

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, OCTOBER 13, 2015  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

**MINUTES**

3-9 Minutes of the Regular Committee of the Whole meeting held Tuesday, September 8, 2015.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**CHIEF ADMINISTRATIVE OFFICER**

10-19 Strategic Planning Process.

**CORPORATE SERVICES**

20-24 WHMIS Policy.

**ADMINISTRATION**

25-31 Alternative Approval Process to Establish a District 69 Search and Rescue Contribution Service – Bylaw No. 1736.

**REGIONAL AND COMMUNITY UTILITIES**

**WASTEWATER**

32-37 Bylaws No. 888.06 and 889.71 – Wastewater Service Requisition Amendments.

38-41 Greater Nanaimo Pollution Control Centre Marine Outfall Replacement Construction Award.

## **ADVISORY, SELECT COMMITTEE AND COMMISSION**

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

42-45 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, September 16, 2015 (for information).

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

46-49 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, September 16, 2015 (for information).

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

1. *That staff be directed to initiate efforts to provide two garbage and recycling cans at the Lighthouse Community Park ball fields.*
2. *That garbage pickup service for four garbage cans at the Lighthouse Community Park ball fields during the Slo-pitch season be allocated in the 2016 budget.*

## **ADDENDUM**

### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

#### **NEW BUSINESS**

**Truth and Reconciliation Commission** – *At the September 29, 2015 Board meeting Director Recalma advised that he would be bringing forward the following motion for consideration at the October 13, 2015 Committee of the Whole meeting:*

*That staff be directed to hold a Board Seminar to examine those recommendations arising from the Truth and Reconciliation Commission that the Regional District of Nanaimo will act on in a meaningful manner, and the Chiefs of Snuneymuxw, Snaw-Naw-As and Qualicum First Nations be invited to attend.*

#### **IN CAMERA**

*That pursuant to Sections 90 (1) (c), (e), and (i), and 90 (2) (d) of the Community Charter the Committee proceed to an In Camera Meeting, for discussions related to labour relations, land acquisitions, solicitor-client privilege, and third-party business interests.*

## **ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, SEPTEMBER 8, 2015 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

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

Regrets:

Director A. McPherson	Electoral Area A
Director B. Rogers	Electoral Area E

Also in Attendance:

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

## **CALL TO ORDER**

The Chairperson called the meeting to order and welcomed Alternate Directors Wilson and Lowe to the meeting.

## **DELEGATIONS**

### **Fay Weller, Island Futures Society, re Gabriola Community Bus.**

Fay Weller and Steve Earle provided a visual update on the pilot project including an increase in ridership, benefits to tourism, reduction in greenhouse gas emissions, and asked the Board to support the Transit Contribution Service Establishment Bylaw.

### **Aaron Lamb, BC Transit, re CNG Bus Program.**

Aaron Lamb provided a visual presentation along with an update on the program citing lower fuel and maintenance costs, and asked the Board for their continued support in replacement of the Regional District of Nanaimo's remaining transit fleet with compressed natural gas buses.

## **LATE DELEGATIONS**

MOVED Director Veenhof, SECONDED Director Kipp, that late delegations be permitted to address the Board.

CARRIED

### **Fernando Costa, re Lot 8 Horne Lake Road (Island Pallets), Electoral Area 'H' – Unsightly Premises.**

Fernando Costa decided not to address the Board at this time.

## **COMMITTEE OF THE WHOLE MINUTES**

### **Minutes of the Regular Committee of the Whole meeting held Tuesday, July 14, 2015.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Regular Committee of the Whole meeting held July 14, 2015, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **Patrick C. Livolsi, Ministry of Transportation and Infrastructure, re New Building Canada Fund N20102 – San Pareil Water System – Treatment Upgrades.**

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Patrick Livolsi, Ministry of Transportation and Infrastructure, regarding the New Building Canada Fund Project #N20102 for the San Pareil Water System treatment upgrades be received.

CARRIED

### **Beverly Marshall, Arrowsmith Search and Rescue Society, re Appreciation of RDN Support.**

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Beverly Marshall, Arrowsmith Search and Rescue Society, regarding appreciation of Regional District of Nanaimo support be received.

CARRIED

**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.**

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Doug Shorter, Industry Canada, regarding follow-up on 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, be received.

CARRIED

**Laurie Gourlay and Jackie Moad, re Thistledown Farm.**

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Laurie Gourlay and Jackie Moad regarding Thistledown Farm be received.

CARRIED

## FINANCE

### 2016 - 2020 Financial Plan Schedule.

MOVED Director Veenhof, SECONDED Director Lefebvre, 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 9, 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

CARRIED

## ADMINISTRATION

### Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015.

MOVED Director Houle, SECONDED Director Veenhof, 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.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, 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?

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, 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.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, 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.

CARRIED

## TRANSPORTATION AND SOLID WASTE

### TRANSIT

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

MOVED Director Houle, SECONDED Director Pratt, 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.

CARRIED

MOVED Director Houle, SECONDED Director Pratt, 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?"

CARRIED

MOVED Director Houle, SECONDED Director Pratt, 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."

CARRIED

MOVED Director Houle, SECONDED Director Pratt, 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.

CARRIED

**Compressed Natural Gas Buses.**

MOVED Director Westbroek, SECONDED Director Houle, that the Board approve the replacement of 24 diesel buses with 24 compressed natural gas buses.

CARRIED

**SOLID WASTE**

**Regional Landfill Bird Control Contract Award.**

MOVED Director Veenhof, SECONDED Director Westbroek, 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.

CARRIED

**REGIONAL AND COMMUNITY UTILITIES**

**WATER AND UTILITIES**

**Challenges and Opportunities for Regional Water Resources.**

MOVED Director Lefebvre, SECONDED Director Haime, 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.

CARRIED

MOVED Director Lefebvre, SECONDED Director Haime, 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.

CARRIED

MOVED Director Lefebvre, SECONDED Director Haime, that the Board direct staff to update water requirements for subdivision and development under Bylaw No. 500 for the Board's consideration.

CARRIED

MOVED Director Lefebvre, SECONDED Director Haime, 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.

CARRIED

**Whiskey Creek Water Service Area, Potential Groundwater Supply — Crown Land Application.**

MOVED Director Fell, SECONDED Director Pratt, 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.

CARRIED

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **BUILDING, BYLAW, AND EMERGENCY PLANNING**

#### **Animal Control Amendment Bylaw No. 941.05, 2015.**

MOVED Director Fell, SECONDED Director Veenhof, that Regional District of Nanaimo "Animal Control Amendment Bylaw No. 941.05, 2015" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that Regional District of Nanaimo "Animal Control Amendment Bylaw No. 941.05, 2015" be adopted.

CARRIED

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

CARRIED

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

CARRIED

#### **Lot 8 Horne Lake Road (Island Pallets), Electoral Area 'H' — Unsightly Premises.**

MOVED Director Veenhof, SECONDED Director Lefebvre, 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 semitrailers, 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.

CARRIED

#### **545 Ackerman Road, Electoral Area 'G' — Unsightly Premises.**

MOVED Director Veenhof, SECONDED Director Lefebvre, 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 or its agents at the owner's cost.

CARRIED

## **EXTERNAL BOARDS**

### **Englishman River Water Service Management Board.**

#### **Minutes of the Englishman River Water Service Management Board meeting held Thursday, July 30, 2015.**

MOVED Director Lefebvre, SECONDED Director Veenhof, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, July 30, 2015, be received for information.

CARRIED



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

MOVED Director Lefebvre, SECONDED Director Thorpe, that the Englishman River Water Service Revised 2015-2019 Financial Plan be adopted.

CARRIED

**IN CAMERA**

MOVED Director Houle, SECONDED Director Veenhof, 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.

CARRIED

TIME: 8:49 PM

**ADJOURNMENT**

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

CARRIED

TIME: 9:01 PM

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CHAIRPERSON

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CORPORATE OFFICER



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
SEP 29 2015		
RHD		
BOARD		

**STAFF REPORT**

**TO:** Board of Directors **DATE:** September 29, 2015

**FROM:** Paul Thorkelsson **MEETING:** COW October 13, 2015  
 Chief Administrative Officer **FILE:**

**SUBJECT:** Strategic Planning Process

**RECOMMENDATIONS**

1. That the Board receive for information the overview report on the Strategic Planning Process Session of July 31, 2015 provided by Paragon Strategic Services Ltd. as attached to the staff report.
2. That the Board adopt the recommended strategic plan process as outlined in the staff report, and direct the CAO to schedule the sessions as described as soon as practically possible and engage Paragon Strategic Services (Tracey Lorenson) to facilitate the strategic planning process.

**PURPOSE**

This report provides an overview of the facilitated strategic planning process session held on July 31, 2015, the information consolidated by the facilitator in relation to the strategic planning process during the session and presents, for consideration of the Board, a recommended strategic planning process developed in light of the discussion in the July session and previous directions by the Board.

**BACKGROUND**

The Board Strategic Plan has consistently provided key and central direction to the work, activities and priorities of the Regional District of Nanaimo. The process for developing the Board’s Strategic Plan has developed iteratively and interactively over the past two decades and has consistently developed a consensus based Board Strategic Plan that has provided bold thinking characterized by sustainability and environmental leadership while responding to the over-lying priority of fiscal responsibility. The priorities established by the Strategic Plan give direction to the organization’s annual business and work plans, the annual budget and the five year financial plan.

The RDN Board has expressed an interest and priority in redeveloping the approach undertaken at the RDN for the Board Strategic Plan. Most recently, at the May 26, 2015 meeting the Board passed a number of recommendations aimed at this renewal including:

*(15-432) That the CAO be directed to engage a professional facilitator to work with the Board in finalizing the strategic planning process for the 2016-2019 Board Strategic Plan, and to prepare the planning sessions for the Fall of 2015.*

*(15-433) That a strategic planning processes established by the RDN Board generally follow the process outlined in the Staff report including the “dual stream” approach to strategic planning for the Electoral Areas and the Board.*

Following this direction, staff engaged the services Tracey Lorenson of Paragon Strategic Services Ltd. to facilitate the Board’s discussion and work on establishing a renewed process for the 2016-2019 Strategic Plan. This session was held on July 31, 2015 at the Grand hotel in the City of Nanaimo and was attended by 11 RDN Directors (five Electoral Area Directors, and six Municipal Directors). The session was also attended and supported by the CAO.

By all accounts received the session was extremely successful and was described by Directors as an important and productive step in the renewal of the strategic planning process. Discussions amongst Directors regarding the strategic planning process was open and frank with all in the room fully participating in examining the process and expectations for this renewed approach.

The facilitator has compiled the information provided by Directors during the session and has provided a recommended process for the next steps in the development of the 2016-2019 Strategic Plan for consideration by the Board. The brief outline report and proposed planning approach is provided as an appendix to this report.

## **ALTERNATIVES**

1. Receive the compiled information from the strategic planning process discussion.
2. The Board provide direction on the next process steps for the 2016-2019 Board Strategic Plan.
3. The Board provide alternate direction.

## **FINANCIAL PLAN IMPLICATIONS**

The proposed approach to a renewal of the Board Strategic Plan and the strategic planning process at the RDN has no additional financial implications to the RDN beyond those included within the 2015 Budget and the 2015-2019 Financial Plan. Existing budgets and reserve amounts have been developed to accommodate the Board’s strategic planning process including the engagement of a suitable professional facilitator and costs associated with the planning sessions.

## **STRATEGIC PLAN IMPLICATIONS**

The Board Strategic Plan is the fundamental planning document for the RDN. The Plan provides overarching direction, orientation and priorities for actions by the Board and implementation by staff. The renewal of the Board Strategic Plan for the 2015-2019 period provides the opportunity for the RDN Board to set a strong foundation for the actions and directions to staff during the Director's current term of office. The Strategic Plan also provides the Board the opportunity to set these priorities against longer term goals for the RDN as an organization and the community as a region.

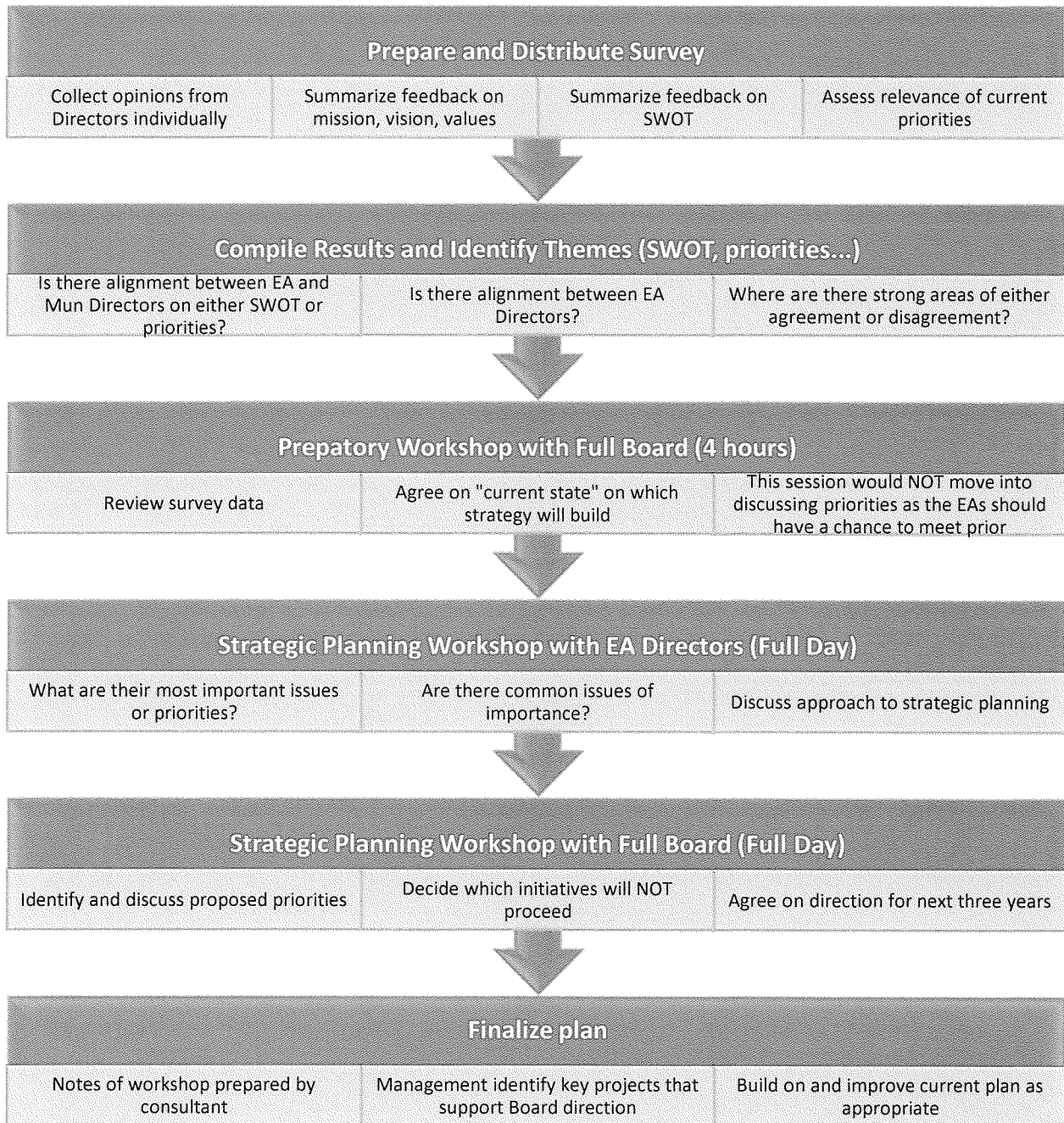
## **SUMMARY/CONCLUSIONS**

The Regional District of Nanaimo has a long history of strategic planning. Over the past two decades the RDN has developed a robust and iterative process that has produced Board Strategic Plans that are amongst the best achieved in local government in British Columbia. This success has also, more recently, exposed some limitations and gaps in the processes and the final guiding documents produced.

A fruitful and robust discussion of the strategic planning process at a Board session held on July 31, 2015 has established the basis for recommended next steps in the process. It is to be noted that the recommended strategic planning process is aligned with previous direction of this Board and includes the "dual stream" approach as considered and directed by the Board in May 2015.

As previously outlined to the Board, this is a unique approach to strategic planning process that uses a typical planning framework applied, both separately and in collaboration, to Regional services and issues and to exclusively Electoral Area services and issues. The process discussion at the July 31<sup>st</sup> session both identified the importance of this approach to the Electoral Area Directors as well as established renewed understanding of its importance and support by Municipal Directors.

As indicated, the consolidation of the process discussion is provided in the attachment to this report. Based on the discussion that occurred, previous Board directions and input of best practices the following process steps have been developed for the 2016-2019 Strategic Plan development:

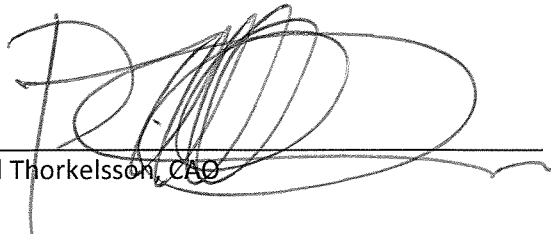


This process has been developed based on well accepted best practices and successful approaches while emphasizing the unique approach being introduced to the RDN process that is aimed at providing additional recognition of Electoral Area priorities in the plan.

Staff recognize that a small number of Directors have expressed their personal concerns regarding the use of surveys in this and other processes. It is widely accepted that surveys at the initial stages of the process are extremely effective and efficient at collecting foundational information for the subsequent discussion and planning work. To help ensure the best and most representative outcome of the strategic planning process the facilitation consultant has also strongly recommended the use of the initial survey. This recommendation is based upon years of successful work with local governments (including strategic planning with regional districts) across the province. As such the use of a survey has been maintained at the start of the strategic planning process as part of the information gathering steps.

The process outlined here has been developed based on the input received from the RDN Directors up to and including the recent process discussion. Strategic planning processes generally follow well accepted structures that have been widely adopted and used in both public and private organizations. The proposed renewed process is no different in that regard. This process however provides an additional focus on the emergent importance that clear and discernable inclusion of Electoral Area specific issues and priorities are recognized in the planning process, and are included in the final document.

This is a unique approach, which has not been undertaken in any other jurisdiction. It will require strong focus on the part of Directors on the issues and services included in the respective "track" of the planning process; and will require a capable and experienced facilitator that is very familiar with the unique aspects of regional district governance and service delivery. Staff recommend the adoption of the strategic planning process outlined in this report.

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', is written over a horizontal line. The signature is stylized and somewhat scribbled.

Paul Thorkelsson, CAO

# REGIONAL DISTRICT OF NANAIMO

## NOTES FROM STRATEGIC PLANNING PREPARATION WORKSHOP

REGIONAL DISTRICT OF NANAIMO

PREPARED BY PARAGON STRATEGIC SERVICES LTD.



Authored by: Tracey Lorensen

# REGIONAL DISTRICT OF NANAIMO

## NOTES FROM STRATEGIC PLANNING PREPARATION WORKSHOP

### PURPOSE OF WORKSHOP:

This workshop was held to discuss concerns about previous strategic planning processes and plans, and to have the Board explore options for improvement. The workshop was interactive, and Board members were very candid about their previous experiences with strategic planning (both at the RDN and with other organizations). The process was informal, and notes from flipcharts were transcribed.

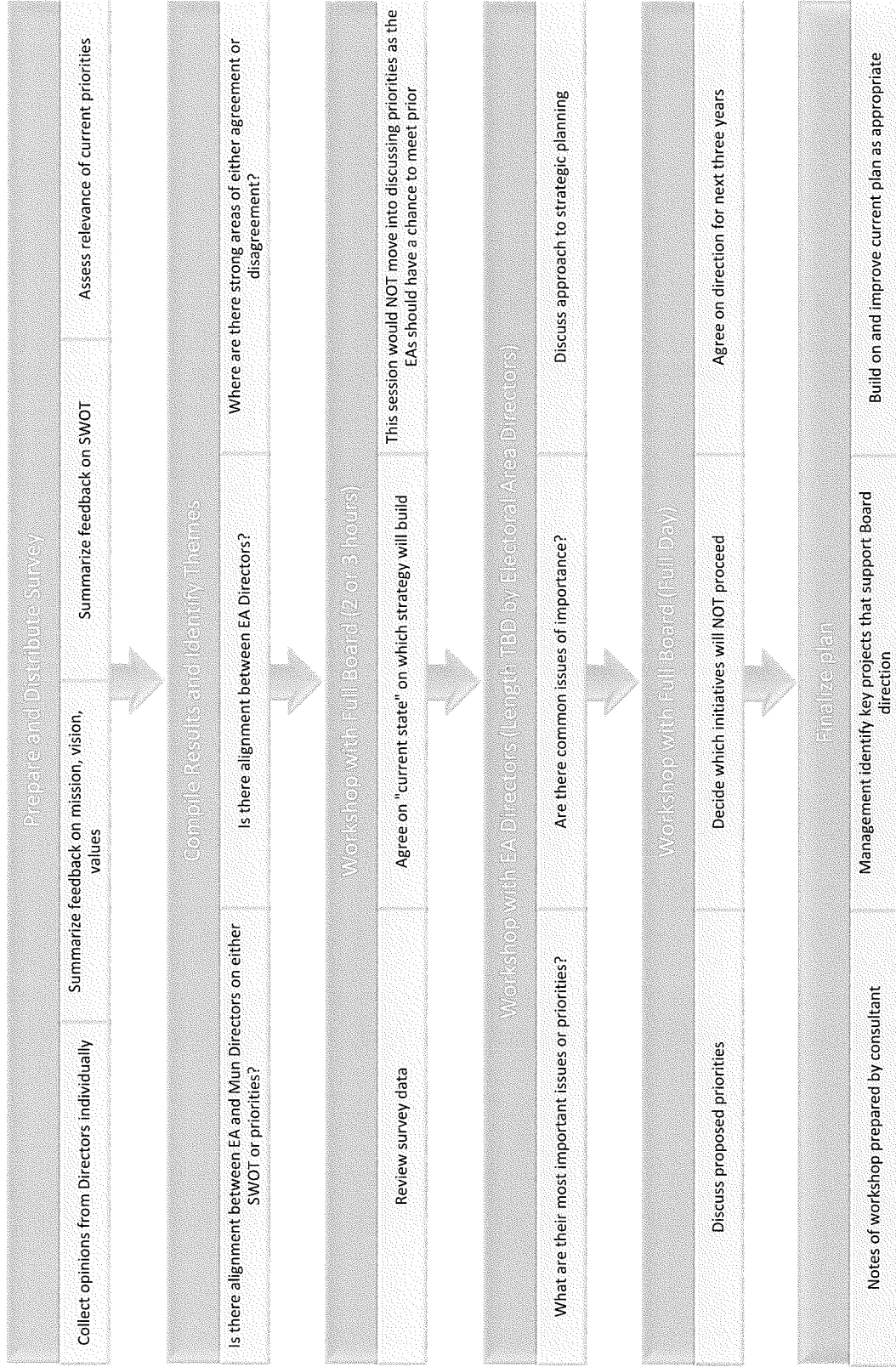
### NEXT STEPS:

The attached flow chart identifies a proposed approach for RDN strategic planning which creates a specific opportunity for the Electoral Area Directors to meet prior to the full Board decision making session.

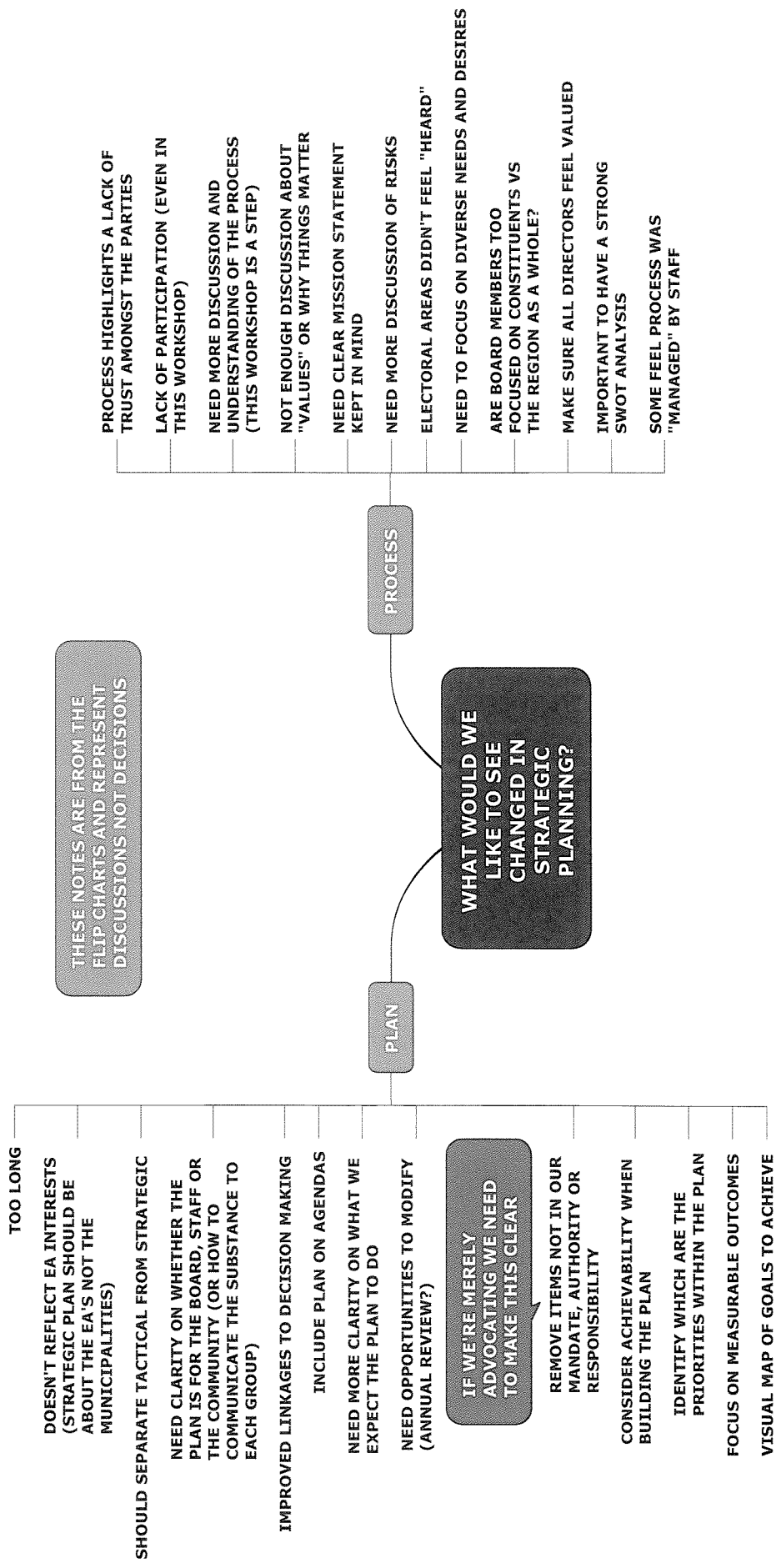
The purpose of this session is to identify areas of common interest, discuss the process for advocating for changes and or support at the full Board session. It was understood by the Board that this EA session would not be a decision workshop, rather to clarify strategic priorities that the full Board would be asked to consider.



# REGIONAL DISTRICT OF NANAIMO – PROPOSED PLANNING APPROACH



DRAFT FOR DISCUSSION PURPOSES – PREPARED BY TRACEY LEE LORENSON TRACEY@PARAGONSTRATEGIC.COM



THESE NOTES ARE FROM THE  
FLIP CHARTS AND REPRESENT  
DISCUSSIONS NOT DECISIONS

COULD ALLOW EAS TO IDENTIFY  
PRIORITIES AND PROCESSES  
THAT WOULD SERVE THEIR  
AREAS AND PREPARE THOSE  
FOR CONSIDERATION BY THE  
BOARD

RECOGNITION OF RURAL  
COMMUNITIES

RECOGNIZES LARGE  
POPULATION ELECTORAL AREAS

DEFINE AND DISCUSS ISSUES  
AND CHALLENGES BEFORE  
COMING TO THE BOARD

WOULD DEVELOP A PROCESS  
SIMILAR TO THE  
MUNICIPALITIES THAT HAVE  
THEIR OWN PLANNING BEFORE  
RD PLANNING

## FORUM WITH ELECTORAL AREA DIRECTORS

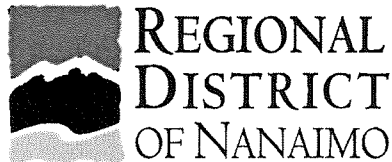
OPEN TO ALL?

FOCUS ON RURAL ISSUES

ENSURE THIS DOESN'T  
ENTRENCH "US" VS "THEM"

ARE THERE  
LOGISTICAL/LEGISLATIVE  
CONCERNS?

BRING ISSUES FORWARD TO  
THE BOARD SESSION



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
OCT 01 2015	
RHD	
BOARD	

# STAFF REPORT

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** September 18, 2015

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

**MEETING:** COW – October 13, 2015

**SUBJECT:** WHMIS Policy

**FILE:**

## RECOMMENDATION

That Policy No. A4.2 - WHMIS be converted from a Board Policy to a CAO Policy and referred to staff.

## PURPOSE

To seek approval to convert Policy No. A4.2 - WHMIS from a Board Policy to a CAO Policy.

## BACKGROUND

Policy No. A4.2 – WHIMS (Workplace Hazardous Materials Information Systems) was adopted by the Board in 1988 (Attachment 1).

On February 11, 2015, Health Canada announced that the revised Hazardous Products Act and the Hazardous Products Regulations would now be law in Canada. The new legislation governs the implementation of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) in all Canadian workplaces and establishes new rules for classifying and labelling hazardous occupational materials and new information for safety data sheets under WHMIS.

As a result of these revisions, the RDN’s WHMIS Policy requires updating (Attachment 2).

The policy is tied to the requirements of WorkSafe BC and operational in nature and as such would not usually be brought before the Board. Staff recommend that the policy be converted from a Board Policy to a CAO Policy and referred to staff for these and future revisions.

## ALTERNATIVES

1. Continue the policy as a Board policy and approve the changes.
2. Continue the policy as a Board policy and not approve the changes.
3. Convert the policy from a Board policy to a CAO policy and refer to staff.

While alternative one ensures that the policy is updated, consideration by the Board would continue to be required for any future changes to the policy. In order for partners and stakeholders to uniformly adopt the new requirements, the WHMIS 2015 program is being implemented in three phases. As such, it is likely that additional revisions to the policy will be required, including the removal of some transitional references included in the revised policy.

As with alternative one, alternative two requires consideration by the Board of any future changes to the policy and furthermore leaves the policy out of alignment with the legislative changes.

Alternative three refers this policy to the CAO where operational policies appropriately belong.

#### **FINANCIAL IMPLICATIONS**

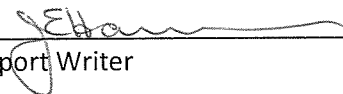
There are no financial implications.

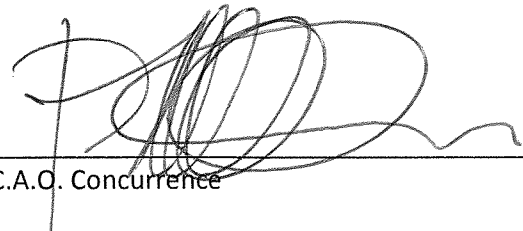
#### **STRATEGIC PLAN IMPLICATIONS**

There are no strategic plan implications.

#### **SUMMARY/CONCLUSIONS**

Policy No. A4.2 – WHMIS requires revision due to legislative changes. The policy was originally adopted by the Board in 1988 although the nature of the policy lends itself to being a CAO policy rather than a Board policy. Staff recommend that the policy be converted to a CAO policy and referred to staff for this and future updates.

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

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

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT: <b>WHMIS</b> <i>(Workplace Hazardous Materials Information System)</i>	POLICY NO: A4.2 CROSS REF.:
EFFECTIVE DATE: November 8, 1988	APPROVED BY: Board
REVISION DATE:	PAGE: 1 of 1

### PURPOSE

The Regional District of Nanaimo is committed to the efficient application of the WHMIS program to ensure that all employees receive the fullest knowledge and protection in handling products which could be harmful to their health.

### POLICY

Responsibilities for administration of this program will be as follows:

**Management** will ensure that all controlled products produced at or entering the District's facilities will have proper labels and identifying symbols attached to each container and furthermore that Material Safety Data Sheets (MSDS's) are available and circulated to the proper personnel. Management will also ensure that appropriate information and training is provided for all personnel.

**Supervisors** will ensure that employees who handle or use controlled products are properly trained to identify labels and understand risk phrases; be able to read and understand appropriate sections of the MSDS's; be trained in safe work procedures; be trained in the proper use of Personal Protective Equipment needed; be trained in emergency procedures that might occur and generally understand problems associated with the handling of products which could be harmful to the health of workers.

**Workers** will follow all the established procedures for the use and handling of controlled products which will include, when appropriate, the wearing of the proper Personal Protective Equipment.

**First Aid Attendants** will keep copies of all MSDS's and be fully aware of the emergency treatment of workers who have been exposed to excessive amounts of a controlled product.

**WHMIS Coordinator** will coordinate the receiving of all controlled products onto the site and ensure that all the necessary information such as current MSDS's and labels are received and will ensure that adequate training is given to all levels of personnel. The coordinator will conduct an annual audit on the WHMIS program or more often where necessary.

Full cooperation is needed at all levels to ensure that employees receive the necessary information and equipment needed to fulfill these objectives. Strict compliance with the WHMIS regulations should ensure the employees have the fullest protection when handling products which could endanger their health either now or at a later time in their lives.

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<b>WHMIS</b> <i>(Workplace Hazardous Materials Information System)</i>	POLICY NO:	A4.2
EFFECTIVE DATE:	November 8, 1988	CROSS REF.:	
REVISION DATE:		APPROVED BY:	Board
		PAGE:	1 of 2

### PURPOSE

The Regional District of Nanaimo (RDN) is committed to being in compliance with the WorkSafeBC Occupational Health and Safety Regulations to ensure that all employees receive the fullest knowledge and protection in handling products which could be harmful to their health.

### POLICY

Responsibilities for administration of this policy will be as follows:

**Management** will ensure that all hazardous products produced at or entering the RDN's facilities have proper WHMIS labels and up-to-date (Material) Safety Data Sheets ((M)SDSs); in doing so, they will also ensure these (M)SDSs are available and circulated to the proper personnel. Management will also be responsible to provide education and training, and ensure that appropriate control measures are in place to protect the health and safety of all personnel.

**Superintendents / Supervisors** will ensure that employees who handle or use hazardous products are properly trained to identify labels and understand risk phrases; that staff are able to read and understand appropriate sections of the (M)SDSs; are trained in safe work procedures; are trained in the proper use of Personal Protective Equipment needed; as well as trained in emergency procedures that might occur and generally understand problems associated with the handling of hazardous products which could be harmful to the health and safety of workers.

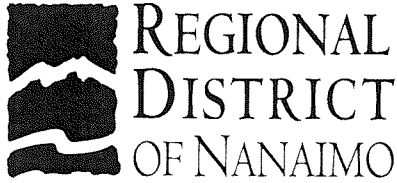
**Management and Superintendents / Supervisors** will be expected to work together to ensure the responsibilities above are met and upheld; in doing so, ensuring that all hazardous products entering the workplace have the necessary and most up-to-date (M)SDSs and labels. Management and Superintendents / Supervisors will also be responsible to review the education and training being provided to workers annually, or whenever work conditions or hazard information changes; ensuring adequate education and training is provided to all personnel.

**Workers** will follow all the established procedures for the use and handling of hazardous products which will include, when appropriate, the wearing of the proper Personal Protective Equipment, participating in WHMIS training programs and taking necessary steps to protect themselves as well as their fellow co-workers. In addition, workers are responsible for participating in identifying and controlling hazards.

**First Aid Attendants** must be trained on using and have access to all appropriate (M)SDSs for the site or work location of which they work; this is to ensure first aid attendants are fully aware of the emergency treatment and how to access such information in the event it is needed for an employee who has been improperly exposed to a hazardous product.

Full cooperation is needed at all levels to ensure that employees receive the necessary information and equipment needed to fulfill these objectives. Strict compliance with the WHMIS regulations should ensure the employees have the fullest protection when handling hazardous products which could endanger their health either now or at a later time in their lives.





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**STAFF REPORT**

**TO:** J. Harrison  
Director, Corporate Services

**DATE:** October 2, 2015

**FROM:** J. Hill  
Manager, Administrative Services

**MEETING:** COW – October 13, 2015

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

**RECOMMENDATIONS:**

1. That “Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015” be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.
2. That participating area approval is to be obtained for the entire proposed service area.
3. That the Board establish 4:30 pm on Thursday, February 25, 2016, as the deadline for receiving elector responses for the alternative approval process.
4. That the Board approve the Elector Response Form as provided in Attachment 2.
5. That the Board determine the total number of electors to which the approval process applies to be 36,826.

**PURPOSE:**

To initiate an alternative approval process (AAP) to obtain elector approval to adopt a service establishment bylaw for the purpose of providing a contribution towards organizations providing search and rescue in District 69.

**BACKGROUND:**

At its July 28, 2015 Regular Board meeting, the RDN Board adopted the following motions:

*That staff be directed to proceed with establishment of a new District 69 Search and Rescue Service through an alternative approval process.*

*That staff be directed to establish the District 69 Search and Rescue Service on the basis of population with ongoing annual operational funding of \$10,000.*

As part of the AAP, the Board must provide three readings to a service establishment bylaw, set the deadline for receiving elector response forms, approve the elector response form, and determine the total number of electors of the area to which the AAP applies (City of Parksville, Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H').

For consideration of Board approval, "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" is attached for the Board's review (Attachment 1). Should the Board give Bylaw No. 1736 three readings and adopt the recommendations relating to the AAP, staff will forward the bylaw to the Ministry of Community, Sport and Cultural Development for the approval of the Inspector. Following approval, Staff will proceed with publishing the notice of the AAP. The deadline for receiving elector response forms must be established by the Board and be at least 30 days after the second publication of the notice. Staff suggest a deadline of 4:30 pm on Thursday, February 25, 2016.

Staff have drafted an elector response form for the Board's consideration (Attachment 2). This form must be approved by the Board.

Pursuant to section 86(1) of the *Community Charter*, approval of the electors has been obtained if, at the end of the time period for receiving elector response forms, the number of response forms received is less than 10% of the number of electors of the area to which the approval process applies. This AAP process applies to the City of Parksville, the Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H', and the total number of electors of the participating areas is determined to be 36,826. Therefore, if less than 3,682 elector response forms are received prior to the deadline, elector approval is deemed to have been obtained and the Board can proceed to adopt Bylaw No. 1736.

#### **ALTERNATIVES:**

1. Proceed with first, second and third readings of Bylaw No. 1736 and adopt the recommendations relating to the alternative approval process.
2. Do not proceed with bylaw readings or adopt the recommendations relating to the alternative approval process.

#### **FINANCIAL IMPLICATIONS:**

The cost to obtain elector approval by the alternative approval process is approximately \$3,000 for advertising costs which will be recovered by the service area if established. If the service is not established, costs will be recovered through the general budget for elector approval under the legislative services function.

#### **STRATEGIC PLAN IMPLICATIONS:**

N/A

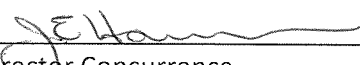
**SUMMARY/CONCLUSIONS:**

At its July 28, 2015 Regular Board meeting the Board directed staff to proceed with the alternative approval process to establish a District 69 Search and Rescue Service on the basis of population with ongoing annual operational funding of \$10,000. As part of the AAP, the Board must provide three readings to a service establishment bylaw (Attachment 1), set the deadline for receiving elector response forms, approve the elector response form (Attachment 2) and determine the total number of electors of the area to which the AAP applies (City of Parksville, Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H').

The number of electors of the proposed service area is determined to be 36,826. Staff suggest that the deadline for submitting elector response forms be established as 4:30 pm on Thursday, February 25, 2016.

Staff recommend the Board proceed with providing three readings to Bylaw No. 1736 and adopt the recommendations relating to the alternative approval process. If less than 10% of electors of the participating areas (3,682) sign and submit a completed elector response form by the deadline, elector approval is deemed to have been obtained and the Board can adopt Bylaw No. 1736.

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

  
\_\_\_\_\_  
Director Concurrence

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1736

A BYLAW TO ESTABLISH A SEARCH AND  
RESCUE 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 search and rescue;

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 areas has been obtained by alternative approval process for the entire Service Area under section 801.3 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 "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015".

**2. Service**

The service established by this Bylaw is the Northern Community Search and Rescue Contribution Service (the "**Service**") for the purpose of providing a contribution to organizations providing search and rescue in the Service Area.

**3. Boundaries**

The boundaries of the service area are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H' (the "**Service Area**").

**4. Participating Areas**

The Participating Areas for the Service are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.

**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. Apportionment**

The costs of providing the Service shall be apportioned among the Participating Areas on the basis of the most recent census population.

**7. 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) Ten Thousand (\$10,000.00) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.0017 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 obtained by alternative approval process under section 801.3 of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_, 2016.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

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



ALTERNATIVE APPROVAL PROCESS
ELECTOR RESPONSE FORM

City of Parksville, Town of Qualicum Beach,
Electoral Areas 'E', 'F', 'G' and 'H'

"Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015"
to establish a Northern Community Search and Rescue Contribution Service for the purpose of
providing a contribution to organizations providing search and rescue in the City of Parksville,
Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H'.

By completing this Elector Response Form I certify that:

- I am a person entitled to be registered as an elector (pursuant to the Local Government Act) within the City of Parksville, the Town of Qualicum Beach or Electoral Area 'E', 'F', 'G' or 'H' of the Regional District of Nanaimo;
I have not previously signed an Elector Response Form with respect to this Bylaw; and
I am OPPOSED to the adoption of "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" to establish a Northern Community Search and Rescue Contribution Service for the purpose of providing a contribution to organizations providing search and rescue in the City of Parksville, Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H', without first obtaining the assent of the electors in a voting proceeding (referendum).

FULL NAME OF ELECTOR: (e.g. Donald Smith – not D. Smith) (Please Print)

ELECTOR'S RESIDENTIAL ADDRESS:

SIGNATURE OF ELECTOR:

DATE:

To be completed by Non-Resident Property Electors only
I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

Deadline: For this Elector Response Form to be counted, it must be submitted in person or by mail to be received by the Corporate Officer NO LATER THAN 4:30 PM ON THURSDAY, FEBRUARY 25, 2016.

- Postmarks WILL NOT be accepted as the date of submission.
ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Form may not be returned by email or by fax.

Submit the Elector Response Form to:

Corporate Services Department
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
Phone: 250-390-4111/1-877-607-4111

If at least 10% (3,682) of eligible electors sign and submit a completed Elector Response Form by the deadline, the Regional District Board may not proceed with adopting "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" unless elector approval is obtained by assent voting (referendum).

Additional information regarding elector qualifications can be found on the reverse side of this form.

## INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

### Resident electors:

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this elector response form;
- a resident of the City of Parksville, the Town of Qualicum Beach, or Electoral Area 'E', 'F', 'G' or 'H' of the Regional District of Nanaimo for at least 30 days before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

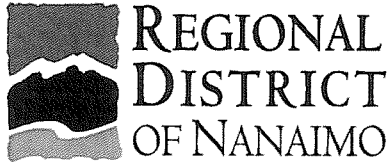
### Non-resident property elector:

- not entitled to register as a resident elector of the City of Parksville, the Town of Qualicum Beach, or Electoral Area 'E', 'F', 'G' or 'H' of the Regional District of Nanaimo;
- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this elector response form;
- a registered owner of real property within the City of Parksville, the Town of Qualicum Beach, or Electoral Area 'E', 'F', 'G' or 'H' of the Regional District of Nanaimo for at least 30 days before signing this elector response form;
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law;
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

**Note:** No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

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An accurate copy of this Elector Response Form may be utilized (either single-sided or double-sided), provided that it is made of the form prior to any electors signing such form, so that only Elector Response Forms with original signatures are submitted.



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**STAFF REPORT**

**TO:** Sean De Pol  
Manager, Wastewater Services

**DATE:** September 8, 2015

**FROM:** Jolene Jackson  
Special Projects Coordinator,  
Wastewater Services

**MEETING:** CoW, October 13, 2015

**FILE:** 5340-01 SEPT

**SUBJECT:** To introduce Bylaws No. 888.06 and No. 889.71 – Wastewater Service Requisition Amendments

**RECOMMENDATION**

1. That “Regional District of Nanaimo Southern Community Sewer Local Service Amendment Bylaw No. 888.06, 2015” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval;
2. That “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.71, 2015” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

**PURPOSE**

To bring forward amendments to Bylaws No. 888 and 889 for the purpose of removing the wastewater service requisition.

**BACKGROUND**

On February 24, 2015, the Regional Board carried the following motion:

*That the Board directs staff to draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon to recover treatment costs, effective July 1, 2015.*

On March 24, 2015, the Regional Board adopted “Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.09, 2015” to transition the septage disposal rate from \$0.18/gallon to \$0.23/gallon, which came in to effect on July 1, 2015.

Septage disposal is established as a service under the Northern and Southern Community sewer servicing bylaws, including septage disposal cost recovery methods. To fully transition septage to a user-pay service, the net septage costs (or “Wastewater Service Requisition”) needs to be removed from the apportionment formulas in each bylaw. The two bylaws introduced here amend the apportionment formulas to remove the Requisition.



**ALTERNATIVES**

1. Introduce Bylaws No. 888.06 and No. 889.71 for three readings; or,
2. Do not introduce Bylaws No. 888.06 and No. 889.71 for three readings and provide alternative direction to staff.

**FINANCIAL IMPLICATIONS**

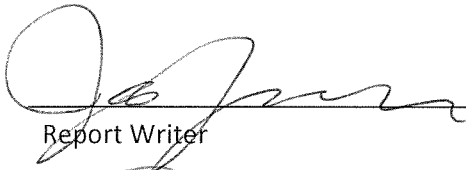
Septage disposal increased from \$0.18/gallon to \$0.23/gallon on July 1, 2015, so that costs are recovered entirely through septage disposal user-fees. With the user-fee at the same rate as treatment costs, the net "Wastewater Service Requisition" property tax equals zero. Since the Requisition equals zero, the bylaw amendments to remove the Requisition pose no financial implications.


**STRATEGIC PLAN IMPLICATIONS**


Converting septage disposal to a user-pay system aligns with the Economic Viability objectives of the 2013 — 2015 Strategic Plan as it maintains a high-quality essential service in a cost effective manner by removing a property tax on residents in rural areas.

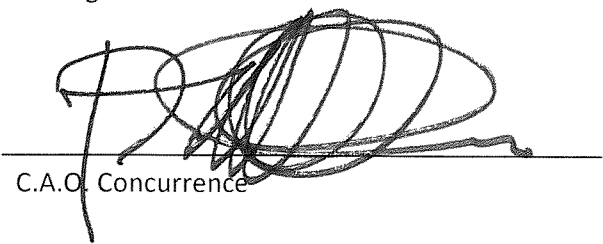
**SUMMARY/CONCLUSIONS**

In February 2015, the Regional Board carried the motion to transition septage disposal to a user-pay service. The proposed amendments complete this transition by removing the Wastewater Service Requisition formula from the Northern and Southern Community bylaws. Staff recommend introducing Bylaws No. 888.06 and No. 889.71 for three readings and to be forwarded to the Inspector of Municipalities for approval.

  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
C.A.O. Concurrence

## Attachment 1

### REGIONAL DISTRICT OF NANAIMO

#### BYLAW NO. 888.06

#### A BYLAW TO AMEND THE APPORTIONMENT FORMULA OF THE SOUTHERN COMMUNITY SEWER LOCAL SERVICE CONVERSION BYLAW

WHEREAS the Board of the Regional District of Nanaimo is desirous of amending Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993 for the purposes of amending the apportionment formula by removing net septage costs;

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

Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw, No. 888, 1993 is amended as follows:

1. By deleting Section 5 **Apportionment** and substituting the following:

5. **Apportionment**

(a) The following terms shall have the following meanings:

**“Annual Costs”** means the costs incurred by the Regional District for the service established under this bylaw;

**“Benefitting Area”** means:

(i) in respect of the electoral areas, the area shown outlined on Schedule ‘A’; and,

(ii) in respect of the municipalities, the area identified in any bylaw referred to in Section 6(a);

**“Non-Benefitting Area”** means the part of an electoral area or municipality that is within the service area established under Section 2, but is not included within a Benefitting Area;

(b) The Annual Costs shall be apportioned amongst the Benefitting Areas based on percent use, which shall be measured as a function of sewage flow to be calculated as follows:

(i) the annual sewage flow for each Benefitting Area shall be the average of the preceding three years, where each year starts October 1<sup>st</sup> and ends September 30<sup>th</sup>;

(ii) the annual sewage flow for each Benefitting Area shall be used to calculate the overall sewage flow for the service and the percent use for each Benefitting Area.

This bylaw may be cited as "Regional District of Nanaimo Southern Community Sewer Local Service Amendment Bylaw No. 888.06, 2015".

Introduced and read three times this 13th day of October, 2015.

Received the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

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CHAIRPERSON

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CORPORATE OFFICER

## Attachment 2

### REGIONAL DISTRICT OF NANAIMO

#### BYLAW NO. 889.71

#### A BYLAW TO AMEND THE APPORTIONMENT FORMULA OF THE NORTHERN COMMUNITY SEWER LOCAL SERVICE CONVERSION BYLAW

WHEREAS the Board of the Regional District of Nanaimo is desirous of amending Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993 for the purposes of amending the apportionment formula by removing net septage costs;

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

Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw, No. 889, 1993 is amended as follows:

1. By deleting Section 5 **Apportionment** and substituting the following:

5. **Apportionment**

(a) The following terms shall have the following meanings:

**“Annual Costs”** means the costs incurred by the Regional District for the service established under this bylaw;

**“Benefitting Area”** means:

(i) in respect of the electoral areas, the area shown outlined on Schedule ‘A’; and,

(ii) in respect of the municipalities, the area identified in any bylaw referred to in Section 6(a);

**“Non-Benefitting Area”** means the part of an electoral area or municipality that is within the service area established under Section 2, but is not included within a Benefitting Area;

(b) The Annual Costs shall be apportioned amongst the Benefitting Areas based on percent use, which shall be measured as a function of sewage flow to be calculated as follows:

(i) the annual sewage flow for each Benefitting Area shall be the average of the preceding three years, where each year starts October 1<sup>st</sup> and ends September 30<sup>th</sup>;

(ii) the annual sewage flow for each Benefitting Area shall be used to calculate the overall sewage flow for the service and the percent use for each Benefitting Area.

This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.71, 2015".

Introduced and read three times this 13th day of October, 2015.

Received the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 201\_.

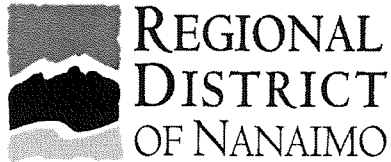
Adopted this \_\_\_\_ day of \_\_\_\_\_, 201\_.

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CHAIRPERSON

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CORPORATE OFFICER



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## STAFF REPORT

**TO:** Sean De Pol  
 Manager, Wastewater Services

**DATE:** September 30, 2015

**FROM:** Maurice Mauch  
 Project Engineer, Wastewater Services

**MEETING:** CoW, Oct. 13, 2015

**FILE:** 5330-20-GNPCC–Marine Outfall

**SUBJECT:** Greater Nanaimo Pollution Control Centre Marine Outfall Replacement Construction Award

### RECOMMENDATION

1. That the Board award the construction contract for the GNPCC Marine Outfall Replacement Project to Vancouver Pile Driving Ltd. for a value of \$8,829,000.
2. That the Board award the engineering services contract for the GNPCC Marine Outfall Replacement Project to ODK for \$600,000.
3. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015” be introduced and read three times.
4. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015” be adopted.

### PURPOSE

To consider awarding the construction contract for the GNPCC Marine Outfall Replacement Project.

### BACKGROUND

Treated effluent from the GNPCC flows through the GNPCC outfall, a 36 inch diameter epoxy coated steel pipe, installed in 1973. The outfall carries the treated effluent a distance of 2.5 kilometers to a discharge point 70 meters below sea level near Five Fingers Island in the Salish Sea. The outfall has reached the end of its service life, and requires replacement. In 2012, the RDN Board approved the allocation of funds for the design and construction of the replacement of the land section of the outfall, that work was completed in the fall of 2014. In July 2014, the Regional District of Nanaimo (RDN) Board directed staff to award the detailed design services for the Marine Section of the outfall to Opus Dayton Knight. The design work is complete; RDN and City of Nanaimo staff reviewed the designs, and the input has been incorporated into the design and tender documents for the project.

The new marine outfall is designed to consider the secondary treatment upgrade, with capacity for a contributory population of 160,000.

A request for qualified contractors was advertised in April 2015 and five submissions were received. The submissions were reviewed by the design engineers, Opus Dayton Knight (ODK) and RDN staff. Three contractors met the required qualification criteria.

The Marine Outfall Replacement Project was competitively tendered between August 17, 2015 and September 24, 2015. Bids from all of the qualified contractors were received at a public opening. The bid results were as follows:

- Vancouver Pile Driving Ltd. \$ 8,829,099.70
- McNally International Inc. \$ 12,805,655.00
- Fraser River Pile and Dredge \$ 13,548,492.38

ODK conducted an evaluation of the bids received and recommended the construction contract be awarded to Vancouver Pile Driving Ltd. Vancouver Pile Driving Ltd. had the lowest compliant bid price and is below the pre-tender estimate.

Contract administration, inspection and field engineering services will be required to administer and provide quality assurance through to completion of the construction contract. ODK have been involved in the project from the beginning, it is recommended that they be retained for the completion of the project. The following is our most recent costing for the completion of the project:

**Projected Final Costs**

Detailed Design (Completed)	\$ 742,000
Tendering and Permitting Services	\$ 50,000
Construction and Post Construction Engineering Services	\$ 600,000
Construction Project	\$ 8,829,000
Emergency Tie in Work	\$ 750,000
Environmental, Geotechnical and Archeological Monitoring	\$ 200,000
Receiving Environmental Monitoring Report	\$ 250,000
Morningside Park Landscape Restoration	\$ 100,000
Project Contingency @ 10%	\$ 1,100,000
<b>Total Project Cost</b>	<b>\$ 12,621,000</b>

The total projected cost for the Marine Outfall Replacement project is within the 2016 Board approved budget for this project.

**ALTERNATIVES**

1. Award the construction contract for the GNPCC Outfall Replacement to Vancouver Pile Driving Ltd. for the tendered price of \$8,829,000, and a contract for the construction engineering services to ODK for a budget of \$600,000.
2. Do not award the tenders, re-assess project requirements and re-tender.

**FINANCIAL IMPLICATIONS**

Alternative 1

This project will be funded 50% by DCC reserves and 50% by general reserves. Bylaw No. 1737 is included with this report; the bylaw authorizes the use of DCC reserves to fund that portion of the project

Alternative 2

The existing marine outfall is at the end of its service life and has experienced a number of failures. If the GNPCC Marine Outfall Replacement Project construction contract is not awarded at this time, the project will be delayed which will likely result in further leaks and compliance issues.

**STRATEGIC PLAN IMPLICATIONS**

The Greater Nanaimo Pollution Control marine outfall is a critical piece of infrastructure that must be replaced to continue protecting the environment. Protecting and maintaining assets and protecting the overall health of the region's ecosystems are objectives which directly align with the Strategic Plan.

**SUMMARY/CONCLUSIONS**

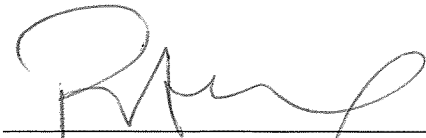
The construction of GNPCC Marine Outfall Replacement Project must be completed to ensure it continues to operate as authorized by the Ministry of Environment. The detailed design has been completed by ODK and reviewed by RDN staff.

A competitive public tendering process was completed on September 24, 2015. Three bids were received, the lowest compliant bid was submitted by Vancouver Pile Driving Ltd for a value of \$8,829,000.

The engineering construction services estimate of \$600,000 by ODK is in line with industry standards for projects of this nature. ODK is the Engineer of Record for the GNPCC Marine Outfall Replacement Project design, to maintain the integrity of design it is important that they provide the inspection, construction management and engineering field services.



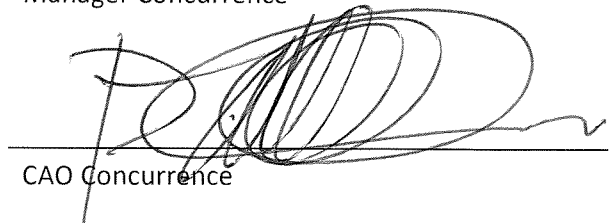
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1737

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

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

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

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

AND WHEREAS the estimated amount to be expended is \$5,860,000;

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

1. That the sum of five-million-eight-hundred-sixty-thousand dollars (\$5,860,000) is hereby appropriated for the purpose of the construction of the Greater Nanaimo Pollution Control Centre's marine outfall; and,
2. That should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the reserve fund;

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

Introduced and read three times this    day of    , 2015.

Adopted this    day of    , 2015.

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CHAIRPERSON

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CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, SEPTEMBER 16, 2015  
7:00PM  
(CEDAR HERITAGE CENTRE)

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Patti Grand  
Andrew Thornton  
Graham Gidden  
John O'Connor  
Kerri-Lynne Wilson  
Angela Davies  
Bernard White

**Staff:** Dean Banman, Manager of Recreation Services  
Hannah King, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:05 PM.

**DELEGATIONS/PRESENTATION**

No Delegations

**MINUTES**

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held June 17, 2015 be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

NONE

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner Davies, SECONDED Commissioner Grand that the following Communications /Correspondence be received:

L. Gourlay, VICCS to H. King/E. McCulloch, RDN, **Re: VICCS Beautification & Heritage Project Partnership Invitation**

CARRIED

**IN CAMERA**

MOVED Commissioner O'Conner, SECONDED Commissioner Wilson that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

**TIME: 7:09**

CARRIED

**RECONVENE TO REGULAR MEETING - 7:38PM**

**REPORTS**

**Monthly Update of Regional and Community Parks and Trail Projects – June-August 2015**

Ms. McCulloch updated the report about an event held at the Cedar Skate Park this past weekend and noted there were some parking issues and the hosts of the event had not complied with the park permit for holding the event. This will have to be addressed should this group hold the event again.

Ms. McCulloch said staff had gps'd the two beach accesses 18 & 20, noting that both paths are on the road right of way. Director McPherson asked if staff could check the ownership on the properties surrounding the #20 access.

MOVED Commissioner O'Connor, SECONDED Commissioner Fiddick that the Monthly Update of Regional and Community Parks and Trails Projects be received.

CARRIED

**Cedar Plaza Kiosk Update (*Verbal*)**

Ms. McCulloch gave an update of the Cedar Plaza Kiosk project. The design is completed and has been sent to Herold Engineering for engineering and costing. Landscaping will be starting in the plaza area and long the trail this fall. Plaza planting renovations will be completed once the kiosk has been installed. Staff are looking for volunteers to coordinate a watering plan for next year.

MOVED Commissioner Wilson, SECONDED Commissioner O'Connor that the Cedar Plaza Kiosk Update be received.

CARRIED

**Cedar Sport Court Update (*Verbal*)**

Mr. Banman updated that staff and Director McPherson have met with Snuneymuxw First Nations regarding the agreement for the sport court. Terms of the agreement to comply with the Federal Community Works Funds guidelines for funding, as well as, the costs and length of the agreement term are being worked on by both parties.

MOVED Commissioner White, SECONDED Commissioner Gidden the Cedar Sport Court Update be received.

CARRIED

### **Cedar Heritage Centre Update (Verbal)**

Ms. King updated that the new roof on the Cedar Heritage Centre was completed. She noted that the Cedar School and Community Enhancement Society has received the draft extension agreement and she is awaiting a response. She hopes to bring that response to the next meeting in November.

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that the Cedar Heritage Centre Update be received.

### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

None

### **NEW BUSINESS**

#### **EA A Rec and Culture Review - Sep 9 2015 Commission Handout**

Commissioners discussed some of the items in the handout. Commissioner Gidden told the commission members about the CVRD's Heritage Registry that was done by a summer student and brought together some interesting pieces of the area's history that otherwise may have never been talked about. Chair McPherson suggested that this could be something that could be done in this area or the entire RDN. Commissioner Gidden said he would bring some more information on how the project was started to staff to include at the next Commission meeting for discussion.

Moved Commissioner O'Conner, SECONDED Commissioner Fiddick that the EA A Rec and Culture Review - Sep 9, 2015 Commission Handout be received.

CARRIED

### **COMMISSIONER ROUND TABLE**

**Commissioner White** – Had a great gardening crop this summer.

**Commissioner Davies** – She has been enjoying the beach accesses around and checked out the one on Rayns Rd with her kids. She is also due with her second child Oct 21<sup>st</sup>, so may or may not be attending the next meeting.

**Commissioner O'Connor** – He mentioned the recreation/culture event his wife was a part of in Port Alberni. Mr. Banman said he'd look in to what was involved with that event.

**Commissioner Grand** – She has been enjoying visiting parks in other areas and seen some things that she'd like to see come to Cedar, i.e mining history.

**Commissioner Fiddick** – He was in Edmonton over the summer and was surprised to see how much farmland is becoming housing developments in Alberta.

**Commissioner Thornton** – He asked if anywhere there was a facility that has recreation/culture/heritage together? Mr. Banman said Port Alberni does have those facilities together.

**Commissioner Gidden** – He had a get together at the skatepark this summer for some kids in the area. Cowichan has funding and agreements in place to connect CVT over the Malahat.

**Chair McPherson** – He enjoyed an 8 day trip to the Okanagan. He learned of an interesting technique to grow fruit trees. They were a great crop of fruit that he saw.

**IN CAMERA**

MOVED Commissioner Grand, SECONED Commissioner O'Connor that pursuant to Section 90(1) (e) of the Community Charter the Committee resume to an In Camera Committee meeting to consider items related to land and legal issues.

**Time: 8:51PM**

CARRIED

**ADJOURNMENT**

MOVED Commissioner Grand that the meeting be adjourned at 10:16pm.

CARRIED

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*Chair*

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 16, 2015  
10:00 AM  
(Lighthouse Community Centre, Qualicum Bay)

**ATTENDANCE:** Bill Veenhof, Chair, Director, RDN Board  
David Wiwchar  
Nancy Robertson  
Dagmar Sedel  
Valerie Weismiller  
Barry Ellis

**STAFF:** Wendy Marshall, Manager of Park Services  
Elaine McCulloch, Parks Planner

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**CALL TO ORDER**

Chair Veenhof called the meeting to order at 10:05am.

**ELECTION OF SECRETARY**

No secretary was elected. This item needs to appear on the next meeting's agenda. E. McCulloch will take the minutes for this meeting.

**DELEGATIONS**

**J. Sanders, Lighthouse Slo-Pitch Association**

A Slo-Pitch league was established in 2015 by John Sanders and Nikki Morton. Membership numbers allowed for four co-ed teams, they are expecting six to eight teams for the 2016 season. No field improvements were requested or undertaken prior to or during the 2015 season as it was intended as a trial run. With the program's success, the Association is now requesting some minor upgrades to the facilities. The Association has been in conversation with the Lion's Club who manages the park to request these upgrades however the estimated costs exceed the Lions capacity to provide. Teams paid the league \$100/season to cover umpire costs however there are no plans to put a portion of the membership fees towards facility upgrade costs. Organizers do not want to do facilities management. The Association is requesting the following upgrades for 2016:

1. Repairing the field (4-5 truckloads of gravel screenings) – The Lion's Club has \$1,000 in their budget to do this.
2. Eight benches for players (requesting from RDN)
3. Four garbage cans (requesting from RDN)
4. Garbage pickup for four cans one time a week for approximately 12 weeks (June, July, August). (requesting from RDN)
5. Outfield fences (requesting from RDN)

Additional wish list items include: Dug outs with protective netting and/or roofing above; and removal of the blackberry bushes.

## MINUTES

MOVED, N. Robertson SECONDED D. Wiwchar that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held May 20<sup>th</sup>, 2015 be approved.

CARRIED

## BUSINESS ARISING FROM THE MINUTES

### 5-Year Planning Review 2015-2019

The revised planning sheet was presented for POSAC review. The POSAC requested that the Additional Project Suggestions category be updated to remove the Stairs to Qualicum Bay – water accesses development item.

### Centennial (Dunsmuir) Community Park

The park open house will be held at the park on Friday, September 18<sup>th</sup> from 5-7pm. The event has been advertised via Facebook (RDN, Bowser Elementary, Lighthouse Community Hall), an ad mail postcard to all residents in Electoral Area H, posters and at the Lighthouse Second Sunday Market and Pancake Breakfast where Nancy Robertson volunteered at a booth.

There was a discussion regarding the organizational details of the event.

## CORRESPONDANCE / COMMUNICATIONS

MOVED N. Robertson, SECONDED D. Wiwchar that the following Communications/ Correspondence be received:

M. Puckrin to Director Veenhof, RDN, RE: **Water Access #12**

CARRIED

## REPORTS

**Monthly Update Regional and Community Parks and Trail Projects – April 2015**

**Monthly Update Regional and Community Parks and Trail Projects – May 2015**

**Monthly Update Regional and Community Parks and Trail Projects – June – August 2015**

Ms. McCulloch gave a summary of the Regional and Community Parks and Trail Projects reports and answered questions. Nine Water Access signs have been installed as per the 2015 work plan. The unofficial trail signage and posts are available for volunteers to install at the Big Qualicum Hatchery.

MOVED D. Sedel, SECONDED N. Robertson that the reports be received.

CARRIED

## BUSINESS ARISING FROM DELEGATION

MOVED N. Robertson, SECONDED D. Sedel that staff be directed to initiate efforts to provide two garbage and recycling cans at the Lighthouse Community Park ball fields.

CARRIED

MOVED N. Robertson, SECONDED D. Sedel that garbage pickup service for four garbage cans at the Lighthouse Community Park ball fields during the Slo-pitch season be allocated in the 2016 budget.

CARRIED

The Committee members discussed the request of the Lighthouse Slopitch Association for assistance in improving the ball field facilities at Lighthouse Community Park. The Committee directed the Association to apply for RDN Recreation Grant in Aid funding this fall and to prepare a business plan to clearly outline the facility improvements they are asking for and to present it back at the next POSAC meeting in February 2016.

#### **BUSINESS ARISING FROM CORRESPONDANCE**

The Committee had a discussion regarding the neighbour's trespass on water access #12. RDN Bylaw to write a letter to MOTI asking for the water access to be made accessible to the public. B. Veenhof to contact M. Puckrin to inform her of the next steps. Staff to confirm with MOTI that the land owner does not have a permit with MOTI for the existing site improvements.

Water Access Development - Phase 2 to be included on the next POSAC meeting agenda for discussion.

#### **NEW BUSINESS**

##### **POSAC Members Term Expiry 2015**

N. Robertson and D. Sedel were reminded that their two year POSAC terms are ending in December 2015. They were invited to reapply.

#### **DIRECTOR'S UPDATE**

B. Veenhof provided an update on the trail mapping project. RDN MOTI permitted water access locations can be shown on final trail/park maps.

#### **COMMITTEE ROUND TABLE**

**N. Robertson** – Question: Can there be signs installed at both ends of the Leon Marshall Road trail? Can the gate be removed from the Leon Rd side?

Staff response: Signs have already been ordered, they will be installed by the end of the year. Staff will investigate the ownership of the gate and consider removal if deemed unnecessary.

**B. Ellis** – Question: Has there been any progress on the roadside trail?

Director Response: No progress has happened with MOTI on this project. A new approach is required to advance the project. The topic will also be addressed through the OCP process.

**D. Wiwchar** – Question: How can he be more involved with park projects?

Director Response: The work the Committee has been putting towards the planning of the Centennial (Dunsmuir) Community Park Open House and other initiatives is greatly appreciated. Perhaps if he wants more hands on involvement he could join the local trail building group. Valerie Weismiller is the contact for that group.



**ADJOURNMENT**

MOVED D. Sedel that the meeting be adjourned at 12:10 pm.

CARRIED

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Chair