47	5.89
	21	188	74	10	293	130	49	1	144	102	47	131	115	47	6.21
December	14	184	86	0	284	147	28	2	138	77	42	111	104	47	6.00
	21	168	81	14	284	151	28	4	135	84	48	123	96	47	5.96
	12	159	79	9	259	133	17	2	117	80	42	116	81	47	5.47
	6	81	9	0	96	29	10	0	31	22	25	27	44	30	3.20
Dec/Jan 2015	9	59	9	1	78	25	8	0	32	19	27	21	30	30	2.60
January	17	155	103	5	280	129	33	2	114	88	30	114	100	48	5.79
	14	180	115	4	313	148	37	6	136	95	52	131	109	48	6.40
	26	143	103	6	278	148	19	1	146	87	40	138	95	48	5.80
	13	165	95	10	283	146	33	2	147	95	37	140	102	48	5.90
February	18	170	81	5	274	138	22	1	121	108	45	143	86	48	5.69
	14	140	79	7	240	137	18	1	132	68	40	115	85	40	5.98
	24	154	97	8	283	150	23	2	154	87	34	124	92	48	5.85
	18	157	69	7	251	125	21	1	127	73	40	108	92	48	5.21
March	12	171	124	26	333	199	32	1	201	94	38	173	122	48	6.92
	16	160	113	12	301	162	31	3	170	99	32	161	108	48	6.21
	17	194	128	7	346	189	42	0	181	111	54	175	117	48	7.21
	12	160	26	0	198	84	20	0	74	77	47	63	88	47	4.21
April	16	138	95	17	266	147	19	1	146	78	41	127	97	38	6.97
	17	137	91	7	252	142	12	0	140	82	30	133	89	40	6.30
	27	139	118	19	303	157	16	0	169	89	30	162	96	47	6.45
	26	154	94	7	281	153	22	0	133	108	40	136	105	47	5.98

# Schedule #5: Spring 2015. Slight adjustments required due to changes in Ferry schedule.

The o's are timing points, not bus stops. To board the bus flag it down at any safe location along the route.



**Route A** starts at the Village or Ferry and loops around North and South Roads via Silva Bay, returning to the Village/Ferry. On some runs there are side trips to the Wild Cherry, Island View, Hess and Harrison neighbourhoods.

Look for extra mid-day runs in May, June, July and August at gertie.ca

MID-DAY: island-wide mid-day service Tuesday, Thursday & Saturday (see note above)			
	M1	M2	M3
Ferry Village	10:00	↓	↓
Tashtego Village	10:02	↓	12:40
Barrett @ N Wild Cherry	10:19	11:30	↓
Wild Cherry	10:24	↓	12:53
Silva Bay	10:33	11:45	1:02
Islands View	10:39	11:51	1:08
El Verano	10:46	11:56	1:14
Wharf Rd.	(10:48)	11:58	(1:16)
Hess	(10:52)	↓	(1:20)
Village	11:00	12:04	1:24
Harrison	11:05	↓	1:28
The Haven	11:10	(12:06)	↓
Twin Beaches	11:20	12:10	1:32
Hemlock	↓	12:14	(1:35)
Twin Beaches	11:20	12:18	1:43
The Haven	↓	12:21	↓
Ferry	↓	12:22	1:46
Village	11:25	12:25	1:50
Tashtego	↓	↓	(1:58)

The ↓ means that the bus bypasses that neighbourhood

The GERTIE bus does not operate on Sundays or on statutory holidays and Easter Monday.



**What do the brackets mean?**  
On some runs the bus will only go to the places that passengers on board want to go, and may not go to locations where the time is enclosed in brackets. If you want to be picked up near to one of these locations send a text message with your location and the time the bus normally stops there, to 250-668-6809 at least 1 hour ahead. If texting isn't your thing, please call that number.

ROUTE A: Village/Ferry - North Rd. - Silva Bay - South Rd. - Village/Ferry				
Monday to Friday	Morning	A2	A3	Afternoon
Ferry	7:20	A1	A4	4:10 5:20
Village	6:46	7:45	4:20	5:25
N @ Barrett	6:50	7:50	4:25	5:30
Wild Cherry	↓	↓	(4:30)	↓
Silva Bay	7:00	8:00	4:40	5:40
Islands View	↓	8:07	4:47	(5:43)
S @ Price	7:05	8:09	4:49	5:45
El Verano	7:10	8:15	4:55	5:52
Wharf Rd.	7:12	(8:17)	(4:57)	5:54
Hess	↓	8:20	(5:02)	(5:59)
Village	7:18	8:28	5:15	(6:00)
Harrison	↓	8:33	↓	↓
Ferry	7:20	8:36	5:20	(6:05)
Village	7:40	8:39	5:25	
Elem. school		8:40		

The ↓ means that the bus bypasses that neighbourhood

**Route B** serves the Harrison, Berry Point, Whalebone, Bertha, Rollo/McClay and Buttercup neighbourhoods via the Village and the Ferry

ROUTE B: Harrison-Berry Point/Whalebone-Buttercup-Village/Ferry				
Morning (Mon-Fri)	B3	B4	Afternoon (Mon-Fri)	
B1 Village	7:05	B3 Ferry	4:10	
Harrison	7:08	Harrison	(4:25)	
Ferry	7:11	Village	4:30	
Twin Beaches	7:16	The Haven	(4:33)	
Hemlock	7:19	Twin Beaches	(4:34)	
Twin Beaches	7:22	Hemlock	(4:38)	
The Haven	7:23	Village	(4:46)	
Village	(7:26)	Bertha	(4:50)	
Harrison	(7:32)	Tashtego	(4:55)	
Ferry/Village	(7:35)	Rollo/McClay	(5:01)	
B2 Village	7:55	Village	5:05	
Bertha	7:58	B4 Ferry	5:20	
Wild Cherry	8:02	Harrison	(5:25)	
Tashtego	8:12	Village	5:30	
Rollo/McClay	8:16	The Haven	(5:38)	
Village	8:22	Twin Beaches	(5:39)	
Twin Beaches	8:26	Hemlock	(5:43)	
The Haven	8:27	Village	(5:51)	
Village	(8:31)	Bertha	(5:54)	
Ferry	8:33	Wild Cherry	(5:58)	
Harrison	(8:40)	Tashtego	(6:10)	
Village	8:45	Rollo/McClay	(6:15)	

## Statistics: Spring 2015 (matching Routes and Schedule #5)

Month/wk	Seniors	Adult	Youth	Child	Total tickets	Passes	transfers	Route A	Route B	Midday	Morning	Afternoon	hours	riders/hour	
April/May	26	154	94	7	281	153	22	0	133	108	40	136	105	47	5.98
	15	160	106	10	291	167	14	1	181	76	34	153	104	47	6.20
	19	157	86	8	270	144	21	3	152	91	27	138	105	47	5.70
	19	134	86	12	251	132	9	0	133	73	45	128	78	47	5.30
	19	157	86	8	270	108	6	0	130	63	32	123	70	39	6.90
	17	155	93	18	283	133	16	0	154	79	50	145	88	47	6.00

The proposed schedule for July and August is as follows (main changes involve an increase in midday runs from Tuesday through Saturday and a reduction in the two commuter runs in which the majority of passengers are school children).

ROUTE A: Village/Ferry – North Rd. – Silva Bay – South Rd. – Village/Ferry				
Monday to Friday	Morning A1	Afternoon A3	Afternoon A4	
Ferry		4:10	5:20	
Village	6:46	4:20	5:25	
N @ Barrett	6:50	4:25	5:30	
Wild Cherry	↓	(4:30)	↓	
Silva Bay	7:00	4:40	5:40	
Islands View	↓	4:47	(5:43)	
S @ Price	7:04	4:49	5:45	
ElVerano	7:08	operate	5:52	
Wharf Rd.	7:10	from June	5:54	
Hess	↓	29 <sup>th</sup> to	(5:59)	
Village	↓	Sept. 4 <sup>th</sup> ,	5:15	(6:00)
Harrison	7:16	↓	↓	↓
Ferry	7:20	5:20	(6:05)	
Village	7:40	5:25		

The ↓ means that the bus bypasses that neighbourhood

ROUTE B: Harrison-Berry Point-Whalebone-Buttercup-Village/Ferry				
Morning (Mon-Fri)		Afternoon (Mon-Fri)		
B1 Village	The B1	B3 Ferry	4:10	
Harrison	run	Harrison	(4:25)	
Ferry	does	Village	4:30	
Twin Beaches	not	The Haven	(4:33)	
Hemlock	oper-	Twin Beaches	(4:34)	
Twin Beaches	ate	Hemlock	(4:38)	
The Haven	from	Village	(4:46)	
Ferry	June	Bertha	(4:50)	
Village	29 <sup>th</sup> to	Wild Cherry	(4:53)	
Harrison	Sept.	Tashtego	(4:55)	
Ferry/Village	4 <sup>th</sup>	Rollo/McClay	(5:01)	
B2 Village	7:55	Village	5:05	
Bertha	7:58	B4 Ferry	5:20	
Wild Cherry	8:02	Harrison	(5:25)	
Tashtego	8:12	Village	5:30	
Rollo/McClay	8:16	The Haven	(5:38)	
Village	8:22	Twin Beaches	(5:39)	
Twin Beaches	8:26	Hemlock	(5:43)	
The Haven	8:27	Village	(5:51)	
Village	(8:31)	Bertha	(5:54)	
Ferry	8:33	Wild Cherry	(5:58)	
Harrison	(8:40)	Tashtego	(6:10)	
Village	8:45	Rollo/McClay	(6:15)	

MID-DAY: Island-wide mid-day service Tuesday through Saturday				
	M1	M2	M3	
Ferry	10:00	↓	↓	
Village	10:02	↓	12:40	
Tashtego	10:10	↓	12:49	
Village	10:19	11:30	↓	
Barrett @ N	10:24	11:35	12:53	
Wild Cherry	↓	↓	(12:55)	
Silva Bay	10:33	11:45	1:02	
Islands View	10:39	11:51	1:08	
ElVerano	10:46	11:56	1:14	
Wharf Rd.	(10:48)	11:58	(1:16)	
Hess	(10:52)	↓	(1:20)	
Village	10:58	12:04	1:24	
Harrison	11:02	↓	1:28	
Ferry	11:06	(12:06)	1:32	
The Haven	↓	↓	1:35	
Twin Beaches	11:10	12:10	1:36	
Hemlock	↓	12:14	(1:39)	
Twin Beaches	11:10	12:18	1:43	
The Haven	↓	12:19	↓	
Ferry	11:15	12:22	1:46	
Village	11:25	12:25	1:50	
Tashtego	↓	↓	(1:58)	

The ↓ means that the bus bypasses that neighbourhood

# Proposed Budget

## Proposed Annual Budget

Item				
1	Mill rate:	0.1344	\$140,000	(tax income)
	RDN costs		\$9,800	
2			48	service hours
3			6.5	riders per hour
4			\$2	average fare
5			\$32,448	fares
6			\$22	hourly wage (incl. benefits)
7			4.8	additional hours
8			26	km per hour
9			\$1.35	fuel per litre
10			16.245	litres per 100 km
11			3.167775	litres per hour
12			75	% diesel
	<b>Expenses</b>			
13	Drivers' wages		\$60,403	
14	Coordination		\$35,000	
15	repair & maint.		\$30,000	
16	fuel		\$10,674	
17	bus insurance		\$10,200	
18	Communication		\$1,620	
19	marketing		\$2,000	
20	organization costs		\$2,750	
22	Capital for buses & Contingency		\$24,000	
23	rent		\$1,000	
24	<b>Total expenses</b>		<b>\$177,647</b>	
	<b>Income</b>			
25	Fares		\$32,447	
26	tax		\$130,200	
27	Other (charter, grants, ads)		\$15,000	
28	<b>Total Income</b>		<b>\$177,647</b>	
29	<b>Net</b>		<b>\$0</b>	

## Budget assumptions by item

1. It is expected that a mill rate of .1344 for Gabriola (Area B) will result in \$140,000 in tax revenue. RDN costs are estimated at \$9,800.
2. We are proposing 48 service hours per week and will increase service hours when our ridership reaches 7.5 riders per hour.
3. We currently range between 5 and 7 riders per hour. This number has been steadily rising and we expect to reach an average of 6.8 riders per hour by next spring.
4. Our fares range from \$1.50 for youth (or book of 10 for \$10) to \$2.50 for adults (or book of tickets for \$20). We estimate our average fare is \$2.
5. This number is based on service hours per year multiplied by riders per hour then by average fare.
6. We propose a starting wage of \$18/hr. with required benefits bringing the hourly rate up to \$22/hr.
7. We estimate that drivers will be working an additional 10% of their driving hours.
8. We estimate that the buses travel 26 km per hour based on the past two years.
9. We have projected diesel price at \$1.35 per litre. This number is dependent upon world prices. We have negotiated a 5% discount for diesel from the Gabriola Mid-Island Co-op.
10. We are basing the litres/100 km on: Sprinter @ 9 litres/100 km x 75% use and Shuttle Bus @ 29./litres/100 km x 25% use for an average of 16.245 litres/100 km.
11. We have calculated litres per hour based on the following formula: (26 km per hour/100x 16.245) x 75% diesel. We estimate that there is enough Waste Vegetable Oil from pubs and restaurants on Gabriola Island to provide 60 litres per week of WVO to use in the buses. We are currently using 30 litres per week.
12. We estimate that we will be using 75% diesel and 25% waste vegetable oil as our fuel source.
13. Wages are based on assumptions noted above related to service hours, additional hours and hourly wage. Total drivers hours worked would be 60.5 hours per week.
14. Coordination will include the tasks of the current coordinator, some additional tasks currently carried out by the volunteer management group, and accounting costs.
15. The buses will follow a strict preventative maintenance plan and we estimate substantial repairs due to the ages of the buses.
16. Fuel costs based on service hours and estimated litres of diesel used per hour (item 11).
17. ICBC costs for buses are estimated at: 2 vehicles @ \$250/mth and 1 vehicle at \$350/mth
18. Monthly costs for three cell phones estimated at \$135/mth (cost based on past two years).
19. Marketing includes all newspaper notices plus costs for riders' guides over and above income received from advertising.
20. Organization costs include liability insurance, directors and officers insurance, legal costs, and Passenger Transportation licensing costs.
21. Capital funds set aside for buses and other capital costs as well as contingency funds if unexpected expenses arise (i.e. the cost of fuel goes up substantially).
22. Projected rent to cover hydro and insurance costs for our location at the Gabriola Commons.
24. Fare income: See item #5
25. Tax income: \$140,000 minus RDN costs.
26. Other income: This number is based on the income received from grants and donations over the past two years.

# Business Plan

GERTIE has been running as a pilot project for the last two years and will continue operating in 'pilot' mode for the final year. The purpose of the pilot was threefold: 1) to reduce GHG emissions on Gabriola, 2) to provide alternative affordable transportation, and 3) to test the long-term viability of a public transit system for Gabriola. In this section we will be focusing on #3.

To test ridership and other elements of public transit on Gabriola, the pilot project attempted to extend bus service just as far as possible as much as finances and volunteer driver availability allowed. As an operation rather than a pilot the future service will be based on an agreed budget and, except for fundraising efforts for specific additional features or enhancements; the services provided will be consistent with the agreed upon funding and service delivery. In this section we would like to outline the numerous lessons we have learned about implementing a public transit system on Gabriola Island through this pilot project. Our aim is to take those lessons and implement them in the framework for GERTIE's future.

## Gabriolans ride the bus

**Lesson learned:** As the ridership numbers in the statistics note, Gabriolans are riding the bus. Many ride it to get to and from work and students ride it to and from school. Many others use the bus to get to the village and back home. Numerous people have indicated that they have been on one of the community shuttles (taking people to and from large community events) and that encouraged them to ride the bus more regularly. Reliability and the sense of community developed on the regular runs have resulted in steady increases in these passengers.

**Framework for Future:** The schedules will continue to reflect the heavy use by commuters and students, ensuring that they get to the ferry, and village in time for work and school. Driver friendliness will continue to be a key feature of the commuter runs.

**Lesson learned:** Several people have sold their cars and transport themselves on GERTIE, on foot, by bike and occasional taxi trip.

**Framework for Future:** We will work with other organizations to promote a multi-modal approach to transportation that will benefit those attempting to decrease their driving time, while at the same time increasing GERTIE's ridership.

**Lesson Learned:** Seniors are not yet heavy users of the service.

**Framework for Future:** Both the School Bus and the Sprinters provided challenges for seniors with physical challenges and many who initially tried the system gave up. The two new vehicles that we have in the fleet provide easier access. We will work with the taxi company to implement coordinated services for those with mobility issues.

## Visitors ride the bus

**Lesson Learned:** Boaters arriving in Silva Bay are thrilled to discover that they can take GERTIE to the village and other spots around the island. From May through to the end of September they are heavy users of the midday runs. The Silva Bay Marina and the Vancouver Yacht Club both make special requests for stacks of riders' guides.

**Framework for Future:** The schedules will meet the needs of the boaters coming in for supplies and heading right back out, as well as those coming in to enjoy the restaurants and shops in the village.

**Lesson Learned:** We are starting to get more people coming over to Gabriola from Nanaimo for the day. While we now meet more ferries during the midday run, to encourage those passengers, we have not yet extended the service through the week or in the evening (both will be tried this summer).

**Framework for Future:** We will take the lessons learned from this summer's midday extension and evening runs to determine the need and the corresponding financial viability of serving day-trippers from Nanaimo.



## Bus Repair and Maintenance

**Lesson Learned:** Buses do break down in the middle of runs and an effective back up plan needs to be in place to ensure that passengers aren't stranded and/or feel that they can't rely on the service.

**Framework for Future:** We will ensure that we have a part time person able to do preventative maintenance as well as emergency repair on GERTIE buses as required. We will also put an effective back up plan in place using the back up bus and drivers as required.

**Lesson Learned:** While the buses that are currently in our fleet have served us well it would be much easier to manage a bus service with buses that aren't so old. The buses that we have constantly need repairs due to their age and the repairs are often expensive.

**Framework for Future:** Develop a five-year capital plan premised on annual \$14,500 capital reserve plus donations in order to purchase newer buses.

## Financial

**Lesson Learned:** The financial viability of the transit system rests on some sensitive variables that are challenging to predict. These variables include riders per hour, cost of fuel, and repairs.

**Framework for Future:** There will be no intention to run a deficit; so careful financial planning will be an ongoing requirement of the service provider. The sensitive variables will be monitored very closely and strategies put in place to address any of the variables that could result in a deficit. Schedules and routes will be financially viable rather than carrying out the type of testing we have and are carrying out in the pilot period.

**Lesson Learned:** People want to donate to GERTIE. However, many of them would be more willing to donate if they received a charitable tax receipt.

**Framework for Future:** A non-profit organization, separate from Island Futures, will be established and apply for charitable status.

**Lesson Learned:** Partnerships with businesses on Gabriola are required to ensure financial stability for GERTIE.

**Framework for Future:** Ensure that current partnerships will continue. These include:

- a. Reduced price for diesel fuel from Mid-Island Co-op
- b. Collection of Waste Vegetable Oil from Restaurants and Pubs on the island.
- c. Advertisements on tickets and riders' guides to pay for printing costs
- d. Vendors selling GERTIE tickets and passes with no commission
- e. Work with local newspaper to establish how best to disseminate the schedule (they currently include the schedule in the paper without charging us).

**Lesson Learned:** Community engagement and support is crucial to long-term viability of the service.

**Framework for Future:** Continue current approach to community participation

- a. Continue community shuttle runs with volunteer drivers – this is a great way to promote the bus service and encourage those who are not regular passengers to start taking the bus.
- b. Continue to get feedback from community members through website, drivers, Facebook and surveys.

**Summary:** By operating in pilot mode we have had the opportunity to test a range of operational practices as well as schedules and routes that respond to riders needs. These last two years have provided us with a solid foundation of experience and knowledge related to providing transit services on Gabriola Island.

# Proposed Governance/Administration Model

We feel that the governance model that would be appropriate for administration of a public passenger transportation system for Gabriola Island is as follows:

## Contribution Agreement between GERTIE and RDN:

If an Area B referendum for the \$140,000 results in a yes vote then the RDN will establish a contribution agreement with the GERTIE non-profit organization based on the services outlined in this proposal. The services will be provided at arms length and will be managed by the board of the non-profit organization. The funds would be provided upfront on a quarterly basis.

The GERTIE board will submit a report every September to the RDN. The report will include audited financial statements, ridership statistics and projected budget for the following fiscal year.

## REGIONAL DISTRICT OF NANAIMO

## BYLAW NO. 1734

**A BYLAW TO ESTABLISH THE GABRIOLA ISLAND TRANSIT CONTRIBUTION SERVICE**

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a contribution service for the purpose of providing a contribution towards transit on Gabriola Island;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*; and

AND WHEREAS participating area approval in the participating area has been obtained under section 801.2 of the *Local Government Act*.

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

**1. Citation**

This Bylaw may be cited for all purposes as the "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015".

**2. Service**

The service established by this Bylaw is the Transit Contribution Service (the "**Service**") for the purpose of providing a contribution towards a system of public transit in the Service Area.

**3. Boundaries**

The boundaries of the service area are Electoral Area 'B' (the "**Service Area**").

**4. Participating Area**

The Participating Area for the Service is Electoral Area 'B'.

**5. Cost Recovery**

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under section 363 of the *Local Government Act*;

- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**6. Maximum Requisition**

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) Two Hundred and Fifty Thousand (\$250,000.00) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.25 per \$1,000.00 applied to the net taxable value of land and improvements in the Service Area.

Introduced and read three times this \_\_\_ day of \_\_\_\_\_, 2015.

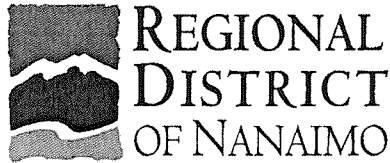
Received the approval of the Inspector of Municipalities this \_\_\_ day of \_\_\_\_\_, 2015.

Participating area approval under section 801.2 of the *Local Government Act* obtained this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
DRAFT  
Chairperson

\_\_\_\_\_  
DRAFT  
Corporate Officer



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
SEP 01 2015		
RHD		
BOARD		

**STAFF REPORT**

**TO:** Dennis Trudeau  
General Manager, Transportation & Solid Waste

**DATE:** September 1, 2015

**FROM:** Daniel Pearce  
Manager of Transit Operations

**MEETING:** September 8, COW

**SUBJECT:** Compressed Natural Gas Buses

**FILE:** 2240-20-TROA

**RECOMMENDATION**

That the Board approve the replacement of 24 diesel buses with 24 CNG buses.

**PURPOSE**

To replace 24 diesel New Flyer buses with 24 2016 CNG buses.

**BACKGROUND**

In February 2013 the Board signed a Memorandum of Understanding (MOU) between the Regional District of Nanaimo (RDN) and BC Transit for the implementation of Compressed Natural Gas (CNG) transit buses. Specifically, the MOU established a contract between the RDN and BC Transit to construct CNG infrastructure and to purchase 25 CNG buses.

In March 2014, 25 diesel buses were replaced by 25 CNG buses. The fleet still retained 21 diesel buses. Since March 2014 the RDN Transit fleet has added three diesel buses for the September 6, 2015 5000 hour annual transit expansion, bringing the total diesel buses in the RDN fleet to 24.

The RDN CNG bus implementation has been very successful. As of May 2015, the CNG fleet travelled 2,242,014 km (89,680 km per bus). The buses have had considerably lower maintenance costs compared to diesel buses and have received positive feedback from residents and riders in the RDN.

In July 2015 the BC Transit Board authorized BC Transit to proceed with the purchase of an additional 24 Conventional CNG buses in 2016/2017 (*Appendix 1*). BC Transit believes the RDN is the best location in the Province to introduce additional CNG buses and to create a 100% Conventional CNG Fleet. This is based on the fact that CNG fueling is already in place (only minimal upgrades would be required) and we have successfully operated CNG buses for the past year with no major challenges. The CNG buses would be delivered between November 2016 and January 2017, with the implementation date of March 1, 2017.

The addition of 24 CNG buses into the RDN fleet would have the following benefits:

- air quality improvements from reduced GHG emissions over diesel buses;
- reduced particulate emissions;

- reduced cost of future diesel infrastructure;
- lower fuel costs when compared to diesel that is expected to remain over the life of the new fleet;
- CNG buses are 5dBA to 10dBA quieter than a comparable diesel engine, which will allow workers, passengers, residents and business owners to enjoy reduced noise levels;
- there will be a local expansion of expertise in the operation and maintenance of CNG vehicles and filling stations; and,
- 1996 and 1998 Conventional buses in the RDN Transit fleet will be replaced by low emission CNG buses that will contribute to a better environment.

### *Risks*

As with most operational changes there are risks that require measurement against the benefits to determine if the change should be supported. The following risks have been identified after a review of the literature and consultation with BC Transit:

- CNG buses are approximately \$50,000 more expensive.
- The replacement of 24 CNG buses will result in an entire RDN Transit Conventional CNG Fleet. Any issues related with the technology or fueling station could cause issues with service reliability.
  - BC Transit has a contract with Clean Energy to monitor the RDN CNG fueling compressors to ensure service is not interrupted.
- Although CNG fuel is less expensive (\$.50/litre compared to \$1.30/per litre for diesel) it requires 10% to 30% more fuel than diesel.

FortisBC has reduced the risk associated with the higher cost of the CNG bus by agreeing to fund 50% of the incremental difference of \$40,000 per bus. The FortisBC natural gas vehicle incentive is being offered if BC Transit can execute a contribution agreement with FortisBC by September 30, 2015.

While the CNG fueling infrastructure will contribute to the increased cost of the project, it should be recognized that the diesel fuel infrastructure would also have to be improved and expanded as transit service increases in accordance with the 2014 RDN Transit Future Plan. One benefit of the project is that the RDN Transit will be maximizing the CNG fuelling station that will be cost shared 46.69 % with BC Transit and can be used by others who move towards implementing CNG fleets in the future.

While there are different safety concerns with using gas as a fuel there is no evidence that CNG buses pose a greater risk than diesel fuel buses. Both are flammable fuels and have to be treated with equipment designed to ensure safe operation. Some reports show that there is a greater environmental risk with diesel since in a spill event gas naturally dissipates better than diesel. Since natural gas is stored in a gaseous form there is no risk of spills contaminating soil or groundwater, which is a significant concern with the storage and use of diesel fuel. Since the RDN has implemented CNG transit buses there have been no major issues with gas spills or leaks.

CNG buses have had a history of having slightly higher maintenance costs; however, the 25 RDN CNG buses have had lower maintenance costs compared with their diesel counterparts. For example, BC Transit and the RDN now budget \$0.25/km for maintenance on a diesel bus, compared to \$0.18/km for maintenance on a CNG bus. This is in part due to the fact that as diesel technology becomes more complex to meet the Environmental Protection Agencies (EPA) regulations, maintenance costs have

increased. The National Renewable Energy Laboratory reports (NREL/SR-7A-48814) that operators were seeing engine life comparable to or better than Conventional diesel.

The CNG project costs will be included in subsequent Annual Operating Agreements (AOA). The AOA, which is renewed annually, sets out the cost sharing agreements for Custom (handyDART) and Conventional Transit between the RDN and BC Transit.

It should be noted that, if the RDN does not move forward with replacing our diesel bus fleet with CNG buses, it will still be required to replace our 24 diesel buses, due to age, over the next two to three years.

## **ALTERNATIVES**

1. Approve the replacement of 24 diesel Conventional buses with 24 Conventional CNG buses.
2. Do not approve the replacement of 24 diesel Conventional buses with CNG buses.

## **FINANCIAL IMPLICATIONS**

In June 2015 BC Transit submitted a preliminary application to FortisBC for funding support through its Natural Gas for Transportation program, based on 50% of the incremental difference of \$40,000 per bus. To secure this funding, FortisBC requires a contribution agreement with BC Transit to be executed by September 30, 2015.

The total cost per CNG bus is \$643,104. With the Fortis BC incentive of \$20,000, the total cost would be \$623,104. The RDN share of this cost (53.31%) equals \$332,144 or an estimated \$41,217 annual debt service fee over 13 years. This annual cost is only incrementally higher compared with a new diesel bus, which would have an annual debt service fee of \$40,015 over 13 years.

With the addition of 24 CNG buses to the RDN fleet, fuel and maintenance costs would be reduced. Fuel would be reduced by an estimated \$302,000 annually and maintenance reduced by \$101,000 annually.

In 2017, the vehicle debt service will increase by \$219,000; however, the vehicle debt service would increase with either the addition of CNG buses or diesel buses in future years due to the age of our 24 diesel buses.

The RDN's current CNG fueling infrastructure consists of a CNG fueling compound and two compressor stations. Based on BC Transit research, this project will require one additional CNG compressor. The estimated cost for the additional compressor is \$590,000.

Due to BC Transit's operational budgets being frozen, future transit expansions in 2016 and 2017 will not be implemented. Staff have been able to allocate these funds towards the purchase of 24 CNG buses and an additional fueling compressor. Based on this information, there would be an increase in the 2016 budget of approximately \$76,000 for the fueling capital and a net savings of approximately \$590,000 in 2017.

Further, FortisBC, who supplies CNG to the RDN, has indicated that rate harmonization for CNG will occur from January 1, 2015 to January 1, 2018. This is anticipated to increase the savings from using CNG buses.

Staff have reviewed costs associated with this project and the costs can be accommodated without any additions to the existing financial plan.

### STRATEGIC PLAN IMPLICATIONS

Replacing the 1996 and 1998 diesel buses in the RDN Transit fleet with 24 new CNG buses represents a significant step towards implementation of the Board's Strategic Plan. Most directly, the Strategic Goals and Actions for Transportation Services acknowledge that the transportation sector produces the largest share of emissions in the region, and emphasize the need to ensure the use of alternative fuels for vehicles, specifically referencing partnering with BC Transit, to increase fleet efficiency and performance through the use of new technology, including CNG.

More generally, the Board Vision expresses a desire to build a future where the air is clean and safe to breathe and the region is on track to meet emission reduction targets. While determining actual reductions in particulate matter and greenhouse gas emissions for the RDN transit fleet would require a detailed analysis, existing research reports that for particulate matter a "model year 2012 CNG bus emits 80% less NO<sub>x</sub> [nitrous oxides], 99% less PM [particulate matter] and 100% less HC [hydrocarbons] than a model year 2000 diesel bus."<sup>1</sup> For greenhouse gas emissions, the same report indicates that tail pipe emissions from CNG buses are 22% lower than diesel buses.

### SUMMARY/CONCLUSIONS


RDN staff have worked with BC Transit who confirm that they wish to enter into a partnership with the RDN to replace our aging diesel Conventional fleet with CNG buses (*Appendix 1*).


BC Transit will reimburse the RDN for 46.69% of the cost of the new buses and for one additional compressor. Fortis BC has also stated they will provide 50% of the incremental difference of \$40,000 per bus if BC Transit and Fortis BC can enter into a contribution agreement by the end of September 2015.

Staff have reviewed CNG project costs and the costs can be accommodated without any additions to the financial plan. Further, the CNG project costs will be included in subsequent AOA's. The AOA, which is renewed annually, sets out the cost sharing agreements for Custom (handyDART) and Conventional Transit between the RDN and BC Transit.

Staff is in support of the recommendation since a complete CNG Conventional bus fleet will have significant reductions in particulate matter and greenhouse gas emissions and are significantly quieter. Additionally, a 100% CNG Conventional fleet will decrease operational transit costs.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence

<sup>1</sup> MJB & A Strategic Consulting. (2012) *Clean Diesel versus CNG Buses: Cost, Air Quality & Climate Impacts*. p. 2.



## APPENDIX 1



Daniel Pearce  
Manager, Transit Operations  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

August 27, 2015

Re: Heavy Duty CNG Bus Replacement - RDN

Daniel,

Thank you for making the time yesterday to discuss the information highlighted below.

As per our discussion yesterday, in July the BC Transit Board of Directors approved a business case to replace 65 of our 1996 New Flyer heavy duty buses. Given the success of the Compressed Natural Gas (CNG) buses in the Regional District of Nanaimo (RDN), embraced by the RDN's support and leadership with regard to the technology, the business case recommended the option of replacing 24 of these buses with CNG technology and proposed that they be deployed in the RDN. The Board approved the recommended option. The next step requires formal RDN endorsement, which we understand could take place as early as the end of September.

We are excited for the opportunity to work with the RDN team in the purchase and acquisition of these buses. This direction supports the Province's Natural Gas Strategy, continues to take advantage of FortisBC's natural gas vehicle incentive program, aligns efficiently with fleet replacement requirements in the RDN, and leverages the use of CNG fueling infrastructure already in place. It also reflects the RDN's strategic goal to work with its partners to minimize negative environmental impacts while also reducing the engine noise produced by public transit vehicles operating in the downtown and other neighbourhoods.

As also discussed, BC Transit's current procurement contract has the option to purchase more buses from New Flyer Industries. Preliminary discussions with New Flyer have revealed concerns that the uncertainty of the US exchange rate will make it more difficult to determine bus prices the longer BC Transit is unable to enter into a formal agreement to exercise its purchase option. This could result in significantly higher costs. They are also concerned that they will be unable to achieve targeted delivery dates to meet the replacement schedule for the 1996 heavy duty buses being retired.

In an effort to mitigate possible financial risk and delivery issues for BC Transit and the RDN, I respectfully request your endorsement of this agenda item at the RDN Board meeting planned for September 29, 2015. I assure you that we will provide your team with all the support and information needed to assist you with your preparation.

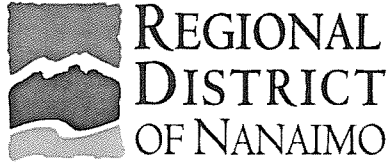
If you have any questions, please contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron Lamb".

Aaron Lamb, P.Eng, MBA  
BC Transit, Executive Director, Asset Management

cc. Denny Byrne, Peter Rantucci, Myrna Moore, Brian Anderson



RDN REPORT		
CAO APPROVAL		
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**STAFF REPORT**

**TO:** Larry Gardner  
Manager, Solid Waste Services

**DATE:** August 27, 2015

**FROM:** Curtis Hansen  
Acting Superintendent,  
Disposal Operations

**MEETING:** CoW, Sept. 8, 2015

**FILE:** 2240-20-BIRD

**SUBJECT: Regional Landfill Bird Control Contract Award**

**RECOMMENDATION**

That the Board award the contract for Bird Control services at the Regional Landfill to Pacific Coast Raptors for a period of three years commencing October 5, 2015 at a total cost of \$277,980.

**PURPOSE**

To minimize damage and risk from nuisance birds and provide vector control at the Regional District of Nanaimo (RDN) Regional Landfill, located at 1105 Cedar Road, Nanaimo, BC.

**BACKGROUND**

The Regional Landfill attracts large numbers of nuisance birds, mostly seagulls and crows, due to the presence of food waste. The number of birds is seasonal, fluctuating depending on the availability of natural food sources.

Birds create a number of problems, including risks to human and ecological health due to direct exposure to flying birds or from droppings, damage to equipment and the facility, and a potential hazard to aircraft using the nearby Nanaimo Airport. Efficient bird control also helps to minimize the spread of litter on the landfill and adjacent properties.

The use of trained raptors (hawks and falcons) at the Regional Landfill to discourage large numbers of nuisance birds has been used successfully since 1991. To achieve the goal of making the landfill less attractive for birds and to reduce the numbers of birds on the landfill and surrounding area, bird control needs to be integrated in the landfill operation and must include a variety of deterrents.

The contracted cost for bird control services in 2013 was \$217,094. The contractor at the time discontinued services in March, 2014. Subsequently, several changes were made to the bird control program with Landfill staff taking on a direct role in bird control functions and coordinating with the replacement bird control contractor, Pacific Northwest Raptors. These changes lead to an increase in RDN staff hours at an annual cost of about \$40,000 and a savings in contracted services of about \$127,000. Pacific Northwest Raptors have worked collaboratively with the RDN in making changes to the program and its effective delivery in conjunction with RDN staff.

A tender was issued on June 23, 2015 to provide Bird Control services at the Regional Landfill for a three year period from October 5, 2015 to November 1, 2018. The tender closed on July 17, 2015 and two bids were submitted and are outlined below:

Company	Year 1	Year 2	Year 3	Total
Pacific Northwest Raptors	\$90,200	\$92,660	\$95,120	\$277,980
Falcon Environmental Services	\$219,596	\$226,392	\$233,383	\$679,371

**ALTERNATIVES**

1. Award the contract to provide Bird Control services at the Regional Landfill to Pacific Coast Raptors.
2. Do not award a contract to provide Bird Control services and provide alternate direction to staff.

**FINANCIAL IMPLICATIONS**

The low bid is consistent with the 2015 annual budget estimate and future years forecast for the term of the agreement. Due to the change in animal behaviour and aggressiveness from the vectors during the winter months it may be necessary to increase the hours of falconry provided by the contractor. A contingency for additional winter work has also been contemplated in the budget.

**STRATEGIC PLAN IMPLICATIONS**

The Strategic Plan mission includes delivering services through managing operations, planning, and administrative activities in a fiscally responsible manner. Bird Control services are considered environmentally responsible in managing and protecting RDN staff, contractors and customers who access our disposal area.


**SUMMARY/CONCLUSIONS**


Birds create a number of problems, including risks to human and ecological health due to direct exposure to flying birds or from droppings, damage to equipment and the facility and a potential hazard to aircraft using the nearby Nanaimo Airport. Efficient bird control minimizes the spreading of litter on the landfill and adjacent properties. Solid Waste Services will continue to explore methods to improve the efficacy of the bird control program. As trained raptors are recognized as the most effective method of bird control, it is likely their continued use will remain an integral component of the program.

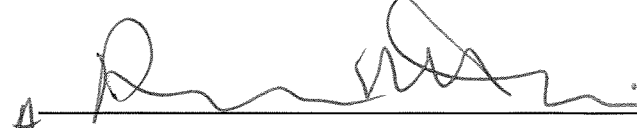
A Bird Services handler is on-site during specific hours and days when the landfill is opened for business from 7:30 am until 5:00 pm effectively deterring vectors from work place.

A tender was issued in July 2015 to provide Bird Control service at the Regional Landfill for a three year period from October 5, 2015 to November 1, 2018. The lowest tender was submitted by Pacific Cost Raptors for a total contract cost of \$277,980 over three years.

  
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 Report Writer

  
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 Manager Concurrence

  
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 General Manager Concurrence

  
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 A CAO Concurrence



RDN REPORT		
CAC APPROVAL		
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COW	✓	
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**STAFF REPORT**

**TO:** Randy Alexander  
General Manager,  
Regional & Community Services

**FROM:** Mike Donnelly  
Manager, Water & Utility Services

**SUBJECT:** Challenges and Opportunities for Regional Water Resources

**MEETING:** CoW, September 8, 2015

**FILE:** 5500-22-01

**DATE:** August 27, 2015

**RECOMMENDATIONS**

1. That the Board direct staff to work with the region’s partners, including municipalities and First Nations, to develop a regional water governance model proposal for the Board’s consideration.
2. That the Board direct staff to develop recommendations for water pricing and regulation changes to the eight Regional District of Nanaimo (RDN) operated water service areas that reflect water conservation priorities.
3. That the Board direct staff to update water requirements for subdivision and development under Bylaw No. 500 for the Board’s consideration.
4. That the Board direct staff to work with member municipalities and other water purveyors to review standardized regional drought communication protocols and water restrictions policies for the Board’s consideration.

**PURPOSE**

To obtain Board approval on a number of initiatives associated with water resource management issues related to current and long term climate challenges.

**BACKGROUND**

This report provides background information on current and long term climate trends for our region as it relates to water resource management. The report also outlines processes and actions that are currently underway to address water protection challenges, and a number of recommendations that will strengthen the region’s ability to adapt to changing precipitation patterns, temperatures and increased hot weather periods.

**A Changing Climate**

The climate on the east coast of Vancouver Island has been evolving for a number of years. Higher temperatures, modified precipitation patterns, reduced snow pack and warmer summers are impacting our region now. These changes impact groundwater recharge and late spring contributions to rivers and lakes. Groundwater is also an important contributor to summer river flows. Reduced aquifer levels can result in reduced river flow during critical periods.

Changing rainfall patterns will most likely impact the recharge of aquifers. Quick, high intensity storms will provide significant water volumes for surface water storage facilities such as Jump Lake and the Arrowsmith Lake dams, however high intensity storms produce quick runoff that does not provide the same level of groundwater recharge that rainfall events of a longer duration would provide.

From a community water supply perspective these climactic changes may result in reduced supply, increased demand, and stresses on stream health. Agricultural water demands have the potential to rise due to higher temperatures and increased evapotranspiration. This additional water use demand must be met with greater supply or a reduction in agricultural demand either through improved water use efficiencies or changes in crops.

### **2015 Drought Impacts**

This year's drought combined very warm temperatures along with almost no precipitation during the spring and summer months. Historic low flows in local river systems due to reduced precipitation and a record low snow pack and associated snow melt moved the province to declare a Level 4 drought in early July. A Level 4 drought is declared when "water supply is insufficient to meet socio-economic and ecosystem needs". This is the province's highest drought level. While this drought illustrates the outcomes of short term change in weather patterns, it is the long term implications of a changing climate that emphasizes the need for continued sound management of the water resources in our region for the future.

The drought conditions through southern British Columbia continue to stress ground and surface water supplies in many communities. Here in the RDN the drought response from community water suppliers and rural properties has varied based on actual and anticipated impacts to water supplies.

Private well owners, typically the most water-conscious, have been observing earlier than normal low levels in their wells. This anecdotal information varies across the region but in general there is an indication that well levels are approximately a month ahead of typical low level periods. Water haulers in the region have noted that, while water hauling activity began earlier this year, there has not been an increase in water hauling, most likely due to well owners using less water. This may change as the drought continues into the fall.

Ministry of Forest Lands and Natural Resource Operations (FLNRO) staff have recently indicated that 32% of the regions network of observation wells are "at or below minimum" historic values. Further work is being carried out at this time to include recent readings for analysis. Drinking Water Watershed Protection (DWWP) staff is working with FLNRO to help coordinate public communications.

### **2015 Drought Response**

The RDN Water Service areas are all currently under Water Conservation Level 4 (WCL 4) restrictions. This prohibits irrigation but allows hand watering of vegetables, trees, flowers and shrubs. The RDN operates eight water service areas with varying demands and supply modes, however all systems were brought into the WCL 4 restrictions on July 9, 2015 in response to increased early demand that saw water use reaching mid-summer levels in May. This would have resulted in approximately four months of heavy demand versus the normal two months. The public has been cooperative in reducing demand and as such we anticipate a secure water supply into the fall.

Community water suppliers have all instituted drought responses in step with their supply conditions. The City of Nanaimo, District of Lantzville, City of Parksville and the Town of Qualicum Beach and others have responded to the drought to ensure a viable water supply into the fall.

The ability of the RDN to respond to the current drought conditions on a regional basis has been greatly improved through the outcomes of the Drinking Water & Watershed Protection (DWWP) program. The impetus for that program came from the Board in 2003 as a result of the significant drought at that time, with the Board directing staff to develop a function that would address the lack of water resource knowledge available for decision making purposes.

The establishment of the DWWP program in 2008 has moved the understanding of the region's water resources significantly forward. It has done so through scientific research, public education, and policy development. Partnerships developed as part of this program have been invaluable in establishing common priorities from various stakeholders and the subsequent scientific, education and policy outcomes.

Work carried out under the program that has allowed us to develop strategies for the 2015 drought response include;

- **Regional Observation Well Network Expansion**
  - doubled the number of observation wells in the region representing a larger number of key regional aquifers.
- **Regional Water Budget Study (Phase 1)**
  - provided relative risk assessments for surface and groundwater resources.
- **Regional Community Watershed Monitoring Network**
  - provided four years of baseline water quality data in 23 of the region's rivers, creeks and streams that will assist in determining the impacts of the current drought on surface water sources in the region.
- **Water Use Reporting Centre**
  - assists in tracking large water withdrawals from both groundwater and surface water sources.
- **Team WaterSmart Outreach**
  - provides a ready-made platform to disseminate drought and water conservation related information and to receive feedback from the public on their concerns.
- **Partnership Communications**
  - carried out through the DWWP Technical Advisory Committee: provides direct communication with partner municipalities, industry and community representatives, and provincial and federal counterparts.
- **Rainwater Harvesting Rebate and Toilet Rebate Programs**
  - in place for its fourth year, the rainwater harvesting program has helped a significant number of residents install rainwater collection systems as an additional water supply.
  - the past toilet rebate program generated significant interest and continues to save significant volumes of water every year.

Actions taken in response to this year's drought include;

- Newsletters mailed to all RDN Water Service Area residents detailing the need for further conservation due to drought conditions.

- Radio advertisements, in partnership with the City of Parksville, regarding drought conditions and the need to conserve water.
- Yard Sign Campaign, in partnership with member municipalities, to encourage water conservation. The campaign recognizes residents who are taking action to conserve water, coupled with a weekly draw contest for neighbours nominating neighbours who are water savers.
- Resident's associations, working with the RDN to communicate the water conservation message at the grass roots level. The approach of residents sharing information with their neighbors is very effective.
- Ticketing bylaw established to assist in enforcing watering restrictions when necessary (although social encouragement is the first and most effective approach).
- Compliance monitoring for watering restrictions, no significant compliance problems to date.
- Electronic roadside billboards with water conservation messaging. We have received positive feedback from residence regarding their effectiveness.
- Coordinating with municipalities to improve consistency and effectiveness of our water conservation efforts.
- Community events attended by Team WaterSmart staff are interacting directly with residents and resident's groups to communicate the conservation message throughout the summer.
- Residential irrigation system checks carried out across the region. Automatic irrigation systems use very large amounts of water, and our system checks reveal a high incidence of leakage.
- Letter from the RDN Chair to RDN Water Service Area residents thanking them for their conservation efforts and reminding them to maintain low water use.

Additional upcoming actions;

- Region wide newsletter to all residents outlining the effects of the drought on water resources with an update on predicted weather patterns for this fall and the spring/summer of 2016. This newsletter will be available in late September.
- Continuing to work with Ministry of Environment and FLNRO staff to provide updates on changes in water resource related issues and to coordinate messaging.
- Web page on the regional drought response providing an information hub for residents.

### **Looking Forward**

For the remaining summer and fall period of 2015 Environment Canada predicts very little rainfall and higher than normal temperatures through October. A moderate to strong El Nino effect will likely result in a warmer winter. Precipitation will be slightly below normal with rain predominating. Snow accumulations are anticipated to be very low. The River Forecast Centre does not see a recovery in river levels until late fall of this year.

The potential exists for this year's drought conditions to be repeated next year.

This information suggests that while rainfall will be available for recharge of surface water reservoirs in the region there may be reduced groundwater recharge resulting from diminished snow pack and reduced precipitation augmenting ground water supplies. Some rivers and streams may be impacted under this scenario due to limited snow melt and reduced inputs from groundwater interaction.

By continuing to adapt to changing conditions, the region can maintain the ability to provide consistent and safe water supplies into the future. The regional district and the municipal partners have

consistently applied sound management principles with respect to the water resources and are well positioned to adapt to our changing climate, but more work needs to be done.

## **Next Steps in Enhanced Regional Water Resource Leadership**

### Governance

Effective stewardship of water resources is a shared responsibility. The Province, First Nations, Local and Regional Governments, land owners, and stewardship groups all have an important role to play. Effective water stewardship requires a framework to establish and maintain partnerships who can work together to ensure water resources are managed sustainably. A regional approach to managing water resources provides an effective balance between the need for provincial standards while recognizing the need for local flexibility in applying those standards.

The RDN's DWWP function serves as a coordinating body tasked with improving communication and coordination, gathering and using data to better understand our water resources and directing water-related information to decision makers. This function is region wide, comprehensive and funded by all residents in the region.

The established DWWP program has been demonstrated to provide an effective mechanism for senior government, regional stakeholders, municipalities, First Nations, and private land owners to develop solutions to water resource issues. There is a recognition among all stakeholders that a more formal approach to water governance is warranted, and it is recommended that the RDN continue to move forward, through the DWWP program, to establish regional effective governance models.

Meaningful engagement of First Nations is of utmost importance, so that decisions pertaining to water management can be inclusive and coordinated with respect to First Nations perspectives, methods of decision-making, cultural values and historical connections to the land and water. A common understanding of the goals - both scientific and cultural - that we share to protect our water is essential for long term successful governance at the local level. It is recommended that the RDN, through the DWWP program, engage with local First Nations to seek their participation in building effective regional water governance.

Staff are recommending that discussions with First Nations and member municipalities be carried out to assist in the development of an improved regional water governance model and that a proposed governance model be brought back to the Board for consideration. These discussions would be consistent with the City of Nanaimo's direction to engage in discussions with the RDN regarding water resource protection.

### Valuing Water

Increased pressure on water resources brought on by a changing climate indicates a need to revisit water use pricing and regulations for RDN water service areas. Community water supply priorities are public health and safety, with safe drinking water and fire protection of primary importance. The infrastructure supporting these priorities is impacted significantly by the demands placed on community water systems primarily by residential and commercial irrigation practices. 30% to 50% of all water withdrawn from ground and surface water sources during peak summer demand is used to irrigate landscaping, primarily lawns.



Strategies are required to reduce stresses on infrastructure and supplies from current water use patterns (in particular outdoor water use), as well as the adverse, long term, ecological effects on ground and surface water resources.

Staff are recommending that water policy including incentives, pricing and regulation options for outdoor water use be developed and brought forward for public input and subsequent Board consideration.

#### RDN Bylaw No. 500 Water Requirements Regulation

The current requirements under RDN Bylaw No. 500 for provision for water supply for subdivision and new development should be reviewed to ensure proper assessment that a long term sustainable water supply is in place for future properties. This review should consider the impacts of a changing climate, potential impacts of future development and the impacts that additional water demand may have on existing properties.

#### Regional Coordination of Communications and Policy

To address the need to communicate water management measures during times of drought and over the long term, communication protocols and water restriction policies should be streamlined region-wide where possible.

This year's drought conditions resulted in every community water system implementing their own approach to managing water supply issues based on their particular circumstances. The City of Nanaimo, the Town of Qualicum Beach and others were able to maintain a lower level of restrictions based on their water supply circumstances. The City of Parksville and the Regional District's approach reflect concerns with demands on groundwater sources impacted by a longer summer peak period and a strategy to maintain the Arrowsmith Dam levels well into the fall.

While each community was effective in their individual responses, there was confusion in the public with respect to the various water restriction levels and the provincial level of drought being announced at the same time.

While each community will approach such events based on their particular circumstances there may be ways, through coordination of efforts, standardization of restrictions/regulations etc., that future communication can be more streamlined to assist in reducing any potential confusion.

This is one of the benefits of the DWWP program: it provides a hub for discussion of regional water issues across municipalities and sectors. Through this venue, water purveyors across the region can proactively align communication and policy initiatives where possible.

Staff are recommending that the member municipalities and other water purveyors, working within the DWWP Technical Advisory Committee structure, develop a working sub-committee to review standardized communication protocols and water restriction policies and to bring forward recommendations for the Board's consideration.

#### **ALTERNATIVES**

1. That the recommendations associated with water resource management issues related to current and long term climate challenges be adopted.
2. That the Board provides alternate direction.

**FINANCIAL IMPLICATIONS**

There are no financial implications at this time. Financial implications associated with the outcome of the staff recommendations will be outlined in subsequent Board reports.

**STRATEGIC PLAN IMPLICATIONS**

The primary focus of the RDN Strategic Plan is to build resiliency through the recognition of challenges and influencing adaptive change. The changing climate is altering what has been considered normal in the past. A resilient future will depend on how we, as a region, continue to adapt and improve our understanding and management of our changing water resources. These recommendations will support and enhance the RDN’s ability to protect our environment and sustain a resilient local economy.

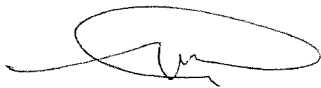
**SUMMARY/CONCLUSIONS**

A changing climate continues to present challenges to the health and sustainability of our region’s water resources and economic development. The drought experienced this summer has impacted those resources to varying degrees depending on individual water system circumstances; however, long term changes in climate will continue to impact the dynamics of water supply in the region.

The key to addressing these changes is through continuing to adapt our policies to ensure sound decision making. Efficient and collaborative governance at a regional level combined with cultural shifts in how we perceive the value of our water resource are key areas that require strengthening.

The following actions are recommended:

- Work with the region’s partners, including municipalities and First Nations, to develop a regional water governance model proposal for the Board’s consideration;
- review water pricing and regulation changes to the eight RDN operated water service areas that reflect water conservation priorities;
- Update water requirements for subdivision and development under Bylaw No. 500 for the Board’s consideration; and,
- Work with member municipalities and other water purveyors to review standardized regional drought communication protocols and water restrictions policies for the Board’s consideration.



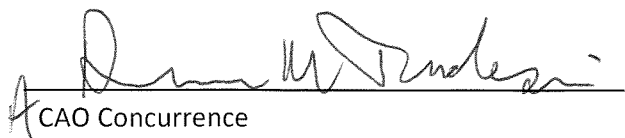
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Report Writer



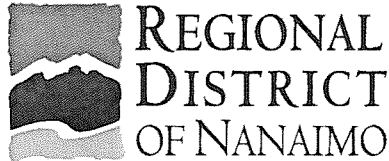
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General Manager Concurrence



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CAO Concurrence



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CAC APPROVAL		
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**STAFF REPORT**

**TO:** Mike Donnelly  
Manager, Water Services

**DATE:** August 21, 2015

**FROM:** Gerald St. Pierre  
Project Engineer, Water Services

**MEETING:** CoW, September 8, 2015

**FILE:** 5500-22-WC-0001

**SUBJECT:** Whiskey Creek Water Service Area, Potential Groundwater Supply – Crown Land Application

**RECOMMENDATION**

That the Board direct staff to proceed with an application for Crown Land Nominal Rent Tenure related to the investigation and development of a groundwater supply source for the Whiskey Creek Water Service Area.

**PURPOSE**

To obtain Board support for an application for Crown Land Nominal Rent Tenure to investigate a groundwater supply source for the Whiskey Creek Water Service Area.

**BACKGROUND**

Currently the Whiskey Creek Water Service Area is supplied by surface water from Crocker Creek. In accordance with Condition 6 of the Operating Permit issued by Island Health, the system must be upgraded to achieve BC Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies. A report was completed by Koers & Associates Engineering in September 2014 to determine the treatment options and costs required to achieve this standard. This report determined that the capital expenditures required would be in the range of \$475,000 to \$625,000 not including engineering fees and contingency. Also, annual operations and maintenance costs would increase.

As a result of the large costs of surface water treatment, Water & Utilities services staff determined that a ground water supply, if obtainable, could possibly reduce the capital costs and operations and maintenance costs required to meet Island Health standards.

A groundwater feasibility study was completed by Elanco Enterprises Ltd. in July 2015 to determine if a potential groundwater supply source was possible for the Whiskey Creek Water Service Area. This report determined that there is a relatively high chance of finding a suitable groundwater supply source approximately 0.5 km from the existing surface water intake. However, the areas proposed to develop this water supply are within provincial Crown Land.

In order for the Regional District of Nanaimo (RDN) to continue to investigate the water supply source potential on Crown Land an application must be made for Crown Land Nominal Rent Tenure. If granted, this Nominal Rent Tenure would allow the RDN to drill test wells on Crown Land and determine if a groundwater supply source is feasible for the Whiskey Creek Water Service Area.

One of the application requirements is a resolution for the RDN Board endorsing the application.

**ALTERNATIVES**

1. Direct staff to proceed with an application for Crown Land Nominal Rent Tenure.
2. Provide alternate direction to staff.

**FINANCIAL IMPLICATIONS**

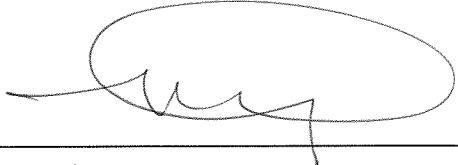
An application fee of \$250.00 plus GST, is required in order to apply for Nominal Rent Tenure.

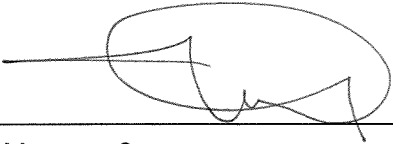
**STRATEGIC PLAN IMPLICATIONS**

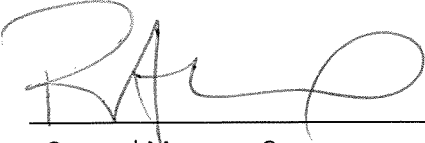
Development of a surface water supply for the Whiskey Creek Water Service Area will contribute to the resiliency and economic viability of the community, while meeting Island Heath standards. Lower capital and operations and maintenance costs will help ensure the affordability of drinking water to the residents.


**SUMMARY/CONCLUSIONS**

A potential groundwater supply source for the Whiskey Creek Water Service Area is located on Provincial Crown Land. In order to apply for Crown Land Nominal Rent Tenure to allow the RDN to investigate this groundwater supply source, a Board resolution endorsing the application is required.

*For*  
  
\_\_\_\_\_  
Report Writer

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

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

  
\_\_\_\_\_  
A/CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
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BOARD	

## STAFF REPORT

**TO:** Geoff Garbutt, General Manager  
Strategic & Community Development

**DATE:** August 26, 2015

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

**MEETING:** September 8, 2015 CoW

**FILE:** 3900-20-941.05

**SUBJECT:** Animal Control Amendment Bylaw No. 941.05, 2015

### RECOMMENDATIONS

1. That "Regional District of Nanaimo Animal Control Amendment Bylaw No. 941.05, 2015" be introduced and read three times.
2. That "Regional District of Nanaimo Animal Control Amendment Bylaw No. 941.05, 2015" be adopted.
3. That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be introduced and read three times.
4. That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be adopted.

### PURPOSE

To consider amendments to "Animal Control Bylaw No. 941, 1994" to add regulations for the control of dogs at large in Electoral Area 'F'.

### BACKGROUND

The Regional District of Nanaimo currently has three bylaws that regulate animal control, including:

- Bylaw 939 – Control and Licensing of Dogs in Electoral Areas E, G, H;
- Bylaw 941 – Control of Dogs in Electoral Area F;
- Bylaw 1066 – Control of Dogs in Electoral Areas A, B, C, and Lantzville;

Bylaws 939 and 1066 regulate dogs at large, dangerous dogs, dogs harassing or molesting persons or domestic animals and require leashing and control of all dogs on public and private property. Dog licensing is required in Bylaw 939. Bylaw 941 only regulates the leashing and control of dangerous dogs, which is generally required of a dog owner following confirmation that the dog has killed or seriously injured a person or domestic animal. Section 49 of the *Community Charter* also provides authority for the RDN, in specific circumstances, to seize a dangerous dog and apply to the courts for a destruction order.

In 2013 and 2014, there were several serious incidents of dogs running at large, injuring and killing livestock in Electoral Area 'F'. The incidents were investigated by RDN Animal Control Officers and action was taken in accordance with the current regulations contained within the Animal Control Bylaw for Electoral Area 'F'. In one instance, seizure and destruction proceedings were initiated pursuant to the

*Community Charter* resulting in the owner relinquishing the dangerous dogs, which were then destroyed by the RDN in the interest of public safety.

In January 2014, the Agricultural Advisory Committee heard presentations from delegations representing the farming community and other residents regarding the seriousness and prevalence of dog attacks on livestock and other domestic animals in Area 'F'. Area residents expressed concerns that the current regulatory schemes, at both the local and provincial government levels, provide inadequate tools for enforcement, protection of livestock and compensation for losses from dog attacks.

At its regular meeting held February 25, 2014, the Board passed the following motion as recommended by the Agricultural Advisory Committee:

*That staff be directed to investigate and bring back a report on amending Regional District of Nanaimo animal control bylaws to include provisions for classifying and regulating nuisance to livestock dogs and the compensation to parties as result of the actions of dangerous or nuisance dogs.*

Following further consideration of public concerns and recommendations by the Agricultural Advisory Committee regarding dogs at large in Electoral Area 'F', the Board, at its regular meeting held February 24, 2015, passed the following motion:

*That staff be directed to prepare a report on amending "Animal Control Bylaw No. 941, 1994" to add regulations for the control of dogs at large in Electoral Area 'F' for the Board's consideration.*

## ALTERNATIVES

1. Consider amendments to Animal Control bylaws to include provisions for classifying nuisance dogs and compensation to parties as a result of actions of dangerous or nuisance dogs.
2. Consider amendments to Animal Control Bylaw No. 941 to include provisions for the control of dogs at large.
3. Not consider amendments and provide staff with further direction.

## DISCUSSION

***Alternative #1 - Consider amendments to Animal Control bylaws to include provisions for classifying nuisance dogs and compensation to parties as a result of actions of dangerous or nuisance dogs.***

Staff examined options and authorities to amend RDN animal control bylaws to include provisions for classifying nuisance dogs and to allow compensation to be paid to livestock owners who suffer loss as a result of an attack.

The RDN Solicitor provided advice that the manner in which a regional district may regulate a specific class of dog (ie: a nuisance dog), is limited by the *Local Government Act* to the requirement for muzzling and leashing a dangerous dog while in a public place. Given that the most problematic behavior by "nuisance" dogs toward farm animals can be regulated by the current dangerous dog provisions of the Animal Control Bylaw, it would not be useful or necessary to add a category of "nuisance dog" to the bylaw. In other electoral areas the most straightforward way to enforce against dogs that engage in nuisance behaviors, such as chasing or harassing livestock, is to use the existing regulatory provisions for

“dog at large”, “dog harassing or molesting a person or domestic animal” or “dangerous dog”. The term “domestic animal” is broadly defined in the *Community Charter* as “an animal that is tame or kept, or that has been or is being sufficiently tamed or kept, to serve some purpose for people.” Livestock, sheep, llamas, chicken or other farmyard animals come under the definition of domestic animal.

The *Local Government Act* authorizes the Board to provide compensation payments on a scale set out in a bylaw, to the owner of any domestic animal that is killed or injured by a dog over the age of four months, the owner of which is unknown, and cannot be found. In order to provide compensation, the legislation requires that the Regional District would first need to amend the animal control bylaw to include the licensing of dogs in Electoral Area ‘F’.

The establishment of a bylaw to provide a compensation fund would require consideration of the number of potential applicants for compensation and the maximum sum available in a given year. It is likely however that the number of applicants qualifying for compensation under these legislative requirements would be minimal. Most attacks on domestic animals result in the dogs and their owners being identified which would disqualify applicants from obtaining RDN funded compensation. In those circumstances, owners have other recourses for seeking compensation such as the court system.

**Alternative #2 - Consider amendments to Animal Control Bylaw No. 941 to include provisions for the control of dogs at large.**

As noted under Alternative #1, all RDN animal control bylaws, with the exception of Electoral Area ‘F’ (bylaw 941), contain provisions for the enforcement of “dog at large” and “dog harassing or molesting persons or domestic animals”. Bylaw 941 only regulates the leashing and control of dangerous dogs, which is generally imposed on a dog owner following confirmation that the dog has killed or seriously injured a person or domestic animal. Once a dog has been declared dangerous, the owner of a dangerous dog must comply with leashing and muzzle requirements. Failure to do so can result in fines, impoundment and potentially, destruction of the dog.

The prevalence and seriousness of “dog at large” attacks on livestock has been significantly greater in the farming communities in Electoral Area ‘F’ than other electoral areas where there is enhanced dog control. Currently, in terms of remedies available to farm owners, the *Livestock Act* allows a person to kill a dog for running at large or if it is attacking or viciously pursuing livestock. While that authority is available to owners under Provincial legislation, representatives of the farming community have conveyed to the Board, their reluctance to take matters into their own hands, citing concerns for overall public safety and legal liability.

The inclusion of additional dog control provisions in Bylaw 941 would provide enforcement options, including impoundment and ticketing for incidents of dogs harassing or molesting livestock while at large. More importantly, heightened public awareness of a regulatory requirement to control dogs at large, could lead to a reduction in the prevalence of attacks against farm animals. Accordingly, Staff is recommending that Bylaw 941 be amended to include “dog at large” provisions similar to Animal Control Bylaws 939 and 1006. The attached *Animal Control Amendment Bylaw 941.05, 2015* has been prepared for the Board’s consideration (Attachment No 1) of adding the following offences to the bylaw:

The owner of a dog shall not permit or allow their dog:

- a) To be at large;
- b) To harass or molest a person, livestock or other domestic animal

Should the proposed amendment bylaw be adopted by the Board, the RDN Bylaw Enforcement Ticket Regulation Bylaw would need to be amended to authorize the issuance of tickets in relation to the new offences, at a fine scale consistent with those in Bylaws 939 and 1006. The attached *Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw Amendment Bylaw 1418.04, 2015* has been prepared for the Board's consideration (Attachment No 2).


### FINANCIAL IMPLICATIONS

The *Local Government Act* specifies that the Board can only establish provisions for compensation if the Animal Control Bylaw is amended to include fees for dog licensing prior to, or in conjunction with a compensation provision (Alternative No. 1). The imposition of an additional regulatory requirement upon dog owners to license their dogs and the corresponding onus on the RDN to administer and monitor a licensing scheme are matters the Board may wish to consider in weighing the value of the RDN establishing a fund for owners that qualify for compensation.

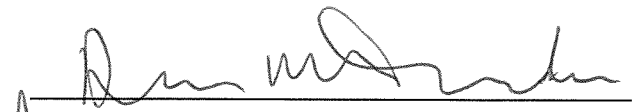
The current animal control service level in Electoral Area 'F' includes the response to dangerous dog investigations and minimal weekly patrols by animal control officers employed under contract to the RDN, at an annual cost of approximately \$8,400. The proposed amendments to the Animal Control Bylaw (Alternative No. 2) may result in additional costs depending on the level and complexity of calls received in relation to dogs at large. The current contract with Coastal Animal Control provides flexibility in the event of additional workloads and those costs may be offset by increased fines and impoundment charges resulting from a higher level of dog control enforcement.

### CONCLUSION

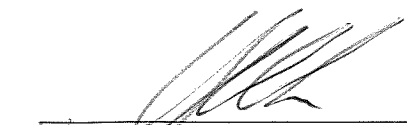
Following a number of serious dog attacks on livestock in Electoral Area 'F' considerable public concerns were raised that the current regulatory schemes, at both the local and provincial government levels, provide inadequate tools for enforcement, protection of livestock and compensation for losses from dog attacks. The RDN Board directed that potential amendments to the animal control bylaws to address these concerns be examined for its consideration. Staff is recommending that the Electoral Area 'F' Animal Control Bylaw be amended to include new offences for the control of dogs at large as outlined in Alternative No. 2 of this report.



Report Writer



CAO Concurrence



General Manager Concurrence

COMMENTS:



**Attachment No. 1**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 941.05**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
ANIMAL CONTROL BYLAW NO. 941, 1994**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Animal Control Bylaw No. 941, 1994";

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 "Animal Control Amendment Bylaw No. 941.05, 2015".

**2. Amendment**

"Animal Control Bylaw No. 941, 1994" is hereby amended as follows:

(1) By adding a new section 4(1) as follows:

"(1) The owner of a dog shall not permit or allow their dog:

(a) to be at large;

(b) to harass or molest a person, livestock or other domestic animal."

(2) By renumbering the subsequent subsections of section 4 accordingly.

**3. Severability**

In the event that a provision of this bylaw is found to be invalid by a court of competent jurisdiction, the provision may be severed from this bylaw.

Introduced and read three times this day of \_\_\_\_\_, 2015.

Adopted this day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

**Attachment No. 2**

**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 amendments made to "Animal Control Bylaw No. 941, 1994";

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. Amendment**

"Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005" is hereby amended by deleting Schedule 13 and replacing it with Schedule 13 as shown on Schedule A attached to and forming part of this bylaw.

Introduced and read three times this    day of    , 2015.

Adopted this    day of    , 2015.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015"

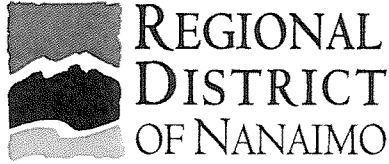
\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer

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

**SCHEDULE 13**

<b>Column I</b>	<b>Column II</b>	<b>Column III</b>
<b>Animal Control Bylaw No. 941, 1994</b>	<b>Section No. of Bylaw 941</b>	<b>Amount of Fine</b>
1. Dog at large	4(1)(a)	\$50.00
2. Dog harassing or molesting a person, livestock or other domestic animal	4(1)(b)	\$500.00
3. Dangerous dog at large	4(2)(a)	\$500.00
4. Uncontrolled dangerous dog, public place	4(2)(b)	\$500.00
5. Uncontrolled dangerous dog, private property	4(2)(c)	\$200.00
6. Unconfined dangerous dog, owner's premises	4(3)	\$200.00



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
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BOARD	

**STAFF REPORT**

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

**DATE:** August 21, 2015

**FROM:** J. F. Eubank  
Bylaw Enforcement Officer

**MEETING:** COW – September 8, 2015

**FILE:** CE20150000068

**SUBJECT:** Lot 8 Horne Lake Rd (Island Pallets), Electoral Area H – Unsightly Premises

**RECOMMENDATION**

That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298 (Horne Lake Road), to remove the accumulation of derelict vehicles, discarded automobile parts including semi-trailers, assorted household garbage, disused construction materials, intact or broken pallets, metal & cargo netting from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner’s cost.

**PURPOSE**

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

**BACKGROUND**

**Legal Description:** Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298, Electoral Area “H” - Located on Horne Lake Road (civic address not assigned)

**Property Owner:** Island Pallet Solutions Ltd., Nanaimo, BC

In June 2014, the Island Pallets Solutions Ltd. purchased the subject property, a 22.7 acre undeveloped parcel in the Agricultural Land Reserve, located on Horne Lake Rd in Electoral Area ‘H’. Since that time the owner has been accumulating material on the property including broken pallets, disused and unlicensed recreational vehicles, automobile parts including axles, wheels and tires and scrap metal (see attached photos). This activity resulted in numerous complaints to the Regional District of Nanaimo from neighboring residents in early 2015.

Staff discussed these concerns to the owner of the company, Mr. Fernando Costa, who advised that he intended to farm part of the property and would clear the land to do so. Although some land clearing took place, no farming was undertaken and the owner instead continued to bring in the assorted material and debris as described above, contrary to RDN regulations. Staff provided the owner with two

written and numerous verbal demands to remove the accumulated material and debris from the property, however to date the owner has demonstrated an unwillingness to bring the property into compliance with RDN regulations.

**ALTERNATIVES**

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


**FINANCIAL IMPLICATIONS**

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

**SUMMARY/CONCLUSIONS**

The Regional District of Nanaimo has received numerous complaints concerning the condition of the subject property over the past 6 months. The complaints are in relation to the use of the property for the storage of broken up pallets, derelict recreational vehicles, scrap metal and wood, and the storage of derelict vehicles, automotive parts and assorted debris. On several occasions RDN Staff directed the Owner to clean up the property. Staff continues to receive complaints about the ongoing accumulation of debris and the unsightly condition of the property.

The Owner has demonstrated an unwillingness to clean up the property and Board direction appears to be the only remaining option available to bring the property into compliance with Regional District of Nanaimo regulations.




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Report Writer



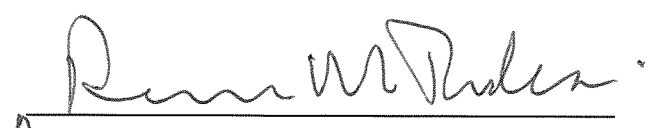
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Manager Concurrence



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General Manager Concurrence



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ACAO Concurrence

Attachment 1  
Photos

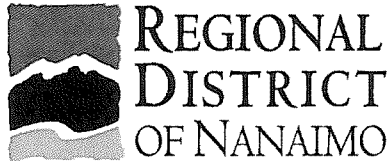












RDN REPORT		
CAO APPROVAL		
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BOARD		

**STAFF REPORT**

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

**DATE:** August 21, 2015

**FROM:** J.F. Eubank  
Bylaw Enforcement Officer

**MEETING:** COW – September 8, 2015

**FILE:** CE2015000038

**SUBJECT:** 545 Ackerman Rd., Electoral Area ‘G’ – Unsightly Premises

**RECOMMENDATION**

That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owners of Lot 1, District Lot 81, Nanoose District, Plan 25321 (545 Ackerman Road), to remove the accumulation of derelict vehicles, derelict boats, discarded automobile parts and assorted household garbage, from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo (RDN) or its agents at the owner’s cost.

**PURPOSE**

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

**BACKGROUND**

Property: 545 Ackerman Road, Electoral Area ‘G’

Legal Description: Lot 1, District Lot 81, Nanoose District, Plan 25321

Property Owners: Peggy and Warren Ackerman

The subject property is a 2.4 acre parcel adjacent to the City of Parksville near the Wembley Mall. The Regional District of Nanaimo has received numerous complaints over several years concerning the unsightly condition of the property. Until recently, the property was also being used for the operation of a trucking business contrary to zoning and a Court Order obtained by the RDN in the late 1990s. Although the operation of the trucking business has ceased following enforcement of the Court Order by the RDN, the property is continuing to be used for the storage of derelict vehicles, discarded automotive parts and assorted household garbage.

Historically this property was isolated however with recent residential development occurring in close vicinity to the property its unsightly condition is very evident and objectionable to residents of the area. On 3 previous occasions (2008, 2010 and 2014) RDN Staff directed the Owners to clean up the property and sufficient debris was removed by the Owners to satisfy bylaw requirements on those occasions. In early 2015, several further complaints were received that the property was again in an unsightly

condition with much of the same material present that had previously been removed by the Owners (see Attachment No. 1 – Photos). Despite further direction from Staff, the owners have failed to take steps to remove the accumulation of derelict vehicles, discarded automotive parts and assorted household garbage.

**ALTERNATIVES**

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

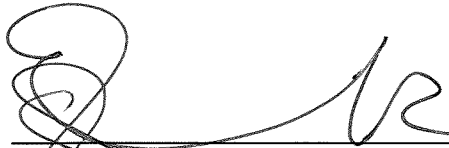
**FINANCIAL IMPLICATIONS**

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

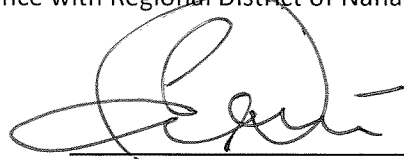
**SUMMARY/CONCLUSIONS**

The Regional District of Nanaimo has received numerous complaints over several years concerning the unsightly condition of the subject property. On 3 previous occasions (2008, 2010 and 2014) RDN Staff directed the Owners to clean up the property and sufficient debris was removed by the Owners to satisfy bylaw requirements on those occasions. In early 2015, several further complaints were received that the property was again in an unsightly condition with much of the same material present that had previously been removed by the Owners.

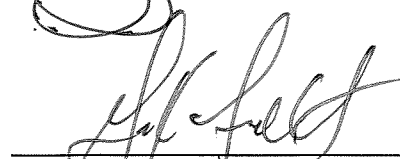
Until recently, the property was also being used for the operation of a trucking business contrary to zoning and a Court Order obtained by the RDN in the late 1990s. Although the operation of the trucking business has ceased following enforcement of the Court Order by the RDN, the Owners are continuing to use the property for the storage of derelict vehicles, discarded automotive parts and assorted household garbage, despite direction from Staff. Board direction appears to be the only remaining option available to bring the property into compliance with Regional District of Nanaimo regulations.



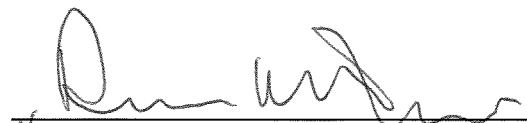
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1  
Photos







englishman river  
WATER SERVICE

**MINUTES OF THE MEETING OF THE  
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD  
HELD ON THURSDAY, JULY 30, 2015 AT 1:30PM  
IN THE PARKSVILLE FORUM**

**Present:** J. Stanhope, Chair Regional District of Nanaimo  
B. Rogers Regional District of Nanaimo  
M. Lefebvre City of Parksville  
S. Powell City of Parksville

**Also Present:** M. Donnelly Regional District of Nanaimo  
W. Idema Regional District of Nanaimo  
G. St. Pierre Regional District of Nanaimo  
P. Thorkelsson Regional District of Nanaimo  
L. Butterworth City of Parksville  
D. Comis City of Parksville  
V. Figueria City of Parksville  
M. Squire City of Parksville  
R. Graves Recording Secretary, RDN

**Regrets:** R. Alexander Regional District of Nanaimo  
F. Manson City of Parksville  
B. Weir Town of Qualicum Beach

**CALL TO ORDER**

Chair Stanhope called the meeting to order at 1:30PM.

**DELEGATIONS**

**MINUTES**

MOVED Director Rogers, SECONDED Director Lefebvre, that the minutes from the meeting of the Englishman River Water Services Management Board held May 7, 2015, be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Director Powell, SECONDED Director Lefebvre, that the reply letter to Island Health dated June 26, 2015 be received.

CARRIED



**REPORTS**

**Englishman River Water Service Revision to the Project Implementation Strategy Report.** M. Squire.  
(Circulated)

M. Squire provided a verbal presentation on the ERWS Project Implementation Strategy Report. The presentation discussed the project being on hold pending the DFO approval and establish funding requirements. The Board directed staff to continue working with DFO to obtain the water intake construction permit, directed staff to request Island Health to amend the Operating Conditions by deferring the completion date of the water treatment plant completion to June 30, 2018, and direct staff to suspend all design until referendum. Staff have been corresponding with DFO officials and are now in a good position to submit a full application. At this point all indications are that the application will meet all DFO requirements and that an approval will be received in early fall of this year.

MOVED Director Lefebvre, SECONDED Director Rogers that the following recommendations be received.

**RECOMMENDATION(S):**

1. THAT the report from the Englishman River Water Service Management Committee dated July 27, 2015 entitled ERWS Revision to the Project Implementation Strategy be received;
2. AND THAT staff be directed to further engage CH2M Hill to complete the new water intake and transmission mains designs to full detailed design and tendering stage as a separate contract,
3. AND THAT staff be directed to further engage CH2M Hill to update the conceptual Plan B option of the water treatment plant to 16 million liters per day of full membrane filtration and disinfection to a preliminary design stage prior to public referendum,
4. AND THAT, staff be directed to further engage and negotiate the detailed design, value engineering and work plan with CH2M Hill up to detailed design and tendering services for the project providing satisfactory performance of CH2M Hill and sufficient budgets identified in the Financial Plan.
5. AND THAT the ERWS Management Committee be directed to work with the previously established Community Working Group stakeholders to obtain meaningful feedback on the design development of the Water Treatment Plant.
6. AND THAT the ERWS Management Board recommend Parksville City Council conduct a referendum on November 21, 2015 to obtain elector approval to borrow funds required for construction of a water intake and treatment plant.

CARRIED

**Englishman River Water Service Revised 2015 – 2019 Financial Plan.** M. Squire. (Circulated)

M. Squire presented the revised ERWS 2015 – 2019 Financial Plan. The plan sets out the financial requirements needed to advance the objectives of bulk water supply to the Joint Venture Communities. The proposed revised budget is based on Plan B, a multi phased approach with reduced water treatment plant capacity to firm membrane filtration treatment to 16 million liters per day with detailed design, tendering and construction of the phase 1 components as described in the revision to the Project Implementation Strategy dated July 27, 2015. The plan is also based on the additional firm water membrane treatment plant capacity of 16 million liters per day and total project costs of \$28.3 million.

MOVED Director Rogers, SECONDED Director Powell, that the report from the Englishman River Water Service Management Committee dated July 28, 2015 entitled ERWS Revised 2015-2019 Financial Plan be received.

CARRIED

MOVED Director Rogers, SECONDED Director Powell, that the Englishman River Water Service Management Board accept the Revised 2015 – 2019 Financial Plan as outlined in Table 1 attached to the July 28, 2015 report.

CARRIED

MOVED Director Rogers, SECONDED Director Powell, that the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the Revised 2015 – 2019 Financial Plan as outlined in Table 2 attached to the July 28, report.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**OTHER**

**QUESTIONS**

The Chair opened the floor to questions and comments.

Paul Reitsma questioned if the ERWS has followed up with Mr. Duncan's comments in regards to additional monies becoming available and if there would be corresponding contributions?

Director Lefebvre replied that the discussions with the Member of Parliament are ongoing and a meeting will be held in the next few weeks with the issue of money being discussed.

Trevor Wicks questioned the issue of the amount of water required to support the current proposed intake and would it be an issue if we continue with the drought we are in now. How much could the new plant provide if the dam doesn't fill up and how can the plant supply summer demands?

Mike Squire responded that the preliminary design of the intake considered drought conditions. Storage with the Arrowsmith Dam and the Provinces' direction for us to look at the Englishman River for fisheries aspect and to provide future water extraction is paying off. There wouldn't be any water flowing in the river without the dam. The most promising solution for the additional storage is aquifer storage and recovery when we can harvest the abundance in winter for critical time in summer.

Dwayne Round requested to put his name forward for the community working group.

Mike Squire replied that they will be moving forward with the communications plan and will look to the current stakeholders and adding additional stakeholders including the ODCA.

Elaine Hoffer questioned when there would be more details on Plan B Option 4?

Mike Squire replied that Plan B is currently at a conceptual level and is with the Consultant at this time. As one of the stakeholders you would see the Plan develop.

Elaine Hoffer asked if the estimated cost to taxpayers would be 2.5% the first year and then additional 2.5 % resulting in 5% next year?

Lucky Butterworth clarified that the initial revised plan for Parksville has a 2% Utility increases every year in the 20 year plan. The new module, with additional borrowing, increases 2.5% first two years, and 2% the following year. The report will be given to Council in August and if approved will be included in a revised budget.

Elaine Hoffer asked if the \$28.3 million includes ASR?

Marc Lefebvre replied that intake location and the treatment plant is the priority and the ASR will be revisited and is not part of the referendum.

#### **IN CAMERA**

#### **OTHER**

#### **NEXT MEETING**

#### **ADJOURNMENT**

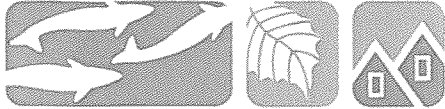
MOVED Director Lefebvre, SECONDED Director Powell that the meeting be adjourned.

CARRIED

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J. Stanhope, Chairperson





## englishman river WATER SERVICE

**DATE:** July 28, 2015

**REPORT TO:** ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

**FROM:** ENGLISH RIVER WATER SERVICE MANAGEMENT COMMITTEE

**SUBJECT:** ENGLISHMAN RIVER WATER SERVICE (ERWS)  
REVISED 2015 - 2019 FINANCIAL PLAN

**PURPOSE:** ADOPTION OF THE ERWS REVISED 2015 - 2019 FINANCIAL PLAN

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### **EXECUTIVE SUMMARY:**

The ERWS 2015-2019 Financial Plan sets out the financial requirements needed to advance the objectives of bulk water supply to the Joint Venture Communities. The proposed revised budget is based on Plan B, a multi phased approach with reduced water treatment plant capacity to firm membrane filtration treatment to 16 million liters per day with detailed design, tendering and construction of the phase 1 components as described in the revision to the Project Implementation Strategy dated July 27, 2015.

### **RECOMMENDATION(S):**

1. THAT the report from the Englishman River Water Service Management Committee dated July 28, 2015 entitled ERWS Revised 2015-2019 Financial Plan be received;
2. AND THAT the Englishman River Water Service Management Board accept the Revised 2015 - 2019 Financial Plan as outlined in Table 1 attached to the July 28, 2015 report,
3. AND THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the Revised 2015 - 2019 Financial Plan as outlined in Table 2 attached to the July 28, report.

### **BACKGROUND:**

An ERWS Revised 2015 - 2019 Financial Plan is required and is based on the additional firm water membrane treatment plant capacity of 16 million liters per day and total project costs of \$ 28.3 million. Table 1 outlines the detailed total project cost and Table 2 references each jurisdiction's share to take forward to each respected Council / Board for ratification.

**OPTIONS:**

1. Accept the ERWS Revised 2015 - 2019 Financial Plan as presented in Table 1 attached.
2. Provide the ERWS Management Committee with further direction.

**ANALYSIS:**

## Option 1

This is consistent with the ERWS Management Committee recommendation to proceed with efforts directed at detail design, tendering and construction prior to the referendum anticipated to be held on November 21, 2015. Assuming the referendum was successful this option would allow completion of the Phase 1 components of Plan B at the earliest by approximately June 2017.

## Option 2

The 2015 - 2019 Financial Plan sets out the financial requirements needed for ERWS to carry out projects necessary to advance ERWS objectives.

**FINANCIAL IMPACT:**

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74 % and RDN 26 %) as referenced in Schedule "C" of the Englishman River Water Service Joint Venture, dated July 1, 2011.

Years 2016 to 2019 in the Financial Plan show substantial capital to carry out the construction of the new water intake, water treatment facility and the potential development of ASR well fields. Funds for such projects are currently not available in both the City of Parksville and the Regional District of Nanaimo surplus reserve accounts and will require further funding assistance and long term borrowing. The ERWS has received \$6 million in funding from senior government that will help augment these costs and depending on the results, a public referendum for borrowing options is set to take place on November 21, 2015 prior to the next 2016 Provisional Budget. Deferring water treatment is not an option as we need to comply with the conditions set out in our operating permit by Island Health (Vancouver Island Health Authority) in 2009.

Annual water rate increases for the City of Parksville required to fund the project would be in the 2.0% to 2.5% range for 2016 through 2024 based on receiving federal / provincial grants in the order of \$ 6 million.

The ERWS Revised 2015 - 2019 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the capital projects and pre-design activities would be delayed or halted due to insufficient funds.

**REFERENCES:**

April 8, 2012 report from the Englishman River Water Service Management Committee to the Englishman River Management Board regarding the ERWS Project Implementation Strategy.

March 12, 2015 report from Englishman River Water Service Management Committee to the Englishman River Management Board providing an update regarding the Department of Fisheries and Oceans Canada position on the proposed new intake on the Englishman River.

November 13, 2014 report from Englishman River Water Service Management Committee to the Englishman River Management Board regarding ERWS Water Intake and Treatment Plant Phasing Options

November 8, 2014 report from City of Parksville Chief Administrative Officer to Mayor and Council regarding ERWS Water Intake and Treatment Plant Options.

June 23, 2014 report from City of Parksville Chief Administrative Officer to Mayor and Council regarding borrowing bylaw referendum in conjunction with the November 2014 general local government elections.

Englishman River Water Service Agreement - July 1, 2011

Table 1, dated July 28, 2015 showing the recommended ERWS Revised 2015 - 2019 Financial Plan and Table 2 showing each Joint Venture's requisition share.

File: P:\USERS\AWS & ERWS\2015\MTB ERWS Revised 2015- 2019 budget report.docx

TABLE 1

ENGLISHMAN RIVER WATER SERVICE  
2015 - 2019 REVISED FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
<b>REVENUE</b>									
Joint Venture Requisitions									
Parkville Requisition (74 %)	1,082,538	225,017	443,183	483,872	824,900	7,235,600	7,235,600	284,900	942,400
RDN Requisition (26%)	380,351	79,060	155,713	170,009	289,830	1,934,400	1,934,400	1,825,100	757,600
<b>Total Joint Venture Requisitions</b>	<b>1,462,889</b>	<b>304,077</b>	<b>598,896</b>	<b>653,881</b>	<b>1,114,730</b>	<b>9,170,000</b>	<b>9,170,000</b>	<b>2,110,000</b>	<b>1,700,000</b>
<b>Other Revenue</b>									
Grants	0	483,801	669,172	581,257	0	3,000,000	3,000,000	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>483,801</b>	<b>669,172</b>	<b>581,257</b>	<b>0</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>1,462,889</b>	<b>787,878</b>	<b>1,268,068</b>	<b>1,235,138</b>	<b>1,114,730</b>	<b>12,170,000</b>	<b>12,170,000</b>	<b>2,110,000</b>	<b>1,700,000</b>
<b>EXPENDITURES</b>									
<b>Operating</b>									
Administration (Operating)									
Salaries / Wages	1,950	0	259	0	0	100	100	100	100
Training	0	2,060	0	59	0	100	100	100	100
Conferences / Seminars	0	1,006	0	0	0	0	0	0	0
Memberships	0	273	301	0	0	0	0	0	0
Contracts	1,628	748	5,109	1,819	2,000	2,000	2,000	2,000	2,000
Consulting	256	0	0	470	500	500	500	500	500
Legal Fees	0	2,596	0	0	0	0	0	0	0
Audit Fees	0	4,172	4,100	4,100	4,100	4,100	4,100	4,100	4,100
Tel / Cable	0	809	924	602	700	700	700	700	700
Meeting Costs	8	478	608	1,276	1,500	1,500	1,500	1,500	1,500
Licences and Insurance	0	0	0	0	0	0	0	0	0
Advertising	0	0	0	766	600	600	600	600	600
Courier	0	0	0	44	0	0	0	0	0
Small Tools, Equipment & Furniture	81	1,631	139	356	500	500	500	500	500
Minor Capital - Contracts	1,209	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	503	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains									
Water Treatment Plant									
ASR									
<b>Total Administration (Operating)</b>	<b>5,634</b>	<b>13,772</b>	<b>11,440</b>	<b>9,492</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>385,000</b>
<b>Total Operating</b>	<b>5,634</b>	<b>13,772</b>	<b>11,440</b>	<b>9,492</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>385,000</b>

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Property Acquisition - Administration	7-6-28-9750-300	13,683	-4,070	11,203	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	4,983	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	6,574	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	136	739	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	1,200,550	0	0	0	0	0	0	0	0
<b>Total Property Acquisition</b>		<b>1,225,925</b>	<b>-3,331</b>	<b>11,203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
River Intake / Supply Mains - Administration	7-6-28-9751-300	48,421	34,906	39,635	35,807	40,000	40,000	40,000	150,000	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	358	256	0	182	0	2,000,000	2,000,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	10,685	17,681	338,863	343,177	400,000	850,000	850,000	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	150	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	620	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	103	3,822	684	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	3,023	389	1,008	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	2,189	727	19	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	28	0	915	0	0	0	0	0	0
Joint Transmission Main										
COP Transmission Main - Springwood / Pump Upgrade							400,000	400,000		
RDN - Craig Bay Pump Station / Top Bridge Transmission							1,730,000	1,730,000		
<b>Total River Intake / Supply Mains</b>		<b>64,703</b>	<b>54,062</b>	<b>384,263</b>	<b>380,620</b>	<b>440,000</b>	<b>5,020,000</b>	<b>5,020,000</b>	<b>1,725,000</b>	<b>0</b>
Water Treatment - Administration	7-6-28-9752-300	23,513	44,296	41,016	33,595	40,000	40,000	40,000	225,000	0
Water Treatment - Travel	7-6-28-9752-307	0	0	6,420	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	27,222	20,167	0	1,032	0	6,250,000	6,250,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	78,978	123,760	127,492	490,301	400,000	850,000	850,000	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	9,057	22,949	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	900	1,614	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	102	102	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	603	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	791	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,759	525	0	443	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	611	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	306	739	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	689	0	0	0	0	0	0	0	0
<b>Total Water Treatment</b>		<b>142,219</b>	<b>214,330</b>	<b>175,666</b>	<b>526,765</b>	<b>440,000</b>	<b>7,140,000</b>	<b>7,140,000</b>	<b>225,000</b>	<b>0</b>

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	47,966	68,824	42,248	40,000	0	0	0	15,000
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	184,135	234,995	135,486	94,730	0	0	0	1,150,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	24,407	263,943	229,267	128,733	90,000	0	0	0	150,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,806	1,619	605	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	120	134	754	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	9,491	136,424	603	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	0	5,894	5,894	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	5,832	39	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	161	161	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	500	1,652	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	1,585	7,901	2,086	0	0	0	0	0
<b>Total Aquifer Storage and Recovery</b>		<b>24,407</b>	<b>509,045</b>	<b>685,496</b>	<b>318,261</b>	<b>224,730</b>		<b>0</b>	<b>0</b>	<b>1,315,000</b>
<b>Total Capital</b>		<b>1,457,254</b>	<b>774,107</b>	<b>1,256,628</b>	<b>1,225,646</b>	<b>1,104,730</b>	<b>12,160,000</b>	<b>12,160,000</b>	<b>2,100,000</b>	<b>1,315,000</b>
<b>TOTAL EXPENDITURES</b>		<b>1,462,889</b>	<b>787,878</b>	<b>1,268,068</b>	<b>1,235,138</b>	<b>1,114,730</b>	<b>12,170,000</b>	<b>12,170,000</b>	<b>2,110,000</b>	<b>1,700,000</b>

<b>TABLE 2</b>									
<b>Parksville Requisition - ERWS</b>									
<b>2015 - 2019 REVISED FINANCIAL PLAN (\$)</b>									
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
<b>REVENUE</b>									
Joint Venture Requisitions Parksville Requisition (74%)	1,082,538	225,017	443,183	483,872	824,900	7,235,600	7,235,600	284,900	942,400
<b>Other Revenue</b>									
Grants	0	358,013	495,187	430,130	0	2,220,000	2,220,000	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>358,013</b>	<b>495,187</b>	<b>430,130</b>	<b>0</b>	<b>2,220,000</b>	<b>2,220,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>1,082,538</b>	<b>583,030</b>	<b>938,370</b>	<b>914,002</b>	<b>824,900</b>	<b>9,455,600</b>	<b>9,455,600</b>	<b>284,900</b>	<b>942,400</b>
<b>EXPENDITURES</b>									
<b>Operating</b>									
Administration (Operating)									
Salaries / Wages	1,443	0	192	0	0	0	0	0	0
Training	0	1,524	0	44	74	74	74	74	74
Conferences / Seminars	0	744	0	0	0	0	0	0	0
Memberships	0	202	223	0	0	0	0	0	0
Contracts	1,205	554	3,780	1,346	1,480	1,480	1,480	1,480	1,480
Consulting	189	0	0	348	370	370	370	370	370
Legal Fees	0	1,921	0	0	0	0	0	0	0
Audit Fees	0	3,087	3,034	3,034	3,034	3,034	3,034	3,034	3,034
Tel / Cable	0	599	684	445	518	518	518	518	518
Meeting Costs	6	354	450	944	1,110	1,110	1,110	1,110	1,110
Licences and Insurance	0	0	0	0	0	0	0	0	0
Advertising	0	0	0	567	444	444	444	444	444
Courier	0	0	0	33	0	0	0	0	0
Small Tools, Equipment & Furniture	60	1,207	103	263	370	370	370	370	370
Minor Capital - Contracts	895	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	372	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains Water Treatment Plant ASR									
<b>Total Administration (Operating)</b>	<b>4,169</b>	<b>10,191</b>	<b>8,465</b>	<b>7,024</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>284,900</b>
<b>Total Operating</b>	<b>4,169</b>	<b>10,191</b>	<b>8,465</b>	<b>7,024</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>284,900</b>

Table 2 - ERWS Revised 2015 - 2019 Financial Plan - City of Parksville Requisition

July 28, 2015

Capital - Program Summary		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
		74%	74%	74%	74%	74%	74%	74%	74%	50%
Property Acquisition - Administration	7-6-28-9750-300	10,125	-3,011	8,290	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	3,688	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	4,865	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	101	547	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	888,407	0	0	0	0	0	0	0	0
<b>Total Property Acquisition</b>		<b>907,185</b>	<b>-2,465</b>	<b>8,290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
River Intake / Supply Mains - Administration	7-6-28-9751-300	35,832	25,830	29,330	26,497	29,600	29,600	29,600	111,000	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	265	190	0	135	0	1,480,000	1,480,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	7,907	13,084	250,759	253,951	296,000	629,000	629,000	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	111	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	459	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	76	2,828	506	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	2,237	288	746	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	1,619	538	14	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	21	0	677	0	0	0	0	0	0
Joint Transmission Main										
COP Transmission Main - Springwood / Pump Upgrade							296,000	296,000		
RDN - Craig Bay Pump Station / Top Bridge Transmission							1,730,000	1,730,000		
<b>Total River Intake / Supply Mains</b>		<b>47,880</b>	<b>40,006</b>	<b>284,354</b>	<b>281,659</b>	<b>325,600</b>	<b>4,164,600</b>	<b>4,164,600</b>	<b>111,000</b>	<b>0</b>
Water Treatment - Administration	7-6-28-9752-300	17,399	32,779	30,352	24,860	29,600	29,600	29,600	166,500	0
Water Treatment - Travel	7-6-28-9752-307	0	0	4,751	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	20,144	14,924	0	764	0	4,625,000	4,625,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	58,444	91,582	94,344	362,823	296,000	629,000	629,000	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	6,702	16,982	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	666	1,195	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	75	75	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	446	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	585	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,301	388	0	328	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	452	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	226	547	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	510	0	0	0	0	0	0	0	0
<b>Total Water Treatment</b>		<b>105,242</b>	<b>158,604</b>	<b>129,993</b>	<b>389,806</b>	<b>325,600</b>	<b>5,283,600</b>	<b>5,283,600</b>	<b>166,500</b>	<b>0</b>



Table 2 - ERWS Revised 2015 - 2019 Financial Plan - City of Parkville Requisition

July 28, 2015

Capital - Program Summary		2011	2012	2013	2014	2015	2016	2017	2018	2019
Description	G/L	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget
Acquifer Storage and Recovery - Administration	7-6-28-9753-300	0	35,495	50,930	31,263	29,600	0	0	0	7,500
Acquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	136,260	173,896	100,260	70,100	0	0	0	575,000
Acquifer Storage and Recovery - Engineering	7-6-28-9753-331	18,061	195,318	169,658	95,263	66,600	0	0	0	75,000
Acquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,336	1,198	447	0	0	0	0	0
Acquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	89	100	558	0	0	0	0	0
Acquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	7,023	100,954	4,361	0	0	0	0	0
Acquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	0	4,316	29	0	0	0	0	0
Acquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	0	119	0	0	0	0	0
Acquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	370	1,222	0	0	0	0	0
Acquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	1,173	5,846	1,544	0	0	0	0	0
Acquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	376,694	507,267	235,513	166,300	0	0	0	657,500
<b>Total Acquifer Storage and Recovery</b>		<b>18,061</b>	<b>376,694</b>	<b>507,267</b>	<b>235,513</b>	<b>166,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>657,500</b>
<b>Total Capital</b>		<b>1,078,368</b>	<b>572,839</b>	<b>929,905</b>	<b>906,978</b>	<b>817,500</b>	<b>9,448,200</b>	<b>9,448,200</b>	<b>277,500</b>	<b>657,500</b>
<b>TOTAL EXPENDITURES</b>		<b>1,082,538</b>	<b>583,030</b>	<b>938,370</b>	<b>914,002</b>	<b>824,900</b>	<b>9,455,600</b>	<b>9,455,600</b>	<b>284,900</b>	<b>942,400</b>

<b>TABLE 2</b> <b>Regional District of Nanaimo Requisition - ERWS</b> <b>2015 - 2019 REVISED FINANCIAL PLAN (\$)</b>									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget
<b>REVENUE</b>									
Joint Venture Requisitions RDN Requisition (26%)	380,351	79,060	155,713	170,009	289,830	1,934,400	1,934,400	1,825,100	757,600
<b>Other Revenue</b>									
Grants	0	125,788	173,985	151,127	0	780,000	780,000	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>125,788</b>	<b>173,985</b>	<b>151,127</b>	<b>0</b>	<b>780,000</b>	<b>780,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>380,351</b>	<b>204,848</b>	<b>329,698</b>	<b>321,136</b>	<b>289,830</b>	<b>2,714,400</b>	<b>2,714,400</b>	<b>1,825,100</b>	<b>757,600</b>
<b>EXPENDITURES</b>									
Operating									
Administration (Operating)									
Salaries / Wages	507	0	67	0	0	0	0	0	0
Training	0	536	0	15	26	26	26	26	26
Conferences / Seminars	0	261	0	0	0	0	0	0	0
Memberships	0	71	78	0	0	0	0	0	0
Contracts	423	195	1,328	473	520	520	520	520	520
Consulting	66	0	0	122	130	130	130	130	130
Legal Fees	0	675	0	0	0	0	0	0	0
Audit Fees	0	1,065	1,066	1,066	1,066	1,066	1,066	1,066	1,066
Tel / Cable	0	210	240	157	182	182	182	182	182
Meeting Costs	2	124	158	332	390	390	390	390	390
Licences and Insurance	0	0	0	0	0	0	0	0	0
Advertising	0	0	0	199	156	156	156	156	156
Courier	0	0	0	11	0	0	0	0	0
Small Tools, Equipment & Furniture	21	424	36	93	130	130	130	130	130
Minor Capital - Contracts	314	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	131	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains Water Treatment Plant ASR									
<b>Total Administration (Operating)</b>	<b>1,465</b>	<b>3,581</b>	<b>2,974</b>	<b>2,468</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>100,100</b>
<b>Total Operating</b>	<b>1,465</b>	<b>3,581</b>	<b>2,974</b>	<b>2,468</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>100,100</b>

Table 2 - ERWS Revised 2015 - 2019 Financial Plan - RDN Requisition

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Property Acquisition - Administration	7-6-28-9750-300	3,558	-1,058	2,913	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	1,296	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	1,709	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	35	192	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	312,143	0	0	0	0	0	0	0	0
<b>Total Property Acquisition</b>		<b>318,741</b>	<b>-866</b>	<b>2,913</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
River Intake / Supply Mains - Administration	7-6-28-9751-300	12,590	9,075	10,305	9,310	10,400	10,400	10,400	39,000	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	93	67	0	47	0	520,000	520,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	2,778	4,597	88,104	89,226	104,000	221,000	221,000	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	39	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	161	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	27	994	178	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	786	101	262	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	569	189	5	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	7	0	238	0	0	104,000	104,000	0	0
Joint Transmission Main										
COP Transmission Main - Springwood / Pump Upgrade										
RDN - Craig Bay Pump Station / Top Bridge Transmission									1,725,000	0
<b>Total River Intake / Supply Mains</b>		<b>16,823</b>	<b>14,056</b>	<b>99,908</b>	<b>98,961</b>	<b>114,400</b>	<b>855,400</b>	<b>855,400</b>	<b>1,764,000</b>	<b>0</b>
Water Treatment - Administration	7-6-28-9752-300	6,113	11,517	10,664	8,735	10,400	10,400	10,400	58,500	0
Water Treatment - Travel	7-6-28-9752-307	0	0	1,669	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	7,078	5,244	0	268	0	1,625,000	1,625,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	20,534	32,178	33,148	127,478	104,000	221,000	221,000	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	2,355	5,967	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	234	420	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	26	26	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	157	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	206	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	457	136	0	115	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	159	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	79	192	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	179	0	0	0	0	0	0	0	0
<b>Total Water Treatment</b>		<b>36,977</b>	<b>55,726</b>	<b>45,673</b>	<b>136,959</b>	<b>114,400</b>	<b>1,856,400</b>	<b>1,856,400</b>	<b>58,500</b>	<b>0</b>

Table 2 - ERWS Revised 2015 - 2019 Financial Plan - RDN Requisition

Capital - Program Summary			2011	2012	2013	2014	2015	2016	2017	2018	2019
Description	G/L	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	12,471	17,894	10,984	10,400	0	0	0	0	7,500
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	47,875	61,099	35,226	24,630	0	0	0	0	575,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	6,346	68,625	59,609	33,471	23,400	0	0	0	0	75,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	470	421	157	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	31	35	196	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0			157	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	2,468	35,470	1,532	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	1,516	10	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	42	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	130	429	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	412	2,054	542	0	0	0	0	0	0
<b>Total Aquifer Storage and Recovery</b>		<b>6,346</b>	<b>132,352</b>	<b>178,229</b>	<b>82,748</b>	<b>58,430</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>657,500</b>
<b>Total Capital</b>		<b>378,886</b>	<b>201,268</b>	<b>326,723</b>	<b>318,668</b>	<b>287,230</b>	<b>2,711,800</b>	<b>2,711,800</b>	<b>2,711,800</b>	<b>1,822,500</b>	<b>657,500</b>
<b>TOTAL EXPENDITURES</b>		<b>380,351</b>	<b>204,848</b>	<b>329,698</b>	<b>321,136</b>	<b>289,830</b>	<b>2,714,400</b>	<b>2,714,400</b>	<b>2,714,400</b>	<b>1,825,100</b>	<b>757,600</b>