

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, MAY 24, 2016
7:00 PM**

(RDN Board Chambers)

A G E N D A

1. CALL TO ORDER

2. DELEGATIONS

- 14-15 **Larry Whaley, Island Roots Market Co-operative**, re Agricultural Area Plan Action Item 2.2 B – Support a Year-round indoor farmers’ market, possibly at the VIEx grounds.
- 16-25 **Ralph Hagen and Lynette Jackson, Gabriola Senior Citizens Association**, re Request for funding support to assist in renovations to the Rollo Centre.
- 26-30 **Ceri Peacey, Friends of French Creek Conservation Society**, re Hamilton Marsh, recent changes, updates and plans for the future.
- 31 **Kelly Olson**, re Proposed cell towers for the Sandpiper subdivision.
- 32 **Rachelle McElroy, Coastal ISC**, re Welcoming the Regional District of Nanaimo to the tri-city invasive species program.

3. BOARD MINUTES

- 33-45 Minutes of the Regular Board meeting held Tuesday, April 26, 2016 (All Directors – One Vote).

That the minutes of the Regular Board meeting held Tuesday, April 26, 2016 be adopted.

4. BUSINESS ARISING FROM THE MINUTES

Regional Parks and Trails Select Committee – Amendment to Terms of Reference
(All Directors – One Vote).

That the Chair’s appointments to the Regional Parks and Trails Select Committee as per the revised Terms of Reference be received for information:

H. Houle, J. Stanhope, B. Veenhof, J. Hong, W. Pratt, B. Yoachim.

5. COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

- 46-47 **Todd G. Stone, Minister of Transportation and Infrastructure**, re Robertson Boulevard.
- 48 **Lindy A. England**, re Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area 'G'.
- 49-53 **Dr. and Mrs. Timothy D.J. England**, re Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area 'G'.
- 54-62 **Correspondence, May 2016**, re Development Variance Permit Application No. PL2016-036 – 1295 Seadog Road, Electoral Area 'E'.

6. UNFINISHED BUSINESS

- 63 **Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016** (All Directors – One Vote).

That "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016" be adopted.

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

- 64-66 Minutes of the Electoral Area Planning Committee meeting held Tuesday, May 10, 2016 (All Directors – One Vote).

That the minutes of the Electoral Area Planning Committee meeting held Tuesday, May 10, 2016 be received for information.

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-006 – 4275 Park Avenue, Electoral Area 'H' (Electoral Area Directors, except EA 'B' – One Vote).

That Development Permit No. PL2016-006 to permit the removal of an existing cabin and accessory building and the construction of a dwelling unit and accessory building be approved subject to the terms and conditions outlined in Attachments 2 and 3.

Development Permit Application No. PL2016-055 – 360 Martindale Road, Electoral Area 'G' (Electoral Area Directors, except EA 'B' – One Vote).

That Development Permit No. PL2016-055 to permit an addition to a single residential dwelling be approved subject to the conditions outlined in Attachments 2 and 3.

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-036 – 1295 Seadog Road, Electoral Area 'E' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2016-036 – 1295 Seadog Road, Electoral Area 'E'.

That Development Variance Permit No. PL2016-036 to reduce the setback to the natural boundary of the sea from 15.0 metres to 9.5 metres and the setback from the top of a slope 30% or greater from 8.0 metres to 1.5 metres, be approved subject to the conditions outlined in Attachments 2 to 4.

Development Variance Permit Application No. PL2016-076 – 1380 Reef Road, Electoral Area 'E' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2016-076 – 1380 Reef Road, Electoral Area 'E'.

That Development Variance Permit No. PL2016-076 to replace and extend the roof of an existing dwelling unit, to legalize the siting of an existing dwelling unit and deck, and to accommodate proposed additions to an existing deck, be approved subject to the conditions outlined in Attachments 2 to 4.

OTHER

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-082 – 1979 and 1983 Minetown Road, Electoral Area 'A' (Electoral Area Directors, except EA 'B' – One Vote).

That the request to relax the minimum 10% perimeter frontage requirements for proposed Lot B in relation to Subdivision Application No. PL2015-082 be approved.

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That the request to relax the minimum 10% perimeter frontage requirement for the proposed remainder of Lot 178 and proposed Lot 1, in relation to Subdivision Application No. PL2015-036, be approved.

Consultative Process Intended to Identify Rural Area Signage Concerns (Electoral Area Directors, except EA ‘B’ – One Vote).

- 1. That the community consultation process intended to identify rural signage concerns follow the Community Consultation Plan included as Attachment 1.*
- 2. That staff be directed to report back to the Board on the outcome of the community consultation process and provide recommended options for addressing community concerns related to effective signage in rural areas.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

67-74 Minutes of the Committee of the Whole meeting held Tuesday, May 10, 2016 (All Directors – One Vote).

That the minutes of the Committee of the Whole meeting held Tuesday, May 10, 2016 be received for information.

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Lisa Griffith, Gabriola Historical and Museum Society, re Request to consider proposal for Community Works Funds for the Museum.

That the correspondence from Lisa Griffith, Gabriola Historical and Museum Society, regarding a request to consider a proposal for Community Works Funds for the museum be received.

Joyce Babula, Gabriola Island Community Hall Association, re Application for \$17,364 from Community Works Funding.

That the correspondence from Joyce Babula, Gabriola Island Community Hall Association, regarding an application for \$17,364 from Community Works Funding be received.

Els King, re Proposed Ban on Outdoor Burning.

That the correspondence from Els King regarding a proposed ban on outdoor burning be received.

J. H. McLean, re Complaints about Land Clearance Burning.

That the correspondence from J. H. McLean regarding complaints about land clearance burning be received.

James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund - Contribution Agreement (NBARS:RDN).

That the correspondence from James A. Lettic, Nanoose Bay Activities & Recreation Society, regarding Community Works Fund - Contribution Agreement (NBARS:RDN) be received.

Valerie Lipton, re Regional District of Nanaimo Assignment of Lighthouse Bluegrass Festival to Meadowood Community Park at the behest of the Corcan Meadowood Residents' Association without public consultation.

That the correspondence from Valerie Lipton regarding Regional District of Nanaimo assignment of the Lighthouse Bluegrass Festival to the Meadowood Community Park at the behest of the Corcan Meadowood Residents' Association without public consultation be received.

FINANCE

2015 Financial Statements and Audit Findings Report (All Directors – One Vote).

- 1. That the Audit Findings Report and the financial statements of the Regional District of Nanaimo for the year ended December 31, 2015 be received.*
- 2. That the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2015 be approved as presented.*

CORPORATE SERVICES

INFORMATION TECHNOLOGY

Microsoft Enterprise Agreement 2016 – 2019 (All Directors – Weighted Vote).

That staff be authorized to enter into a three-year Enterprise Agreement with Microsoft for licensing the use of Microsoft software products by the Regional District of Nanaimo (RDN) for \$102,237 per year.

STRATEGIC AND COMMUNITY DEVELOPMENT

RDN Fire Services Review Report and Fire Services Coordinator (Electoral Area Directors, except EA 'B' – Weighted Vote).

- 1. That the Regional District of Nanaimo Fire Services Review report dated April 2016 be received and the recommendations of the report be endorsed.*
- 2. That staff, in consultation with the Fire Departments, be directed to initiate the process to create a Fire Services Coordinator position required to implement the recommendations.*

INTERGOVERNMENTAL LIAISON

Canada 150 Fund Grant Applications (All Directors – One Vote).

- 1. That staff be directed to engage with Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation regarding \$30,000 allocated by the Board in the 2016 Regional District of Nanaimo Budget for a First Nations Art Installation Project at the Regional District of Nanaimo Administration Building and to solicit letters to support an application to the Canada 150 Fund requesting an additional \$30,000 to match the allocated funds.*
- 2. That staff be directed to prepare a Board report outlining potential Terms of Reference for a First Nation art selection committee that includes representation from Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation.*
- 3. That staff be directed to apply to the Canada 150 Fund for \$40,000 to contribute towards the development of a gateway information structure at Moorecroft Regional Park, to engage with Snaw-Naw-As First Nation regarding the construction of a gateway information structure at Moorecroft Regional Park and to solicit a letter from Snaw-Naw-As First Nation and other relevant parties to support the application to the Canada 150 Fund.*
- 4. That staff be directed to apply to the Canada 150 Fund for \$40,000 for the creation of a First Nation cultural piece or a collaborative event with Snuneymuxw First Nation, engage with Snuneymuxw First Nation regarding the cultural piece or event and to solicit a letter from Snuneymuxw First Nation to support the application to the Canada 150 Fund.*
- 5. That staff be directed to apply to the Canada 150 Fund for \$40,000 for the creation of a cultural piece or sign, engage with Qualicum First Nation regarding the cultural piece or sign and solicit a letter of support from Qualicum First Nation to support the application to the Canada 150 Fund.*

BUILDING AND BYLAW

162 Bayridge Place, Electoral Area 'H' — Building Bylaw Contravention (All Directors – One Vote).

Property owner wishing to speak to 162 Bayridge Place, Electoral Area 'H' — Building Bylaw Contravention.

That the matter of the building bylaw contravention at 162 Bayridge Place, Electoral Area 'H', be deferred for (thirty) 30 days.

RECREATION AND PARKS

PARKS

Proposed Park Land Dedication in Conjunction with Proposed Subdivision of Parcel 'B' - 1520 McCollum Road, Gabriola Island, Electoral Area 'B' (All Directors – One Vote).

That the Regional District of Nanaimo support the Gabriola Island Local Trust Committee's decision to require 5% cash-in-lieu of park land dedication for the proposed subdivision of Lot B, Section 15, Gabriola Island, Nanaimo District, VIP59663, 1520 McCollum Road and that the funds be held by the Regional District of Nanaimo in a separate reserve fund dedicated to acquiring future community park land in Electoral Area 'B'.

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

That the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, March 1, 2016 be received for information.

707 Community Park Signage Plan.

That staff be directed to work with Gabriola Land and Trails Trust to review and update the 707 Community Park directional signage.

Parkland Dedication as Part of Subdivision Development Application - 1520 McCollum Road.

That the proposed 5% cash-in-lieu of parkland dedication in conjunction with proposed subdivision of 1520 McCollum Road be accepted.

Rollo-McClay Park.

That staff be directed to provide support to the Gabriola Softball Association with their installation of a batting cage at Rollo-McClay Park.

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

That the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, March 9, 2016 be received for information.

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

That the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, March 29, 2016 be received for information.

Agricultural Advisory Committee (All Directors – One Vote).

That the minutes of the Agricultural Advisory Committee meeting held Friday, April 22, 2016 be received for information.

Agriculture Area Plan Implementation 2014 – 2016 Action Plan Progress Update.

- 1. That Agriculture Area Plan Implementation 2014 – 2016 Action Plan Progress Update be received as submitted.*
- 2. That Project 6 - Composting Facility, in the Agricultural Area Plan Implementation 2014-2016 Action Plan, be moved from low priority to high priority, and from medium timeframe to short timeframe.*

Fire Services Advisory Committee (All Directors – One Vote).

That the minutes of the Fire Services Advisory Committee meeting held Wednesday, April 27, 2016 be received for information.

Fire Service Review Report (Electoral Area Directors, except EA 'B' – Weighted Vote).

That the Board direct staff to prepare a report to come forward to the May 10, 2016 Committee of the Whole meeting with respect to engaging a Fire Services Coordinator.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Lisa Griffith, Gabriola Historical and Museum Society, re Request to consider proposal for Community Works Funds for the Museum (All Directors – Weighted Vote).

That staff be directed to develop an agreement to provide for the transfer of up to \$5,000 of Electoral Area 'B' Community Works Funds for the construction of a wheelchair accessible walkway for the Gabriola Historical and Museum Society.

Joyce Babula, Gabriola Island Community Hall Association, re Application for \$17,364 from Community Works Funding (All Directors – Weighted Vote).

That staff be directed to develop an agreement with the Gabriola Island Community Hall Association to provide for the transfer of up to \$17,500 of Electoral Area 'B' Community Works Funds for replacing the metal portion of the Community Hall roof.

James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund – Contribution Agreement (NBARS:RDN) (All Directors – Weighted Vote).

That staff be directed to develop an agreement with the Nanoose Bay Activities & Recreation Society to provide for the transfer of up to \$107,500 of Electoral Area 'E' Community Works Funds for mechanical systems, HVAC and appliance upgrades to the Nanoose Place Community Hall.

NEW BUSINESS

Social Procurement (All Directors – One Vote).

- 1. That the Board of the Regional District of Nanaimo acknowledges that the procurement methodologies utilized by the corporation helps drive our economy and shapes the Regional District and, as such, that the Board direct staff to investigate options for the creation, adoption, implementation and evaluation of a Social Procurement Policy for the Regional District of Nanaimo.*
- 2. That the Chair, on behalf of the Board, write a letter to Island Health requesting consideration of a social procurement policy around local food procurement for all Vancouver Island hospitals and that copies of the letter be sent to: the Premier; the Honourable Terry Lake, Minister of Health; the Honourable Michelle Stilwell, Minister of Social Development and Social Innovation; Union of BC Municipalities and the Association of Vancouver Island and Coastal Communities.*

Coastal Invasive Species Committee, re Knotweed and Giant Hogweed Public Education and Control Program (All Directors – Weighted Vote).

That a \$10,000 grant for invasive species mitigation on private land be awarded to the Coastal Invasive Species Committee, and that the funds be raised through borrowing from the existing reserve account held for the Island Corridor Foundation and repaid in 2017 if required through the Grants-In-Aid tax requisition.

7.5 SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

75-77 Englishman River Water Service Management Board (All Directors – One Vote).

That the minutes of the Englishman River Water Service Management Board meeting held Monday, April 18, 2016 be received for information.

(Electoral Areas 'E' and 'G' – Weighted Vote)

78-80 Draft Predesign Report Update - Staff provided a presentation on this item at the meeting.

That the Regional District of Nanaimo adopt the report titled "Draft Predesign Report (Update) – Water Intake, Treatment Plant and Supply Mains", prepared by CH2M Hill, dated December 10, 2015.

81-92 Englishman River Water Service Final 2016-2020 Financial Plan.

- 1. That the report from the Englishman River Water Service Management Committee, dated April 6, 2016 entitled ERWS Final 2016-2020 Financial Plan be received.*
- 2. That the Regional District of Nanaimo adopt the Final 2016-2020 Financial Plan as outlined in Table 2 attached to the April 6, 2016 report.*

93-95 Electoral Area 'A' Parks, Recreation, and Culture Commission. (All Directors – One Vote).

That the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 20, 2016 be received for information.

96-97 **Northern Community Economic Development Select Committee.** (All Directors – One Vote).

That the minutes of the Northern Community Economic Development Select Committee meeting held Tuesday, May 3, 2016 be received for information.

Northern Community Economic Development Program – Spring 2016 Proposals (Electoral Areas ‘E’, ‘F’, ‘G’, ‘H’, Parksville, Qualicum Beach – Weighted Vote).

That \$32,900 in funds from Northern Community Economic Development service be awarded as follows:

Central Vancouver Island Job Opportunities Building Society	BladeRunners Program, 2016	\$10,000.00
Coombs Farmers Institute	Mid Island Growers Guide	\$6,500.00
Parksville and District Historical Society	Parksville Museum Digital Exhibition and Tour	\$0.00
Island North Film Commission	Film Sector Development	\$8,400.00
Oceanside Community Arts Council	Tidal Treasures	\$5,000.00
Lighthouse Country Business Association	Bowser Village Core Sign	\$3,000.00

98-99 **Transit Select Committee** (All Directors – One Vote).

That the minutes of the Transit Select Committee meeting held Thursday, May 12, 2016 be received for information.

100-116 **2016-2017 Conventional and Custom Annual Operating Agreement - Regional District of Nanaimo / BC Transit** (All Directors – Weighted Vote).

That the Board approve the 2016/2017 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit.

117-123 **BC Transit 3-Year Expansion - Memorandum of Understanding** (All Directors – Weighted Vote).

That the Board approve the 3-Year Expansion Memorandum of Understanding (MOU) between BC Transit and the Regional District of Nanaimo.

124-130 **Cinnabar Transit Change** (All Directors, except Electoral Areas 'B' and 'F' - Weighted Vote).

That the Board direct staff to report back with options for the transit route 7 Cinnabar/Cedar.

131-137 **Solid Waste Management Select Committee** (All Directors – One Vote).

That the minutes of the Transit Select Committee meeting held Tuesday, May 17, 2016 be received for information.

138-140 **Contract Award – Regional Landfill North Berm Construction** (All Directors – Weighted Vote).

That the Board approve the budget for the North Berm project as set out in Table 2 and to direct staff to proceed with tender award to Wacor Holdings Ltd. for the project construction utilizing the gravel option.

141-144 **Comox Valley Regional District Request to Dispose of Asbestos Waste** (All Directors – Weighted Vote).

That the Board grant the request to accept asbestos and asbestos-containing materials from the Comox Strathcona Waste Management service area starting on completion of the North Berm project and continuing until December 31, 2017 with provision to extend the agreement for one year.

8. ADMINISTRATOR’S REPORTS

145-147 **Witness Blanket Transportation Expense** (All Directors – Weighted Vote).

148-182 **Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500. 402, 2016 and Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016 – Consideration for Third Reading** (Electoral Area Directors, except EA ‘B’ – One Vote).

183-187 **Zoning Amendment Application No. PL2009-153 – 2248 and 2250 Maxey Road, Electoral Area ‘C’ – Bylaw No. 500.403, 2016 – Adoption** (Electoral Area Directors, except EA ‘B’ – One Vote).

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

Island Corridor Foundation Board Appointment (All Directors – One Vote).

That the Board ratifies and confirms the appointment of Director McKay to the Board of Directors of the Island Corridor Foundation as the representative of the Regional District of Nanaimo.

12. IN CAMERA

That pursuant to Sections 90 (1) (f), (g), (i), (j), and (k) of the Community Charter the Board proceed to an In Camera Meeting for discussions related to law enforcement, litigation, solicitor-client privilege, third-party business information, and the proposed provision of a municipal service.

13. ADJOURNMENT

Delegation: **Larry Whaley, Island Roots Market Co-operative,** re Agricultural Area Plan Action Item 2.2 B - Support a Year round indoor farmers' market, possibly at the VIEx grounds.

Summary: Please, if possible, include me on the Board's Agenda for the meeting to be held on Tuesday May 24th at 7pm.

The attached sheet provides information about our co-operative's history, purpose, vision, mission and goals and objectives. I will provide some additional information and a few slides that I would like to use during my presentation prior to the 24th.

Island Roots Market Co-operative

A brief History

After listening to Occupy Nanaimo participants at a gathering in late 2011 Gordon Fuller commented that a surprisingly large number of them wanted to farm. That comment brought an obvious question: How do you earn a living farming if there is no market for your product? This resulted in a series of community meetings that culminated in the registration of the Island Roots Market Co-operative with the following purposes in July 2012.

Purposes of Association

- to provide a place or places for farmers, artisans and other local producers, who are members of the co-operative, to display and sell their products;
- to acquire, on behalf of its members, supplies, materials, equipment and facilities that are required to produce these products.
- to encourage local food production (including urban agriculture), and in so doing, to strengthen the economy and increase food security
- to provide a place for consumers to obtain locally grown and produced products;
- to create jobs that pay a living wage, and in so doing, to support the local economy;
- to assist in the creation of new, or development of existing, co-operatives that have purposes similar or complimentary to those of the association;
- to ensure that the workers, suppliers and consumers who are members of the association control it;
- to limit the spread between the wages paid to the lowest and the highest paid employee of the co-op.

Registration of the Co-operative was followed by the development of a vision statement, mission statement, a clearly defined objective and an exhaustive search for a building from which to operate.

The Co-operative opened a weekly winter market at the Pleasant Valley Hall in October 2014 and entered into a partnership with the Bowen Road Farmers' Market in March of 2016.

Our Vision:

The Island Roots Market Co-operative will provide a building, equipment and staff needed for a year-round indoor market to be located in Nanaimo.

Our Mission:

To increase our community's sustainability, food sustainability and food security. To create jobs, increase the economic viability of local agriculture and add to the general well being of citizens by creating an increased demand for local production and acting as a stimulus for farmers, food and other local production and the local food movement.

Goals and Objectives:

The Co-op Incubator/Market is in a highly accessible building. We offer local produce and products, offices, workshops, classes, presentations, films, and social events. The Cooperative generates positive cash flow. We engage and involve people of all ages as volunteers and employees. We have an assistant to work with start up Co-ops. Future development will include a restaurant or food preparation area and a warehouse space where producers deliver product and employees assemble orders for delivery to local stores and restaurants.

Delegation: **Ralph Hagen and Lynette Jackson, Gabriola Senior Citizens Association,** re Request for funding support to assist in renovations to the Rollo Centre.

Summary: Gabriola Senior Citizens Association (GSCA) is a not-for-profit association run by volunteers. For more than 30 years GSCA has successfully managed The Rollo Centre, a vibrant, self-sustaining community facility located in the heart of Gabriola Island's Services area. In addition to providing a venue for a variety of seniors-oriented social, health, and recreational activities, the Rollo Centre Serves as a modestly-priced rental venue for island community groups and private functions. RDN has designated the Rollo Centre as a reception centre for the purpose of administering emergency resources in accordance with the BC provincial Emergency Program Act.

After 30-plus years of community service, renovations are required. Following a successful partnership with RDN in 2015, resulting in the addition of a second handicap-access ramp, GSCA is seeking \$25,000 funding support from RDN in 2016 to assist in completing the second phase of renovations involving the building's exterior. Supporting documentation is attached and a short audio-visual presentation will be made by the delegation at the meeting.

May 24, 2016

Gabriola Senior Citizens Association (GSCA) Delegation Presentation to RDN

Presenters: Ralph Hagen, GSCA Treasurer and Renovations Chair

Lynette Jackson, GSCA Grants Coordinator

GSCA intends to proceed with Phases 2 & 3 of its renovation plan in 2016. Phase 2 involves refurbishing three sides of the building exterior (including finishing the exterior of the new storage addition); Phase 3 involves the replacement of one washroom to meet handicap standards. The exterior is estimated at \$20,844 and the washroom at \$10,000, to be funded by the “Refresh the Rollo” Gabriola community fundraising initiative (\$5,000), the Community Works Fund (\$25,000) and GSCA general funds (\$844).

**Support Documents for Gabriola’s Rollo Senior Centre Renovation Request
for \$25,000 in support of Phases 2 and 3 Renovations**

- 1. Rollo Centre Background**
- 2. Rollo Centre Features**
- 3. Rollo Centre Multi-Phase Renovation Plan**
- 4. Rollo Centre Renovation Architectural Drawings**
- 5. GSCA Current Financial Position**
- 6. GSCA Budget, 2016-17**

1. Rollo Centre Background

The Rollo Centre first opened its doors to Gabriola seniors in 1985, under the auspices of the Gabriola Senior Citizens Association (GSCA), and financially supported by a generous bequest of land from the Rollo family and several funding grants. Subsequently the GSCA received further bequests which enabled additions to the Centre and as well the Association reserved \$33,000 of these bequests to help meet future requirements of the Rollo Centre for the benefit and enjoyment of seniors residing on Gabriola Island.

The initial structure consisted of a portable school classroom that had been renovated to meet the need for a large, community-based meeting room for social and recreational activities for Gabriola seniors. As the demand for activity space increased, a wing was added to the building to provide a second smaller meeting room and a kitchen.

Since the inception of the Rollo Centre, many varied seniors activity groups have formed and used this facility. Twelve activity groups for seniors currently use the Centre during weekdays, while other community groups use the facility as renters, primarily during evenings and weekends. When the schedule allows, the Rollo Centre may also be rented for private gatherings such as birthday celebrations, wedding receptions, and memorial services. A conservative estimate is that Rollo accommodated from 10,000 to 12,000 user visits in 2015.

GSCA is party to an agreement with the Regional District of Nanaimo for the use of the Rollo Centre in the event of a declared emergency under the BC provincial Emergency Program Act, whereby the Rollo Centre would be used by them as a reception centre for the purpose of administering emergency resources. To this end the RDN has installed a 20 Kw generator to automatically provide electricity in the event of a power failure, which also provides the Rollo Centre with electricity in the event of power failures that enables the continuity of activities.

Over the past two years the board of directors of the Association have recognized the need to provide storage capacity to accommodate the needs of various activity groups and regular renters. It has been determined that the kitchen facilities require extensive rehabilitation and that the washrooms require refurbishing. In order to meet escalating demand for both meetings rooms to operate simultaneously, effective sound-proofing between the two meeting rooms and independent access for each meeting room to the kitchen and washroom facilities is required.

GSCA has concluded that the addition of storage space and rearrangement of the building floor plan within the existing structure, with relocation of the kitchen and washrooms and an upgrade of the building's exterior and grounds, would provide the association with enhanced facilities to accommodate more and larger groups. We are actively seeking funding to move forward with these renovations in coordinated stages, for the express purpose of continuing to provide a much needed and appreciated facility that supports activities that enhance the physical, psychological, and social requirements of our aging Gabriola community.

2. Rollo Centre Features

- The Rollo Centre accommodates approximately 10,000 person visits a year.
- The building is used both for ongoing seniors' activity groups, and on an occasional rental basis by various community groups, individuals and businesses for meetings and social events.
- The property is approximately .9 acre in size, and is zoned for institutional use. It is located on a main road near the business core of the island, central to two-thirds of the island population.
- The building is approx. 2400 sq ft comprised of two meeting rooms, a kitchen, two washrooms, and a storage area.
- The building is rated by the fire marshal for occupancy of 85 people. The building is serviced with a 20Kw generator on automatic standby.
- The building has a certified FoodSafe kitchen with multiple sinks, stove, refrigerator and dishwasher. The kitchen is equipped with coffee makers, dishes and utensils. Extensive rehabilitation of the kitchen will soon be required to maintain FoodSafe certification.
- The building is handicap accessible. It has two washrooms, one of which is rated as handicap accessible. The three fire escape doors are also handicap accessible.
- The building has tables and chairs needed for all activities. It is wired for Shaw WiFi, and has a 55" TV and 6 ft. projection screen for presentation use.
- The property has parking to accommodate 40 vehicles.

3. Rollo Centre Multi-Phase Renovation Plan

Gabriola Senior Citizens Association

Rollo Centre Renovation Program

	2015	2016	2017	2018	2019
Phase 1 Storage addition	\$39,000				
Phase 2 Exterior renewal		\$20,000			
Phase 3 Washroom #1		\$10,000			
Phase 4 Kitchen			\$40,000		
Phase 5 Foyer & washroom #2			\$15,000		
Phase 6 Movable wall				\$25,000	
Phase 7 Rear wall & deck				\$10,000	
Phase 8 Landscaping					\$5,000


GSCA is currently seeking support in the amount of \$25,000 to complete Phases 2 and 3 renovations (three sides of the exterior of the Rollo Centre and renovation of one washroom to meet handicap access requirements). The exterior is estimated at \$20,844 and the washroom at \$10,000, to be funded by the "Refresh the Rollo" Gabriola community fundraising initiative (\$5,000), the Community Works Fund (\$25,000) and GSCA general funds (\$844).

4. Rollo Centre Renovation Architectural Drawings

SOUTH ELEVATION (REAR)

NORTH ELEVATION (NORTH RD.)

FINISH LEGEND	
ITEM #	MATERIAL
1	4" CORNER - BRICK RED
2	4" TRANSOM - BRICK RED
3	4" WINDOW SILL - BRICK RED
4	4" WINDOW SILL - BRICK RED
5	4" WINDOW SILL - BRICK RED
6	4" WINDOW SILL - BRICK RED
7	4" WINDOW SILL - BRICK RED
8	4" WINDOW SILL - BRICK RED



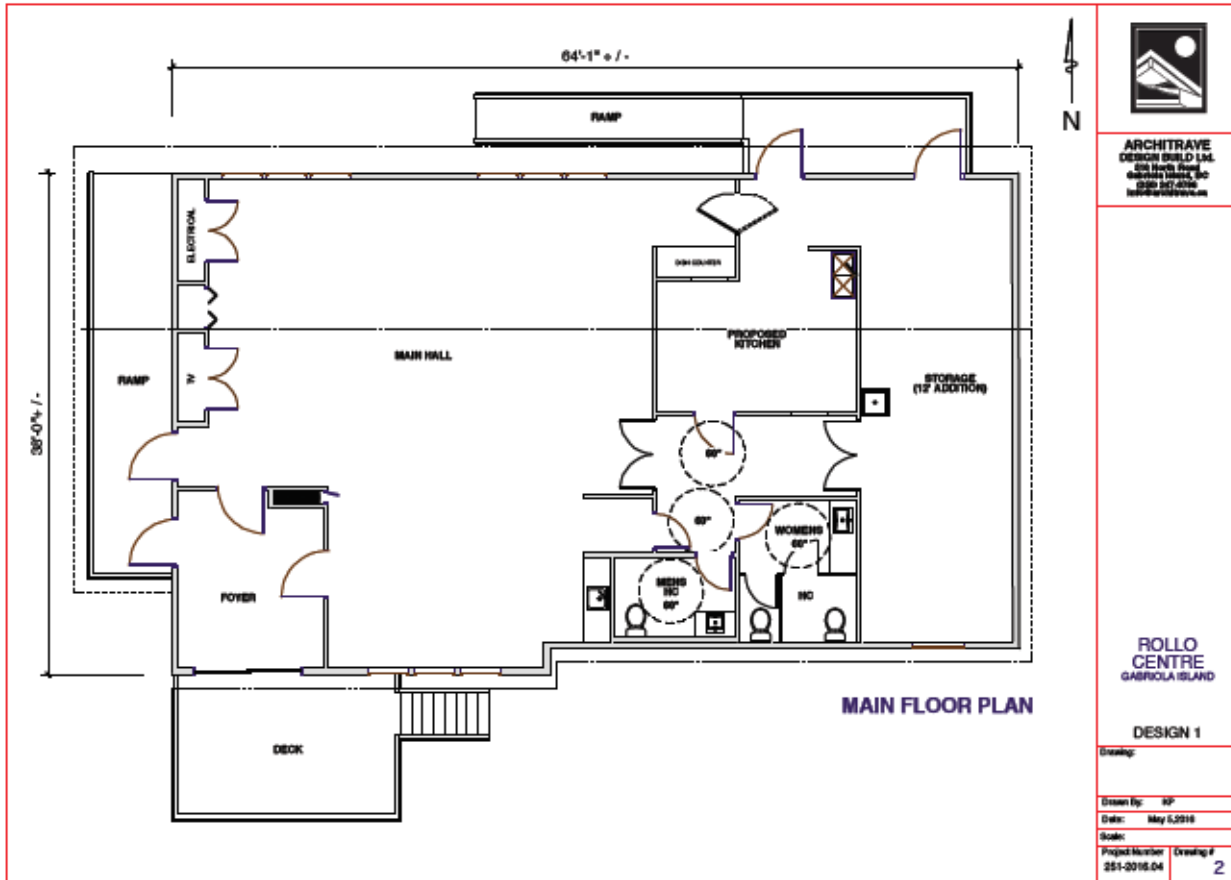
**ARCHITRAVE
DESIGN BUILD LTD.**
100 North Road
Gabriola Island, BC
V8H 1P1
info@architrave.ca

**ROLLO
CENTRE
GABRIOLA ISLAND**

DESIGN 1

Drawn by: RP
Date: May 5, 2016
Scale:
Project Number: 251-2016.04 Drawing # 5

Rollo Centre Renovation Floor Plan



5. GSCA Financial Position

Gabriola Senior Citizens Association **STATEMENT OF FINANCIAL POSITION**

As at 29 February 2016
(with comparative figures for 2015)

	<u>2015-16</u>	<u>2014-15</u>
Cash and Cash Equivalents (Note 2)	\$ 26,233.91	\$ 34,407.70
Rents receivable	\$ 735.00	\$ 200.00
Long Term Investments	\$ -	\$ 20,000.00
Fixed assets (Note 3)		
Land	\$ 40,000.00	\$ 40,000.00
Buildings	\$ 151,978.28	\$ 119,444.68
Equipment	\$ 31,745.84	\$ 31,259.77
	\$ 223,724.12	\$ 190,704.45
Less: Amortization & Depreciation	-\$ 183,724.12	-\$ 150,704.45
Net fixed assets	\$ 40,000.00	\$ 40,000.00
TOTAL ASSETS	\$ 66,968.91	\$ 94,607.70

LIABILITIES & EQUITY

Current liabilities		
Accounts payable	\$ -	\$ 481.12
Deferred revenue(Note 4)	\$ 4,260.00	\$ 1,660.00
Key deposits	\$ 340.00	\$ 310.00
Total liabilities	\$ 4,600.00	\$ 2,451.12
Equity		
Bequests/capital donations		
Land	\$ 40,000.00	\$ 40,000.00
Contingency Fund (Note 5)	\$ 609.73	\$ 33,143.33
Grants in aid (Note 7)	\$ 5,594.00	\$ -
	\$ 46,203.73	\$ 73,143.33
Excess of income over (under) expenditures		
Beginning of year	\$ 19,013.25	\$ 17,854.95
Current year	-\$ 2,848.07	\$ 1,158.30
	\$ 16,165.18	\$ 19,013.25
Total equity		
TOTAL LIABILITIES AND EQUITY	\$ 66,968.91	\$ 94,607.70

APPROVED ON BEHALF OF THE BOARD

Carol Boyce, President

Ralph Hagen, Treasurer

6. GSCA Budget for 2016-17

STATEMENT OF INCOME AND EXPENDITURE

For the year ended 29 February 2016

(with comparative figures for 2015)

	<u>2015-16</u>	<u>2014-15</u>
Income		
Memberships	\$ 3,650.00	\$ 3,578.25
Activities (Note 6)	\$ 10,534.10	\$ 11,946.30
Rentals	\$ 5,648.00	\$ 3,340.00
Storage rentals	\$ 380.00	\$ -
Interest & other	\$ 143.03	\$ 804.97
Donations	\$ 282.00	\$ 585.00
Total income	<u>\$ 20,637.13</u>	<u>\$ 20,254.52</u>
Expenditures		
Office & administration	\$ 4,380.36	\$ 4,950.09
Building & yard operations	\$ 15,492.86	\$ 10,976.35
Utilities	<u>\$ 3,125.91</u>	<u>\$ 3,169.78</u>
Total expenditures	<u>\$ 22,999.13</u>	<u>\$ 19,096.22</u>
Income over (under) expenditures	-\$ 2,362.00	\$ 1,158.30
Write-off of Equipment Expenditures Capitalized during the year (Note 7)	<u>-\$ 486.07</u>	<u>\$ -</u>
Net Income over (under) Expenditures	<u>-\$ 2,848.07</u>	<u>\$ 1,158.30</u>

Prepared and submitted by the Treasurer without review

Delegation: **Ceri Peacey, Friends of French Creek Conservation Society,** re Hamilton Marsh, recent changes, updates and plans for the future.

Summary: The Friends of French Creek Conservation Society - Hamilton Marsh Committee would like to appear as a delegation at the May 24th Board Meeting of the Regional District of Nanaimo. We wish to speak about Hamilton Marsh, recent changes, updates and plans for the future.



Friends of French Creek
Conservation Society

Tuesday, May 17, 2016

RE:Upcoming Hamilton Marsh Delegation May 24, 2016

We look forward to introducing Hamilton Marsh to new board members and to updating you on our organization's activities during the past ten years. We would also like to encourage the RDN to keep Hamilton Marsh and its surrounding wetland forest as a priority acquisition because of its watershed, wildlife and community values.

Location: Only ten minutes from Qualicum Beach, Hamilton Marsh is located on Hilliers Road. S. just off Highway 4 between Qualicum Beach and the Coombs turnoff. The 36 ha marsh sits within 360 ha of forest lands forming an integrated ecological unit. This land is presently owned by Island Timberlands.

Hamilton Marsh water/hydrologic values:

- It is the largest body of water in the French Creek watershed.
- Anecdotal evidence suggests that a tributary flows from Hamilton Marsh through a reservoir on Arrowsmith Farms (Happy Cow Dairy) into Crocker Creek, which flows into
- Whiskey Creek and then into the Little Qualicum River within the Qualicum Beach watershed.
- Hamilton Marsh functions as a bio-filtration system for all connected watersheds.
- Fishbearing history: In 1998 and 1999 there were Coho traveling up Hamilton Creek to
- Hamilton Marsh according to biologist David Clough. In 2003 The Qualicum Beach
- Streamkeepers reported Coho still traveling to the road where Highway 4 and Hilliers Road S. meet.

The Hamilton Marsh and surrounding protective forest also provides important ecological benefits. It is the most prolific waterfowl brood marsh in the area. 120 species of birds have been documented frequenting this wetland during the various seasons. Over 70 species of dragonflies have been documented in a paper published by Dr. Rob Cannings and it is home to several blue and red listed species.

Our brochure provides an outline of the history of community efforts in the past forty years to secure the Hamilton Marsh and wetland forest in their entirety as a conservation area.

Ceri Peacey,
Director, FFCCS
Chair, Hamilton Marsh Committee

Location:



Website: hamilton-marsh.com

Brochure produced by the Hamilton Marsh Committee of the Friends of French Creek Conservation Society.

Want more info? Call Ceri at 250-752-4720 or email ceri@bcsupernet.com



Hamilton Marsh

Wetland Values:

This little gem is located ten minutes from Qualicum Beach. You have likely passed it many times and not known it was there.

The wetland is BIG at 3 km long and 1/2 km wide! Roughly 36ha in size and sits on 360 hectares of privately owned land (Island Timberlands).

- ▶ **Largest wetland** between Nanaimo, Port Alberni & Cumberland
- ▶ **Largest waterfowl brood marsh** in the area - over 100 species of bird has been recorded here. Hamilton Marsh is a favourite spot for birders & tourists. (*List of recorded species on our website*)
- ▶ **Largest body of water in the French Creek Watershed**
- ▶ **Over 70 species of dragonfly** (*See report The Odonata of Hamilton Marsh on our website.*)
- ▶ **Home to many red and blue listed species** including: *American Bittern (blue), Western Screech-owl (COSEWIC & SARA Special Concern; blue), Northern Pygmy Owl (blue), Band-tailed Pigeon (blue), Great Blue Heron (blue), Roosevelt Elk (blue), Common Water Shrew (red-listed).*
- ▶ **The marsh and surrounds** are also important for *Black Bears, all the species of owls in this area, early migrant swallows, migrant shorebirds, and is used as a roosting area for shorebirds during high tides along the coast. The Grey Wolf has also been seen in the area.*



Don't miss the Hamilton Marsh Tour held annually in April. This year the date is:

Save Hamilton Marsh

The significance of Hamilton Marsh as an area that should be preserved and conserved has been known for years. It's included in the following:

- **Sensitive Ecosystem Inventory:** Hamilton Marsh was included in The Eastern Vancouver Island Sensitive Ecosystem Inventory begun in 1993 to develop a systematic inventory of threatened ecosystems and the species that inhabit them.
- **Goal 2 Protected Area Strategy:** In 1994, the Provincial Government announced a Vancouver Island Land Use Plan indicating that 23 new protected areas would be created and additional Goal 2 protected areas would be identified. In early 1995 Hamilton Marsh was identified and accepted in the second tier of the Goal 2 protected area strategy by the Vancouver Island Regional Protected Areas Team.
- **RDN Parks Plan:** Hamilton Marsh was included in the 1995 Regional District of Nanaimo's Regional Park Plan as a target acquisition.

Ownership:

In the mid 1940's H.R. MacMillan bought a large block of land in the Qualicum area, including Hamilton Marsh. The land has passed through the hands of many owners including: Weyerhaeuser, Brascan, and currently Island Timberlands. (Look up E&N Land Grant)

Approximately four offers have been made to purchase and preserve the land with the various owners. In 2008 Island Timberlands rejected a joint effort by Ducks Unlimited and the Regional District of Nanaimo to purchase the wetland, with a buffer, and a progressive purchase option for the rest of the 360 forested hectares

The Hamilton Marsh Committee, as part of the Friends of French Creek Conservation Society, working with Arrowsmith Naturalists, continues to raise awareness of this amazing wetland with annual April tours during the Brant Wildlife Festival with Island Timberland's permission.

Delegation: Kelly Olson, re Proposed cell towers for the Sandpiper subdivision.

Summary: I would like to request to be a delegation at the May 24th RDN Board meeting regarding the proposed cell towers for the Sandpiper subdivision.

Delegation: **Rachelle McElroy, Coastal ISC,** re Welcoming the Regional District of Nanaimo to the tri-city invasive species program.

Summary: Going over the 2016 program that will target knotweed and giant hogweed on both private and public land in the Nanaimo Region in partnership with Parksville, Nanaimo and Qualicum Beach. Answering questions on program goals and deliverables and funding flowthrough for future years of this on-going program.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, APRIL 26, 2016 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director C. Haime	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Alternate	
Director D. Brennan	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 W. Veenhof	Chairperson
Director B. McKay	City of Nanaimo

Also in Attendance:

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

CALL TO ORDER

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

The Chairperson welcomed Alternate Director Brennan to the meeting.

DELEGATIONS

Doreen Hampton, Rob Baker, re Open Burning Concerns in RDN (Electoral Area 'G).

Doreen Hampton and Rob Baker voiced their concerns regarding the impacts to health due to heavy smoke and ash in the air from open burning and asked the Board to consider changing the Regional District of Nanaimo open burning regulations to impose limitations on open burning.

Rachelle McElroy, Coastal Invasive Species Committee, re Knotweed and Giant Hogweed Public Education and Control Program.

Rachelle McElroy provided a presentation on the impacts invasive species have on ecosystems, infrastructure and private property and asked the Board for funding support in the range of \$7,000 to \$10,000 and to participate in the Regional Early Detection Rapid Response program.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, March 22, 2016.

- 16-236 MOVED Director Stanhope, SECONDED Director Thorpe, that the minutes of the Regular Board meeting held Tuesday, March 22, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for Translink, re Grant for Climate Change Infrastructure Vulnerability Study.

- 16-237 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for Translink, regarding the grant for the Climate Change Infrastructure Vulnerability Study be received.

CARRIED

Sandra Hobson, Access Oceanside Association, re Invitation to Sit on Access Oceanside Association.

- 16-238 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Sandra Hobson, Access Oceanside Association, regarding an Invitation to sit on the Access Oceanside Association be received.

CARRIED

Fay Weller, Gabriola Community Bus Foundation, re Infrastructure Grant Application for GERTIE.

- 16-239 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Fay Weller, Gabriola Community Bus Foundation, regarding an Infrastructure grant application for GERTIE be received.

CARRIED

Bill and Miriam Rose, re E&N Dayliner.

- 16-240 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Bill and Miriam Rose regarding the E&N Dayliner be received.

CARRIED

Robin N. Lamprecht, Elizabeth C. Lamprecht, re Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area 'E'.

- 16-241 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Robin Lamprecht and Elizabeth Lamprecht regarding Development Variance Permit Application No. PL2016-025 – 1380 Reef Road in Electoral Area 'E', be received.

CARRIED

Mark Voyce, Chesapeake Shores SI Productions Inc., re Proposed Filming in Electoral Area 'E'.

- 16-242 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Mark Voyce, Chesapeake Shores SI Productions Inc., regarding proposed filming in Electoral Area 'E', be received.

CARRIED

UNFINISHED BUSINESS

2016 Service Area Tax Requisition Amendment Bylaw.

- 16-243 MOVED Director Lefebvre, SECONDED Director Hong, that "Crime Prevention and Community Justice Support Service Amendment Bylaw No. 1479.02, 2016" be adopted.

CARRIED

Bylaw No. 1655.04 – Water User Rate Amendments 2016.

- 16-244 MOVED Director Stanhope, SECONDED Director Rogers, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016" be adopted.

CARRIED

Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016.

- 16-245 MOVED Director Lefebvre, SECONDED Director Rogers, that "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016" be adopted.

DEFEATED

- 16-246 MOVED Director Stanhope, SECONDED Director Bestwick, that third reading of "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016" be rescinded.

CARRIED

- 16-247 MOVED Director Bestwick, SECONDED Director Stanhope, that "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016" be amended to reference 2016 at \$14.00 per taxable parcel only and delete reference to 2017 and beyond.

CARRIED

- 16-248 MOVED Director Lefebvre, SECONDED Director Rogers, that "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016" be read a third time, as amended.

CARRIED

16-249 MOVED Director Lefebvre, SECONDED Director Stanhope, that Bylaw No. 1231 be forwarded to the Regional Parks and Trails Select Committee for further discussion of the 2017 - 2022 parcel tax rate increases.

DEFEATED

16-250 MOVED Director Brennan, SECONDED Director Stanhope, that Bylaw No. 1231 be referred to staff for alternatives for the 2017 - 2022 parcel tax rate increases.

CARRIED

2016 Service Area Tax Requisition Amendment Bylaw.

16-251 MOVED Director Kipp, SECONDED Director Fell, that "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.07, 2016" be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

ELECTORAL AREA PLANNING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, April 12, 2016.

16-252 MOVED Director Stanhope, SECONDED Director Young, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, April 12, 2016, be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Helmut Haggemueller, re Development Variance Permit Application No. PL2016- 025 – 1380 Reef Road – Electoral Area 'E'.

16-253 MOVED Director Stanhope, SECONDED Director Rogers, that the correspondence from Helmut Haggemueller regarding Development Variance Permit Application No. PL2016-025 – 1380 Reef Road in Electoral Area 'E', be received.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-024 – 6445 Island Highway West, Electoral Area 'H'.

16-254 MOVED Director Rogers, SECONDED Director Stanhope, that Development Permit No. PL2016-024 to permit a garage and master bedroom addition to an existing dwelling unit and to construct a roof addition over an existing entry porch be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit Application No. PL2016-014 – 6769 Island Highway West, Electoral Area 'H'.

16-255 MOVED Director Stanhope, SECONDED Director McPherson, that Development Permit No. PL2016-014 to permit the construction of an addition to an existing dwelling unit be approved subject to the terms and conditions outlined in Attachment 2.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-040 – 1125 Spider Lake Road, Electoral Area ‘H’.

- 16-256 MOVED Director Stanhope, SECONDED Director Rogers, that Development Permit with Variance No. PL2016-040 to reduce the watercourse and minimum lot line setback requirements to permit the construction of a detached secondary suite be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area ‘E’.

Rachel Hamling, Fern Road Consulting Ltd., spoke in favour of the application.

- 16-257 MOVED Director Rogers, SECONDED Director Young, that Development Variance Permit Application No. PL2016-025 be denied.

CARRIED

OTHER

Subdivision Application No. PL2015-137 – Request to Accept Park Land Dedication – 1032 Robertson Boulevard, Electoral Area ‘G’.

- 16-258 MOVED Director Stanhope, SECONDED Director Fell, that the request to accept the dedication of park land, as outlined in Attachments 2 and 3, be accepted.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, April 12, 2016.

- 16-259 MOVED Director Westbroek, SECONDED Director Stanhope, that the minutes of the Committee of the Whole meeting held Tuesday, April 12, 2016 be received for information.

CARRIED

COMMUNICATION/CORRESPONDENCE

Franz Gigl, Gabriolans Against Freighter Anchorages Society (GAFA), re Meeting with Regional Director Marine Security and Safety (Pacific Region).

- 16-260 MOVED Director Stanhope, SECONDED Director Thorpe, that the correspondence from Franz Gigl, Gabriolans Against Freighter Anchorages Society (GAFA), regarding meeting with the Regional Director of Marine Security and Safety (Pacific Region) be received.

CARRIED

Bruce Jolliffe, Chair, Comox Valley Regional District, re Asbestos and Asbestos Containing Material (ACM).

- 16-261 MOVED Director Stanhope, SECONDED Director Thorpe, that the correspondence from Bruce Jolliffe, Chair, Comox Valley Regional District, regarding Asbestos and Asbestos Containing Material (ACM) be received.

CARRIED

Lighthouse Community Centre Society, re Request for Building Upgrade Assistance through Community Works Funds.

- 16-262 MOVED Director Stanhope, SECONDED Director Thorpe, that the correspondence from Lighthouse Community Centre Society regarding a request for building upgrade assistance through Community Works Funds be received.

CARRIED

Island Corridor Foundation Contribution Agreement.

- 16-263 MOVED Director Stanhope, SECONDED Director Thorpe, that the correspondence from Carl Olsen, Ron Lychak, and Ronald Starkie regarding the Island Corridor Foundation Contribution Agreement be received.

CARRIED

RECREATION AND PARKS

PARKS

Regional Parks and Trails Select Committee – Amendment to Terms of Reference.

- 16-264 MOVED Director Lefebvre, SECONDED Director Westbroek, that the Terms of Reference for the Regional Parks and Trails Select Committee be amended as provided on Appendix I.

CARRIED

Oakdowne Community Park Adjunct II (Electoral Area ‘H’) – Licence of Occupation Renewal.

- 16-265 MOVED Director Stanhope, SECONDED Director Young, that the Regional District accept the Province of BC’s offer of a 30-year Licence of Occupation for community trail situated on parts of Lots B, H and I, District Lot 89, Newcastle District, and adjacent to Oakdowne Community Park in Electoral Area ‘H’.

CARRIED

Coombs to Parksville E&N Rail Trail – Tender Award and Advance of Construction.

- 16-266 MOVED Director Fell, SECONDED Director Stanhope, that the Regional District issue a Notice of Award to David Stalker Excavating Ltd. for the construction of approximately 7 km of Coombs to Parksville Rail Trail for a total bid price of \$2,692,024 (excluding GST).

CARRIED

- 16-267 MOVED Director Fell, SECONDED Director Stanhope, that staff be directed to conclude associated arrangements with Southern Vancouver Island Railway, the City of Parksville and Koers & Associates Engineering Ltd. for the balance of works involved with the 2016 construction of the Coombs to Parksville Rail Trail project.

CARRIED

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WASTEWATER

Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06.

- 16-268 MOVED Director Rogers, SECONDED Director Stanhope, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be introduced and read three times.

CARRIED

- 16-269 MOVED Director Rogers, SECONDED Director Fell, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be adopted.

CARRIED

Renewal of Agreement for On-Call Electrical Maintenance and Support for Wastewater Services.

- 16-270 MOVED Director Thorpe, SECONDED Director Rogers, that the Board authorize staff to renew an agreement for on-call electrical maintenance and repair for Wastewater Services to Shaw Electrical Services from June 1, 2016 to May 31, 2017, for a total financial authorization of \$240,000.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

CURRENT PLANNING

Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas.

- 16-271 MOVED Director Rogers, SECONDED Director Stanhope, that consideration of annual Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas be deferred until after an Electoral Area caucus meeting has been held.

MOVED Director McPherson, SECONDED Director Young, that the Board amend the main motion by deleting the words “after an Electoral Area caucus meeting has been held” and replacing them with “the June 14, 2016 Committee of the Whole meeting”.

CARRIED

The vote was taken on the main motion as amended:

- 16-272 That consideration of annual Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas be deferred until the June 14, 2016 Committee of the Whole meeting.

CARRIED

LONG RANGE PLANNING

2015 Annual Report on Regional Growth Strategy Implementation and Progress.

- 16-273 MOVED Director Lefebvre, SECONDED Director Stanhope, that the Regional Growth Strategy 2015 Annual Report be received.

CARRIED

ENERGY AND SUSTAINABILITY

Asset Management Quarterly Update and Policy.

- 16-274 MOVED Director Westbroek, SECONDED Director Young, that the Asset Management Quarterly Update be received for information.

CARRIED

- 16-275 MOVED Director Westbroek, SECONDED Director Young, that the Asset Management Policy be adopted and incorporated into the Regional District of Nanaimo policy manual.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, February 10, 2016.

- 16-276 MOVED Director Rogers, SECONDED Director Fell, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, February 10, 2016, be received for information.

CARRIED

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

Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 17, 2016.

- 16-277 MOVED Director McPherson, SECONDED Director Fell, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 17, 2016, be received for information.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting, held Friday, February 19, 2016.

- 16-278 MOVED Director Houle, SECONDED Director Fell, that the minutes of the Agricultural Advisory Committee meeting held Friday, February 19, 2016, be received for information.

CARRIED

East Wellington/Pleasant Valley Parks and Open Space Advisory Committee.

Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, February 29, 2016.

- 16-279 MOVED Director Young, SECONDED Director Thorpe, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, February 29, 2016, be received for information.

CARRIED

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

Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Thursday, February 25, 2016.

- 16-280 MOVED Director Rogers, SECONDED Director Stanhope, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Thursday, February 25, 2016, be received for information.

CARRIED

Phase 2 Water Access Development.

- 16-281 MOVED Director Fell, SECONDED Director Houle, that staff be directed to install water access signage and undertake minor trail improvements at the following Ministry of Transportation and Infrastructure water access sites: #12 Raft Rd, #15 Cochrane Rd, #19 Franksea Rd, #22 Guitar Lane, #25 Hansen Rd or #26 Noonday Rd, #29 McColl Rd, #34 Henry Morgan Dr, #40 Ocean Trail Rd, #41 Oceantrail West, and #48 Deep Bay Dr.

CARRIED

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

Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Monday, March 7, 2016.

- 16-282 MOVED Director Stanhope, SECONDED Director Fell, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Monday, March 7, 2016, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Lighthouse Community Centre Society, re Request for Building Upgrade Assistance through Community Works Funds.

- 16-283 MOVED Director Kipp, SECONDED Director Rogers, that staff be directed to develop an agreement to provide for the transfer of up to \$85,000 of Electoral Area 'H' Community Works Funds for building upgrades to the Lighthouse Community Centre.

CARRIED

Bruce Jolliffe, Chair, Comox Valley Regional District, re Asbestos and Asbestos Containing Material (ACM).

- 16-284 MOVED Director Young, SECONDED Director Lefebvre, that staff be directed to bring a report to the Solid Waste Select Committee with recommendations on a response to the Comox Valley Regional District.

CARRIED

NEW BUSINESS

Rail Corridor Development.

- 16-285 MOVED Director Lefebvre, SECONDED Director Westbroek, that staff be directed to explore concepts for rail corridor development, i.e. public greenways along the Island Corridor in the Regional District from Area 'A' to Area 'H'.

CARRIED

Bus Passes for Adults with Disabilities.

- 16-286 MOVED Director Young, SECONDED Director Thorpe, that the Board endorse a letter from the Chair to the Provincial Government indicating that the Regional District of Nanaimo does not support the changes to the BC Bus Pass Program and the Special Transportation Subsidy for disability assistance clients.

CARRIED

Regional Services Review.

- 16-287 MOVED Director Westbroek, SECONDED Director Lefebvre, that staff prepare a report with regard to conducting a Regional Services Review after the appointment of the Chief Administrative Officer and prior to the next Financial Plan adoption.

MOVED Director Westbroek, SECONDED Director Stanhope, that the Board amend the main motion by deleting the words “after the appointment of the Chief Administrative Officer and”.

CARRIED

The vote was taken on the main motion as amended:

- 16-288 That staff prepare a report with regard to conducting a Regional Services Review prior to the next Financial Plan adoption.

CARRIED

Strategic Priority to Create an Electoral Area Caucus.

- 16-289 MOVED Director Houle, SECONDED Director Rogers, that staff be directed to prepare a report on options for moving forward on the Strategic Priority to “create an Electoral Area caucus to enhance regional governance”.

CARRIED

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission meeting held Thursday, March 31, 2016.

- 16-290 MOVED Director Westbroek, SECONDED Director Lefebvre, that the minutes of the District 69 Recreation Commission meeting held Thursday, March 31, 2016 be received for information.

CARRIED

Ravensong Expansion.

- 16-291 MOVED Director Westbroek, SECONDED Director Lefebvre, that staff bring forward a report on the current state of the expansion of the Ravensong Aquatic Centre and that any further action engage the District 69 Recreation Commission.

CARRIED

Solid Waste Management Select Committee.

Minutes of the Solid Waste Management Select Committee meeting held Tuesday, April 12, 2016.

- 16-292 MOVED Director McPherson, SECONDED Director Young, that the minutes of the Solid Waste Management Select Committee meeting held Tuesday, April 12, 2016 be received for information.

CARRIED

Comprehensive Engineering Tender Award.

- 16-293 MOVED Director McPherson, SECONDED Director Stanhope, that XCG Consultants be awarded a contract to provide consulting engineering services at the Regional Landfill for a three-year term with the option of renewing for an additional two years.

CARRIED

ADMINISTRATOR'S REPORTS

Zoning Amendment Application No. PL2013-022 – 1720 Whibley Road, Electoral Area 'F' – Amendment Bylaw 1285.25, 2016 – Third Reading.

16-294 MOVED Director Fell, SECONDED Director Stanhope, that the report of the Public Hearing held on April 4, 2016 for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016" be received.

CARRIED

16-295 MOVED Director Fell, SECONDED Director Stanhope, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016" be read a third time.

CARRIED

Zoning Amendment Application No. PL2009-153 – 2248 & 2250 Maxey Road – Electoral Area 'C' – Amendment Bylaw 500.403, 2016 – Third Reading.

16-296 MOVED Director Young, SECONDED Director McPherson, that the report of the Public Hearing held on April 18, 2016 for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016" be received.

CARRIED

16-297 MOVED Director Young, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016" be read a third time.

CARRIED

Building Strata Conversion Application No. PL2016-012 – 80 Colwell Road, Electoral Area 'C'.

16-298 MOVED Director Young, SECONDED Director Fell, that the request for Building Strata Conversion Application PL2016-012 be granted preliminary approval, with final approval subject to the terms and conditions outlined in Attachment 2.

CARRIED

Regional Growth Strategy Amendment Bylaw No. 1615.01 – Public Hearing Report and Referrals to Affected Local Governments.

16-299 MOVED Director Lefebvre, SECONDED Director Houle, that the report of the Public Hearing conducted for "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be received as set out in Attachment 2 of this report.

CARRIED

16-300 MOVED Director Westbroek, SECONDED Director Stanhope, that "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be referred to member municipalities and adjacent regional districts for acceptance.

CARRIED

Greater Nanaimo Pollution Control Centre Marine Outfall Replacement Project – Loan Authorization.

16-301 MOVED Director Westbroek, SECONDED Director Houle, that Regional District of Nanaimo "Southern Community Sewer Local Service Capital Improvements Loan Authorization Bylaw No. 1741, 2016", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Open Burning Concerns in Regional District of Nanaimo.

- 16-302 MOVED Director Kipp, SECONDED Director Lefebvre, that the Board direct staff to prepare a report on methods used by the Cowichan Valley Regional District and other regional districts to regulate and impose limitations on large scale open burning.

CARRIED

Gabriola Community Bus Foundation – Infrastructure Grant Application for GERTIE.

- 16-303 MOVED Director Houle, SECONDED Director Kipp, that staff be directed to forward a letter to the Gabriola Community Bus Foundation, indicating Regional District of Nanaimo Board support for their New Building Canada Fund – Small Communities Fund Application for their Fleet Renewal Project.

CARRIED

Proposed Filming in Electoral Area ‘E’.

- 16-304 MOVED Director Rogers, SECONDED Director Westbroek, that staff be directed to proceed with approval of a park use permit for film vehicle parking at Moorecroft Regional Park resulting in the closure of vehicle access to the park and nearby Stewart Road for 20 weekdays over four, five day periods during May, June and July 2016.

CARRIED

NEW BUSINESS

Island Corridor Foundation.

- 16-305 MOVED Director Fell, SECONDED Director Westbroek, that staff be directed to contact the Association of Vancouver Island Coastal Communities and offer to organize a meeting of those Regional Districts and First Nations that represent the Island Corridor Foundation to discuss options on moving forward with the Association of Vancouver Island Coastal Communities Resolution 18 as endorsed by the membership.

CARRIED

Island Corridor Foundation Liaison Committee.

- 16-306 MOVED Director Fell, SECONDED Director Kipp, that the Regional District of Nanaimo inform the Island Corridor Foundation that the Regional District of Nanaimo will not participate in the proposed Liaison Committee.

CARRIED

IN CAMERA

- 16-307 MOVED Director Houle, SECONDED Director Young, that pursuant to Sections 90 (1) (c) and (j) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to labour relations and third-party business interests.

CARRIED

TIME: 9:17 PM

RISE AND REPORT

Chief Administrative Officer Job Description.

- 16-308 MOVED Director Bestwick, SECONDED Director Houle, that the Chief Administrative Officer job description be accepted with the following amendments to the Position Summary and Required Education and Experience sections:

POSITION SUMMARY:

As the most high-ranking member of the staff, the Chief Administrative Officer (CAO) is accountable to the Board of Directors of the Regional District of Nanaimo (RDN) for the planning, co-ordination and control of the activities and business affairs of the Regional District. The CAO ensures that the provision of all services is in compliance with the bylaws, policies, statutory requirements and the collective agreements(s) of the Regional District.

REQUIRED EDUCATION AND EXPERIENCE:

Undergraduate or higher degree in public administration, business administration or professional designation in other related field, supplemented by courses related to local, provincial, federal government administration. Five (5) years of experience at a senior professional management level or ten (10) years in a senior management position in the private or public sectors.

CARRIED

Options for Filling the Chief Administrative Officer Position.

- 16-309 MOVED Director Bestwick, SECONDED Director Lefebvre, that the Regional District of Nanaimo hire an executive search firm to assist with the recruitment of the Regional District of Nanaimo Chief Administrative Officer.

CARRIED

Executive Search Firms for the Chief Administrative Officer Recruitment.

- 16-310 MOVED Director Bestwick, SECONDED Director Pratt, that staff be directed to enter into a contract with Waterhouse Executive Search for the recruitment of the Regional District of Nanaimo Chief Administrative Officer for a fixed price of \$20,500 plus expenses.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 9:48 PM

CHAIRPERSON

CORPORATE OFFICER



May 10, 2016

Joe Stanhope, Director
Electoral Area G
Bill Veenhof, Board Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Reference: 253270

RDN CAO'S OFFICE	
CAO	GM RP
GM SCD	GM TSW
GM RCU	DF
DCS	CPCAGENDA
MAY 13 2016	
BOARD / COWAGENDA	✓
BOARD CORRESPONDENCE	
CHAIR	

Dear Chair Stanhope and Chair Veenhof:

Re: Roberton Boulevard

Thank you for your letters regarding pedestrian safety on Roberton Boulevard in the area of French Creek. Please accept my apologies for the lateness of this reply. I was saddened to learn of the pedestrian fatality at this location and can assure you safety remains the ministry's highest priority. Ministry staff will work with the RCMP as they conduct their investigation into the crash and will take any recommendations they make into consideration when planning future improvements.

I appreciated the opportunity to review your continued concerns about pedestrian and cycling safety in the vicinity of Roberton Boulevard. As you are likely aware, the Province has invested in shoulder widening along Wembley Road, four way stops at Wright Road and Wembley Road, and at Roberton Boulevard and Lowrys Road, and lighting and crosswalk upgrades at the intersection of Wright road and Highway 19A in 2015. That being said, I agree more can be done to enhance pedestrian safety in the area you reference.

I understand ministry staff and Regional District of Nanaimo representatives met on March 1 to discuss local safety concerns. I was pleased to learn the meeting was productive and that ministry and regional district staff have jointly committed to reviewing speed limits in the area, surveying the road to identify right-of-way constraints, approaching the Insurance Corporation of British Columbia to partner on a road safety review and discuss an education symposium for the community and following up with the local Speed Watch.

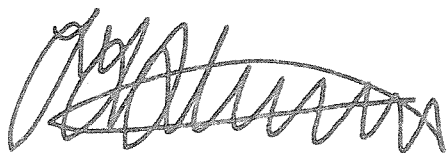
.../2

- 2 -

Should you have further questions or concerns about this matter, please do not hesitate to contact the ministry's local Acting Operations Manager, Brad Boyden, at 250 751-3287 or at Brad.Boyden@gov.bc.ca, as he would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone', written over a horizontal line.

Todd G. Stone
Minister

Copy to: Honourable Michelle Stilwell
Minister of Social Development and Social Innovation
MLA, Parksville-Qualicum

Janelle Erwin, District Manager
Vancouver Island District

Brad Boyden, Acting Operations Manager
Vancouver Island District

Geoff Garbutt
General Manager of Strategic & Community Development
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

May 11th, 2016

Dear Sir:

Re: Subdivision application File 2015-00748

The purpose of this letter is to document our rejection of the variance for access within the application for new subdivision that has been submitted for Lot D.L. 178. We are seeking confirmation that the application for access to the subdivision be **rejected** as it only benefits the developer, and negatively impacts 26 homes located within development area CD14, residential Englishman River (Block 564).

The existing access to D.L. 178 via Kaye Road should be the only access to the proposed subdivision so as not to further disrupt the River's Edge residential subdivision for the following reasons:

1. The proposed subdivided lots have insufficient frontage on Stone Fly Close to accord with the Local Services Act minimum frontage requirement.
2. Currently there are 8 home owners on Stone Fly Close who purchased property on a quiet, residential cul-de-sac and are strongly opposed to any such relief being recommended by the RDN to the Ministry of Transportation and Infrastructure.
3. Under the current zoning, the proposed subdivision could significantly increase vehicular traffic from silvaculture, agriculture and many other uses through residential side roads rather than taking direct access to Kaye Road that is already in place for Lot D.L. 178.
4. The proposed subdivision would negatively impact the values of properties on Stone Fly Close by extending the existing cul-de-sac to provide access to the subdivided lots and with potential for further subdivision. This right of access opens up the residential community of River's Edge to the impact of multi-use zoning, thereby increasing traffic on Peterson Road and Stone Fly Close, and causing hardship to the residents thereof.

Thank you for your consideration of this letter.

Sincerely,

Lindy A. England, M.Sc.

Mr. Geoff Garbutt, General Manager, Strategic & Community Development

6300 Hammond Bay Road, Nanaimo BC V9T 6N2

Mr. Joe Stanhope, Director, Electoral Area G

1025 West Island Highway, Parksville, BC V9P 2E1

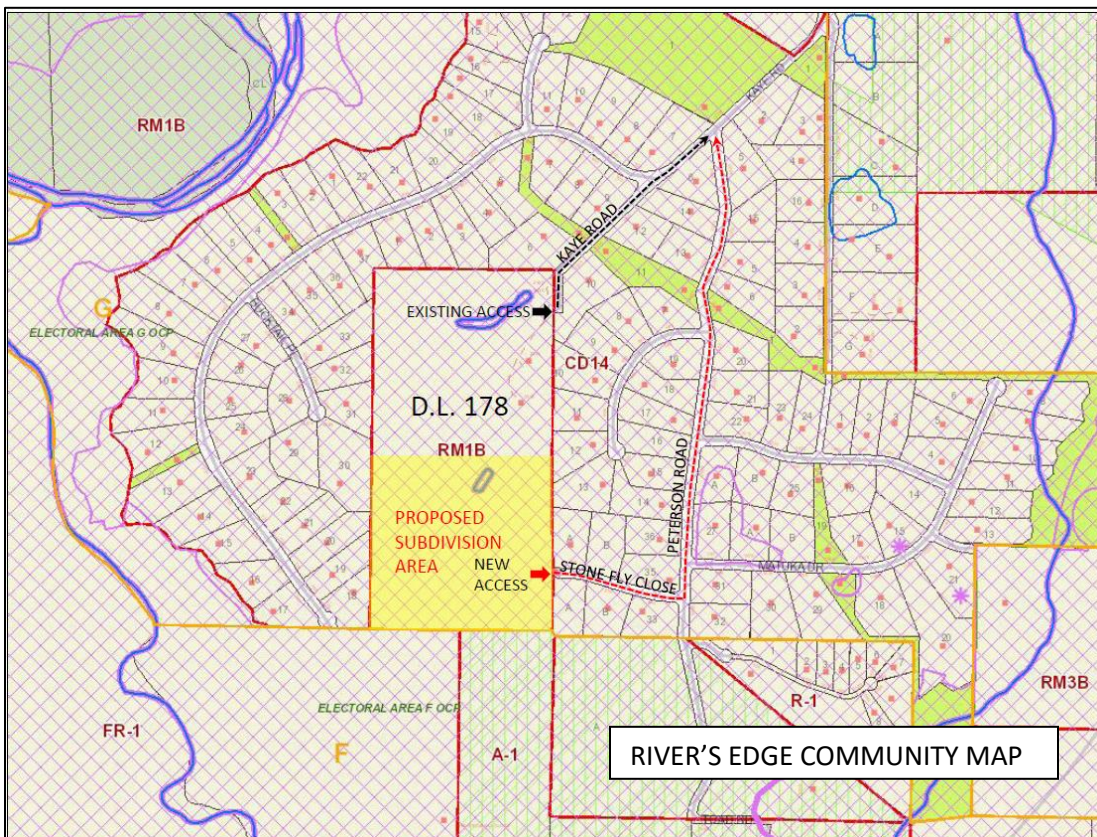
May 5th, 2016

Dear Sirs:

Re: Subdivision application File 2015-00748

It has been brought to our attention that an application for subdivision has been submitted for Lot D.L. 178 adjacent to our properties on Stone Fly Close in the River's Edge subdivision, Nanoose Bay. D.L. 178 is an 80 ac parcel zoned for resource management (RM1); whereas, our properties are within the residential Englishman River (Block 564) Comprehensive Development zone (CD-14). We understand that a request has been made to permit access to the proposed sub-division through Stone Fly Close, which is a *cul de sac*, notwithstanding that the proposed subdivided lots have insufficient frontage on Stone Fly Close to accord with the Local Services Act minimum frontage requirement*. **We strongly oppose any such relief being recommended by the RDN to the Ministry of Transportation and Infrastructure because this would:**

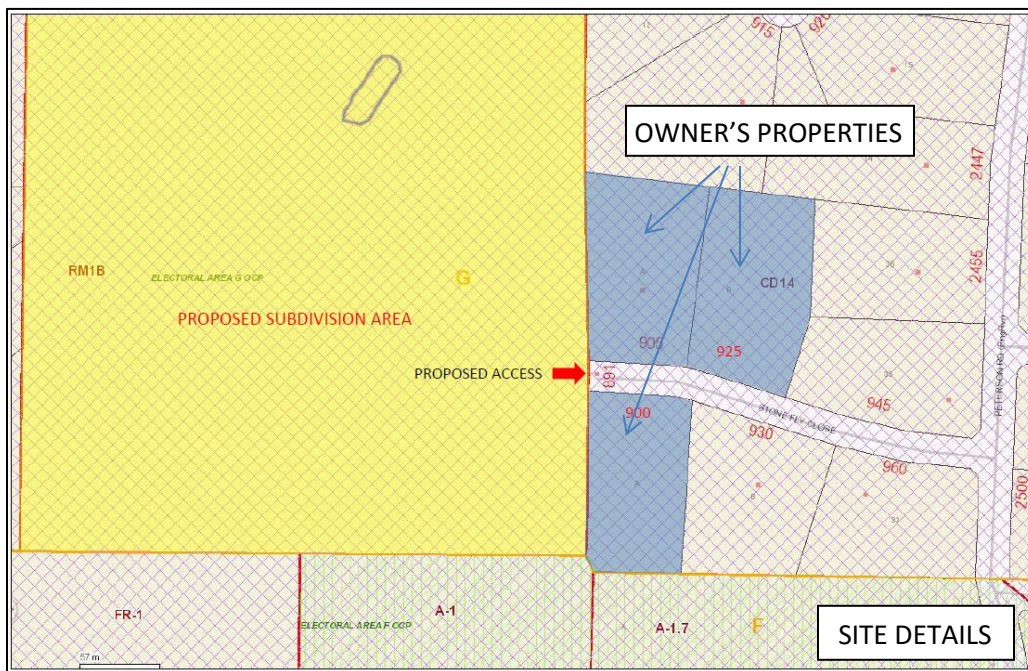
- increase vehicular traffic from land uses for silviculture, agriculture, and multiple non-resident home based businesses through our residential side roads rather than taking direct access to Kaye Road that is already in place of Lot D.L. 178
- cause **undue hardship** to the property owners along Stone Fly Close and Peterson Road



Background Information

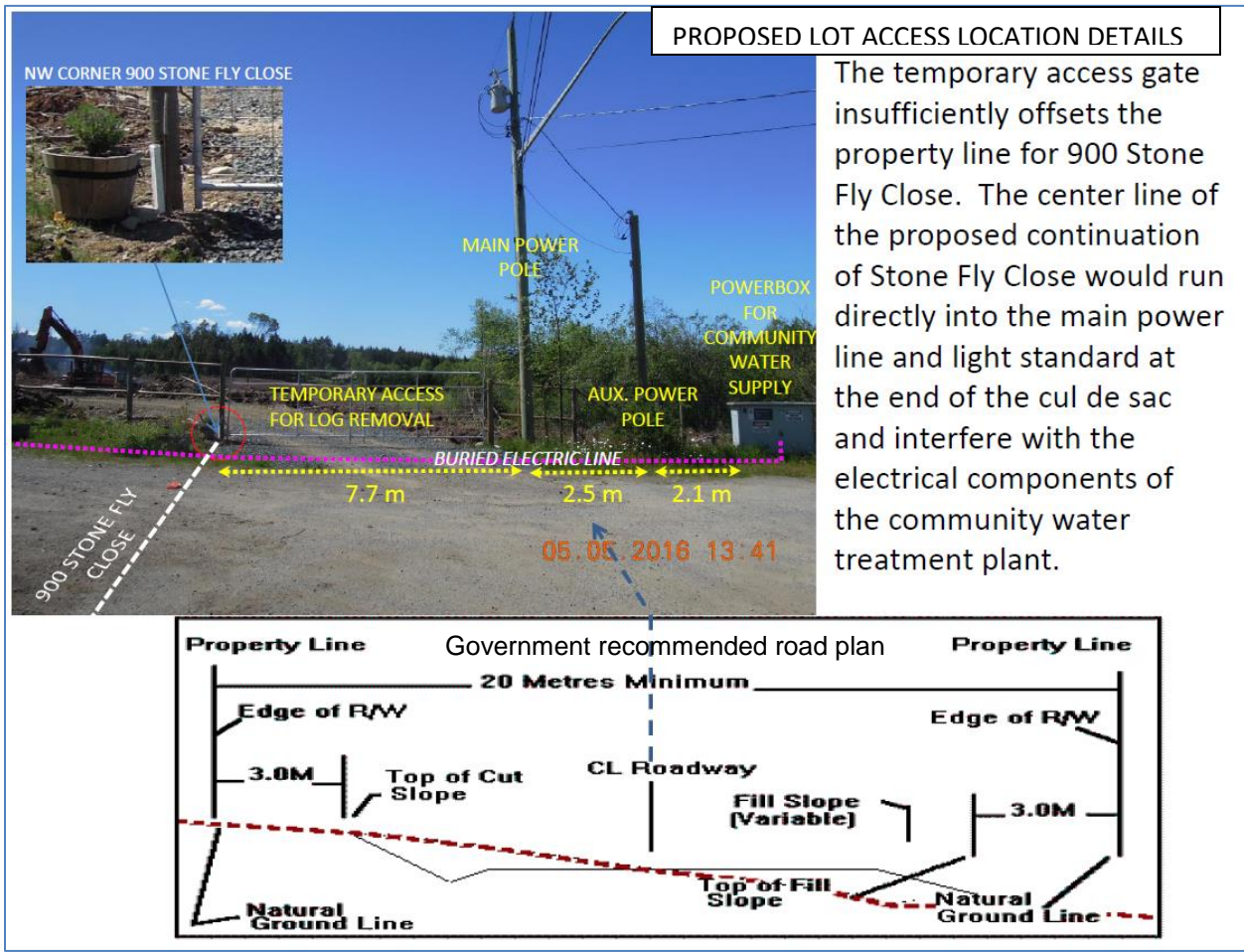
As owners of 905, 925, and 900 Stone Fly Close (land parcels VIP79348 A & B, and VIP79350 A respectively), we would be most significantly impacted by any variance or relief of the frontage rules for road access. We oppose such relief based on the following direct impacts:

- **Undue hardship.** Our lots were purchased in part because they are located at the end of a *cul de sac*. Extending the road would increase our hardship, due to loss of privacy, increased motor vehicle traffic and their attendant noise and pollution, and degradation of our otherwise quiet living environment.
- **Permitting increased vehicular traffic to transit our residential community.** The RM1 zoning permits various agricultural and silvicultural uses of the land, including primary processing (crushing, washing, screening) and extraction of soil; and rough cutting, dumping, sorting, storage, and transshipment of logs. These uses are associated with motor vehicle use, including heavy trucks for hauling wood and or agricultural products or supplies. RM-1 zoning also allows 2 non-resident home-based businesses per lot. By providing access to Stone Fly Close, the industrial, farming, and non-resident home-based business vehicular traffic from the RM1 zoned properties would now be permitted to travel through the upper part of the River's Edge subdivision, impacting the traffic and noise levels and pedestrian safety on properties owned by ourselves and our neighbours. There are 6 properties on Stone Fly Close and 22 properties on Peterson Road that would be affected by such traffic increases. Increasing traffic is of paramount concern to the residents who regularly walk and cycle on these residential side roads, and the safety of their children, who are often playing near and on these roads.



The residents of River's Edge have been attracted here by the rural tranquility and peaceful countryside that the subdivision affords. Significant investments in housing and property development on these rural acreages have been made in accordance with the multiple land use and building style restrictions laid out in the community building scheme and comprehensive development zoning plan. Average property values in the subdivision today reflect the high quality of these investments. Negative changes to the *status quo* in the neighbourhood will be vigorously defended to protect these values.

The temporary access to Stone Fly Close is of insufficient width for an extension into the proposed subdivision area as shown and described in the image below.



The temporary access gate insufficiently offsets the property line for 900 Stone Fly Close. The center line of the proposed continuation of Stone Fly Close would run directly into the main power line and light standard at the end of the cul de sac and interfere with the electrical components of the community water treatment plant.

The electric main line comes to an end on Stone Fly Close at the main power pole which hosts a street light. Power lines then connect to auxiliary power poles on 905 Stone Fly Close and “891” Stone Fly Close which is the address for the community water supply and treatment facility, part of which is located at the end of Stone Fly Close (buried water and electrical lines, and utility box). Providing access to the subdivision through this infrastructure makes no sense, as there is insufficient room, with less than 7.7 m between the main hydro pole and 900 Stone Fly Close.

The proposed subdivided lots on Parcel D.L. 178 have by any measure insufficient frontage on Stone Fly Close to merit access according the Local Government Act*. D.L. 178 has only 22 m frontage on Stone Fly Close, whereas the perimeter of the minimum subdivision would be in excess of 1235 m. This amounts to **less than 2% frontage** on Stone Fly Close, and would be a major variance to the Local Government Act.

Recommended alternative

There is no requirement for the subdivided lots to access Stone Fly Close as there is access to Kaye Road through the rest of D.L. 178. This access has been utilized to withdraw timber from the west side of D.L. 178 over the past year. Accessing Kaye Road directly has several advantages:

- No requirement to change the infrastructure in the *cul de sac* of Stone Fly Close

- No increase in road traffic through the residential community in upper River's Edge, thereby not causing undue hardship for the owners of the 28 properties and the families who reside there.



On reflection, the applicant for the subdivision is simply attempting to ease his hardship caused by the subdivision and place the burden of the subdivision on his 28 neighbours along Stone Fly Close and Peterson Road. His hardship is diminished, and ours increases. The hardship of the applicant for subdivision has to be weighed against the hardship of the 28 property owners impacted by the change in traffic stress. We ask that you **not** provide relief to the frontage rule, and advise the applicant to do the right thing, which is maintaining access to his proposed subdivided lots via a right of way through his remaining lots.

Yours truly,

Dr. and Mrs. Timothy D. J. England, P. Geol.

***Local Government Act**

[RSBC 2015] CHAPTER 1

Part 14 — Planning and Land Use Management

512 (1) *If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of*
 (a) *10% of the perimeter of the lot that fronts on the highway, and*
 (b) *the minimum frontage that the local government may, by bylaw, provide.*

View of forest prior to logging



Hauling logs through temporary access gate to Stone Fly Close



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

Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,



NAME:

M. E. A. PATTERSON

ADDRESS:

1287 SEADOG ROAD

NANOOSE BAY,

B.C. V9P 9C1

DATE:

May 06, 2016

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

Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,



NAME: ROBERT + MARY LOU HENRY

ADDRESS: 1309 SEADOG RD

NANOOSE BAY, BC

VAP 9C1

DATE: May 5, 2016

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

Attention: Director Rogers

Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,



NAME:

Syd Lee

ADDRESS:

1268 SEADOG RD.

DATE:

05/05/2016

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

Attention: Director Rogers

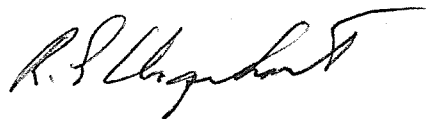
Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,



NAME: ROBERT G. URQUHART

ADDRESS: 1274 SEADOG RD

NANOOSE BAY

DATE: 05/05/2016

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

Attention: Director Rogers

Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,



NAME:

GEORGE RHODES + MARIA VANDERBYL

ADDRESS:

1305, Seadog Road
Nanoose Bay, BC V9P9E1

DATE:

May 6/2016

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

Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,



NAME:

Don Thiessen

ADDRESS:

1272 SEADOG ROAD
NANOOSE BAY

DATE:

MAY 05 / 2016

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

Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly, *B. Dailly*

NAME: BRIAN DAILLY

ADDRESS: 1315 MARINA WAY

DATE: MAY 6/16.

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

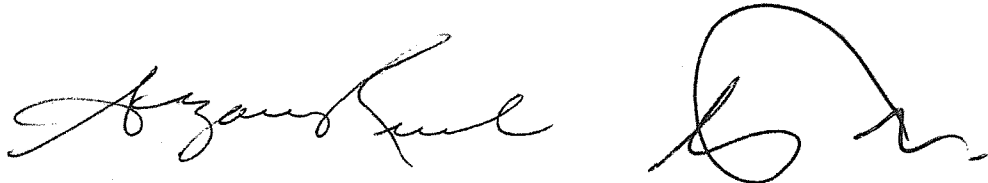
Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,



NAME:

SUZANNE & GRAHAM RUSH

ADDRESS:

1301 SEADOG RD

NANOOSE, B.C

V9P 9C1

DATE:

MAY 8, 2016

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

Dear Sir:

**RE: Lot 36, Block A, District Lot 38, Nanoose District, Plan 10777
1295 Seadog Road, Nanoose Bay**

Please be advised that I have reviewed the application pertaining to the above lot and I fully understand the variances being applied for.

I have no objection to the proposed construction or its location. Subsequently, I am in support of the required variances and the Development Variance Permit being issued.

Yours truly,

Alison L. Mann 

Estate of Mary Elizabeth Mann # 1270 Seadog Road

NAME: *1/2 Executor Alison van Wiermsterken (for all executors)*

ADDRESS: *3759 204A street*
Langley BC V3A 4S4

DATE: *8 May 2018*

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1231.05

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS AND TRAILS SERVICE AREA
CONVERSION BYLAW NO. 1231**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001”;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 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 as the “Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016”.

2. Amendment

“Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001” is amended as follows:

(1) By deleting Section 7 and substituting it with the following:

“The amount to be requisitioned under Subsection 4(e) shall be at the following rate:

Requisition Year	Parcel Tax rate
2016	\$14.00 per taxable parcel

Introduced and read two times this 22nd day of March, 2016.

Read a third time as amended this 26th day of April, 2016.

Adopted this ____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MAY 10, 2016 AT 6:30 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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

Also in Attendance:

T. Osborne	A/Chief Administrative Officer
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Harrison	Director of Corporate Services
J. Hill	Mgr. Administrative Services
J. Holm	Mgr. Current Planning
C. Golding	Recording Secretary

CALL TO ORDER

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

ELECTORAL AREA PLANNING COMMITTEE MINUTES

Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, April 12, 2016.

MOVED Director Young, SECONDED Director Veenhof, that the minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, April 12, 2016, be adopted.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-006 – 4275 Park Avenue, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Young, that Development Permit No. PL2016-006 to permit the removal of an existing cabin and accessory building and the construction of a dwelling unit and accessory building be approved subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED

Development Permit Application No. PL2016-055 – 360 Martindale Road, Electoral Area ‘G’.

MOVED Director Rogers, SECONDED Director Veenhof, that Development Permit No. PL2016-055 to permit an addition to a single residential dwelling be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-036 – 1295 Seadog Road, Electoral Area 'E'.

MOVED Director Rogers, SECONDED Director Veenhof, that Development Variance Permit No. PL2016-036 to reduce the setback to the natural boundary of the sea from 15.0 metres to 9.5 metres and the setback from the top of a slope 30% or greater from 8.0 metres to 1.5 metres, be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

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

CARRIED

Development Variance Permit Application No. PL2016-076 – 1380 Reef Road, Electoral Area 'E'.

MOVED Director Rogers, SECONDED Director Veenhof, that Development Variance Permit No. PL2016-076 to replace and extend the roof of an existing dwelling unit, to legalize the siting of an existing dwelling unit and deck, and to accommodate proposed additions to an existing deck, be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

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

CARRIED

OTHER

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-082 – 1979 and 1983 Minetown Road, Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Young, that the request to relax the minimum 10% perimeter frontage requirements for proposed Lot B in relation to Subdivision Application No. PL2015-082 be approved.

CARRIED

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area 'G'.

MOVED Director Veenhof, SECONDED Director Rogers, that the request to relax the minimum 10% perimeter frontage requirement for the proposed remainder of Lot 178 and proposed Lot 1, in relation to Subdivision Application No. PL2015-036, be approved.

CARRIED

Consultative Process Intended to Identify Rural Area Signage Concerns.

MOVED Director Veenhof, SECONDED Director Young, that the community consultation process intended to identify rural signage concerns follow the Community Consultation Plan included as Attachment 1.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that staff be directed to report back to the Board on the outcome of the community consultation process and provide recommended options for addressing community concerns related to effective signage in rural areas.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:50 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MAY 10, 2016 AT 7:10 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director W. Veenhof	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director D. Brennan	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 J. Hong	City of Nanaimo
------------------	-----------------

Also in Attendance:

T. Osborne	A/Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
D. Pearce	A/Director of Transportation and Emergency Planning
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

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

The Chairperson welcomed Alternate Director Brennan to the meeting.

DELEGATIONS

Corey Vanderhorst, MNP, re 2015 Financial Statements and Audit Findings Report.

Corey Vanderhorst provided a slide presentation and verbal overview of the Audit Findings Report and the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2015.

Kim Stephens, Partnership for Water Sustainability, re Georgia Basin Inter-Regional Education Initiative (IREI).

Kim Stephens recognized the Regional District of Nanaimo as a Champion Supporter in the partnership for Water Sustainability and provided an overview of *Beyond the Guidebook 2015: Moving towards Sustainable Watershed Systems, through Asset Management*.

Kevin Goldfuss, re Proposal Regarding Open Burning Concerns.

Kevin Goldfuss expressed his opposition to a complete ban on open burning within the Regional District of Nanaimo and shared his views of open burning compliance through regulation and education asking the Board to consider creating a bylaw to regulate open burning and include stiff penalties for non-compliance.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, April 12, 2016.

MOVED Director Stanhope, SECONDED Director Pratt, that the minutes of the Regular Committee of the Whole meeting held Tuesday, April 12, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Lisa Griffith, Gabriola Historical and Museum Society, re Request to consider proposal for Community Works Funds for the Museum.

MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Lisa Griffith, Gabriola Historical and Museum Society, regarding a request to consider a proposal for Community Works Funds for the museum be received.

CARRIED

Joyce Babula, Gabriola Island Community Hall Association, re Application for \$17,364 from Community Works Funding.

MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Joyce Babula, Gabriola Island Community Hall Association, regarding an application for \$17,364 from Community Works Funding be received.

CARRIED

Els King, re Proposed Ban on Outdoor Burning.

MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Els King regarding a proposed ban on outdoor burning be received.

CARRIED

J. H. McLean, re Complaints about Land Clearance Burning.

MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from J. H. McLean regarding complaints about land clearance burning be received.

CARRIED

James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund - Contribution Agreement (NBARS:RDN).

MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from James A. Lettic, Nanoose Bay Activities & Recreation Society, regarding Community Works Fund - Contribution Agreement (NBARS:RDN) be received.

CARRIED

Valerie Lipton, re Regional District of Nanaimo Assignment of Lighthouse Bluegrass Festival to Meadowood Community Park at the behest of the Corcan Meadowood Residents' Association without public consultation.

MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Valerie Lipton regarding Regional District of Nanaimo assignment of the Lighthouse Bluegrass Festival to the Meadowood Community Park at the behest of the Corcan Meadowood Residents' Association without public consultation be received.

CARRIED

FINANCE

2015 Financial Statements and Audit Findings Report.

MOVED Director Stanhope, SECONDED Director Thorpe, that the Audit Findings Report and the financial statements of the Regional District of Nanaimo for the year ended December 31, 2015 be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Thorpe, that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2015 be approved as presented.

CARRIED

CORPORATE SERVICES

INFORMATION TECHNOLOGY

Microsoft Enterprise Agreement 2016 - 2019.

MOVED Director McPherson, SECONDED Director Pratt, that staff be authorized to enter into a three-year Enterprise Agreement with Microsoft for licensing the use of Microsoft software products by the Regional District of Nanaimo (RDN) for \$102,237 per year.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

RDN Fire Services Review Report and Fire Services Coordinator.

MOVED Director Rogers, SECONDED Director Pratt, that the Regional District of Nanaimo Fire Services Review report dated April 2016 be received and the recommendations of the report be endorsed.

CARRIED

MOVED Director Rogers, SECONDED Director Pratt, that staff, in consultation with the Fire Departments, be directed to initiate the process to create a Fire Services Coordinator position required to implement the recommendations.

CARRIED

INTERGOVERNMENTAL LIAISON

Canada 150 Fund Grant Applications.

MOVED Director Houle, SECONDED Director Stanhope, that staff be directed to work with the Snuneymuxw First Nation, Stz'uminus First Nation, Snaw-Naw-As First Nation, Qualicum First Nation, and Electoral Area Directors on possible artwork for the Regional District of Nanaimo.

DEFEATED

MOVED Director Westbroek, SECONDED Director Pratt, that staff be directed to engage with Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation regarding \$30,000 allocated by the Board in the 2016 Regional District of Nanaimo Budget for a First Nations Art Installation Project at the Regional District of Nanaimo Administration Building and to solicit letters to support an application to the Canada 150 Fund requesting an additional \$30,000 to match the allocated funds.

CARRIED

MOVED Director Westbroek, SECONDED Director Pratt, that staff be directed to prepare a Board report outlining potential Terms of Reference for a First Nation art selection committee that includes representation from Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation.

CARRIED

MOVED Director Westbroek, SECONDED Director Pratt, that staff be directed to apply to the Canada 150 Fund for \$40,000 to contribute towards the development of a gateway information structure at Moorecroft Regional Park, to engage with Snaw-Naw-As First Nation regarding the construction of a gateway information structure at Moorecroft Regional Park and to solicit a letter from Snaw-Naw-As First Nation and other relevant parties to support the application to the Canada 150 Fund.

CARRIED

MOVED Director Westbroek, SECONDED Director Pratt, that staff be directed to apply to the Canada 150 Fund for \$40,000 for the creation of a First Nation cultural piece or a collaborative event with Snuneymuxw First Nation, engage with Snuneymuxw First Nation regarding the cultural piece or event and to solicit a letter from Snuneymuxw First Nation to support the application to the Canada 150 Fund.

CARRIED

MOVED Director Westbroek, SECONDED Director Pratt, that staff be directed to apply to the Canada 150 Fund for \$40,000 for the creation of a cultural piece or sign, engage with Qualicum First Nation regarding the cultural piece or sign and solicit a letter of support from Qualicum First Nation to support the application to the Canada 150 Fund.

CARRIED

BUILDING AND BYLAW

162 Bayridge Place, Electoral Area 'H' — Building Bylaw Contravention.

Colin Hearn, property owner of 162 Bayridge Place, asked the Board for an extension to allow him to submit an application for a building permit within the next few weeks.

MOVED Director Westbroek, SECONDED Director Stanhope, that the matter of the building bylaw contravention at 162 Bayridge Place, Electoral Area 'H', be deferred for (thirty) 30 days.

CARRIED

RECREATION AND PARKS

PARKS

Proposed Park Land Dedication in Conjunction with Proposed Subdivision of Parcel 'B' - 1520 McCollum Road, Gabriola Island, Electoral Area 'B'.

MOVED Director Houle, SECONDED Director Young, that the Regional District of Nanaimo support the Gabriola Island Local Trust Committee's decision to require 5% cash-in-lieu of park land dedication for the proposed subdivision of Lot B, Section 15, Gabriola Island, Nanaimo District, VIP59663, 1520 McCollum Road and that the funds be held by the Regional District of Nanaimo in a separate reserve fund dedicated to acquiring future community park land in Electoral Area 'B'.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, March 1, 2016.

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, March 1, 2016 be received for information.

CARRIED

707 Community Park Signage Plan.

MOVED Director Houle, SECONDED Director Lefebvre, that staff be directed to work with Gabriola Land and Trails Trust to review and update the 707 Community Park directional signage.

CARRIED

Parkland Dedication as Part of Subdivision Development Application - 1520 McCollum Road.

MOVED Director Houle, SECONDED Director Lefebvre, that the proposed 5% cash-in-lieu of parkland dedication in conjunction with proposed subdivision of 1520 McCollum Road be accepted.

CARRIED

Rollo-McClay Park.

MOVED Director Houle, SECONDED Director Lefebvre, that staff be directed to provide support to the Gabriola Softball Association with their installation of a batting cage at Rollo-McClay Park.

CARRIED

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

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, March 9, 2016.

MOVED Director Fell, SECONDED Director Young, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, March 9, 2016 be received for information.

CARRIED

Liquid Waste Management Plan Monitoring Committee.

Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, March 29, 2016.

MOVED Director Thorpe, SECONDED Director McPherson, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, March 29, 2016 be received for information.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting held Friday, April 22, 2016.

MOVED Director Houle, SECONDED Director Kipp, that the minutes of the Agricultural Advisory Committee meeting held Friday, April 22, 2016 be received for information.

CARRIED

Agriculture Area Plan Implementation 2014 – 2016 Action Plan Progress Update.

MOVED Director Houle, SECONDED Director Haime, that Agriculture Area Plan Implementation 2014 – 2016 Action Plan Progress Update be received as submitted.

CARRIED

MOVED Director Houle, SECONDED Director Haime, that Project 6 - Composting Facility, in the Agricultural Area Plan Implementation 2014-2016 Action Plan, be moved from low priority to high priority, and from medium timeframe to short timeframe.

CARRIED

Fire Services Advisory Committee.

Minutes of the Fire Services Advisory Committee meeting held Wednesday, April 27, 2016.

MOVED Director Stanhope, SECONDED Director Rogers, that the minutes of the Fire Services Advisory Committee meeting held Wednesday, April 27, 2016 be received for information.

CARRIED

Fire Service Review Report.

MOVED Director Rogers, SECONDED Director Stanhope, that the Board direct staff to prepare a report to come forward to the May 10, 2016 Committee of the Whole meeting with respect to engaging a Fire Services Coordinator.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Lisa Griffith, Gabriola Historical and Museum Society, re Request to consider proposal for Community Works Funds for the Museum.

MOVED Director Houle, SECONDED Director Young, that staff be directed to develop an agreement to provide for the transfer of up to \$5,000 of Electoral Area 'B' Community Works Funds for the construction of a wheelchair accessible walkway for the Gabriola Historical and Museum Society.

CARRIED

Joyce Babula, Gabriola Island Community Hall Association, re Application for \$17,364 from Community Works Funding.

MOVED Director Houle, SECONDED Director Young, that staff be directed to develop an agreement with the Gabriola Island Community Hall Association to provide for the transfer of up to \$17,500 of Electoral Area 'B' Community Works Funds for replacing the metal portion of the Community Hall roof.

CARRIED

James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund – Contribution Agreement (NBARS:RDN).

MOVED Director Rogers, SECONDED Director Westbroek, that staff be directed to develop an agreement with the Nanoose Bay Activities & Recreation Society to provide for the transfer of up to \$107,500 of Electoral Area 'E' Community Works Funds for mechanical systems, HVAC and appliance upgrades to the Nanoose Place Community Hall.

CARRIED

NEW BUSINESS

Social Procurement.

MOVED Director Westbroek, SECONDED Director McPherson, that the Board of the Regional District of Nanaimo acknowledges that the procurement methodologies utilized by the corporation helps drive our economy and shapes the Regional District and, as such, that the Board direct staff to investigate options for the creation, adoption, implementation and evaluation of a Social Procurement Policy for the Regional District of Nanaimo.

CARRIED

MOVED Director Westbroek, SECONDED Director Thorpe, that the Chair, on behalf of the Board, write a letter to Island Health requesting consideration of a social procurement policy around local food procurement for all Vancouver Island hospitals and that copies of the letter be sent to: the Premier; the Honourable Terry Lake, Minister of Health; the Honourable Michelle Stilwell, Minister of Social Development and Social Innovation; Union of BC Municipalities and the Association of Vancouver Island and Coastal Communities.

CARRIED

Coastal Invasive Species Committee, re Knotweed and Giant Hogweed Public Education and Control Program.

MOVED Director Lefebvre, SECONDED Director Yoachim, that a \$10,000 grant for invasive species mitigation on private land be awarded to the Coastal Invasive Species Committee, and that the funds be raised through borrowing from the existing reserve account held for the Island Corridor Foundation and repaid in 2017 if required through the Grants-In-Aid tax requisition.

CARRIED

Director's Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Young, SECONDED Director Stanhope, that pursuant to Sections 90 (1) (f), (g), (i), and (j) of the *Community Charter* the Committee proceed to an In Camera Meeting, for discussions related to law enforcement, litigation, solicitor-client privilege and third-party business information.

CARRIED

TIME: 9:36 PM

ADJOURNMENT

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

CARRIED

TIME: 9:50 PM

CHAIRPERSON

CORPORATE OFFICER



**MINUTES OF THE MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON MONDAY, APRIL 18, 2016 AT 2:00PM
IN THE REGIONAL DISTRICT OF NANAIMO, BOARD CHAMBERS**

Present:	J. Stanhope, Chair B. Rogers R. Alexander M. Lefebvre M. Squire M. Donnelly	Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo City of Parksville City of Parksville Regional District of Nanaimo
-----------------	--	--

Also Present:	L. Butterworth S. Powell B. Weir W. Idema G. St. Pierre D. Trudeau R. Graves	City of Parksville City of Parksville Town of Qualicum Beach Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Recording Secretary, RDN
----------------------	--	--

Regrets:	D. Comis V. Figueria	City of Parksville City of Parksville
-----------------	-------------------------	--

CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 2:07pm.

ELECTION OF CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Chairperson for 2016.

Director Lefebvre nominated Director Stanhope.

There being no further nominations, the Chief Administrative Officer declared Director Stanhope as Chairperson of the Board for 2016.

DELEGATIONS

MINUTES

MOVED Director Lefebvre, SECONDED Director Powell that the minutes from the Englishman River Water Services Management Board held December 9, 2015, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Island Health-Revised Terms and Conditions to the Water Supply Operating Permit. (Englishman River Surface Water Operating Permit).

MOVED Director Rogers, SECONDED Director Powell, that the Island Health Revised Terms and Conditions to the Water Supply Operating Permit (Englishman River Surface Water Operating Permit) be received.

CARRIED

DFO – Fisheries Act Authorization.

MOVED Director Rogers, SECONDED Director Powell, that the DFO Fisheries Act Authorization correspondence dated April 11, 2016 be received.

CARRIED

REPORTS

Draft Predesign Report Update.

MOVED Director Lefebvre, SECONDED Director Powell, that the report from the Englishman River Water Service Management Committee dated April 6, 2016, entitled Draft Predesign Report (Update), Water Intake, Treatment Plant and Supply Mains be received.

CARRIED

MOVED Director Rogers , SECONDED Director Lefebvre, that the Englishman River Water Service Management Board recommend the Joint Ventures adopt the report titled "Draft Predesign Report (Update) - Water Intake, Treatment Plant and Supply Mains", prepared by CH2M Hill, dated December 10, 2015.

CARRIED

Detailed Design Project Status Update.

MOVED Director Rogers, SECONDED Director Lefebvre, that the Detailed Design Project Status Update report be received.

CARRIED

Transmission Main Report.

MOVED Director Powell, SECONDED Director Rogers, that the Transmission Main Report be received.

CARRIED

Englishman River Water Service Final 2016 – 2020 Financial Plan.

MOVED Director Rogers, SECONDED Director Powell, that the report from the Englishman River Water Service Management Committee, dated April 6, 2016, entitled ERWS Final 2016-2020 Financial Plan be received.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that the Englishman River Water Service Management Board accept the Final 2016 – 2020 Financial Plan as outlined in Table 1 attached to the April 6, 2016 report.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that the Englishman River Water Service Management Board recommend the Joint Ventures adopt the Final 2016 – 2020 Financial Plan as outlined in Table 2 attached to the April 6, 2016 report.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments.

Larry Williams asked if contaminates and colour disinfection by-products could enter the system.

Jesus Garcia-Aleman replied that water in the river will contain colour and organic material, when organic material reacts with chlorine it will create disinfection by-products. Part of the treatment objectives of the plant is to remove colour and organics so there are no disinfection by-products in the distribution system.

Larry Williams enquired if the chlorine is introduced before or after the by-products are removed and are there any tests done after the chlorine is added?

Jesus Garcia-Aleman commented that the colour and organic material are removed before the chlorine is introduced and continuous monitoring is done and is required monthly and quarterly by provincial regulations.

IN CAMERA

OTHER

NEXT MEETING

ADJOURNMENT

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

CARRIED



J. Stanhope, Chairperson



DATE: April 6, 2016

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: DRAFT PREDESIGN REPORT (UPDATE)
WATER INTAKE, TREATMENT PLANT AND SUPPLY MAINS.

PURPOSE: TO OBTAIN ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD APPROVAL OF THE DRAFT PREDESIGN REPORT (UPDATE), WATER INTAKE, TREATMENT PLANT AND SUPPLY MAINS

EXECUTIVE SUMMARY:

The Draft Predesign Report (Update) - Water Intake, Treatment and Supply Mains, prepared by CH2M Hill, dated December 10, 2015 is complete. The main purpose of the updated redesign report was to review and confirm the first phase of the water treatment plant capacity. The report formally concludes and recommends the first phase of the water treatment plant capacity to be 16 million liters per day.

The next steps for consulting services include 60% detailed design and contract document preparation, with tendering for the project to start in late summer.

RECOMMENDATION(S):

1. THAT the report from the Englishman River Water Service Management Committee dated April 6, 2016, entitled Draft Predesign Report (Update), Water Intake, Treatment Plant and Supply Mains be received;
2. AND THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt the report titled "Draft Predesign Report (Update) - Water Intake, Treatment Plant, and Supply Mains", prepared by CH2M Hill, dated December 10, 2015.

BACKGROUND:

These technical documents were prepared to give the ERWS guidance in implementing and proceeding with immediate planning needs, capital infrastructure works, budget preparation and potential land acquisition.

The updated predesign report engaged the services of CH2M Hill to determine the type of water intake structure, raw water pump station location, confirmation of water treatment technology, plant size and plant location. Kerr Wood Leidal (a sub consultant to CH2M Hill) determined the hydraulics of the Englishman River for water extraction, aquatic effects based on the new intake location and water model analysis for the transmission water supply mains. Other investigations such as geotechnical, archaeological and biological assessments were also undertaken in an effort to comply with senior government permitting requirements.

The next phase (Phase 4 - currently proceeding) will require detailed design and tender preparation in order to complete the water treatment plant, water intake and required water transmission mains.

In accordance with the adopted Project Implementation Plan, the current proposed project schedule is as follows:

- **Phase 4**
 - Detailed design to 60 % review - April 2016
 - Detailed design to a 90 % review - May 2016
- **Phase 5**
 - Preparation of specification and contract documentation - June 2016
 - Tendering - August 2016
- **Phase 6**
 - Construction - November 2016 to June 2018
- **Phase 7**
 - Commissioning - July to September 2018

REFERENCES

- Project Implementation Plan
- Phase 1 - Conceptual Planning, Budgeting and Scheduling (dated April 2011)
- Phase 2 - Water Treatment Pilot Testing and Aquifer Storage and Recovery Feasibility Analysis (dated April 2014)
- Phase 3 - Final Predesign Report (24 MLD Option), Water Intake, Treatment Plant, and Supply Mains (dated June 2014)

Draft Predesign Report (Update)

Available online at the following web page:

<http://www.englishmanriverwaterservice.ca/reports.asp>



englishman river
WATER SERVICE

DATE: April 6, 2016

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: ENGLISHMAN RIVER WATER SERVICE (ERWS)
FINAL 2016 - 2020 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE ERWS FINAL 2016 - 2020 FINANCIAL PLAN

EXECUTIVE SUMMARY:

The ERWS Final 2016 - 2020 Financial Plan sets out the financial requirements needed to advance the objectives of bulk water supply to the Joint Venture Communities. The proposed capital budget is based on a firm membrane filtration treatment capacity of 16 million liters per day.

The ERWS Final 2016 - 2020 Financial Plan reflects unspent funds from 2015 that are required to be added to the year 2016 budget to account for ongoing consulting and capital works carrying over into year 2016. The ERWS Final 2016 - 2020 Financial Plan also reallocates funds accordingly to reflect the current cost estimate prepared by CH2M Hill as outlined in the Draft Predesign Report, dated December 10, 2015.

RECOMMENDATION(S):

1. THAT the report from the Englishman River Water Service Management Committee, dated April 6, 2016, entitled ERWS Final 2016 - 2020 Financial Plan be received;
2. AND THAT the Englishman River Water Service Management Board accept the Final 2016 - 2020 Financial Plan as outlined in Table 1 attached to the April 6, 2016 report;
3. AND THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the Final 2016 - 2020 Financial Plan as outlined in Table 2 attached to the April 6, 2016 report.

BACKGROUND:

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.

With the formation of the Englishman River Water Service and further advancement of the Capital Plan, the 2016 - 2020 Financial Plan was reviewed and updated in an effort to outline funding requirements for operations and capital expenditures for the next five years. It was determined that unspent funds from 2015 are required to be added to the 2016 - 2020 Final Financial Plan to account for works carried forward into year 2016. Unspent budget items in year 2015 are required to be transferred to year 2016 in order to finalize all tasks and keep the project on schedule. Being that the ERWS is a joint venture partnership, no formal governance is in place to carry forward funds from the current year into future year budgets as the ERWS is only funded by the partners for actual funds spent. Therefore, an increase in the 2016 budget is required to reflect an estimate of the unspent amounts and to reflect the amounts actually needed for 2016. Additionally, separate account numbers have been assigned to each jurisdictions' transmission main projects in an effort to track and attribute expenses to each project accordingly.

In summary, the adjustments to the 2016 - 2020 Financial Plan are:

- River Intake / Supply Mains for years 2016 and 2017, reduced from \$3,000,000 each year to \$2,400,000 respectively;
- Reallocate \$600,000 from River Intake / Supply Mains for years 2016 and 2017 to City of Parksville Transmission Main
- Carried Forward \$1,143,700 from year 2015 River Intake / Supply Mains budget and reallocate / re-budget to:
 - \$43,700 - Joint Transmission Main - Engineering
 - \$700,000 - City of Parksville Transmission Main - Contracts
 - \$400,000 - City of Parksville Transmission Main - Engineering
- Carried Forward \$860,900 from year 2015 Water Treatment budget and reallocate / re-budget to:
 - \$400,000 - Water Treatment - Engineering
 - \$460,900 - Water Treatment - Contracts

A Final 2016 - 2020 Financial Plan has been prepared for consideration by the ERWS Management Board. The proposed budget is shown on Table 1, attached.

OPTIONS:

1. Accept the ERWS Final 2016 - 2020 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 the project and would allow completion by September 2018.

Option 2

The 2016 - 2020 Final 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 2020 in the Financial Plan show substantial capital to carry out the construction of the new water intake and water treatment facility. Funds for such projects are currently available in both the City of Parksville and the Regional District of Nanaimo surplus reserve accounts and authorized long-term borrowing. The ERWS has received \$6 million in funding from senior government that will help augment these costs.

The ERWS Final 2016 - 2020 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out the project for the next several years. Without this plan the capital projects and predesign 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.

ERWS Revision to the Project Implementation Strategy - July 27, 2015.

Table 1, dated December 7, 2015 showing the recommended ERWS Revised 2016 - 2020 Financial Plan and Table 2 showing each Joint Venture's requisition share.

**TABLE 1
ENGLISHMAN RIVER WATER SERVICE
FINAL 2016 - 2020 FINANCIAL PLAN (\$)**

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE											
Joint Venture Requisitions											
Parkville Requisition (74 %)	1,082,538	225,017	443,183	593,655	765,972	2,016,700	10,102,184	8,332,972	279,369	329,709	362,413
RDN Requisition (26%)	380,351	79,060	155,713	208,581	269,125	708,570	2,249,416	2,014,288	1,898,157	143,087	175,659
Total Joint Venture Requisitions	1,462,889	304,077	598,896	802,236	1,035,097	2,725,270	12,351,600	10,347,260	2,177,525	472,796	538,072
Other Revenue											
Grants	0	483,801	669,172	581,257	0	0	3,000,000	3,000,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	483,801	669,172	581,257	0	0	3,000,000	3,000,000	0	0	0
TOTAL REVENUE	1,462,889	787,878	1,268,068	1,383,493	1,035,097	2,725,270	15,351,600	13,347,260	2,177,525	472,796	538,072
EXPENDITURES											
Operating Administration (Operating)											
Salaries / Wages 7-2-28-7310-300	1,950	0	259	0	258						
Training 7-2-28-7310-306	0	2,060	0	59	0	100	100	102	104	106	108
Conferences / Seminars 7-2-28-7310-307	0	1,006	0	0	0						
Memberships 7-2-28-7310-311	0	273	301	0	0						
Contracts 7-2-28-7310-330	1,628	748	5,109	1,819	0	2,000	2,000	2,040	2,081	2,122	2,165
Consulting 7-2-28-7310-331	256	0	0	470	0	500					0
Legal Fees 7-2-28-7310-332	0	2,596	0	0	3,427		3,500	3,570	3,641	3,714	3,789
Audit Fees 7-2-28-7310-333	0	4,172	4,100	4,100	4,100	4,100	4,100	4,182	4,266	4,351	4,438
Tel / Cable 7-2-28-7310-422	0	809	924	602	0	700	500	510	520	531	541
Meeting Costs 7-2-28-7310-423	8	478	608	1,276	1,901	1,500	1,500	1,530	1,561	1,592	1,624
Licences and Insurance 7-2-28-7310-400	0	0	0	0	884		500	510	520	531	541
Advertising 7-2-28-7310-410	0	0	0	766	11,382	600	200	204	208	212	216
Printing 7-2-28-7310-413					1,920						
Courier 7-2-28-7310-452	0	0	0	44	29		100	102	104	106	108
Small Tools, Equipment & Furniture 7-2-28-7310-450	81	1,631	139	356	0	500	500	510	520	531	541
Hydro 7-2-28-7310-461					53						
Minor Capital - Contracts 7-2-28-7350-330	1,209	0	0								
Minor Capital - Parts / Materials 7-2-28-7350-450	503	0	0								
Intake, Raw Watermain and Joint Transmission Mains										150,000	150,000
Water Treatment Plant										225,000	225,000
ASR										0	0
Total Administration (Operating)	5,634	13,772	11,440	9,492	23,954	10,000	13,000	13,260	13,525	388,796	389,072
Total Operating	5,634	13,772	11,440	9,492	23,954	10,000	13,000	13,260	13,525	388,796	389,072

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Property Acquisition - Administration	7-6-28-9750-300	13,683	-4,070	11,203	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	4,983	0	0	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	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	136	739	0	0	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	0	0
Total Property Acquisition		1,225,925	-3,331	11,203	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	48,421	34,906	39,635	35,808	15,212		42,000	42,000	42,000	42,000	42,000
River Intake / Supply Mains - Contracts	7-6-28-9751-330	358	256	0	1,031	1,450	1,401,350	2,400,000	2,400,000	100,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	10,685	17,681	338,863	490,301	236,921		250,000	250,000	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	1,592		0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	603	0		0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	103	3,822	790	780		0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	3,023	389	1,008	443	489		0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	2,189	727	19	0	1,188		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	0
Joint Transmission Main	7-6-28-9754-330							500,000	500,000			
Joint Transmission Main - Engineering	7-6-28-9754-331							43,700				
COP Transmission Main - Springwood / Pump Upgrade	7-6-28-9755-330							3,300,000	2,600,000			
COP Transmission Main - Springwood - Engineering	7-6-28-9755-331							400,000				
RDN - Craig Bay Pump Station / Top Bridge Transmission	7-6-28-9756-330									1,800,000		
Total River Intake / Supply Mains		64,703	54,062	384,263	528,976	257,632	1,401,350	6,935,700	5,792,000	1,942,000	42,000	42,000
Water Treatment - Administration	7-6-28-9752-300	23,513	44,296	41,016	33,595	16,831		42,000	42,000	42,000	42,000	42,000
Water Treatment - Travel	7-6-28-9752-307	0	0	6,420		0						
Water Treatment - Contracts	7-6-28-9752-330	27,222	20,167	0	1,032	446,971	1,089,190	7,210,900	6,750,000	180,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	78,978	123,760	127,492	490,301	161,300		1,150,000	750,000	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	9,057	22,949	0	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	0
Water Treatment - Insurance	7-6-28-9752-400	102	102	0	0	0		0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	603	511		0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	791	0		0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,759	525	0	443	2,782		0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	611	0	0	485		0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	306	739	0	485		0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	689	0	0	0	0		0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-460					553						
Total Water Treatment		142,219	214,330	175,666	526,765	629,918	1,089,190	8,402,900	7,542,000	222,000	42,000	42,000

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	47,966	68,824	42,248	10,218		0	0	0	0	15,000
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	184,135	234,995	135,486	99,833	224,730	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	24,407	263,943	229,267	128,733	13,232		0	0	0	0	50,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,806	1,619	605	0		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	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410				603	0		0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	9,491	136,424	5,894	0		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	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452				161	0		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	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	1,585	7,901	2,086	309		0	0	0	0	0
Total Aquifer Storage and Recovery		24,407	509,045	685,496	318,261	123,592	224,730	0	0	0	0	65,000
Total Capital		1,457,254	774,107	1,256,628	1,374,001	1,011,143	2,715,270	15,338,600	13,334,000	2,164,000	84,000	149,000
TOTAL EXPENDITURES		1,462,889	787,878	1,268,068	1,383,493	1,035,097	2,725,270	15,351,600	13,347,260	2,177,525	472,796	538,072

TABLE 2
Parkville Requisition - ERWS
FINAL 2016 - 2020 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE											
Joint Venture Requisitions											
Parkville Requisition (74%)	1,082,538	225,017	443,183	593,655	765,972	2,016,700	10,102,184	8,332,972	279,369	329,709	362,413
Other Revenue											
Grants	0	358,013	495,187	430,130	0	0	2,220,000	2,220,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	358,013	495,187	430,130	0	0	2,220,000	2,220,000	0	0	0
TOTAL REVENUE	1,082,538	583,030	938,370	1,023,785	765,972	2,016,700	12,322,184	10,552,972	279,369	329,709	362,413
EXPENDITURES											
Operating	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%
Administration (Operating)											
Salaries / Wages 7-2-28-7310-300	1,443	0	192	0	191	0	0	0	0	0	0
Training 7-2-28-7310-306	0	1,524	0	44	0	74	74	75	77	79	80
Conferences / Seminars 7-2-28-7310-307	0	744	0	0	0	0	0	0	0	0	0
Memberships 7-2-28-7310-311	0	202	223	0	0	0	0	0	0	0	0
Contracts 7-2-28-7310-330	1,205	554	3,780	1,346	0	1,480	1,480	1,510	1,540	1,571	1,602
Consulting 7-2-28-7310-331	189	0	0	348	0	370	0	0	0	0	0
Legal Fees 7-2-28-7310-332	0	1,921	0	0	2,536	0	2,590	2,642	2,695	2,749	2,803
Audit Fees 7-2-28-7310-333	0	3,087	3,034	3,034	3,034	3,034	3,034	3,095	3,157	3,220	3,284
Tel / Cable 7-2-28-7310-422	0	599	684	445	0	518	370	377	385	393	400
Meeting Costs 7-2-28-7310-423	6	354	450	944	1,407	1,110	1,110	1,132	1,155	1,178	1,201
Licences and Insurance 7-2-28-7310-400	0	0	0	0	654	0	370	377	385	393	400
Advertising 7-2-28-7310-410	0	0	0	566	8,423	444	148	151	154	157	160
Printing 7-2-28-7310-413	0	0	0	0	1,421	0	0	0	0	0	0
Courier 7-2-28-7310-452	0	0	0	33	21	0	74	75	77	79	80
Small Tools, Equipment & Furniture 7-2-28-7310-450	60	1,207	103	263	0	370	370	377	385	393	400
Hydro 7-2-28-7310-461	0	0	0	0	39	0	0	0	0	0	0
Minor Capital - Contracts 7-2-28-7350-330	895	0	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials 7-2-28-7350-450	372	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains										111,000	111,000
Water Treatment Plant										166,500	166,500
ASR										0	0
Total Administration (Operating)	4,169	10,191	8,465	7,024	17,726	7,400	9,620	9,812	10,009	287,709	287,913
Total Operating	4,169	10,191	8,465	7,024	17,726	7,400	9,620	9,812	10,009	287,709	287,913

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
		74%	74%	74%	74%	74%	74%	74%	74%	74%	50%	50%
Property Acquisition - Administration	7-6-28-9750-300	10,125	-3,011	8,290	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	3,688	0	0	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	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	101	547	0	0	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	0	0
Total Property Acquisition		907,185	-2,465	8,290	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	35,832	25,830	29,330	26,498	11,257	0	31,080	31,080	31,080	21,000	21,000
River Intake / Supply Mains - Contracts	7-6-28-9751-330	265	190	0	763	1,073	1,036,999	1,776,000	1,776,000	74,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	7,907	13,084	250,759	362,823	175,322	0	185,000	185,000	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	1,178	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	446	0	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	76	2,828	585	577	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	2,237	288	746	328	362	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	1,619	538	14	0	879	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	0	0
Joint Transmission Main	7-6-28-9754-330						0	370,000	370,000			
Joint Transmission Main - Engineering	7-6-28-9754-331							32,338	0			
COP Transmission Main - Springwood / Pump Upgrade	7-6-28-9755-330						0	3,300,000	2,600,000			
COP Transmission Main - Springwood - Engineering	7-6-28-9755-331							400,000	0			
RDN - Craig Bay Pump Station / Top Bridge Transmission	7-6-28-9756-330									0		
Total River Intake / Supply Mains		47,880	40,006	284,354	391,442	190,648	1,036,999	6,094,418	4,962,080	105,080	21,000	21,000
Water Treatment - Administration	7-6-28-9752-300	17,399	32,779	30,352	24,860	12,455	0	31,080	31,080	31,080	21,000	21,000
Water Treatment - Travel	7-6-28-9752-307	0	0	4,751								
Water Treatment - Contracts	7-6-28-9752-330	20,144	14,924	0	764	330,759	806,001	5,336,066	4,995,000	133,200	0	0
Water Treatment - Engineering	7-6-28-9752-331	58,444	91,582	94,344	362,823	119,362	0	851,000	555,000	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	6,702	16,982	0	0	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	0	0
Water Treatment - Insurance	7-6-28-9752-400	75	75	0	0	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	446	378	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	585	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,301	388	0	328	2,059	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	452	0	0	359	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	226	547	0	359	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	510	0	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-460					409						
Total Water Treatment		105,242	158,604	129,993	389,806	466,140	806,001	6,218,146	5,581,080	164,280	21,000	21,000

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	35,495	50,930	31,263	7,561	0	0	0	0	0	7,500
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	136,260	173,896	100,260	73,876	166,300	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	18,061	195,318	169,658	95,263	9,792	0	0	0	0	0	25,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,336	1,198	447	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	89	100	558	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	446	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	7,023	100,954	4,361	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	4,316	29	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	119	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	370	1,222	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	1,173	5,846	1,544	228	0	0	0	0	0	0
Total Aquifer Storage and Recovery		18,061	376,694	507,267	235,513	91,458	166,300	0	0	0	0	32,500
Total Capital		1,078,368	572,839	929,905	1,016,761	748,246	2,009,300	12,312,564	10,543,160	269,360	42,000	74,500
TOTAL EXPENDITURES		1,082,538	583,030	938,370	1,023,785	765,972	2,016,700	12,322,184	10,552,972	279,369	329,709	362,413

TABLE 2
Regional District of Nanaimo Requisition - ERWS
FINAL 2016 - 2020 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE											
Joint Venture Requisitions											
RDN Requisition (26%)	380,351	79,060	155,713	208,581	269,125	708,570	2,249,416	2,014,288	1,898,157	143,087	175,659
Other Revenue											
Grants	0	125,788	173,985	151,127	0	0	780,000	780,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	125,788	173,985	151,127	0	0	780,000	780,000	0	0	0
TOTAL REVENUE	380,351	204,848	329,698	359,708	269,125	708,570	3,029,416	2,794,288	1,898,157	143,087	175,659
EXPENDITURES											
Operating	26%	26%	26%	26%	26%	26%	26%	26%	26%	26%	26%
Administration (Operating)											
Salaries / Wages 7-2-28-7310-300	507	0	67	0	67	0	0	0	0	0	0
Training 7-2-28-7310-306	0	536	0	15	0	26	26	27	27	28	28
Conferences / Seminars 7-2-28-7310-307	0	261	0	0	0	0	0	0	0	0	0
Memberships 7-2-28-7310-311	0	71	78	0	0	0	0	0	0	0	0
Contracts 7-2-28-7310-330	423	195	1,328	473	0	520	520	530	541	552	563
Consulting 7-2-28-7310-331	66	0	0	122	0	130	0	0	0	0	0
Legal Fees 7-2-28-7310-332	0	675	0	0	891	0	910	928	947	966	985
Audit Fees 7-2-28-7310-333	0	1,085	1,066	1,066	1,066	1,066	1,066	1,087	1,109	1,131	1,154
Tel / Cable 7-2-28-7310-422	0	210	240	157	0	182	130	133	135	138	141
Meeting Costs 7-2-28-7310-423	2	124	158	332	494	390	390	398	406	414	422
Licences and Insurance 7-2-28-7310-400	0	0	0	0	230	0	130	133	135	138	141
Advertising 7-2-28-7310-410	0	0	0	199	2,959	156	52	53	54	55	56
Printing 7-2-28-7310-413					499						
Courier 7-2-28-7310-452	0	0	0	11	8	0	26	27	27	28	28
Small Tools, Equipment & Furniture 7-2-28-7310-450	21	424	36	93	0	130	130	133	135	138	141
Hydro 7-2-28-7310-461					14						
Minor Capital - Contracts 7-2-28-7350-330	314	0	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials 7-2-28-7350-450	131	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains										39,000	39,000
Water Treatment Plant										58,500	58,500
ASR										0	0
Total Administration (Operating)	1,465	3,581	2,974	2,468	6,228	2,600	3,380	3,448	3,517	101,087	101,159
Total Operating	1,465	3,581	2,974	2,468	6,228	2,600	3,380	3,448	3,517	101,087	101,159

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
		26%	26%	26%	26%	26%	26%	26%	26%	26%	50%	50%
Property Acquisition - Administration	7-6-28-9750-300	3,558	-1,058	2,913	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	1,296	0	0	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	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	35	192	0	0	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	0	0
Total Property Acquisition		318,741	-866	2,913	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	12,590	9,075	10,305	9,310	3,955	0	10,920	10,920	10,920	21,000	21,000
River Intake / Supply Mains - Contracts	7-6-28-9751-330	93	67	0	268	377	364,351	624,000	624,000	26,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	2,778	4,597	88,104	127,478	61,599	0	65,000	65,000	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	414	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	157	0	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	27	994	206	203	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	786	101	262	115	127	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	569	189	5	0	309	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	7	0	238	0	0	0	0	0	0	0	0
Joint Transmission Main	7-6-28-9754-330						0	130,000	130,000			
Joint Transmission Main - Engineering	7-6-28-9754-331							11,362	0			
COP Transmission Main - Springwood / Pump Upgrade	7-6-28-9755-330											
COP Transmission Main - Springwood - Engineering	7-6-28-9755-331											
RDN - Craig Bay Pump Station / Top Bridge Transmission	7-6-28-9756-330									1,800,000		
Total River Intake / Supply Mains		16,823	14,056	99,908	137,534	66,984	364,351	841,282	829,920	1,836,920	21,000	21,000
Water Treatment - Administration	7-6-28-9752-300	6,113	11,517	10,664	8,735	4,376	0	10,920	10,920	10,920	21,000	21,000
Water Treatment - Travel	7-6-28-9752-307	0	0	1,669								
Water Treatment - Contracts	7-6-28-9752-330	7,078	5,244	0	268	116,212	283,189	1,874,834	1,755,000	46,800	0	0
Water Treatment - Engineering	7-6-28-9752-331	20,534	32,178	33,148	127,478	41,938	0	299,000	195,000	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	2,355	5,967	0	0	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	0	0
Water Treatment - Insurance	7-6-28-9752-400	26	26	0	0	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	157	133	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	206	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	457	136	0	115	723	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	159	0	0	126	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	79	192	0	126	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	179	0	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-460					144						
Total Water Treatment		36,977	55,726	45,673	136,959	163,779	283,189	2,184,754	1,960,920	57,720	21,000	21,000

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	12,471	17,894	10,984	2,657	0	0	0	0	0	7,500
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	47,875	61,099	35,226	25,957	58,430	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	6,346	68,625	59,609	33,471	3,440	0	0	0	0	0	25,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	470	421	157	0	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	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	157	0	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	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	1,516	10	0	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	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	130	429	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	412	2,054	542	80	0	0	0	0	0	0
Total Aquifer Storage and Recovery		6,346	132,352	178,229	82,748	32,134	58,430	0	0	0	0	32,500
Total Capital		378,886	201,268	326,723	357,240	262,897	705,970	3,026,036	2,790,840	1,894,640	42,000	74,500
TOTAL EXPENDITURES		380,351	204,848	329,698	359,708	269,125	708,570	3,029,416	2,794,288	1,898,157	143,087	175,659

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, APRIL 20, 2016
7:00PM

(CEDAR HERITAGE CENTRE)

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
John O'Connor
Angela Davies
Graham Gidden
Andrew Thornton

Staff: Hannah King, Superintendent of Recreation Program Services
Ann-Marie Harvey, Recording Secretary

Regrets: Kerri-Lynne Wilson
Bernard White
Patti Grand

CALL TO ORDER

Chair McPherson called the meeting to order at 7:07pm.

DELEGATIONS/PRESENTATION

None

MINUTES

MOVED Commissioner O'Connor, SECONDED Commissioner Fiddick that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 17, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grants Sub-Committee Guidelines

The Commissioners discussed the recommended changes to the Grant in Aid guidelines by the Grants Sub-Committee. Commissioners agreed to the main changes of

1. not limiting the maximum funding of \$1500. That \$10,000 total is available for the year.
2. that remaining funding may be carried over to the next budget year at the Board's discretion
3. that applications can be submitted at any time during the year, however there are two deadlines to allow for the timely review of the applications.
4. that as a general guideline, the amount requested cannot be greater than 50% of the total budget for the program, event or project and larger disbursements may be considered at the Commissions discretion.

The Commissioners also discussed the changing of the language where it indicated that applicants must be from EA 'A', that it was clear that the organization can be from outside EA 'A' but must benefit the communities in EA 'A'. Also the wording of having 'up to' three Commission representatives on the committee be added.

MOVED Commissioner Davies, SECONDED Commissioner Gidden that the EA 'A' Recreation and Culture Grants Sub-Committee Guideline recommendations be approved with the amended changes.

CARRIED

Canada 150 Recommendations

Commissioners discussed the recommendations made by the sub-committee.

MOVED Commissioner Gidden, SECONDED Commissioner Davies that the following Electoral Area 'A' Parks, Recreation and Culture Canada 150 Sub-Committee recommendations be approved:

1. That the Electoral Area 'A' PRCC grants in aid sub-committee give consideration to grant applications submitted on behalf of groups celebrating the 2017 sesquicentennial events during the fall 2016 and spring 2017 in take periods.
2. That each member of the Electoral Area 'A' PRCC inform community groups regarding the availability of grant funds for events celebrating the sesquicentennial prior to the June 2016 Commission meeting.
3. That the Electoral Area 'A' PRC Canada 150 sub-committee continue to research, notify, and make application or, support community group applications when suitable, to funding opportunities (grants) related to the Canadian sesquicentennial. Secured funds will be directed to the grants in aid budget and will in turn be distributed to successful grant in aid applicants.
4. That the Electoral Area 'A' PRCC Canada 150 sub-committee meet on an ad hoc basis and report back to the Commission as needed.
5. That the members of the Electoral Area 'A' PRCC Canada 150 subcommittee be the point of contact for media inquiries regarding the availability of funding for sesquicentennial groups in the Electoral Area 'A'.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner O'Connor, SECONDED Commissioner Thornton that the following Communications/Correspondence be received:

J. Fiddick, Cedar Community Association to H. King, RDN RE: Grant Thank You

CARRIED

REPORTS

PARKS

Monthly Update of Regional and Community Parks and Trail Projects—Feb -Mar 2016

Commissioners discussed a couple of points on the report.

MOVED Commissioner O'Connor, SECONDED Commissioner Fiddick that the Monthly Update Report be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NONE

NEW BUSINESS

Roadside Trails

Chair McPherson gave a handout of an email with pricing of different types of trails around the Regional District as a perspective to what the cost of certain trail could cost to construct. He would like Commissioners to come back the June meeting with some suggestions to certain areas that could benefit with a roadside trail for safety and connecting parks around Electoral Area 'A'. There is potential to work with MOTI and use EA 'A' Community Works Funds to contribute to these kinds of projects.

COMMISSIONER ROUND TABLE

Commissioner O'Connor – Looking forward to the BCRPA Symposium in Whistler.

Commissioner Thornton – Looking forward to the BCRPA Symposium in Whistler.

Commissioner Fiddick – Backcountry Horse group doing work up at Spruston Rd, cleaning up garbage, reseeding it, for horse trailer parking. And noted the shooting out that way seems to have minimized.

Commissioner Davies – She's been taking some walks lately and discovered the trail down to Cedar Village via Morden Colliery Trail and has been passing the word along about it. She noted the importance of looking at the roadside trails in the community and their safety and accessibility.

Chair McPherson – There will be a venue for items like the roadside trails as the RDN Directors will be having their Electoral Area Planning meetings in the Electoral Area's and tacking on a Town hall meeting to the end of them and they are all open to the public.

ADJOURNMENT

MOVED Commissioner O'Connor that the meeting be adjourned at 8:15pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY MAY 3, 2016 AT 1:00 PM
AT THE RDN OCEANSIDE PLACE

Present:

Director B. Rogers	Chairperson
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Director T. Westbroek	Town of Qualicum Beach
Director M. Lefebvre	City of Parksville
Director J. Fell	Electoral Area F

Also in Attendance:

C. Midgley	Mgr. Energy & Sustainability
B. Ritter	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Cheryl Dill, Central Vancouver Island Job Opportunities Building Society (CVIJOBS), re BladeRunners Program, 2016

A presentation was given in support of the application outlined in the report Northern Community Economic Development Program – Spring 2016 Proposals.

Janet Thony, Coombs Farmers Institute, re Mid Island Growers Guide

A presentation was given in support of the application outlined in the report Northern Community Economic Development Program – Spring 2016 Proposals.

Nikki Gervais, Parksville and District Historical Society, re Parksville Museum Digital Exhibition and Tour

A presentation was given in support of the application outlined in the report Northern Community Economic Development Program – Spring 2016 Proposals.

Joan Miller, Island North Film Commission, re. Film Sector Development

A presentation was given in support of the application outlined in the report Northern Community Economic Development Program – Spring 2016 Proposals.

Joe Straka, Oceanside Community Arts Council, re. Tidal Treasures

A presentation was given in support of the application outlined in the report Northern Community Economic Development Program – Spring 2016 Proposals.

Betsy Poel, Lighthouse Country Business Association, re. Bowser Village Core Sign

A presentation was given in support of the application outlined in the report Northern Community Economic Development Program – Spring 2016 Proposals.

MINUTES

MOVED Director Stanhope, SECONDED Director Westbroek that the minutes of the Northern Community Economic Development Select Committee meeting held on February 18, 2016, be adopted.

UNFINISHED BUSINESS

Chief Administrative Officers of the RDN, Town of Qualicum Beach, and The City of Parksville, meet with Kim Burden of the Parksville and District Chamber of Commerce to discuss future collaboration.

This meeting is scheduled after the adoption of the RDN Board Strategic Plan.

REPORTS

Northern Community Economic Development Program – Spring 2016 Proposals

MOVED Director Veenhof, SECONDED Director Lefebvre, that \$32,900 in funds from Northern Community Economic Development service be awarded as follows:

Central Vancouver Island Job Opportunities Building Society	BladeRunners Program, 2016	\$ 10,000.00
Coombs Farmers Institute	Mid Island Growers Guide	\$ 6,500 .00
Parksville and District Historical Society	Parksville Museum Digital Exhibition and Tour	\$ 0.00
Island North Film Commission	Film Sector Development	\$ 8,400.00
Oceanside Community Arts Council	Tidal Treasures	\$ 5,000.00
Lighthouse Country Business Association	Bowser Village Core Sign	\$ 3,000.00

CARRIED

ADJOURNMENT

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

CARRIED

Time 3.20 p.m.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO
TRANSIT SELECT COMMITTEE
THURSDAY, MAY 12, 2016 AT 12:00 PM
IN THE COMMITTEE ROOM

Present:

Director T. Westbroek	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director B. Rogers	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director Veenhof	Electoral Area 'H'
Director C. Haime	District of Lantzville
Director M. Lefebvre	City of Parksville
Director Bill McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director J. Hong	City of Nanaimo

Also in Attendance:

D. Trudeau	Interim CAO, RDN
D. Pearce	A/Director of Transportation & Emergency Planning Services
D. Marshall	Manager, Fleet, Projects & Emergency Planning Services
J. Logan	Supt., Transportation Planning & Scheduling, RDN
M. Moore	Senior Regional Transit Manager, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
G. Foy	Traffic & Transportation Planning Engineer, CON
R. Augustyn	Special Projects Planner, Town of Qualicum Beach
N. Hewitt	Recording Secretary, RDN

CALL TO ORDER

The Chairperson called the meeting to order at 12:00 pm.

MINUTES

MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the regular of the regular Transit Select Committee meeting held February 25, 2016 be adopted.

CARRIED

COMMUNICATIONS/ CORRESPONDENCE

Ministry of Transportation and Infrastructure, Expansion of Transit Services.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the correspondence from Ministry of Transportation and Infrastructure regarding expansion of Transit Services be received.

CARRIED

Nanaimo Ladysmith Public School District 68, Supporting Community Coalition for Transit Change.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the correspondence from Nanaimo Ladysmith Public School District 68 supporting Community Coalition for Transit Change be received.

CARRIED

DELEGATES

Leona Horvath, Community Coalition for Cinnabar Transit Change.

L. Horvath, Community Coalition for Cinnabar Transit Change, requested that an express route from Cinnabar Valley to John Barsby, Nanaimo Secondary School and Vancouver Island University to transport students to Nanaimo for out of catchment school programming be provided.

REPORTS

2016-2017 Conventional and Custom Annual Operating Agreement- Regional District of Nanaimo / BC Transit.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board approve the 2016/2017 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit.

CARRIED

BC Transit 3-Year Expansion - Memorandum of Understanding.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board approve the 3-Year Expansion Memorandum of Understanding (MOU) between BC Transit and the Regional District of Nanaimo.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Cinnabar Transit Change.

MOVED Director Stanhope, SECONDED Director McPherson, that the Board direct staff to report back with options for the transit route 7 Cinnabar/Cedar.

ADJOURNMENT

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

CARRIED

Time 12:40 pm

CHAIRPERSON

TO: Daniel Pearce
A/ Director, Transportation
& Emergency Planning Services

DATE: May 4, 2016

MEETING: TSC – May 12, 2016

FROM: Jamie Logan
Superintendent, Transit Planning & Scheduling

FILE: 2240-20-TROA

**SUBJECT: 2016-2017 Conventional and Custom Annual Operating Agreement-
Regional District of Nanaimo / BC Transit**

RECOMMENDATION

That the Board approve the 2016/2017 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit.

PURPOSE

To bring forward the 2016/2017 Conventional and Custom Annual Operating Agreement (AOA) for the Regional District of Nanaimo Transit System, with BC Transit, for consideration and approval.

BACKGROUND

The AOA (Appendix 1) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis and provides cost-sharing service arrangements for Conventional and Custom Transit services in Districts 68 and 69 for the period of April 1, 2016 to March 31, 2017.

The AOA is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that are cost-shared with BC Transit. As with previous AOAs, there are costs that fall outside the scope of the annual agreement. These items include RDN interdepartmental administration charges, fare product commissions paid to vendors, building rentals, maintenance of bus stops, training for existing staff members (serviceperson/drivers), advertising done outside the AOA marketing budget and janitorial services.

The 2016/2017 Conventional AOA includes a 1.8% increase in Fixed Costs which includes all the overhead (non-driver and non-mechanic) costs to deliver service such as supervision, dispatching, training, bus fueling and cleaning, utilities, rents, and administration. An increase in driver related labour costs of 1.6% is included to reflect overall changes to wage and benefit rates. Further, there is a 21% decrease in Fleet Maintenance due to savings with the CNG buses and a 13% increase in Lease Fees due to increases in both vehicle and equipment lease costs. BC Transit is currently working on a new Lease Fee model that will result in all conventional buses having a standardized lease fee. Staff believes this will reduce RDN Lease Fees in future AOA's.

The B.C. Government recently made changes to the BC Bus Pass Program which may impact revenues we receive from the program. BC Transit has communicated that these changes will not impact revenue prior to January 1, 2017 and any potential impact for 2017 revenue has not been reflected in 2016/2017

AOA. BC Transit and staff will be working together to determine the potential impact on revenues to be included in the RDN's 2017 budget year.

Regarding exterior bus advertising revenue, staff will be bringing a report to the September TSC with options for exterior advertising beginning when the RDN's remaining diesel buses are replaced with CNG buses. This is anticipated to be completed by January 2017.

ALTERNATIVES

1. That the Board approve the 2016/2017 Conventional and Custom Transit Annual Operating Agreement as presented.
2. That the Board not approve the 2016/2017 Conventional and Custom Transit Annual Operating Agreement and provide further direction to staff.

FINANCIAL ANALYSIS

Conventional Transit:

The main changes in the AOA that should be noted include:

CONVENTIONAL	2015-2016 AOA	2016-2017 AOA	\$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	\$950,480	\$967,588	\$17,108	1.8%
Variable Hourly (total cost, drivers' wages and benefits)	\$6,021,653	\$6,300,809	\$279,156	4%
Variable Fuel (total cost, fuel and tires)	\$1,566,274	\$1,496,892	(\$69,382)	-4.5%
Fleet Maintenance (total cost, running, major and accident repairs)	\$1,660,986	\$1,302,168	(\$358,818)	-21%
Lease Fees (local share - 53.31%, mainly buses)	\$1,628,625	\$1,851,327	\$222,702	13%
BC Transit Management Fees (local share)	\$626,199	\$616,208	(\$9,991)	-1.6%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Conventional Transit costs are cost-shared with BC Transit at a current rate of 53.31% RDN and 46.69% BC Transit.

Custom Transit:

The main changes in the AOA that should be noted include:

CUSTOM	2015-2016 AOA	2016-2017 AOA	\$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	\$211,513	\$215,320	\$3,717	1.8%
Variable Hourly (total cost, drivers' wages and benefits)	\$1,052,658	\$1,084,517	\$31,859	3%
Variable Fuel (total cost)	\$171,795	\$165,901	(\$5,894)	-4%
Fleet Maintenance (total cost, running, major and accident repairs)	\$123,009	\$92,859	\$30,150	-24%
Lease Fees (local share, mainly buses)	\$258,033	\$255,886	(\$2,147)	-1%
BC Transit Management Fees (local share)	\$108,947	\$107,209	(\$1,738)	-1.6%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Custom Transit costs are cost-shared with BC Transit at a current rate of 33.31% RDN and 66.69% BC Transit. The main change to the Custom system in the 2016/2017 AOA is a decrease in the maintenance budget due to actual maintenance activity in the current year as well as forecasted 2016/2017 expenditures for an entire ARBOC Custom fleet.

FINANCIAL IMPLICATIONS

Under Alternative 1, the 2016/2017 Conventional Transit AOA total budget is \$13,396,432 which is an increase of \$96,169. The RDN Conventional total cost is reduced to \$4,067,141 by revenues (\$4,135,019), municipal administration (\$188,188), operating reserve (\$48,664), and the BC Transit cost share amount (\$4,957,750.)

Under the 2016/2017 Custom Transit AOA, the total budget is \$2,083,487 which is a decrease of \$15,467. The RDN Custom total cost is reduced to \$707,506 by revenues (\$206,074), administration (\$30,626), operating reserve (\$9,424), and BC Transit's share of costs (\$1,129,857.)

Transportation Services staff and Financial Services staff have reviewed these costs and they are in line with the approved RDN 2016 budget for transit services.

Under Alternative 2, if the Board does not approve the AOA, it will remove BC Transit's obligation to cost-share in the RDN Transit services.

STRATEGIC PLAN IMPLICATIONS

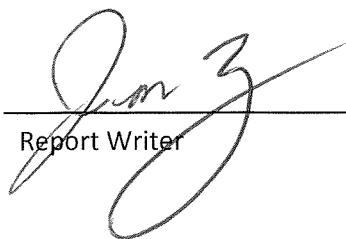
The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. The Annual Operating Agreement allows the Regional District of Nanaimo to enter into a cost-sharing arrangement with BC Transit. Residents within the RDN rely on public transit, whether it is Conventional or Custom transit. Public transit enables residents to leave their cars at home while they take the bus to work, school, and medical appointments or for other equally important reasons which will benefit air quality and reduce the impact on the environment.

SUMMARY/CONCLUSIONS


BC Transit has forwarded the Annual Operating Agreement covering the period April 1, 2016 to March 31, 2017 for the RDN Conventional and Custom (handyDART) Transit services. Transportation Services staff and Financial Services staff have reviewed this AOA in conjunction with the approved RDN 2016 budget for transit services.

The 2016/2017 Conventional and Custom Transit AOA indicates a total budget of \$15,479,919 that is cost-shared between the RDN and BC Transit. Staffs have reviewed the AOA costs for Conventional Transit and these can be explained by increased costs due to inflation and actual increases in service.


Staff recommends that the Board approve the 2016/2017 Conventional and Custom Transit Annual Operating Agreement with BC Transit.



Report Writer



Director Concurrence



CAO Concurrence

NANAIMO

**ANNUAL OPERATING AGREEMENT
(CONVENTIONAL/CUSTOM)**

Between

THE REGIONAL DISTRICT OF NANAIMO

And

BRITISH COLUMBIA TRANSIT

APRIL 1, 2016 TO MARCH 31, 2017

INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.

CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

TABLE OF CONTENTS
ANNUAL OPERATING AGREEMENT

	Page
SECTION 1 – DEFINITION OF TERMS	2
SECTION 2 – INCORPORATION OF MASTER AGREEMENT	2
SECTION 3 – TERM AND RENEWAL	4
SECTION 4 – SCHEDULES	4
SECTION 5 – MISCELLANEOUS PROVISIONS	4
SECTION 6 – NOTICES AND COMMUNICATION	5
SCHEDULE "A" - TRANSIT SERVICE AREA BOUNDARIES	7
SCHEDULE "B" – SERVICE SPECIFICATIONS	8
SCHEDULE "C" – BUDGET	10
SCHEDULE "D" – PAYMENT SCHEDULE	12
SCHEDULE "E" – TARIFF-FARES	13

ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF NANAIMO
(the “Municipality” and the “Operating Company”)

AND: BRITISH COLUMBIA TRANSIT
(the “Authority”)

WHEREAS the Municipality and the Authority are authorized to share in the costs of providing a Public Passenger Transportation System pursuant to the British Columbia Transit Act

WHEREAS the Municipality is authorized to operate, manage and maintain a Public Passenger Transportation System within the Nanaimo Regional Transit Service Area.

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) “**Annual Operating Agreement**” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - (b) “**Master Agreement**” shall mean the Master Joint Operating Agreement, including any amendments made thereto;

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:

- (a) To remove Section 13 in its entirety and replace it with the following:

“SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:
 - a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.
 - b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).
2. Physical Assets Leased from the Authority :(where applicable)
 - a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.
 - b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.
 - c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:
 - i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.
 - ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.
 - d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.
- 3 Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority
 - a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.
- 4 Comprehensive General Liability Insurance:
 - a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.
 - b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which provides a waiver of subrogation in favour of BC Transit.

5 Additional Covenants:

- a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.
- b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13.”

SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this agreement shall be from April 1, 2016 to March 31, 2017 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

- 4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.
- a) Schedule “A” – Transit Service Area
 - b) Schedule "B" - Service Specifications
 - c) Schedule "C" - Budget
 - d) Schedule "D" – Payment Schedule
 - e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- 5.4 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.
- 5.5 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.
- 5.6 Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
- a) BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses, as set out in Schedule C of the AOA.

- b) Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected. These Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems, but exclude the costs of providing third-party 100%-funded services:
- (1) For Conventional Transit Service:
- (a) the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 - (b) the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 - (c) the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - (d) an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- (2) For Custom Transit Service:
- (a) the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - (b) the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
 - (c) the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - (d) an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
- c) BC Transit will provide an annual statement of account or the reserves received and utilized, including any interest earned for each local government.
- d) On any termination of this Agreement, any funds remaining in the Reserve Fund, including any interest accrued, will be used to defray the Eligible Expenses of providing Service Hours in the following Fiscal Year.

SECTION 6 – NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

Regional District of Nanaimo
 c/o Manager of Transportation Services
 6300 Hammond Bay Road
 Nanaimo, BC V9T 6N2

and to

BC Transit
 c/o Chief Operating Officer
 520 Gorge Road East
 Victoria, BC V8W 2P3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this _____ day of 2016. .

THE CORPORATE SEAL OF **THE REGIONAL DISTRICT OF NANAIMO** has been hereto affixed in the presence of:

THE COMMON SEAL OF **BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

SCHEDULE "A" - Transit Service Area Boundaries

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Nanaimo Regional Transit Service Area shall include the corporate boundaries of the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville and Electoral Areas A, D, E, G and H of the Regional District of Nanaimo.

.

SCHEDULE "B" – Service Specifications

Nanaimo Regional Base Budget Official AOA 2016/2017

Schedule 'B'

Effective Apr 01, 2016

Scheduled Revenue Service

16/17 Apr to Jun (Apr 01, 2016 to Jun 25, 2016)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	May 23, 2016		
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	148.15		
Kms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	3,760.83		
16/17 Jun to Sep (Jun 26, 2016 to Sep 03, 2016)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2016	Aug 01, 2016	
Hrs/Day	344.22	344.22	344.22	344.22	344.22	275.95	148.15	148.15	148.15	
Kms/Day	8,463.97	8,463.97	8,463.97	8,463.97	8,463.97	6,703.56	3,760.83	3,760.83	3,760.83	
16/17 Sep to Dec (Sep 04, 2016 to Dec 24, 2016)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 05, 2016	Oct 10, 2016	Nov 11, 2016
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	148.15	148.15	148.15
Kms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	3,760.83	3,760.83	3,760.83
16/17 Dec to Jan (Dec 25, 2016 to Jan 07, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2016		
Hrs/Day	344.22	344.22	344.22	344.22	344.22	275.95	148.15	275.95		
Kms/Day	8,463.97	8,463.97	8,463.97	8,463.97	8,463.97	6,703.56	3,760.83	6,703.56		
16/17 Jan to Mar (Jan 08, 2017 to Mar 31, 2017)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 13, 2017		
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	148.15		
Kms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	3,760.83		

Extra Revenue Service

	Apr, 2016	May, 2016	Jun, 2016	Jul, 2016	Aug, 2016	Sep, 2016	Oct, 2016	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	Mar, 2017
Extra Overload Hours	10.00	10.00				55.00	35.00	20.00	20.00	10.00	10.00	10.00
Extra Overload Kilometres	210.00	210.00				1,155.00	735.00	420.00	420.00	210.00	210.00	210.00

Adjusted Revenue Service

	Apr, 2016	May, 2016	Jun, 2016	Jul, 2016	Aug, 2016	Sep, 2016	Oct, 2016	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	Mar, 2017

2016/2017 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2016 to Apr 30, 2016	4	4	4	4	5	5	4	0	30	May 23, 2016 Victoria Day 2016 (Mon)
May 01, 2016 to May 31, 2016	4	5	4	4	4	4	5	1	31	Jul 01, 2016 Canada Day 2016 (Fri)
Jun 01, 2016 to Jun 25, 2016	3	3	4	4	4	4	3	0	25	Aug 01, 2016 BC Day 2016 (Mon)
Jun 26, 2016 to Jun 30, 2016	1	1	1	1	0	0	1	0	5	Sep 05, 2016 Labour Day 2016 (Mon)
Jul 01, 2016 to Jul 31, 2016	4	4	4	4	4	5	5	1	31	Oct 10, 2016 Thanksgiving Day 2016 (Mon)
Aug 01, 2016 to Aug 31, 2016	4	5	5	4	4	4	4	1	31	Nov 11, 2016 Remembrance Day 2016 (Fri)
Sep 01, 2016 to Sep 03, 2016	0	0	0	1	1	1	0	0	3	Dec 25, 2016 Christmas Day 2016 (Sun)
Sep 04, 2016 to Sep 30, 2016	3	4	4	4	4	4	3	1	27	Dec 26, 2016 Boxing Day 2016 (Mon)
Oct 01, 2016 to Oct 31, 2016	4	4	4	4	4	5	5	1	31	Jan 01, 2017 New Years Day 2017 (Sun)
Nov 01, 2016 to Nov 30, 2016	4	5	5	4	3	4	4	1	30	Feb 13, 2017 Family Day 2017 (Mon)
Dec 01, 2016 to Dec 24, 2016	3	3	3	4	4	4	3	0	24	
Dec 25, 2016 to Dec 31, 2016	0	1	1	1	1	1	0	2	7	
Jan 01, 2017 to Jan 07, 2017	1	1	1	1	1	1	0	1	7	
Jan 08, 2017 to Jan 31, 2017	4	4	3	3	3	3	4	0	24	
Feb 01, 2017 to Feb 28, 2017	3	4	4	4	4	4	4	1	28	
Mar 01, 2017 to Mar 31, 2017	4	4	5	5	5	4	4	0	31	
Total	46	52	52	52	51	52	50	10	365	10 Exceptions

Monthly Summary

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2016	10,159.35	10.00		10,169.35	250,046.13	210.00		250,256.13
May, 2016	10,178.20	10.00		10,188.20	250,815.24	210.00		251,025.24
June, 2016	10,090.28	0.00		10,090.28	248,400.88	0.00		248,400.88
July, 2016	9,153.05	0.00		9,153.05	225,362.18	0.00		225,362.18
August, 2016	9,417.39	0.00		9,417.39	231,825.73	0.00		231,825.73
September, 2016	9,939.49	55.00		9,994.49	244,816.63	1,155.00		245,971.63
October, 2016	10,064.65	35.00		10,099.65	247,935.94	735.00		248,670.94
November, 2016	10,028.55	20.00		10,048.55	247,005.42	420.00		247,425.42
December, 2016	10,104.53	20.00		10,124.53	248,464.31	420.00		248,884.31
January, 2017	10,043.50	10.00		10,053.50	247,233.00	210.00		247,443.00
February, 2017	9,251.05	10.00		9,261.05	227,888.69	210.00		228,098.69
March, 2017	10,662.40	10.00		10,672.40	262,508.29	210.00		262,718.29
Total	119,092.44	180.00	0.00	119,272.44	2,932,302.44	3,780.00	0.00	2,936,082.44

Nanaimo Custom Base Budget Official AOA 2016/2017

Schedule 'B'

Effective Apr 01, 2016

Scheduled Revenue Service

16/17 Full Year (Apr 01, 2016 to Mar 31, 2017)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	80.00	108.00	102.00	110.00	98.00	24.00	8.00	
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

	Apr, 2016	May, 2016	Jun, 2016	Jul, 2016	Aug, 2016	Sep, 2016	Oct, 2016	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	Mar, 2017
	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20

Extra Revenue Service

	Apr, 2016	May, 2016	Jun, 2016	Jul, 2016	Aug, 2016	Sep, 2016	Oct, 2016	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	Mar, 2017

Adjusted Revenue Service

	Apr, 2016	May, 2016	Jun, 2016	Jul, 2016	Aug, 2016	Sep, 2016	Oct, 2016	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	Mar, 2017

2016/2017 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2016 to Apr 30, 2016	4	4	4	4	5	5	4	0	30	May 23, 2016 Victoria Day 2016 (Mon)
May 01, 2016 to May 31, 2016	4	5	4	4	4	4	5	1	31	Jul 01, 2016 Canada Day 2016 (Fri)
Jun 01, 2016 to Jun 30, 2016	4	4	5	5	4	4	4	0	30	Aug 01, 2016 BC Day 2016 (Mon)
Jul 01, 2016 to Jul 31, 2016	4	4	4	4	4	5	5	1	31	Sep 05, 2016 Labour Day 2016 (Mon)
Aug 01, 2016 to Aug 31, 2016	4	5	5	4	4	4	4	1	31	Oct 10, 2016 Thanksgiving Day 2016 (Mon)
Sep 01, 2016 to Sep 30, 2016	3	4	4	5	5	4	4	1	30	Nov 11, 2016 Remembrance Day 2016 (Fri)
Oct 01, 2016 to Oct 31, 2016	4	4	4	4	4	5	5	1	31	Dec 25, 2016 Christmas Day 2016 (Sun)
Nov 01, 2016 to Nov 30, 2016	4	5	5	4	3	4	4	1	30	Dec 26, 2016 Boxing Day 2016 (Mon)
Dec 01, 2016 to Dec 31, 2016	3	4	4	5	5	5	3	2	31	Jan 01, 2017 New Years Day 2017 (Sun)
Jan 01, 2017 to Jan 31, 2017	5	5	4	4	4	4	4	1	31	Feb 13, 2017 Family Day 2017 (Mon)
Feb 01, 2017 to Feb 28, 2017	3	4	4	4	4	4	4	1	28	
Mar 01, 2017 to Mar 31, 2017	4	4	5	5	5	4	4	0	31	
Total	46	52	52	52	51	52	50	10	365	10 Exceptions

Monthly Summary

Month	Custom Transit									
	Revenue Hours					Revenue Kilometers				
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total	
April, 2016	2,242.00		3.20		2,245.20	0.00				
May, 2016	2,236.00		3.20		2,239.20	0.00				
June, 2016	2,332.00		3.20		2,335.20	0.00				
July, 2016	2,152.00		3.20		2,155.20	0.00				
August, 2016	2,330.00		3.20		2,333.20	0.00				
September, 2016	2,248.00		3.20		2,251.20	0.00				
October, 2016	2,152.00		3.20		2,155.20	0.00				
November, 2016	2,232.00		3.20		2,235.20	0.00				
December, 2016	2,264.00		3.20		2,267.20	0.00				
January, 2017	2,308.00		3.20		2,311.20	0.00				
February, 2017	2,040.00		3.20		2,043.20	0.00				
March, 2017	2,430.00		3.20		2,433.20	0.00				
Total	26,966.00	0.00	38.40	0.00	27,004.40	0.00	0.00	0.00	0.00	

SCHEDULE "C" – Budget**Nanaimo Regional Conventional Transit**

	Official AOA 2016/2017
TRANSIT REVENUE	
Farebox Cash	\$1,229,578
Tickets & Passes	\$2,089,876
BC Bus Pass	\$791,565
Advertising	\$24,000
TOTAL REVENUE	\$4,135,019
EXPENDITURES	
Fixed Costs	\$967,588
Variable Hourly Costs - Scheduled Service	\$6,291,300
Variable Hourly Costs - Extra Service	\$9,509
Variable Fuel Costs - Scheduled Service	\$866,579
Variable CNG Fuel Costs	\$538,448
Variable Fuel Costs - Extra Service	\$1,811
Variable Tire Costs - Scheduled Service	\$89,938
Variable Tire Costs - Extra Service	\$116
Fleet Maintenance	\$1,210,455
Major Repairs Contingency	\$56,713
Major Capital Projects Operating Contingency	\$23,584
Accident Repairs	\$35,000
ICBC Insurance	\$147,868
Excess Insurance	\$88,255
Information Systems	\$84,807
P.S.T.	\$8,607
TOTAL DIRECT OPERATING COSTS	\$10,420,579
Property Maintenance	\$220,000
Training (Education & Seminars)	\$34,898
Marketing	\$65,231
Municipal Administration	\$188,188
BCT Management Services	\$616,208
TOTAL OPERATING COSTS	\$11,545,104
Lease Fees - Vehicles (Local Share)	\$1,752,673
Lease Fees - Land and Buildings (Local Share)	\$4,359
Lease Fees - Equipment (Local Share)	\$94,295
TOTAL LEASE FEES - LOCAL SHARE	\$1,851,327
TOTAL COSTS	\$13,396,432
STATISTICS	
Scheduled Revenue Hours	119,092
Extra Revenue Hours	180
Scheduled Revenue Kilometres	2,932,302
Extra Revenue Kilometres	3,780
Total Passengers	2,763,624
<i>Conventional Passengers</i>	<i>2,763,624</i>
FUNDING	
Total Operating Costs	\$11,545,104
Operating Reserve Required	\$48,664
Local Flex Funded Amount	\$878,000
Total Shareable Operating Costs	\$10,618,440
Local Share Operating Costs	\$5,660,691
Local Flex Funded Amount	\$878,000
Local Share Lease Fees	\$1,851,327
Less: Total Revenue	\$4,135,019
Less: Municipal Administration	\$188,188
Net Municipal Share of Costs	\$4,066,811
Provincial Share of Operating Costs	\$4,957,750
OPERATING RESERVES	
Projected Opening Operating Reserve Balance*	\$803,516
Operating Reserve Required	\$48,664
Projected Ending Operating Reserve Balance	\$754,852

* Projected March 31, 2016 balance based on December 31, 2015 forecast.
Final actual balance will be provided by June 2016.

Nanaimo Custom Transit

Official AOA
2016/2017

TRANSIT REVENUE	
Farebox Cash	\$206,074
TOTAL REVENUE	\$206,074
EXPENDITURES	
Fixed Costs	\$215,320
Variable Hourly Costs - Scheduled Service	\$1,084,517
Variable Fuel Costs - Scheduled Service	\$165,901
Variable Tire Costs - Scheduled Service	\$8,380
Fleet Maintenance	\$81,859
Major Repairs Contingency	\$6,000
Major Capital Projects Operating Contingency	\$5,317
Accident Repairs	\$5,000
Taxi Supplement	\$40,000
Taxi Saver Program	\$40,000
Taxi Saver Recoveries	-\$20,000
ICBC Insurance	\$18,488
Excess Insurance	\$10,208
Information Systems	\$9,330
P.S.T.	\$1,251
TOTAL DIRECT OPERATING COSTS	\$1,671,571
Training (Education & Seminars)	\$3,426
Marketing	\$14,769
Municipal Administration	\$30,626
BCT Management Services	\$107,209
TOTAL OPERATING COSTS	\$1,827,601
Lease Fees - Vehicles (Local Share)	\$250,473
Lease Fees - Land and Buildings (Local Share)	\$222
Lease Fees - Equipment (Local Share)	\$5,192
TOTAL LEASE FEES - LOCAL SHARE	\$255,886
TOTAL COSTS	\$2,083,487
STATISTICS	
Scheduled Revenue Hours	27,004
Total Passengers	68,318
Custom/Para Passengers - Vans	65,452
Custom/Para Passengers - Taxi Supplement	1,066
Taxi Saver Passengers	1,800
FUNDING	
Total Operating Costs	\$1,827,601
Operating Reserve Required	\$9,424
Local Flex Funded Amount	\$123,984
Total Shareable Operating Costs	\$1,694,193
Local Share Operating Costs	\$564,336
Local Flex Funded Amount	\$123,984
Local Share Lease Fees	\$255,886
Less: Total Revenue	\$206,074
Less: Municipal Administration	\$30,626
Net Municipal Share of Costs	\$707,506
Provincial Share of Operating Costs	\$1,129,857
OPERATING RESERVES	
Projected Opening Operating Reserve Balance*	\$155,601
Operating Reserve Required	\$9,424
Projected Ending Operating Reserve Balance	\$146,177

* Projected March 31, 2016 balance based on December 31, 2015 forecast.
Final actual balance will be provided by June 2016.

SCHEDULE "D" – Payment Schedule

Nanaimo Regional Conventional Transit and Custom Transit 2016/2017 AOA BUDGET

1) Payment Schedule

The Authority agrees to pay the Operating Company a monthly payment, the amount of which is determined on the following basis:

- a) For Specified Service in Schedule "B":
 - i) \$80,632.36 for Fixed Monthly Payment for conventional transit service; plus
 - ii) \$17,943.33 for Fixed Monthly Payment for custom transit service; plus
 - iii) \$52.83 per Revenue Hour for conventional transit service; plus
 - iv) \$40.16 per Revenue Hour for custom transit service; plus
 - v) \$0.0307 per Revenue Kilometre for tires for conventional transit service.
 - vi) Variable distance costs for fuel as billed, with satisfactory supporting documentation.
 - vii) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- b) For Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Costs amount contained in Schedule "C" shall be deducted for each day or part day.
- c) For Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
 - i) \$52.83 per Revenue Hour for conventional transit service; plus
 - ii) \$40.16 per Revenue Hour for custom transit service; plus
 - iii) \$0.0307 per Revenue Kilometre for tires for conventional transit service.
 - iv) Variable distance costs for fuel as billed, with satisfactory supporting documentation.
 - v) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- d) For Maintenance:
 - i) \$46.71 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) Not applicable.
- f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act.

Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.

SCHEDULE “E” – Tariff-Fares

Fare Zones:

The boundaries of fare zones for this Tariff are described as follows:

Zone 1 - Regional District of Nanaimo

This zone encompasses that area within the existing transit service area.

Fares:

Conventional Transit Service:

Effective as of March 1, 2012

	Zone 1
a) Single Cash Fares:	
i) Adult	\$2.50
ii) Senior	\$2.25
iii) Youth (6-18 yrs)	\$2.25
iv) University Student	\$2.50
iv) Child under 6 years,	Free when accompanied by an adult.
v) Accessible Transit Attendant,	Free
b) Tickets:	
i) 10 x \$2.50 fares, sold for	\$22.50
ii) 10 x \$2.25 fares, sold for	\$20.25
c) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.	
c) CNIB Identification Card available from the local office of the CNIB.	
d) BC Transit Employee Bus Pass	
e) One-Day Pass:	
i) Adult	\$6.25
ii) University Student**	\$6.25
ii) Senior/Youth	\$5.50
f) Monthly Pass	
i) Adult	\$67.50
ii) University Student**	\$55.00
iii) Senior/Youth	\$41.00
g) University Student Semester Pass	\$176.00

**Passes are available on VIU campus only.

Custom Transit Service:

Effective April 1, 2007

Registered User and Companion:

a) 5 Prepaid Tickets	\$17.50
b) 20 Prepaid Tickets	\$65.00
Attendant accompanying registered user	Free

Note: Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

TO: Daniel Pearce
A/Director Transit Operations and
Emergency Planning Services

DATE: May 05, 2016

FROM: Darren Marshall
Manager, Fleet, Projects and Emergency
Planning Services

MEETING: TSC - May 12, 2016

FILE: 0400-01

SUBJECT: **BC Transit 3-Year Expansion - Memorandum of Understanding**

RECOMMENDATION

1. Approve the 3-Year Expansion Memorandum of Understanding (MOU) between BC Transit and the Regional District of Nanaimo.

PURPOSE

To bring forward a Memorandum of Understanding between the Regional District of Nanaimo (RDN) and BC Transit for the RDN Transit's three-year expansion initiatives.

BACKGROUND

On April 20, 2016, the RDN received a Memorandum of Understanding from BC Transit for the RDN's 3-year expansion initiatives, as shown in *Appendix A*. In March of this year, the Provincial Government announced their commitment to \$12.7 million in funding over the next three years to support transit expansion initiatives throughout the province. BC Transit has recognized that the RDN is a candidate for potential expansions and the MOU was provided to formalize the process of securing appropriate expansion funding on the RDN's behalf from the Province. Further, the MOU is to ensure buses are available for future RDN Transit expansions.

BC Transit is communicating the proposed expansion initiatives as early as possible to achieve the following goals:

1. Ensure the proposed 3-year expansion initiatives are aligned with the expectations of the RDN;
2. Attain a commitment from the RDN that will allow BC Transit to proceed with the procurement and management of resources necessary to implement our expansions; and
3. Provide BC Transit with the information necessary to provide the RDN with enhanced 3-year budget forecasts.

The three year expansions cover the Annual Operating Agreement periods of 2017/2018 through to 2019/2020. These plans are primarily derived from the *RDN Future Plan*. The expansion plans include local transit service improvements in Parksville, Qualicum Beach, transit service in Electoral Area 'E' and expand inter-regional service connecting Electoral Area 'H' to the Cowichan Valley Regional District

(CVRD). It also includes developing a rapid transit corridor, a possible connection between downtown Nanaimo, Electoral Area 'A' and Ladysmith and enhancements to the frequent transit corridor between downtown Nanaimo, Vancouver Island University and the north end of Nanaimo.

The 3-Year Expansion MOU does not permanently set expansion plans and the Transit Select Committee (TSC) and the Board will have the final approval for each year's expansion plans. On an annual basis staff will work with BC Transit to conduct analyses of routing and costs to determine the impacts to participants in the transit function.

ALTERNATIVES

1. Approve the 3-Year Expansion Memorandum of Understanding.
2. Do not approve the 3-Year Expansion Memorandum of Understanding and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The RDN 5-year financial plan has included annual hours for Conventional transit expansions in 2017/2018 through to 2019/2020. It also includes Custom expansion hours in 2017/2018 that can be differed to 2019/2020. Staff believe that, for the 2019/2020 budget year, a Custom expansion could be accommodated within the current Financial Plan.

The expansion initiatives identified are outlined below, along with a high level annual costing.

PROPOSED CONVENTIONAL EXPANSIONS INITIATIVES						
AOA PERIOD	IN SERVICE DATE	ANNUAL HOURS	VEHICLE REQUIREMENTS	ESTIMATED REVENUE	ESTIMATED TOTAL COSTS	ESTIMATED NET MUNICIPAL SHARE
2017/18	Sept 2017	5,000	3	\$32,430	\$549,603	\$305,665
		Description	RDN Transit Future Plan recommendations – General service increases to the routes that make up the local transit network. This would include expanded local bus service in Parksville and Qualicum Beach.			
2018/19	Sept 2018	5,000	2	\$72,067	\$549,172	\$257,136
		Description	Transit Future Plan recommendations focus on Frequent Transit Network route 40 and Rapid Transit Route 50 expansions. These proposed service expansions require relocation and expansion of the Downtown Exchange and improvements to the Woodgrove Centre Exchange.			
2019/20	Mar 2020	5,000	2	\$83,493	\$570,576	\$258,136
		Description	Transit Future Plan Recommendations.			

*All costs shown above are cost shared at a rate of 46.69% BC Transit and 53.31% RDN.

PROPOSED CUSTOM EXPANSIONS INITIATIVES						
AOA PERIOD	IN SERVICE DATE	ANNUAL HOURS	VEHICLE REQUIREMENT	ESTIMATED REVENUE	ESTIMATED TOTAL COSTS	ESTIMATED NET MUNICIPAL SHARE
2019/20	Sept 2019	1,700	1	\$7,784	\$132,639	\$49,727
		Description Increase handyDART service based on Transit Future Plan.				

*All costs shown above are cost shared at a rate of 66.69% BC Transit and 33.31% RDN.

STRATEGIC PLAN IMPLICATIONS

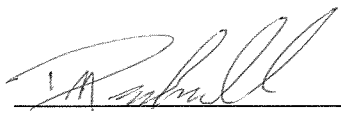
The Board Vision expresses a desire to build a future where the environment is healthy for future residents. Transit service throughout the RDN allows each resident the option to leave their personal vehicle at home, helping to reduce emissions and particulate matter. Further, an enhanced transit service allows a greater number of residents to access the transit service and further reduce environmental emissions sustaining the future for others.

In terms of Strategic Priorities, expanded transit service throughout the region promotes economic viability and Regional Collaboration. Expanding transit service allows a greater number of residents to access the transit service, which in turn allows them to access economic opportunities throughout the RDN. Regarding Regional Relationships, the RDN Transit Service links the communities in the RDN and also has the possibilities of linking communities outside the RDN to communities inside the RDN, which would allow residents greater access to the surrounding areas.

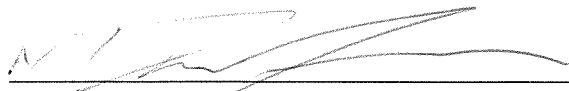
SUMMARY/CONCLUSIONS

BC Transit has sent the RDN an MOU for the RDN Transit’s 3-year expansion initiatives covering the periods of 2017/2018 to 2019/2020. The MOU was provided to formalize the process of securing appropriate expansion funding on the RDN’s behalf from the Province for the next three fiscal years.

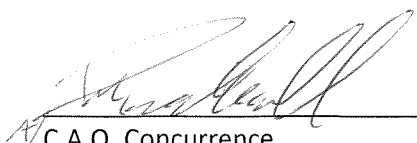
BC Transit is trying to achieve the following goals with the 3-Year Expansion MOU. First, they are attempting to ensure that the 3-year expansion initiatives are aligned with the expectations of the RDN. Secondly they are trying to obtain a commitment from the RDN that will allow BC Transit to proceed with the procurement and management of resources necessary to implement RDN expansions. Lastly, BC Transit needs information to provide the RDN with enhanced 3 year budget forecasts.



 Report Writer



 Director Concurrence



 C.A.O. Concurrence

April 20, 2016

Attn: Daniel Pearce,
A/Director, Transportation and Emergency Planning Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Re: 3 Year Expansion Initiatives

Dear Daniel,

Last month, the Provincial Government announced their commitment to \$12.7 million in funding over the next three years to support transit expansion initiatives throughout the province. Because your transit system has been identified as a candidate for potential expansion, the attached Memorandum of Understanding (MOU) is provided to formalize the process of securing appropriate expansion funding on your behalf. Preliminary interactions with partners indicate there is a possibility that expansion requests may exceed the available funding.

The MOU lists the specific initiatives for the Annual Operating Agreement periods of 2017-2018 through to 2019-2020 derived primarily from recent service plans approved by your local government. Order-of-magnitude costing is provided to define the scope of transit service initiatives based on the proposed annual expansion hours. If the proposed expansion is dependent on other infrastructure investment, this dependency will be identified in a separate table.

If your proposed expansion requires additional vehicles in 2017-2018, a signed commitment from your Board is required by mid-June to ensure sufficient time for BC Transit to procure buses. Please keep in mind that should your plans change after this date and you determine that expansion is no longer desired, you will be billed the lease fees related to the new buses for a minimum of a one year period.

Upon confirmation of your Board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. Following confirmation of the provincial budget, BC Transit will inform you of allowable funding and initiate an implementation plan, including the development of more detailed costing based on routing and schedules.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,

A handwritten signature in black ink that reads "M. Moore". The signature is fluid and cursive, with the first name "Myrna" and last name "Moore" clearly distinguishable.

Myrna Moore
Senior Regional Transit Manager
BC Transit

Expansion Memorandum of Understanding

Date	April 20, 2016
Expiry	June 15, 2016
System	Regional District of Nanaimo

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2017/18	Sept 2017	5,000	3	\$32,430	\$549,603	\$305,665
		Description	Transit Future Plan recommendations – General service increases to the routes that make up the local transit network. This would include expanded local bus service in Parksville and Qualicum Beach.			
2018/19	Sept 2018	5,000	2	\$72,067	\$549,172	\$257,136
		Description	TFP recommendations focus on Frequent Transit Network route 40 and Rapid Transit Route 50 expansions. These proposed service expansions require relocation and expansion of the Downtown Exchange and improvements to the Woodgrove Mall Exchange.			
2019/20	Mar 2020	5,000	2	\$83,493	\$570,576	\$258,316
		Description	Transit Future Plan Recommendations			

* Vehicle costs do not reflect Standardized Lease Fees

PROPOSED CUSTOM EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2019/20	Sept 2019	1,700	1	\$7,784	\$132,639	\$49,727
		Description	Increased handyDART service based on TFP			

* Vehicle costs do not reflect Standardized Lease Fees

Approval

On behalf of the Regional District of Nanaimo, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

Signature: _____

Date: _____

Name: Daniel Pearce

Position: A/Director, Transportation and Emergency
Planning Services

On behalf of BC Transit, prepared by

Signature: 

Date: April 20, 2016

Name: Myrna Moore

Position: Senior Regional Transit Manager

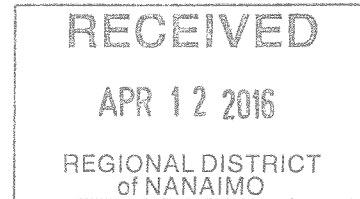


NANAIMO LADYSMITH
PUBLIC SCHOOLS

From the Board of Education
Email: BoardOfEducation@sd68.bc.ca

April 8, 2016

Jamie Logan
Superintendent, Transit, Planning and Scheduling
Transportation Services
6300 Hammond Bay Road
Nanaimo BC V9T 6N2



VIA EMAIL: transprt@rdn.bc.ca

Dear Mr. Logan:

On April 6, 2016 the Education Committee to the Board of Education of Nanaimo Ladysmith Public Schools (NLPS) passed the following motion:

That the Board of Education of School District 68 (Nanaimo-Ladysmith) write a letter to the Regional District of Nanaimo Transit Authority in support of the "Community Coalition for Transit Changes" to show our support for the introduction of a bus to and from Cinnabar Valley that would transport school age children to Nanaimo for out of catchment school programming.

Mr. Logan, the chronic underfunding of education in BC is a well-known public issue in this province. In 2012, the Ministry of Education removed the legal requirement from the School Act for school districts to transport students to school. When this decision was made the government also stripped dedicated transportation funding from school district budgets. Despite this, Nanaimo Ladysmith Public Schools has still managed to provide busing for students to their catchment school who live outside a 4.1-4.8 km walk limit. It is becoming increasingly difficult for this board to provide busing for students outside of our busing policy and due to funding pressures, NLPS is now looking at reviewing our student transportation policy that was last review in 1986.

It has recently been brought to the attention of this Board that approximately 75 NLPS students in the Cinnabar area choose or will choose in the upcoming school year to attend a school outside of their catchment school. Due to the financial constraints stated, this Board cannot commit to providing busing for these students as they fall outside of our current board busing policy. As a result of the limited busing resources of our Board and our inability to commit to a bus for these students, the residents of the Cinnabar Valley have formed the "Community Coalition for Transit Changes". Among the priorities of this coalition is to advocate for a city bus from Cinnabar to Nanaimo for the approximately 75

students to be able to attend their schools of choice. The Board would like to offer this letter of support for this initiative. In these days of deep austerity in public education, the Board of Education must focus its limited dollars on our core service, providing direct instruction and educational supports to our students.

We understand that providing transportation to such a vast geographic area on limited dollars is very difficult. The Board of Education of NLPS would greatly appreciate if the Transit Authority and The Community Coalition for Transit Change could work together to offer a transit system that meets the needs of residents in the area. We thank you for your consideration in this matter.

With kind regards,

A handwritten signature in black ink, appearing to read 'Steve Rae', with a stylized, cursive script.

Steve Rae
Board Chair

Community for Transit Change Coalition Proposal Wednesday April 6, 2016

RDN Transit:

Vision Statement

“The Regional District of Nanaimo Transit System supports the region’s high quality of urban and rural life by connecting the region’s rural village centres, neighbourhoods and urban areas with high quality transit services that will encourage more people to choose transit as their preferred choice of travel. Integration with other modes of transportation affords people of all abilities a basic level of mobility throughout the region. Transit service is tailored to the needs of the region’s population to be safe, convenient, cost effective and environmentally responsible.”

Goals

- 1.The Transit System connects the region’s urban and rural communities with their downtowns and neighbourhood centres with transit services that offer an attractive alternative to driving. This is accomplished with routes and schedules that are frequent, direct, safe and convenient.
- 2.The Transit System supports sustainable land use patterns and mobility networks that encourage a reduced automobile dependency and provides access to services and employment.
- 3.The Transit System reduces the region’s impact on the environment by providing residents a transportation choice that will lower their GHG emissions and energy consumption.
- 4.The Transit System provides the majority of the residents in the region access to their communities.
- 5.The Transit System is operated in a fiscally responsible manner providing efficient cost effective services

Our community has come together for a common goal- the safe and timely transportation of our children to their educational institutions. The three main stakeholders of our group are families with: Vancouver Island University students (international and domestic), NDSS students and John Barsby students. In addition, access to the recreational center – Nanaimo Aquatic and Nanaimo Ice Center. This route is a part of our transportation corridor and main hub for the community.

Why we are requesting to meet with you? We believe that the potential for a win-win scenario exists for BC Transit and the communities of South Nanaimo by aligning the existing need for transit options in the community with BC Transit's goal of providing attractive alternatives to driving in an environmentally friendly and cost effective manner.

We as a community believe that there is great potential for increased ridership at little or no cost to the transit system and would like to discuss the role the RDN can play in delivering a transportation schedule that allows more members of our community to utilize the transit system in a manner that is convenient for them and cost effective for BC Transit.

We as a community have been trying to come up with some alternate solutions that we would like the RDN Management to review as we believe that there is a need alternate or augmented busing service with alternate timing points in Cinnabar Valley and alternate routing to support the development of our community and to make transit a more viable option for many of our community members.

Our research has shown that there are currently a large number of students who would benefit greatly from an alternate transit option from our community to the area surrounding Vancouver Island University. Here is a snapshot of how many students are involved:

NDSS-conversations with community members show that there are going to be between 10-20 students who need to get to the different sports academies and French Immersion located at NDSS.

VIU- numbers given to us from VIU: 226 domestic students live in the Cinnabar Valley/ Chase River area. Over 100 international students have lived in Cinnabar Valley in the last year

John Barsby – A transit study performed by SD68 recently indicated that currently an average of 80 students per day were transported from the area between Cassidy and Cinnabar and John Barsby Community School on the District busing system. Due to changes in school catchment areas these bus services will not be available in September of 2016 and while busing to Cedar Secondary will be provided a majority of these students have indicated a desire to continue attending Barsby and need an effective transit option to get there.

In summary, we believe that there is great potential for targeted transit options that provide effective service for the corridor between the Cinnabar area and the areas surrounding Vancouver Island University that would result in increased average ridership at little or no cost to the system.

Our Proposal

We propose that adjustments be made to the existing schedule that provide for a direct, express route between the Cinnabar area and the area surrounding VIU with potential stops on Extension Rd, Cranberry Ave, Bruce St. at John Barsby, and on Wakesiah Avenue. This route would only need to be run at select times in the morning and afternoon and we believe that the relatively short length of the route combined with the high ridership will provide a transit option that is very convenient for our community and very cost effective for transit.

EFFECTIVE: September 5, 2016

School Special
Deadhead to Country Hills & Extension

SHIFT # ???

REPORT:	706
OFF:	840

Lv. NRTS via @Calinda, @Hammond Bay, Aulds @left onto Parkway, left off Hwy 19A (Cedar exit) , left on Cranberry Ave, Extension Ave to:

SIGN
CODE
undetermined

Country	Rich	10th	John	VIU	NDSS
Hills	Porter	Lawlor	Barsby	ARRV	ARRV
745	750	800	807	813	816

BARSBY
VIU
NDSS.

Report / Pretrip	Travel time	Run Time	Return time inc put away
15	24	31	24

2016 Operating			
Time	Days	Total Hrs.	Costs
1.57	198	310.86	\$38,857.50

School Special
Deadhead to NDSS (PM portion - Mon - Thur ONLY)

SHIFT # ???

EFFECTIVE: September 5, 2016

REPORT:	1514
OFF:	1634

Lv. NRTS via @Calinda, @Hammond Bay, Aulds @left onto Parkway, left on Jingle Pot, 3rd St. connector,
Right on Wakesiah to NDSS to bus stop in front of NDSS

SIGN
CODE
undetermined

NDSS	VIU	Barsby	10th	Country	Rich
DPRT	DPRT	DPRT	Lawlor	Hills	Porter
15:36	15:41	15:50	15:55	15:59	16:04

Report / Pretrip	Travel time	Run Time	Return time inc put away
5	17	28	30

2016 Operating			
Time	Days	Total Hrs.	Costs
1.33	159	211.47	\$26,433.75

EFFECTIVE: September 5, 2016

School Special

SHIFT # ???

Deadhead to NDSS (PM portion - FRIDAY ONLY)

REPORT:	1334
OFF:	1454

Lv. NRTS via @Calinda, @Hammond Bay, Aulds @left onto Parkway, left on Jingle Pot, 3rd St. connector,
Right on Wakesiah to NDSS to bus stop in front of NDSS

SIGN
CODE
undetermined

NDSS	VIU	Barsby	10th	Country	Rich
DPRT	DPRT	DPRT	Lawlor	Hills	Porter
13:56	14:01	14:10	14:15	14:19	14:24

Report /	Travel		Return
Pretrip	time	Run Time	time inc
5	17	28	put away 30

	2016 Operating			
Time	Days	Total Hrs.	Costs	
1.33	39	51.87	\$6,483.75	

TOTAL \$71,775.00

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, MAY 17, 2016 AT 12:00 PM
RDN COMMITTEE ROOM**

Present:

Director A. McPherson	Chairperson
Director H. Houle	Electoral Area 'B'
Director M. Young	Electoral Area 'C'
Director B. McKay	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Luchtmeijer	Town of Qualicum Beach

Also in Attendance:

D. Trudeau	CAO, RDN
L. Gardner	Manager of Solid Waste, RDN
S. Horsburgh	Senior Solid Waste Planner, RDN
S. Schultz	Recording Secretary, RDN

Regrets:

Director J. Stanhope	Electoral Area 'G'
Director J. Hong	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

CALL TO ORDER

The meeting was called to order at 12:02 pm by the Chairperson.

MINUTES

MOVED Director Houle, SECONDED Director Kipp, that the minutes from the Solid Waste Select Committee meeting held April 12, 2016 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

ADVISORY COMMITTEE

MOVED Director Houle, SECONDED Director Kipp, that the minutes from the Regional Solid Waste Advisory Committee meeting held April 14, 2016 be received for information only.

CARRIED

REPORTS

North Berm Construction Project – Tender Award

L. Gardner circulated a revised report to the committee citing a change in calculations in table 2 regarding the “Construction Contract Administrative Services”. An update was presented on the results of the berm tender that is designed to provide stability in an earthquake event. The berm also provides an additional 10 years of landfill capacity.

J. Kipp commented that he had an issue with the gravel in regards to stability and would prefer the utilization of rock to address seismic risk, sluffing and hydrogeology.

M. Lefebvre questioned if some bids were higher because they did look forward to problem events?

L. Gardner commented that pricing was based on costs per unit and that all the contractor bids were based on the same criteria. The contingency is for the RDN to provide assurance in the event of any unforeseen costs associated with a large earth works project. The recommended contingency is the same regardless of the contractor.

M. Young questioned if there is a perimeter surrounding the gravel in case of slippage?

M. Lefebvre questioned if there would be slippage with the use of gravel in a seismic event?

L. Gardner responded that the berm is engineered to address the slippage due to an earthquake event regardless of construction using rock or gravel.

M. Young asked, in regards to the asbestos would gravel allow it to permeate to the earth?

L. Gardner responded that there will be a new liner installed that prevents migration of substances from the site. All waste is placed within the liner system.

A. McPherson and J. Kipp commented that they would like to see the design of the berm and a more per unit breakdown in costs between the usage of rock and gravel before this comes to the board.

J. Kipp questioned if the longevity of the landfill is based on a 10 year old tonnage statistic per year or an increased current tonnage calculation?

L. Gardner commented that the landfill life is based on current landfill rates and is 25 years.

D. Trudeau commented that the whole premise behind this project is that it was included in SWMP years ago and this capital project is in the current financial plan. Communities without a landfill have very high export costs and it is very difficult to find landfill space. The RDN’s landfill capacity is a huge cost benefit to us.

L. Gardner commented that the new berm’s construction is primarily to provide stability. We would need to build the berm regardless of increased capacity.

D. Trudeau mentioned that this project has significant financial impact to the financial plan and the RDN will realize benefits into the future.

MOVED Director Houle, SECONDED Director Lefebvre, that the Solid Waste Management Select Committee recommend that the Regional Board approve the budget for the North Berm project as set out in Table 2 and to direct staff to proceed with tender award to Wacor Holdings Ltd. for the project construction utilizing the gravel option.

CARRIED

Comox Valley Regional District (CVRD) Request for Asbestos Disposal

L. Gardner presented a report regarding the request from the CVRD, on behalf of the CSWM services, that the RDN consider establishing an agreement whereby asbestos and asbestos-containing materials from the CSWM service area be accepted for disposal at the RDN's Regional landfill through to December 31, 2017 with provision to extend the agreement for one year.

The RDN has the capability to manage asbestos waste from CSWM, however, it would be prudent to wait until the North Berm and new cell is constructed at the RDN landfill which is expected to be completed in the Fall of 2016. Accepting the additional out-of-district waste prior to the new cell will exacerbate the existing operational challenges working in a constrained area. Currently CSWM asbestos is being hauled to the Hartland Landfill in Victoria. With our rate increase we are now recovering our cost to manage out of district asbestos.

J. Kipp questioned how the product would be arriving at the facility and what is the product? As there is no treatment for asbestosis and is it in the best interest of the RDN to accept this toxic waste from the CVRD? By the RDN accepting this material the CVRD no longer have to address their own hazardous waste?

L. Gardner commented that there has been a 40% increase in asbestos last year and the greatest majority is drywall.

M. Young questioned if we are handling the asbestos dry or wet and will we be contaminating the site?

L. Gardner responded that the landfill is an engineered system with an impermeable liner designed to accept these types of materials in a safe manner. We do use water at times depending on packaging, weather and disposal area.

A. McPherson questioned if we perhaps take off the 1 year renewal aspect on the report it would make it more palatable of a motion to pass?

A. McPherson questioned is there a map of placement for asbestos in the landfill?

L. Gardner commented that it is almost impossible to map all asbestos as some enters the landfill with other waste.

H. Houle questioned why accept it when someone else is already taking it in? Why not let it continue to go to the Hartland Landfill?

B. McKay mentioned that the AVICC voted in favor of an Island wide conversation on waste and that we would be just helping a neighbor as we have availability and capacity.

B. McKay questioned that he did not see any tonnage specified in the agreement and thinks it would be wise to specify a maximum tonnage for the board.

J. Kipp questioned if the RDN can put our own standards in place if we do decide to accept it, such as; delivery times, days, and quantities. We should be encouraging the CVRD to have some accountability for storing and transporting this material.

L. Gardner mentioned we do have procedures in place at the landfill and manifests are required for transportation. We have set delivery times when trained staff and equipment are onsite.

M. Lefebvre questioned if there are safety controls in place for employees?

L. Gardner responded that there is asbestos and decontamination training given to employees as well as safety equipment such as respirators. Our asbestos control plan is very focused and detailed.

D. Trudeau mentioned we have safety protocols in place and we can take in this hard to manage material and this is an opportunity to create a cooperative relationship with our neighbour and this will help for future collaboration.

M. Lefebvre commented to add to the report that the RDN has controls in place, and how employees are protected from toxic waste and that they are fully aware of the risks before it goes to the board.

M. Young questioned the addition of mapping of asbestos or to set up a specific asbestos disposal area?

L. Gardner responded that we could look into these suggestions however costs would go up significantly.

M. Young would like to add to the report that employees only handle asbestos wet and not dry as it is safer.

B. McKay mentioned that specific disposal sites for asbestos are unrealistic as people will bury it in the garbage instead and contractors will charge more for construction for asbestos removal so homeowners will take it upon themselves and throw in the garbage. The landfill is littered with toxic materials we can't control.

L. Gardner commented that the CVRD is not handling the asbestos directly just finding a resource for their businesses and community.

B. Luchtmeijer commented on what the longer term impacts would be if we do not help in regards to illegal dumping and disposal of this hazardous waste and that we have an obligation to help out neighboring communities.

J. Kipp questioned if we cooperate by taking the asbestos should they cooperate by providing their community promotional materials regarding asbestos. If we are solving their problem they should have investment in this.

MOVED Director Lefebvre, SECONDED Director McKay , that the Solid Waste Management Select Committee recommend that the Regional Board grant the request to accept asbestos and asbestos-containing materials from the Comox Strathcona Waste Management service area starting on completion of the North Berm project and continuing until December 31, 2017 with provision to extend the agreement for one year.

CARRIED

Review of Curbside Collection Scheduling

L. Gardner introduced the report on Curbside Collection scheduling. He explained that add a day scheduling is more cost efficient as there is no need for extra staff and equipment and no overtime for staff. Overall, it would be more expensive to go to a fixed day schedule at approximately a \$90,000/year impact. There is no safety impact foreseen for either schedule.

MOVED Director McKay , SECONDED Director Lefebvre, that the report on the Review of Curbside Collection Scheduling be received for information.

CARRIED

PRESENTATION

Status of 2016 Capital Projects. (Buildings, North Berm, Scale House)

L. Gardner presented on the current capital projects at the landfill, which include the construction of the north berm, the operations building and garage. The North berm needs to be built this summer to secure future landfill capacity and stability to accommodate the waste we manage. The new building has been built using local labor and supplies. The building will be transportable and gives the option to move or re-purpose the building in the future. The garage building is currently on schedule and is a permanent structure as equipment and resources will be needed for the care and maintenance beyond the life of the landfill.

The scale needs to be replaced as it has outlived its functionality and is under weighing but not significantly.

B. McKay commented that the public sector buildings are becoming too lavish and seems unnecessary for the functions they provide.

L. Gardner commented that the current buildings are very worn out and ergonomically not functional for the staff that work in them on a day to day basis. However it will be looked into regarding cost differentials between re-building and re-furbishing.

Status Update on SWMP Review Process

L. Gardner provided an update on the SWMP Review Process. Options that are being evaluated in Stage 2 include:

- Non-deposit glass at curbside
- Yard and Garden Waste at Curbside
- Compliance and Enforcement at Curbside
- Share Sheds at Regional Facilities
- EPR Stewardship Depots at Regional Facilities
- Zero Waste Policy
- ICI and Multi-Family Diversion
- Residual Management Options
- Demolition and Land Clearing Debris
- Education
- Special Drop off days

Regardless of the technologies used to deal with waste there will always be a requirement to landfill residuals and hazardous materials in the future. Further discussion in regards to additional authorities/enforcement and regulatory tools will also be reviewed. There is also an emphasis to adopt the Zero Waste International Alliance (ZWIA) Zero Waste Definition.

L. Gardner commented that the current plan says to export waste in the future when landfill capacity is reached. We need to review if this is still valid and review the costs associated with each choice.

B. McKay questioned the use of the incinerator technology is that getting better as time goes on.

L. Gardner commented that this is a thermal process with a residual at the end that will still need to be landfilled and that all new technologies, though they can be very efficient, are expensive. Managing waste thermally is environmentally controlled but at a high cost.

B. Luchtmeijer commented that the thermal energy approach requires a certain amount of waste and the RDN does not have the capacity to warrant the process and it would require Island wide participation to obtain the volume required.

L. Gardner commented that there will be a June RSWAC workshop relating to level of service options to establish a plan and diversion targets. A concept of interest for the Select committee to think about is that the value of recyclables is dropping creating increased cost to get higher levels of diversion.

M. Lefebvre questioned why we are not more focused on Producers of the packaging?

L. Gardner commented that the provincial focus of EPR programs is packaging and not the product itself which causes some issues with the products themselves not being recyclable. One option being considered is providing economic incentives for private business to play more of a role in driving diversion rates. The biggest barrier for diversion is convenience and the private sector would possibly provide more services and locations.

J. Kipp commented if education should be our responsibility regarding solid waste?

A. McPherson commented that education is needed for diversion but at whose expense. There should be more enforcement and fines regarding waste diversion.

NEW BUSINESS

ADJOURNMENT

Moved Director McKay, SECONDED Director Lefebvre, that the meeting be adjourned.

NEXT MEETING

Next SWMSC meeting To be Determined.

CHAIRPERSON

TO: Larry Gardner
Manager, Solid Waste Services

DATE: May 12, 2016

FROM: Jane MacIntosh
Superintendent, Landfill Operations

MEETING: SWMSC, May 17, 2016

FILE: 5330-20-RLNB2

SUBJECT: Contract Award – Regional Landfill North Berm Construction

RECOMMENDATION

That the Solid Waste Management Select Committee (SWMSC) recommend that the Regional Board approve the budget for the North Berm project as set out in Table 2 and to direct staff to proceed with tender award to Wacor Holdings Ltd. for the project construction.

PURPOSE

The purpose of the report to provide an overview of the North Berm project and to request the SWMSC endorse a tender award for the Regional Landfill North Berm Construction in the amount of \$1,813,082.23 (exc. GST).

BACKGROUND

In 2001 and 2002, Geotechnical Assessments were conducted by Golder Associates and Sperling Hansen Associates, respectively, to evaluate the stability of the landfill side-slopes under dynamic (earthquake) and static (settlement) loading conditions. The reports concluded that the potential exists for significant displacement of the waste mass in Cell Two in certain areas underlain by a smooth liner membrane that could result in damage to the final cover, landfill gas and leachate collection systems. The reports recommended the construction of a 2-7 meter high toe stabilization berm to provide stability to the north of the Cell Two smooth liner area.

This recommendation for a berm was included in the Design and Operations Plan (D&O Plan) completed by XCG Consultants Ltd. in 2008, which also identified the construction of this berm would extend the life of the landfill and referred to this expanded area as the North Berm. The completion of the North Berm adds approximately 10-years of operating life to the landfill. Preliminary cost estimates for the berm construction completed in the 2013 pre-design phase ranged between \$2.8M to \$5.3M.

The North Berm in conjunction with the last phase of landfill development, the South East Berm, is predicted to extend the operating life of the landfill to 2041. The D&O Plan identified the phased developments to achieve slope stability and maximize landfill operational capacity. Several phased developments have taken place since 2008 to allow the North Berm expansion with the most recent being relocation of storm-water infrastructure (2013) and realignment of the sanitary sewer along Cedar Road (2014). The final stage is relocation of the existing garage and operations building, currently underway, and construction of the berm itself, all scheduled for completion in 2016. This construction schedule coincides with the existing landfilling area being at capacity.

The regional landfill North Berm project was sent to five previously pre-qualified contractors for bid submissions with closing on April 29, 2016. The tender included two construction options: A) construction using rock; and B) construction using gravel. Two independent berm designs have been prepared based on the different type of aggregate. There is some constructability benefit in using the rock (e.g. quality assurance, placement, landscaping) and if pricing was comparable, rock would be preferred.

The North Berm construction tendering process was carried out by XCG Consultants Ltd. (XCG). One prequalified bidder was unable to deliver their submission within the required timeline. A summary of the results is provided below in Table 1.

Table 1 - Tender Summary (exc. GST)		
Prequalified Contractor	Total Evaluation Price A (Rock)	Total Evaluation Price B (Gravel)
Copcan Civil Ltd.	\$ 2,684,508	\$ 2,258,366
Knappett Industries Ltd.	\$ 3,302,543	\$ 2,469,683
Wacor Holdings Ltd.	\$ 2,313,172	\$ 1,813,082
Windley Contracting Ltd.	\$ 3,357,845	\$ 2,225,875

Our engineering consultant, XCG, reviewed the bids and has recommended award to Wacor Holdings Ltd. with the gravel option in the amount of \$1,813,082. The nature of large excavation projects is that they have a significant element of risk due to the variability of found conditions. Based on recommendations from the engineer, a contingency amount of \$500,000 is included to accommodate for unforeseen conditions such as the need to: 1) increase the size of the shear-key; 2) construct the shear-key out of rock; or 3) excavate additional unsuitable materials from within the berm footprint.

Table 2 below provides an overview of total project costs.

Table 2 - Total Project Cost		
Site Activity	% Complete	Projected Costs
Detailed Design, Tendering and Permitting Services	90%	\$150,000
Site Preparation (Tree and Fencing Removal)	20%	\$25,000
Environmental Assessment and Biological Monitoring	45%	\$45,000
Construction Contract Administration Services	0%	\$125,000
Construction Project	0%	\$1,813,082
Main Haul Road Realignment	0%	\$80,000
Storm Water Controls	0%	\$20,000
Reconfiguration of Bin Area	0%	\$90,000
Hydrogeological/Landfill Gas Reassessment	0%	\$30,000
Reinstatement of Gas-Probes and Monitoring Wells	0%	\$40,000
Tree and Landscape Restoration	0%	\$25,000
Project Contingency	0%	\$500,000
Total Project Cost		\$2,943,082

ALTERNATIVES

Alternatives in proceeding with the project are as follows:

- 1) Approve the total project budget and award the project construction project to Wacor Holdings Ltd.
- 2) Do not approve the project budget and do not award the construction project.
- 3) Alternate direction as provided by the Regional Board.

FINANCIAL IMPLICATIONS

The 2016 preliminary budget set a project cost of \$3.9M to construct the North Berm. Based on Table 2, total cost projection for the North Berm is approximately \$3M.

STRATEGIC PLAN IMPLICATIONS

This project is consistent with key priorities of the 2016-2020 Strategic Plan in the following areas:


- *Focus on service and organizational excellence.* The construction of the North Berm is a culmination more than a decade of planning and the maintenance and funding of our infrastructure.
- *Focus on the environment.* The driver for construction of the North Berm is ensure the landfill is stable and the integrity of the pollution control works are maintained should there be a significant seismic event.

SUMMARY/CONCLUSIONS

The North Berm is critical component of the landfill infrastructure to ensure seismic stability of the existing landfill and also adds about 10-years of landfill capacity. Construction of North Berm is a culmination of more than a decade of planning and infrastructure improvements (e.g. storm/sanitary) to realize these benefits.

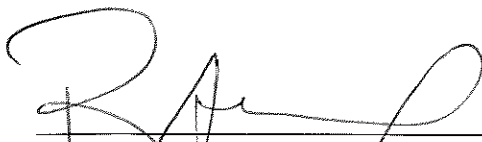
The construction project has been competitively tendered with the low bid being received from Wacor Holdings Ltd. XCG has reviewed all the submissions and is recommending award to Wacor. The aggregate costs of the North Berm construction is expected to be less than the forecast amount set out in the 2016 budget.

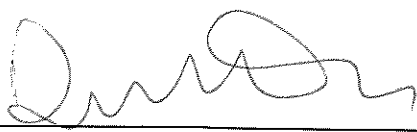
Subject to award, the North Berm construction is expected to commence in July and take approximately three months to complete.


FOR JANE MACINTOSH

Report Writer

Manager Concurrence


General Manager Concurrence


CAO Concurrence

TO: Randy Alexander
General Manager, Regional & Community Utilities

DATE: May 12, 2016

FROM: Larry Gardner
Manager, Solid Waste Services

MEETING: SWMSC – May 17, 2016

FILE: 5370-01

SUBJECT: Comox Valley Regional District Request to Dispose of Asbestos Waste

RECOMMENDATION

That the Solid Waste Management Select Committee (SWMSC) recommend that the Regional Board grant the request to accept asbestos and asbestos-containing materials from the Comox Strathcona Waste Management (CSWM) service area starting on completion of the North Berm project and continuing until December 31, 2017 with provision to extend the agreement for one year.

PURPOSE

At the Regional Board's regular meeting of April 26, 2016, staff were directed to bring a report to the SWMSC with recommendations on a response to the Comox Valley Regional District (CVRD) request.

BACKGROUND

The CSWM service is a function of the CVRD. The CSWM service is responsible for two regional waste management centres that serve the Comox Valley and Campbell River, as well as a range of transfer stations and smaller waste-handling and recycling facilities for the electoral areas of the both the Comox Valley and the Strathcona Regional Districts.

Bruce Jolliffe, Chair of the Board for the CVRD sent a letter dated March 22, 2016 addressed to the RDN Board requesting the establishment of an agreement whereby asbestos and asbestos-containing materials from the CSMW service area be accepted for disposal at the Nanaimo regional landfill. Further, they asked that such an agreement be until December 31, 2017 with provision to extend the agreement for one year.

The reasons for the request is outlined in a CVRD staff report that was attached to the letter and can be broadly summarized as:

1. There is no local disposal for this type of waste in the area and residents and commercial haulers have to travel to the Victoria Hartland landfill where out-of-region waste is accepted for disposal. There is dissatisfaction with having to transport the waste the substantial distance for disposal in Victoria.
2. Due to the complexity of managing this material, CVRD is looking for an interim solution that will allow time to develop a long term strategy. Complexities cited are landfill airspace consumption, health and safety requirements and additional facility staff and equipment needs.

Follow up conversations between RDN and CVRD provided additional insights to the request which are presented in the following sections.

Comox Strathcona Waste Landfilling

The CSMW operates two area landfills; one servicing the Comox Valley located near Cumberland, and one serving the Campbell River area.

Comox Valley

- Staff at this facility do not have the necessary training for the handling and disposal of the material.
- The active portion of the landfill has a remaining lifespan of 1½ - 2 years. Due to the limited remaining airspace in the landfill and the large volume of airspace required for asbestos disposal, there is insufficient space to accept asbestos for disposal.

Campbell River

- The estimated remaining lifespan at this facility is approximately 5-6 years. Due to the limited remaining airspace there is inadequate space available for the asbestos waste.
- Construction activities in 2013 and 2014 resulted in a complex filling plan and active face configuration at the landfill, making it difficult to establish a designated asbestos disposal area.
- Hauling of waste materials to the active face of the landfill is carried out through the use of a large walking floor trailer. Due to this material handling procedure, the separation of asbestos for disposal in a designated area of the landfill and/or the access to the active face of the landfill is logistically complicated and requires further consideration.
- Staff have appropriate training and it may be possible to designate a small portion of the active area for asbestos disposal.
- Construction of a new engineered landfill cell is expected to be complete in early 2017 and application has been made to the Ministry of Environment to allow asbestos disposal in this cell.

Upland Landfill

- There is also a privately run landfill in the area, the Upland Landfill. However, this facility does not accept asbestos or asbestos-containing waste for disposal.
- There may be potential to establish an agreement with this facility for asbestos disposal in the future.

RDN Landfilling Capability

Asbestos waste is specifically referenced in the *Hazardous Waste Regulation* due to the risk of serious health injury as a result of inhalation of the airborne fibers that can be released through handling of the material. The RDN has a rigorous exposure control plan to ensure workers are not at risk. Special handling includes:

- scheduling disposal appointments,
- completing manifests,
- preparing the disposal area with sufficient cover material,
- staff for monitoring disposal, and
- staff and heavy equipment for the burial of this hazardous waste.

The CVRD was not able to provide an estimate of the amount of asbestos material that might be directed to the RDN should their request be granted. Extrapolating amounts of asbestos waste generated in 2015 from the RDN, as well as out of district asbestos received from the CVRD suggest the amount would be in the order of 200 to 300 tonnes annually.

The RDN does have the capability to manage this waste; however, at the current time the active landfilling area on the top deck of the landfill is becoming very constrained. With the specialized handling required of asbestos waste, the receipt of additional material at this time will only serve to exacerbate current operational challenges. The North Berm is scheduled for construction this summer and includes the development of a new landfilling cell. Landfilling will commence in the new cell in the fall of 2016 at which time additional asbestos waste could readily be accommodated. In the event there is any delay in the North Berm construction, the ability to manage the RDN's own waste at the landfill will become extremely challenged.

Staff at the CVRD are aware of this operational constraint and in their staff report noted that if the RDN supported the request, asbestos disposal would not begin until completion of the North Berm project.

Impact on Landfill Capacity

The RDN saw a 40% increase in the amount of asbestos waste requiring landfilling between 2014 and 2015. There are several factors related to the increase in volume. There is greater community awareness that certain home renovation wastes may contain asbestos; demolition work requires a hazardous materials survey which will identify asbestos and require proper handling and disposal. Recently, the greatest influence has been the WorkSafe concerns with the potential for asbestos in drywall mud and, consequently, drywall recyclers being more stringent on their acceptance procedures. Unless the drywall is post 1990 or tested and confirmed to be asbestos free, the material is handled as asbestos waste.

The CVRD does not currently accept asbestos waste at least in part because of the landfill airspace the material consumes. Due to the hazardous nature and bulky packaging of the asbestos, the compaction rate is very low for this waste. The disposal area for asbestos waste requires approximately 4 to 6 times greater volume of airspace than garbage.

Based on the estimate of 200 to 300 tonnes of asbestos waste being received from the CVRD, this would consume the equivalent of 1½ week's worth of landfill airspace at current RDN landfilling rates. The landfill life projection was adjusted in 2016 to reflect current landfilling rates and the current projection remains at 25 years.

ALTERNATIVES

Alternatives to respond to the CVRD requests are as follows:

1. Grant the request to accept asbestos and asbestos-containing materials from the CSWM service area starting on completion of the North Berm project and continuing until December 31, 2017 with provision to extend the agreement for one year.
2. Refuse the request.
3. Alternate direction as provided by the RDN Board.

FINANCIAL IMPLICATIONS

The operational cost for managing asbestos waste is about 3 times that of managing garbage. Based on an equivalent value of the airspace consumed as compared to garbage, and the additional cost to manage the asbestos, asbestos landfilling cost is approximately \$475/tonne. The current tip rates for asbestos waste are \$500 per tonne for in-region asbestos waste and \$600 per tonne for out-of-region asbestos waste. Currently the RDN only authorizes out-of-region asbestos waste from the Cowichan Valley Regional District. Based on the estimated quantity of asbestos waste that is expected to be received from the CVRD, this would generate approximately \$120,000 to \$180,000 in tip fees over a one year period.

STRATEGIC PLAN IMPLICATIONS

A key priority of the Strategic Plan is the focus on relationships and more specifically looking for opportunities to partner with other branches of government/community groups to advance our region.

The CVRD staff report that accompanied the request noted that, *"This collaborative approach between CSWM and the RDN is in keeping with the Association of Vancouver Island and Coastal Communities' (AVICC) goal of working towards a cooperative long term sustainable strategy for solid waste management on Vancouver Island."*

The CVRD has stated their two landfills have capacities in the order of 2 and 6 years respectively. They are working on the development of a new cell at the Campbell River facility which will provide about 22 years of capacity. The site has additional land that has the potential for siting other waste management facilities and even potential future landfilling that could extend this period by an estimated 15 years.

This request possibly serves as a catalyst to broaden discussion on cooperation for future residual waste disposal that might benefit the RDN over the long term.

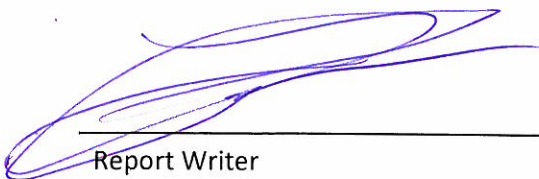
SUMMARY/CONCLUSIONS

The Chair of the CVRD has requested, on behalf of the CSWM service, that the RDN consider establishing an agreement whereby asbestos and asbestos-containing materials from the CSWM service area be accepted for disposal at the Nanaimo regional landfill through to December 31, 2017 with provision to extend the agreement for one year.

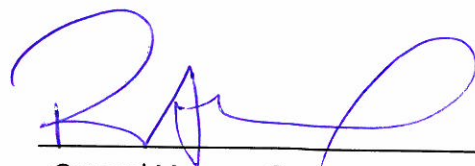
The RDN has the capability to manage asbestos waste from CSWM, however, it would be prudent to wait until the North Berm and new cell is constructed at the RDN landfill which is expected to be completed in the fall of 2016. Accepting the additional out-of-district waste prior to the new cell will exacerbate the existing operational challenges working in a constrained area.

The out-of-region tip fee of \$600 per tonne for asbestos waste offsets the air space value and cost to manage this waste. A one year contribution of asbestos waste is expected to consume approximately 1.5 week's worth of airspace based on current landfilling rates.

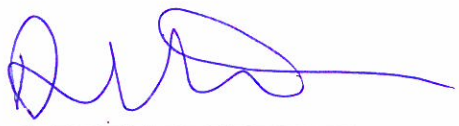
Staff considers this request may serve to broaden the discussion on cooperation for future residual waste disposal beyond the life of the existing landfill.



Report Writer



General Manager Concurrence



CAO Concurrence



RDN REPORT		
CAO APPROVAL		<i>[Signature]</i>
EAP		
COW		
MAY 12 2016		
RHD		
BOARD	<input checked="" type="checkbox"/>	
		DATE: May 13, 2016

STAFF REPORT

TO: Geoff Garbutt
General Manager of Strategic
and Community Development

MEETING: Board – May 24, 2016

FROM: Tyler Brown
Intergovernmental Liaison

SUBJECT: Witness Blanket Transportation Expense

RECOMMENDATION

That up to \$14,050 for transportation costs associated with bringing the Witness Blanket to the region be borrowed from the existing Grants-In-Aid reserve account associated with the Island Corridor Foundation agreement and that the fund be repaid, if required, through the 2017 Grants-In-Aid tax requisition.

PURPOSE

To provide the Board with an update on hosting the Witness Blanket at Vancouver Island University (VIU).

BACKGROUND

The Witness Blanket is a visual art piece which was commissioned to stand as a national monument to recognize the atrocities of the Indian Residential School era, honour the children impacted by the Indian Residential Schools and symbolize ongoing reconciliation efforts. At the October 28, 2014, Regular Board Meeting of the Regional District of Nanaimo (RDN), the following motion was passed:

That staff be directed to consult with the Snuneymuxw First Nation, the Snaw-Naw-As First Nation, the Qualicum First Nation, and the City of Nanaimo to make them aware of the Witness Blanket project and the opportunity to host the art installation during its national tour.

Following the October 28, 2014, meeting, Regional District of Nanaimo staff followed up on the motion and it was agreed that VIU would host the Witness Blanket. Subsequently, at the November 25, 2014, Regular Board Meeting of the Regional District of Nanaimo, the following motion was passed:

That the Regional District of Nanaimo provide financial contribution of \$5,500.00, to be included as an additional item in the 2015 Regional Grants in Aid budget, to support the display of the Witness Blanket – A National Monument to Commemorate the Indian Residential School Era project in partnership with Vancouver Island University.

The Witness Blanket is scheduled to be displayed at Vancouver Island University’s Nanaimo Campus from the beginning of September to the end of November 2016. During that time, it will be available for viewing by all members of the public and letters have been sent to Tseshaht First Nation, Stz’uminus First Nation,

Snuneymuxw First Nation, Qualicum First Nation, Snaw-Naw-As First Nation, K'ómoks First Nation and Hupacasath First Nation informing them of the installation and welcoming participation related to the exhibit's programming and display.

ALTERNATIVES

1. That the Board provide \$14,050 for the transportation costs associated with the Witness Blanket, that the funds are borrowed from the existing Grants-In-Aid reserve account associated with the Island Corridor Foundation (ICF) agreement and that the funds be repaid, if required, through the 2017 Grants-In-Aid tax requisition.
2. Receive this report for information and provide alternate direction to staff.

DISCUSSION

Prior to April 2016, RDN and VIU staff were unaware of the \$14,048.48 transportation cost associated with moving the Witness Blanket between host venues. Both organizations have since been actively seeking potential sources of funding for this expense. While VIU staff are confident they can raise most or all of the funds by the end of August 2016, they were recently informed by the Witness Blanket organizers that all funding for the transportation of the Witness Blanket must be guaranteed by the end of May 2016.

Considering that grant and donation funding is being actively sought to cover the transportation costs, that letters have been sent to First Nations informing them of the installation and welcoming their participation with exhibit programming, and that the visual art piece promotes reconciliation efforts, the Board may wish to commit to covering the transportation costs for moving the Witness Blanket to the region in the event that VIU is unable to secure other funding sources before the end of May 2016. By committing to funding the transportation costs, the arrival of the Witness Blanket in the region would be guaranteed and VIU would have additional time to secure funding to cover the transportation costs prior to its arrival in September.

FINANCIAL IMPLICATIONS

Should the Board wish to provide the additional \$14,050 cost of bringing the Witness Blanket to the region, the expense would be applicable to the Grants-In-Aid service, where the original \$5,500 for the project was raised. However, as the 2016 budget is complete at this time, other alternatives could be considered. If the Board chooses, funds could be borrowed from an existing reserve account, such as the one being held for the ICF agreement, and then repaid through the 2017 Grants-In-Aid tax requisition should the ICF agreement proceed. Raising \$14,050 through the general Grants-In-Aid Service results in a cost of \$0.04 per \$100,000 of assessment across the RDN. As VIU staff are actively pursuing grant and donor funding to cover the transportation costs, it is anticipated that RDN may not have to pay the \$14,050, or only a portion of the \$14,500, required to cover the transportation costs associated with bringing the Witness Blanket to the region.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the 2016 – 2020 Board Strategic Plan and note that supporting the Witness Blanket exhibit at VIU is consistent with the RDN strategic priority of focusing on relationships and the governing principle of Working Effectively as a Team. Hosting the Witness Blanket at VIU presents opportunity for

collaboration between the RDN, First Nations and VIU, and invites university students, members of the public and First Nations to witness an art piece that stands as a national monument to recognize the atrocities of the Indian Residential School era, honours the children impacted by the Residential School era and symbolizes ongoing reconciliation.

INTERGOVERNMENTAL IMPLICATIONS


The Witness Blanket was created in the spirit of reconciliation and presents opportunity for the RDN, First Nations and the public to reflect on our shared history and promote positive future relationships between governments.

SUMMARY/CONCLUSIONS

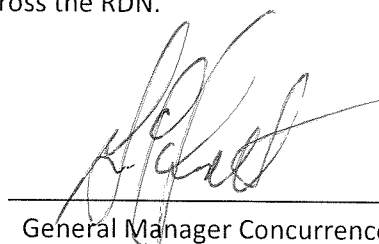
The Witness Blanket will be displayed at Vancouver Island University's Nanaimo Campus from the beginning of September to the end of November 2016 if funding is secured to cover the \$14,050 expense of transporting the exhibit. The Board has previously provided \$5,500 from Grants-In-Aid service to assist with bringing the Witness Blanket to the region in partnership with VIU. Until recently, RDN staff and VIU staff were unaware that there was a flat transportation cost associated with hosting the exhibit. Furthermore, VIU staff were recently informed by the Witness Blanket organizers that they must guarantee funding is in place for transporting the Witness Blanket by the end of May 2016. VIU staff confidently anticipate they will secure donation and grant funding to cover the expense of transporting the Witness Blanket prior to its scheduled arrival in September 2016.

Considering that grant and donation funding is being actively sought to cover the transportation costs, that letters have been sent to multiple First Nations informing them of the installation and welcoming their participation with exhibit programming, and that the visual art piece promotes reconciliation efforts, staff recommend that the Board commit to covering the transportation costs associated with moving the Witness Blanket in the event that VIU is unable to secure other funding sources. By committing to funding the transportation costs, the arrival of the Witness Blanket in the region would be guaranteed and it would provide additional time for VIU to secure other sources of funding to cover the transportation costs prior to its arrival in September.

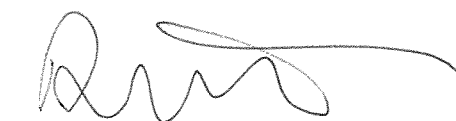
Furthermore, staff recommend that up to \$14,050 be borrowed from an existing reserve account, such as the one being held for the ICF agreement, and then repaid through the 2017 Grants-In-Aid tax requisition should the ICF agreement proceed. If required, raising \$14,050 through the general Grants-In-Aid Service results in a cost of \$0.04 per \$100,000 of assessment across the RDN.



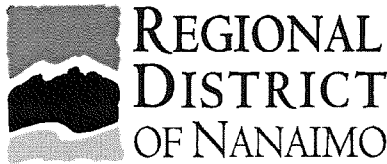
Report Writer



General Manager Concurrence



CAO Concurrence



RDN REPORT		
CAO APPROVAL <input checked="" type="checkbox"/>		
EAP		
COW		
MAY 09 2016		
RHD		
BOARD	<input checked="" type="checkbox"/>	

STAFF REPORT

TO: Paul Thompson
Manager, Long Range Planning

DATE: May 6, 2016

FROM: Kristy Marks
Senior Planner

MEETING: BOARD - May 24, 2016

FILE: 0360 20 AAPAP

SUBJECT: Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016 and Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016 – Consideration for Third Reading

RECOMMENDATIONS

1. That the report of the Public Hearing held on April 25, 2016, for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016", be received.
2. That the report of the Public Hearing held on April 28, 2016, for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016", be received.
3. That Section B.5. of Bylaw No. 500.402, 2016, be amended by deleting the text within the brackets in a) 1)II. and replacing it with the following: (except household poultry on parcels less than 1000 m² in area).
4. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016", be read a third time as amended.
5. That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016" be read a third time.

PURPOSE

To receive the report summarizing the submissions received at the Public Hearings held on April 25, 2015 and April 28, 2016 and to consider "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016", for third reading.

BACKGROUND

Amendment Bylaws No. 500,402 and 1285.26 were introduced and given first and second reading on March 22, 2016. This was followed by two Public Hearings held on April 25 and April 28. The summary of the submissions for the Public Hearings are attached for the Board's consideration (see Attachments 1 and 2).

Staff identified a minor change to Amendment No. Bylaw 500.402 that is required to clarify the setback requirement for household poultry. This change can be made at third reading as it does not alter the use or change the density in the bylaw. The change is needed to ensure that there is a setback for household poultry on lots that are greater than 1000 m². The proposed amendment is to Section 1) II. of the setback table. The text in brackets will be deleted and replaced with the following: (except household poultry on parcels less than 1000 m² in area).

Following the close of the Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as required by the *Local Government Act*. Having received the report of the Public Hearing, eligible Board members may vote on the Bylaw.

Bylaw Referrals

The bylaws were referred to adjacent municipalities, First Nations, and Provincial Ministries. Responses from referral agencies were available prior to and at the Public Hearing for public inspection and are included in the written submissions and comments included in Attachment 3.

ALTERNATIVES

1. To receive the report of the Public Hearing and give amended third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016” and give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016”.
2. To receive the report of the Public Hearing and not give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016”.

INTERGOVERNMENTAL IMPLICATIONS

Should the Board grant third reading to Bylaws No. 500.402 and 1285.26 (see Attachments 4 and 5), the bylaws will be referred to the Ministry of Transportation and Infrastructure (MOTI) for approval.

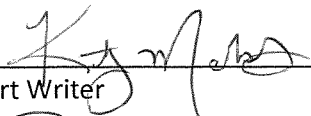
Following third reading and MOTI approval, the Board may consider adoption of Bylaws No. 500.402 and 1285.26.

SUMMARY/CONCLUSIONS


The Amendment Bylaws were introduced and given first and second reading on March 22, 2016. Staff identified a minor change to Amendment Bylaw 500.402 required to clarify the setbacks for household poultry on parcel greater than 1000 m² in area.

Public Hearings were held on April 25 and April 28, 2016 and were attended by six and four members of the public respectively. The report of the Public Hearing and written submissions are attached for the Board’s consideration.

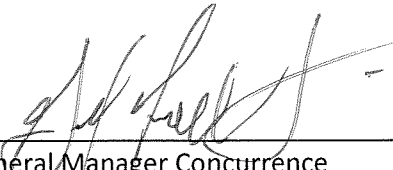
All requirements of the *Local Government Act* have been fulfilled and Bylaw No. 500.402 and Bylaw No. 1285.26 may now be considered for third reading.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1
Summary of the Public Hearing
Held at Regional District of Nanaimo, Board Chambers
6300 Hammond Bay Road, Nanaimo
Monday, April 25, 2016 at 6:30 pm
To Consider Regional District of Nanaimo Land Use and Subdivision
Amendment Bylaw No. 500.402, 2016

Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.

PRESENT:

Chair, Electoral Area 'B', Director Houle
Director Stanhope, RDN
Director Young, RDN
Director McPherson, RDN
Director Fell, RDN
Director Rogers, RDN
Paul Thompson, Manager of Long Range Planning, RDN
Kristy Marks, Senior Planner, RDN

Six members of the public attended the meeting.

The Chair called the hearing to order at 6:31 pm, introduced those present representing the Regional District of Nanaimo (RDN), and outlined the procedures to be followed during the hearing.

Kristy Marks provided an explanation of the proposed amendment bylaw.

The Chair called for formal submissions with respect to Bylaw No. 500.402, 2016.

No written submissions were received at the hearing. The following comments were received.

Paul Christensen, 2715 Turnbull Road, expressed his support for agri-tourism accommodation as a means to help farmers grow their business but noted that future opportunity for growth could be limited by restricting the maximum number of agri-tourism accommodation units to 10 per parcel. He would like the bylaw to include language to support additional units subject to approval of the Agricultural Land Commission.

Clem Remillard, 3425 Durnin Road, thanked the RDN Board for relaxing regulations and supporting local food production. He noted that he would like to see the setbacks for agricultural buildings and structures be the same in Bylaw 500 as those proposed in Electoral Area 'F'. He expressed that especially on smaller parcels, farmers need to be able to use every bit of land for farming. He would like to see reduced setbacks for farm buildings, similar to residential setbacks.

Dave Badior, 1780 Nanaimo River Road, commented that the setbacks should be reduced especially for smaller parcels as farmers need to maximize land area for farming and setbacks change the way the land can be used.

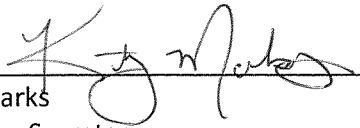
Clem Remillard, 3425 Durnin Road, noted that when people buy land in the Agricultural Land Reserve (ALR) there is a notice on title and that buyers should be aware that they are buying in a farming area and what that means as far as potential impacts to them. He further commented that land in the ALR should be used for farming.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:50 pm.

Certified true and accurate this 26th day of April, 2016.



Kristy Marks
Recording Secretary

Attachment 2
Summary of the Public Hearing
Held at Arrowsmith Hall
1014 Ford Road, Coombs
Thursday, April 28, 2016 at 6:30 pm
To Consider Regional District of Nanaimo Zoning and Subdivision
Amendment Bylaw No. 1285.26, 2016

Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.

PRESENT:

Chair, Electoral Area 'F', Director Fell
Director Rogers, RDN
Director McPherson, RDN
Paul Thompson, Manager of Long Range Planning, RDN
Kristy Marks, Senior Planner, RDN

Four members of the public attended the meeting.

The Chair called the hearing to order at 6:39 pm, introduced those present representing the Regional District of Nanaimo (RDN), and outlined the procedures to be followed during the hearing.

Kristy Marks provided an explanation of the proposed amendment bylaw.

The Chair called for formal submissions with respect to Bylaw 1285.26, 2016.

No written submissions were received at the hearing. The following comments were received.

Joan Mercer, 1692 Errington Road, asked about the difference between farmers' markets and the sale of farm products grown on the farm and if produce grown on the farm could be sold on the farm.


Kristy Marks, Senior Planner, clarified that a farmers' market would typically involve multiple vendors selling products on a property versus a farmer selling their own products from their farm. She clarified that the Agricultural Land Commission allows the sale of off farm products as long as 50% of the retail sales area is limited to the sale of products that are produced on the farm and the retail sales area is not greater than 300 m².

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:50 pm.

Certified true and accurate this 29th day of April, 2016.



Kristy Marks
Recording Secretary

**Attachment 3
Written Submissions and Comments**

Marks, Kristy

From: Jill Collinson <Jill.Collinson@nanaimo.ca>
Sent: Wednesday, April 06, 2016 10:21 AM
To: Marks, Kristy
Subject: RE: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Hi Kristy,

The City of Nanaimo has no concerns regarding the proposed amendments to Bylaw 500 or Bylaw 1285.

Regards,

Jill Collinson, MCP, MCIP, RPP

Planner, Planning & Design

City of Nanaimo

P: (250) 755-4473

F: (250) 755-4439

jill.collinson@nanaimo.ca

From: Marks, Kristy [<mailto:KMarks@rdn.bc.ca>]
Sent: Thursday, March 24, 2016 3:33 PM
To: Bruce Anderson
Cc: Thompson, Paul
Subject: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Dear Mr. Anderson,

Please see the attached letter and proposed bylaw amendments related to the Regional District of Nanaimo's Agriculture Bylaw and Policy Update Project.

Please do not hesitate to contact us if you have any questions about the proposed bylaw amendments.

Regards,

Kristy Marks

Senior Planner, Strategic and Community Development

Regional District of Nanaimo

250-390-6510

1-877-607-4111



Marks, Kristy

From: Frank Limshue <Frank@lantzville.ca>
Sent: Tuesday, March 29, 2016 10:17 AM
To: Marks, Kristy
Cc: Thompson, Paul
Subject: RE: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Hi Kristy:

I have reviewed the proposed Agriculture Bylaw amendments and have no comments or concerns.

The proposed bylaws provide more clarity than our Lantzville bylaws.

Thanks for the opportunity to comment.

Frank Limshue, MCIP
Community Planner
District of Lantzville
7129 Lantzville Road
PO Box 100
Lantzville, BC V0R2H0
frank@lantzville.ca
250-390-4006 ext. 115

From: Marks, Kristy [<mailto:KMarks@rdn.bc.ca>]
Sent: March-24-16 3:15 PM
To: Frank Limshue
Cc: Thompson, Paul
Subject: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Dear Mr. Limshue,

Please see the attached letter and proposed bylaw amendments related to the Regional District of Nanaimo's Agriculture Bylaw and Policy Update Project.

Please do not hesitate to contact us if you have any questions about the proposed bylaw amendments.

Regards,

Kristy Marks
Senior Planner, Strategic and Community Development
Regional District of Nanaimo
250-390-6510
1-877-607-4111

Marks, Kristy

From: Luke Sales <LSales@qualicumbeach.com>
Sent: Wednesday, March 30, 2016 8:46 AM
To: Marks, Kristy
Subject: RE: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Hi Kristy,

Thanks for the quick response – have a good day.

Luke

Luke Sales, MCIP, RPP
Director of Planning
Town of Qualicum Beach
250.752.6921
lsales@qualicumbeach.com

This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you received this message in error, please notify me by return email and delete this message, any attachments and any copy of the message and attachments from your system. Please note that correspondence with any government body, including Town of Qualicum Beach Council and Staff, can be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.

From: Marks, Kristy [<mailto:KMarks@rdn.bc.ca>]
Sent: March-30-16 8:43 AM
To: Luke Sales
Subject: RE: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Hi Luke,

We did refer the proposed bylaw amendments to the ALC and they have provided comments back noting that reference to the ALC Act and Regulations should be made for any provision to allow greater density than what is permitted by the Act, regulations or Order of the Commission. We have included a clause in the proposed zones that "Despite any regulation in this Bylaw, land established as "Agricultural Land Reserve" pursuant to the ***Agricultural Land Commission Act*** is subject to the ***Agricultural Land Commission Act*** and ***Regulations***, and applicable orders of the Agricultural Land Commission.'

Please let me know if you have any other questions.

Regards,

Kristy Marks
Senior Planner, Strategic and Community Development
Regional District of Nanaimo
250-390-6510



From: Luke Sales [<mailto:LSales@qualicumbeach.com>]
Sent: Tuesday, March 29, 2016 4:19 PM
To: Marks, Kristy
Subject: RE: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Hi Kristy,

Quick question – have these amendment bylaws been run by the ALC? I’m curious about their reaction to the removal of the manufactured home requirement. Cheers,

Luke

Luke Sales, MCIP, RPP
Director of Planning
Town of Qualicum Beach
250.752.6921
lsales@qualicumbeach.com

This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you received this message in error, please notify me by return email and delete this message, any attachments and any copy of the message and attachments from your system. Please note that correspondence with any government body, including Town of Qualicum Beach Council and Staff, can be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.

From: Marks, Kristy [<mailto:KMarks@rdn.bc.ca>]
Sent: March-24-16 4:39 PM
To: Luke Sales
Cc: Thompson, Paul
Subject: Referral - RDN Agriculture Bylaw and Policy Update Project Proposed Bylaws

Dear Mr. Sales,

Please see the attached letter and proposed bylaw amendments related to the Regional District of Nanaimo’s Agriculture Bylaw and Policy Update Project.

Please do not hesitate to contact us if you have any questions about the proposed bylaw amendments.

Sliammon First Nation

Thichum Forest Products Ltd.
6686 Sliammon Road, Powell River, B.C. V8A 0B8
Phone (604) 483 9696 / Fax (604) 483 9645



April 1, 2016

Via Email: kmarks@rdn.bc.ca

Dear Kristy:

**Re: File# Regional District of Nanaimo Agriculture Bylaw and Policy Updates Project
Proposed Bylaws 500.402 and 1285.26**

Please note that the Sliammon First Nation hereby defers the responsibility of responding to, identifying and resolving issues (including archaeological) related to the referral noted above, to the Vancouver Island Bands.

If you have any questions, please feel free to call me at the number below, (604) 483-9696 ext. 224 or email craig.galligos@sliammon.bc.ca

Craig Galligos, Sliammon First Nation, Crown Land Referrals Manager



K'ómoks First Nation

3320 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

April 24, 2016

Kristy Marks, Senior Planner
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Ms. Marks,

Re: Regional District of Nanaimo Agriculture Bylaw and Policy Updates Project

Thank you for your recent letter regarding proposed Bylaws 500.402 and 1285.26, both of which are being considered to better support agriculture in the Regional District of Nanaimo.

We appreciate the update on this project, and do not take issue with this project or the proposed amendments as presented in your materials at this time.

By this letter we provide notification that no bylaw, policy, or regulation can impact the Rights and Title of K'ómoks First Nation. K'ómoks First Nation has fished, hunted, and harvested in the lands adjacent to watercourses and the sea in our Traditional Territory since time immemorial and fully intends to continue with these activities on lands under our jurisdiction. Through the Treaty process, our membership has recently moved to a higher level and spectrum of consultation and accommodation with regards to matters relating to lands and waters in our Traditional Territory. Our interests cannot be in any way hampered or limited.

The Supreme Court of Canada made it clear that governments owe a fiduciary duty of utmost good faith to consult with the First Nations with respect to our lands and resources. This consultation must at minimum have the intention of substantially addressing the concerns of the First Nation whose lands are at issue. The courts have also confirmed that government are obliged to make an initial assessment of our rights and must not only engage in meaningful consultation but also must seek an accommodation of our cultural and economic interests.

Thank you for your continued efforts to communicate with K'ómoks First Nation.

Sincerely,

Rob Everson
Chief Councillor

Marks, Kristy

From: Chenoa Akey <Referrals@coastsalishdevcorp.com >
Sent: Monday, April 04, 2016 10:04 AM
To: Marks, Kristy
Subject: RE: Referral - RDN Agriculture Bylaw and Policy Update Project

Hi Kristy, is there a summary of the changes? I don't have the original bylaws and therefore, no frame of reference – I need to be able to do the "10 minute" review to see if there are any areas of concern.
Thanks!

Chenoa Akey
Coast Salish Development
P:250-924-2444

From: Ray Gauthier
Sent: Tuesday, March 29, 2016 12:32 PM
To: Chenoa Akey <Referrals@coastsalishdevcorp.com>
Subject: FW: Referral - RDN Agriculture Bylaw and Policy Update Project

From: Marks, Kristy [<mailto:KMarks@rdn.bc.ca>]
Sent: March 24, 2016 1:09 PM
To: 'John.elliott@stzuminus.com' <John.elliott@stzuminus.com>
Cc: Ray Gauthier <Ray.Gauthier@coastsalishdevcorp.com>; Thompson, Paul <PThompson@rdn.bc.ca>
Subject: Referral - RDN Agriculture Bylaw and Policy Update Project

Dear Chief Elliot,

Please see the attached letter and proposed bylaw amendments related to the Regional District of Nanaimo's Agriculture Bylaw and Policy Update Project. The letter and attachments have also been sent by mail. The letter is to formally let the Stz'uminus First Nation know that we will be in contact with a member of your staff/council to find out if you would like to be consulted on this bylaw amendment.

Please do not hesitate to contact us if you have any questions about the proposed agriculture related bylaw amendments.

Regards,

Kristy Marks
Senior Planner, Strategic and Community Development
Regional District of Nanaimo
250-390-6510
1-877-607-4111

Attachment 4
Proposed Amendment Bylaw No. 500.402, 2016

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.402**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 - 1. Under **PART 2, INTERPRETATION, DEFINITIONS** by deleting and replacing the following definitions in alphabetical order:

“agriculture means a use providing for the growing, rearing, producing and harvesting of agricultural products, and includes the growing of crops; fruit and berry production; growing trees and shrubs; housing livestock, poultry, fur-bearing animals, bees; animal feeding and holding areas; storage of crops; and the processing and sale of the primary agricultural products harvested, reared or produced on that farm, including the rough sawing of logs, but excludes animal care, and the following uses on lands that are not in the Agricultural Land Reserve: fur farm, mushroom farm, intensive swine operation, feedlot and medical marihuana production and specifically excludes horse boarding stable on land located within the Resource Management (RM3) and Rural 5 (RU5) zones;

aquaculture means the cultivation, rearing and harvesting of aquatic organisms on land or in the water, but specifically excludes seafood processing except on land located in the Agricultural Land Reserve;

feedlot means a fenced area where livestock, poultry, or farmed game are confined solely for the purpose of growing or finishing, and are sustained by means other than grazing;

livestock means cattle, horses, sheep, goats, swine, and similar farmed or fur bearing animals.

structure means anything that is constructed or erected, and includes swimming pool, mobile home space, camping space and major improvements accessory to the principal use of land, but specifically excludes landscaping, paving improvements and signs under 1.0 m in height, retaining walls under 1.0 m in height that retain less than 1.0 m of earth, fences under 2.0 m in height and transparent fencing or transparent vertical extensions greater than 2.0 m in height where the fence is required for agriculture or farm use;”

2. Under **PART 2, INTERPRETATION, DEFINITIONS** by adding the following definitions in alphabetical order:

“agriculture education and research means the use of land, buildings, or structures dedicated to researching, promoting, and teaching methods of agriculture and farming in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, but specifically excludes schools under the *School Act*;

confined livestock area means an outdoor area where livestock, poultry, or farmed game are confined by fences, other structures or topography, and includes paddocks, corrals, exercise yards, and holding areas, but does not include a grazing area;

farm means an occupation or use, for farm purposes, of one or several parcels of land or tenured areas of Crown land;

farm operation means farm operation as defined in the *Farm Practices Protection (Right to Farm) Act* and may include but is not limited to activities such as growing, producing, raising or keeping animals or plants, including mushrooms, or the primary products of those plants or animals; aquaculture; and processing or direct farm marketing of products in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;

farm use means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by and in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, and includes but is not limited to activities such as farm retail sales; storing, packing, preparing and processing farm products; a winery or cidery; and agri-tourism activities and includes farm operation;

grazing area means a pasture or rangeland where livestock, poultry or farmed game are primarily sustained by direct consumption of feed growing in the area and does not include a confined livestock area or feedlot;

household livestock means livestock animals kept by a household, which are used or the products of which are used primarily and directly by the household and not for sale or profit;

household poultry means domesticated hens or ducks kept by a household, which are used or the products of which are used primarily and directly by the household and not for sale or profit;

poultry means domesticated birds kept for eggs, meat, feathers, hide, or cosmetic or medicinal purposes, and includes broilers, Cornish hens, layers, breeding stock, replacement pullets, roasters, ducks, geese, turkeys, game birds, and ratites;

production of biological integrated pest management products means the use of land, buildings, or structures for the production and development of biological products such as beneficial predatory insects, parasites, pathogens, and weed-feeders to be used in biological integrated pest management programs in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;

temporary sawmill means a building or structure or area where timber is cut or sawed and at least 50% of the volume of timber supplied is from the farm or parcel on which the sawmill is located and operates during normal daylight hours producing less than 60 m³ of lumber daily;”

3. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Agriculture 1 (AG1):

“Agriculture 2 (AG2)”

4. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 5 Keeping of Animals and replacing it with the following:

“5) Keeping of Animals

- a) In all zones where agriculture or farm use is not a permitted use, the keeping of animals shall be deemed to be an accessory use and shall be limited to:

- i) on parcels less than 1000 m² in size the keeping of animals is restricted to pets and household poultry in accordance with Subsection 5b;
- ii) on parcels 1000 m² or greater in size, the keeping of animals is restricted to household animals and pets;
- iii) on parcels 1.0 ha or greater in size, the keeping of pets, household animals, and household livestock is permitted.

- b) The keeping of household poultry on parcels less than 1000 m² is subject to the following regulations:

- i) must be accessory to the residential use of the parcel;
- ii) a maximum of 5 hens or ducks are permitted per parcel;
- iii) no roosters, cockerels, or peacocks, and the like may be kept on the parcel;
- iv) a minimum enclosure of 0.37 m² (4 ft²) per hen or duck must be provided;
- v) any building or structure containing household poultry, whether portable or stationary, must:
 - a. meet the minimum setback requirements of the applicable zone and in no case shall be sited within 2.0 m of any lot line;
 - b. not be located within the front yard or exterior side yard;
 - c. have a maximum floor area of 10 m² and a maximum height of 3.0 m.”

5. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 10 (a) Agricultural Buildings and replacing it with the following:

“a) Agriculture and Farm Buildings, Structures and Uses

The following minimum setback requirements shall apply to all agriculture or farm buildings, structures and uses.

Use(s)	Setback from all lot lines
1) The following shall apply to all agriculture or farm buildings, structures, and uses	
I. Outdoor uncovered horse riding rings and exercise yards where no feeding of animals occurs	0 m
II. Buildings and structures 10 m ² or less that house any livestock or poultry (except household poultry), game, or other furbearing farm animals	8.0 m
III. Indoor horse riding rings where no feeding or housing of animals occurs.	8.0 m
IV. Buildings and structures 50 m ² or less that house any livestock, poultry, game, or other furbearing farm animals. V. Confined Livestock Area	15.0 m
VI. Buildings and structures more than 50 m ² that house any livestock, poultry, game, or other furbearing farm animals. VII. Feedlot VIII. Indoor riding rings where feeding or housing of animals occurs IX. Mushroom Barn X. Temporary Sawmill XI. Buildings, structures, and lands used for: a. the storage of agricultural liquid or solid waste b. On-farm composting c. Compost storage	30.0 m
XII. Medical Marihuana Production Facilities - All buildings and structures except: a. the setback shall be 60.0 m from all lot lines adjacent to non-ALR residential uses and; b. the setback shall be 150.0 m from any parcel that contains a park or school	30.0 m
XIII. All other agricultural buildings and structures	8.0 m

- 2) The following watercourse setbacks shall apply to all agriculture or farm buildings, structures and uses:
- I. All buildings and structures that house any livestock or poultry (except household poultry) or store manure and all areas used for a feedlot shall be a minimum of 30 m from a domestic well, spring, or the natural boundary of a watercourse.
 - II. All other agriculture or farm buildings and structures shall be sited in accordance with Sections 3.3.8 and 3.3.9 ”

6. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following new subsection after 3.3.10 Setbacks – Buildings and Structures and renumbering all subsequent subsections accordingly:

“11) Stormwater Management for Farm Use

Where the total impervious area of agriculture or farm buildings and structures exceeds 3,700 square metres or covers more than 25% of a parcel or contiguous parcels a stormwater management plan is required.”

7. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 11) Height a), replacing it with the following, and renumbering all subsequent sections:

“a) Chimney stacks, mast aerals, church spires, flag poles, water tanks, observation and transmission towers, and mechanical devices necessary for the operation of a building.

b) Principal agricultural or farm buildings or structures. ”

8. Under **PART 3 LAND USE REGULATIONS, Section 3.3 Subsection 13 Home Based Business** by deleting Subsections b, f and h) iii) and replacing them with the following:

“b) xxviii) automotive repairs, vehicle restoration or maintenance except on parcels zoned Agriculture 1 and 2 (AG1-AG2) and Rural 1 to 4 (RU1-RU4) and Rural 6 to 9 (RU6-RU9) and Resource Management 1 to 5 (RM1-RM5) and Resource Management 7 to 9 (RM7-RM9)

f) Despite subsection e), a maximum of two non-resident home based business employees are permitted per parcel in all Residential 2 (RS2) zones, in Agriculture 1 and 2 (AG1 – AG2) zones, Rural 1 to 4 (RU1-RU4), Rural 6 to 9 (RU6-RU9) zones, Resource Management 1 to 5 (RM1-5) and Resource Management 7 to 9 (RM7-RM9) zones.

h) iii) On Agriculture 1 and 2 (AG1 – AG2), Rural 1 to 4 (RU1-RU4) and Rural 6 to 9 (RU6-RU9) parcels and Resource Management 1 to 5 (RM1-RM5) and Resource Management 6 to 9 (RM6-RM9) parcels, the home based business floor area must not exceed 49% of the combined total floor area of the dwelling unit and attached garage to a maximum of 150 m² or a maximum of 150 m² combined total floor area for the dwelling unit, attached garage, and/or accessory building(s).”

9. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting subsection 14 and moving it under Subsection 10 Setbacks – Buildings and Structures as follows and renumbering all subsequent subsections:

“c) Highway No. 19

For Electoral Area ‘G’ only, the minimum required setback for all buildings and structures adjacent to the Vancouver Island Highway No. 19 shall be the minimum setbacks prescribed in each zone or 15.0 metres, whichever is greater.”

10. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 16 Agri-tourism Accommodation and replacing it with the following:

“16) Accessory Farm Use Regulations

a) Agriculture Education and Research

Where agriculture education and research is permitted in this bylaw it shall be subject to the following regulations:

i) the area occupied by any buildings or structures necessary for education or research must not exceed 100 m² for each parcel.

b) Production of Biological Integrated Pest Management Products

Where the production of biological integrated pest management products is permitted in this bylaw it shall be subject to the following regulations:

i) the area occupied by any buildings or structures necessary for the production or development must not exceed 300 m² for each parcel.

c) Agri-tourism Accommodation

i) As per Section 3 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on parcels within the Agricultural Land Reserve and where agri-tourism accommodation is a permitted accessory use, the following general provisions apply:

- a. Agri-tourism accommodation use must be for rental only;
- b. Agri-tourism accommodation is permitted only on land classified as ‘farm’ under the *BC Assessment Act*;
- c. Four agri-tourism accommodation sleeping units shall be permitted on any parcel and one additional sleeping unit shall be permitted per hectare on parcels greater than or equal to 1.0 ha up to a maximum of ten (10) sleeping units per farm or parcel;
- d. When calculating the total number of agri-tourism accommodation sleeping units all forms of tourist accommodation, including a bed and breakfast, shall be included;

- e. The total developed area for an agri-tourism accommodation use, including buildings, landscaping, driveways and parking shall occupy less than five percent (5%) of the total parcel area, in accordance with the *Agricultural Land Commission Act*.
- ii) An agri-tourism accommodation campground must be developed in accordance with the following regulations:
 - a. Every campsite shall be unpaved and not exceed 150 m² in area;
 - b. Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
 - c. A maximum consecutive or non-consecutive stay of ninety (90) calendar days per visitor within any twelve (12) month period within any campsite on the parcel. The relocation of recreational vehicle (RVs) or campers to other sites within the parcel does not constitute the start of a new stay.
 - iii) An agri-tourism accommodation cabin must be developed in accordance with the following regulations:
 - a. The maximum gross floor area of an agri-tourism accommodation cabin shall not exceed 50 m²;
 - b. Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
 - c. A maximum of one kitchen facility shall be permitted within each agri-tourism accommodation cabin;
 - d. A maximum consecutive or non-consecutive stay of ninety (90) days per visitor in any twelve (12) month period within any cabin on the parcel. The relocation of a visitor to another cabin within the parcel does not constitute the start of a new stay;
 - e. One (1) parking space per agri-tourism accommodation cabin is required."
11. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following new Sections after Section 3.3.16 and renumbering Section 3.3.17 Secondary Suites to 3.3.19.

17) "Temporary Use Permits for Farmers' Markets

In accordance with the *Local Government Act*, the RDN may support temporary use permits for farmers markets on any parcel within the area covered by this bylaw.

The following conditions and criteria will be included in the RDN's consideration of such applications depending on the nature of the application being considered.

- a) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.
- b) The RDN may specify conditions of approval including, but not limited to, environmental protection measures, hours of operation, buffering between adjacent uses, parking, and

groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the conditions of the permit.

- c) The RDN will consider the impact on local road networks and on-site parking.
- d) The RDN may consider any other condition or criteria as deemed necessary by the RDN.”

18) Pet Breeding or Boarding Facilities

The establishment of a facility for breeding or boarding pets on ALR land is not permitted unless by a rezoning of land, except where permitted in this bylaw. The use, if approved, shall be subject to the following specific requirements as well as all other applicable provisions of this bylaw:

- a) Must be located on parcels which are 2.0 ha or larger,
- b) All structures and areas utilized in association with the breeding or boarding facility shall be sited a minimum of 30.0 metres from all property lines.”

12. Under **PART 3 LAND USE REGULATIONS, Section 3.3, Subsection 17 Secondary Suites** by amending a) to include the AG1 zone classification.

13. Under **PART 3 LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone in the** by replacing the existing text with the following:

“Detailed regulations respecting each zone can be found in Section 3.4”

14. Under **PART 3 LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone** in the RM1, RM2, RM3, RM4, RM5, RM7, RM8, RM9, RU1, RU2, RU3, RU4, RU5, RU6, RU7, RU8, RU9 zones by deleting the clause “Buildings and structures for housing livestock or storing manure – All lot Lines 30.0 m” from the Minimum Setback Requirements and replacing it with the following:

“All agriculture or farm buildings, structures and uses – in accordance with Section 3.3.10”

15. By deleting Section 3.4.1 (AG1) and replacing it with Schedule ‘1’ which is attached to and forms part of this Bylaw.

16. By adding Section 3.4.2 (AG2) as shown on Schedule ‘2’ which is attached to and forms part of this Bylaw.

C. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. Under **PART 3 LAND USE REGULATIONS, Schedule ‘3A’ Zoning Maps**, by rezoning the lands shown on the attached Schedule ‘3’ as follows:

from Rural 1, Rural 2, Rural 4, Rural 5, Rural 6, Rural 7, or Rural 9 to Agriculture 1.

2. Under **PART 3 LAND USE REGULATIONS, Schedule '3A' Zoning Maps**, by rezoning the lands shown on the attached Schedule '3' as follows:

from Resource Management 1, Resource Management 3, Resource Management 5, or Resource Management 9 to Agriculture 2.

3. By rezoning the lands shown on the attached Schedule '4' and legally described as

Section 15, Range 7, Cranberry District, Except that part
Lying to the East of Plan 1748 RW

from Rural 4 (RU4), Subdivision District 'D' to Agriculture 1 (AG1), Subdivision District 'D'

4. By rezoning the lands shown on the attached Schedule '4' and legally described as

Section 14, Range 7, Cranberry District

from Residential 2 (RS2), Subdivision District 'F' to Agriculture 1 (AG1), Subdivision District 'D',
from Rural 4 (RU4), Subdivision District 'D' to Residential 2 (RS2), Subdivision District 'F', and
from Rural 4 (RU4), Subdivision District 'D' to Agriculture 1 (AG1), Subdivision District 'D'

5. By rezoning the lands shown on the attached Schedule '5' and legally described as

Lot G, District Lots 81 and 126, Nanoose District, Plan 49145
Except Part in Plans VIP53112 and VIP70880

from Recreation 1 (RC1), Subdivision District 'Z' to Rural 1, (RU1) Subdivision District 'F', from
Rural 1 (RU1), Subdivision District 'F' to Agriculture 1, Subdivision District 'B' and from
Recreation 1 (RC1), Subdivision District 'Z' to Agriculture 1 (AG1), Subdivision District 'B'

6. By rezoning the lands shown on the attached Schedule '5' and legally described as

Lot A, District Lots 29, 81, 83 and 126, Nanoose District, Plan 49145,
Except Parts in Plans VIP51714, VIP52613, VIP76030, and VIP76051

from Rural 1 (RU1), Subdivision District 'F' to Recreation 1 (RC1), Subdivision District 'Z'

7. By rezoning the lands shown on the attached Schedule '6' and legally described as

Section 7, Range 7, Cranberry District, Except the Right of Way of the
Esquimalt and Nanaimo Railway Company, and Except Parts in
Plans 28926, 40145, 3590RW and 1140RW

from Rural 4 (RU4), Subdivision District 'D' to Agriculture 1 (AG1), Subdivision District 'D' and
from Rural 4 (RU4), Subdivision District 'B' to Agriculture 1 (AG1), Subdivision District 'D'

Introduced and read two times this 22nd day of March, 2016.

Public Hearing held this 25th day of April, 2016.

Read a third time this ___ day of _____ 20XX.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 20XX.

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

Attachment 5
Proposed Amendment Bylaw No. 1285.26, 2016

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.26**

**A Bylaw to Amend Regional District of Nanaimo
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016".
- B. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
 1. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.4 Prohibited Uses by deleting subsections g, r, and s and replacing them with the following:

"g) slaughtering of livestock, food processing, and the processing of seafood except in the A-1 zone conducted as a farm use in accordance with the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation;

r) agri-tourism accommodation except in the A-1 zone;

s) the production, storage, and application of Class A compost in compliance with the Organic Matter Recycling Regulation, B.C. Reg. 18/2002 except in the A-1 zone when conducted as a farm use in accordance with the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation;"
 2. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.5 Runoff Control Standards by inserting the following text under subsection 1:

"c) Lots zoned A-1 where the total impervious area of farm buildings and structures exceeds 3,700 square metres or covers more than 25% of a lot or contiguous lots.
 3. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.9 Setbacks – Buildings and Structures by deleting the following subsection and re-lettering all subsequent subsections:

"d) All buildings and structures used for medical marihuana production on lands within the A-1 zone shall be setback a minimum of 30 metres from all lot lines."
 5. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.9 Setbacks – Buildings and Structures by inserting the following new subsection after Small wind turbine systems:

"f) Agriculture and Farm Buildings, Structures and Uses

The following minimum setback requirements shall apply to all agriculture or farm buildings, structures and uses.

Use(s)	Setback from all lot lines
1) The following shall apply to all agriculture or farm buildings, structures, and uses	
I. Outdoor uncovered horse riding rings and exercise yards where no feeding of animals occurs	0 metres
II. Buildings and structures 10 m ² or less that house household animals	Front and Exterior side lot lines 4.5 metres All other lot lines 2.0 metres
III. Buildings and structures 10 m ² or less that house any livestock or poultry (except household animals), game, or other furbearing farm animals	8.0 metres
IV. Indoor horse riding rings where no feeding or housing of animals occurs	8.0 metres
V. Buildings and structures 50 m ² or less that house any livestock, poultry, game, or other furbearing farm animals VI. Buildings, structures or equipment used for a Temporary Sawmill VII. Confined Livestock Area	15.0 metres
VIII. Buildings and structures more than 50 m ² that house livestock, poultry, game, or other furbearing farm animals IX. Feedlot X. Indoor riding rings where feeding or housing of animals occurs XI. Mushroom Barn XII. Buildings, structures, and lands used for: a. the storage of agricultural liquid or solid waste b. On-farm composting c. Compost storage	30.0 metres

<p>XIII. Medical Marihuana Production Facilities in the A-1 zone – All buildings and structures except:</p> <ul style="list-style-type: none"> a. the setback shall be 60.0 metres from all lot lines adjacent to non-ALR residential uses and; b. the setback shall be 150.0 metres from any parcel that contains a park or school 	30.0 metres
<p>XIV. All other agricultural buildings and structures</p>	<p>Front and Exterior side lot lines 4.5 metres All other lot lines 2.0 metres</p>
<p>2) The following watercourse setbacks shall apply to all agriculture or farm buildings, structures and uses:</p> <ul style="list-style-type: none"> I. All buildings and structures that house any livestock or poultry (except household animals) or store manure and all areas used for a feedlot shall be a minimum of 30 metres from a domestic well, spring, or the natural boundary of a watercourse II. All other agriculture or farm buildings and structures shall be sited in accordance with Section 2.10” 	

6. Under **SECTION 2 GENERAL REGULATIONS**, by deleting Subsection 2.11, g) and replacing it with the following:

“g) fence under 2.5 metres in height, and transparent fencing or transparent vertical extensions greater than 2.5 metres in height where the fence is required for agriculture or farm use;”

7. Under **SECTION 2 GENERAL REGULATIONS**, by deleting Subsection 2.16 Keeping of Animals and replacing it with the following:

“2.16 Keeping of Animals

In all zones where Agriculture, Farm Use, or Kennel are not permitted uses, the keeping of animals shall be limited to:

- a) household animals in MHP zones;
- b) household animals on lots 4000 m² or less;
- c) household animals and household livestock at a density of 1 household livestock animal per 4000 m² on all lots greater than 4000 m².”

8. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.17 parking by adding the following parking requirements after 'Agriculture, Forestry/Resource' in Table 2.2:

"Agri-tourism Accommodation Cabin 1 per cabin

Farm Retail Sales 1 per 5 m² of floor area plus 1 per two Employees"

9. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.17 Parking, Table 2.2 by adding 'Farm Use' to 'Agriculture, Forestry/Resource'.

10. Under **SECTION 2 GENERAL REGULATIONS**, by inserting the following new section after Sections 2.18 Secondary Suites:

"2.19 Farm Use Regulations

On lands located within the Agricultural Land Reserve the following activities are permitted farm uses in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* and are subject to the following regulations:

1. Agri-tourism

Agri-tourism activities, other than accommodation, are permitted on land located within the Agricultural Land Reserve that is classified as 'farm' under the *BC Assessment Act*. The use must be temporary and seasonal, and promote or market farm products grown, raised or processed on the farm.

2. Farm Retail Sales

Farm retail sales is permitted on land located within the Agricultural Land Reserve provided:

- a) All of the farm product offered for sale is produced on the farm on which the retail sales are taking place, or
- b) At least 50% of the retail sales area is limited to the sale of farm products produced on the farm on which the retail sales is taking place and the total area, both indoors and outdoors, used for the retail sales of all products does not exceed 300 m².

2.20 Accessory Farm Use Regulations

1. Agriculture Education and Research

Where agriculture education and research is permitted in this bylaw it shall be subject to the following regulations:

- a) the area occupied by any buildings or structures necessary for education or research must not exceed 100 m² for each parcel.

2. Production of Biological Integrated Pest Management Products

Where the production of biological integrated pest management products is permitted in this bylaw it shall be subject to the following regulations:

- a) the area occupied by any buildings or structures necessary for the production or development must not exceed 300 m² for each parcel.

3. Agri-Tourism Accommodation

As per Section 3 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on parcels within the Agricultural Land Reserve and where agri-tourism accommodation is a permitted accessory use, the following general provisions apply:

- a) Agri-tourism accommodation use must be for rental only;
 - b) Agri-tourism accommodation is permitted only on land classified as 'farm' under the *BC Assessment Act*;
 - c) Four agri-tourism accommodation sleeping units shall be permitted on any parcel and one additional sleeping unit shall be permitted per hectare on parcels greater than or equal to 1.0 ha up to a maximum of ten (10) sleeping units per farm or parcel;
 - d) When calculating the total number of agri-tourism accommodation sleeping units all forms of tourist accommodation, including a bed and breakfast, shall be included;
 - e) The total developed area for an agri-tourism accommodation use, including buildings, landscaping, driveways and parking shall occupy less than five percent (5%) of the total parcel area, in accordance with the *Agricultural Land Commission Act*.
4. An agri-tourism accommodation campground must be developed in accordance with the following regulations:
- a) Every campsite shall be unpaved and not exceed 150 m² in area;
 - b) Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
 - c) A maximum consecutive or non-consecutive stay of ninety (90) calendar days per visitor within any twelve (12) month period within any campsite on the parcel. The relocation of recreational vehicle (RVs) or campers to other sites within the parcel does not constitute the start of a new stay.
5. An agri-tourism accommodation cabin must be developed in accordance with the following regulations:

- a) The maximum gross floor area of an agri-tourism accommodation cabin shall not exceed 50 m²;
- b) Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
- c) A maximum of one kitchen facility shall be permitted within each agri-tourism accommodation cabin;
- d) A maximum consecutive or non-consecutive stay of ninety (90) days per visitor in any twelve (12) month period within any cabin on the parcel. The relocation of a visitor to another cabin within the parcel does not constitute the start of a new stay;
- e) One (1) parking space per agri-tourism accommodation cabin is required.

2.21 Temporary Use Permits for Farmers' Market

In accordance with the *Local Government Act*, the RDN may support temporary use permits for farmers markets on any parcel within the area covered by this bylaw.

The following conditions and criteria will be included in the RDN's consideration of such applications depending on the nature of the application being considered.

- a) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.
- b) The RDN may specify conditions of approval including, but not limited to, environmental protection measures, hours of operation, buffering between adjacent uses, parking, and groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the conditions of the permit.
- c) The RDN will consider the impact on local road networks and on-site parking.
- d) The RDN may consider any other condition or criteria as deemed necessary by the RDN.

2.22 Kennel Facilities

The establishment of kennel facilities on ALR land is not permitted unless by a rezoning of land, except where permitted in this bylaw. The use, if approved, shall be subject to the following specific requirements as well as all other applicable provisions of this bylaw:

- a) Must be located on lots which are 2.0 ha or larger;
- b) All structures and areas utilized in association with the kennel facility shall be sited a minimum of 30.0 metres from all property lines."

10. Under **SECTION 4** replace all existing references to 'farm use' with 'agriculture', in the FR-1, R-4, A-1.14, C-3.15, R-1.7, R-1.16, R-2.5, R-2.17, R-2.48, and R-3.8 zones.
11. By deleting Section 4.1 A-1 (Agriculture 1) and replacing it with Schedule '1' which is attached to and forms part of this Bylaw.

12. Under **SECTION 4, 4.6 FR-1, 4.6.3 Regulations Table** by inserting the following after f), and re-lettering subsequent regulations:

g) Minimum Setback of all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations
---	--

13. Under **SECTION 4, 4.6 FR-1, 4.6.3 Regulations Table** by deleting g) and replacing it with the following:

h) Minimum Setback of all buildings or structures for primary mineral processing from all watercourses	30 metres
--	-----------

14. Under **SECTION 4, 4.15A R-4, 4.15A.3 Regulations Table** by deleting g) and replacing it with the following:

g) Minimum Setback for all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations
--	--

15. Under **SECTION 4, 4.39 CD-16, 4.39.3 Regulations Table** by deleting g) and replacing it with the following:

g) Minimum Setback of all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations
---	--

16. Under **SECTION 5, DEFINITIONS** by deleting and replacing the following definitions in alphabetical order:

Farm Use means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, and includes but is not limited to activities such as farm retail sales; storing, packing, preparing and processing farm products; agri-tourism and a winery or cidery and includes farm operation;

Household Livestock means livestock kept by a household, which is used or the product of which is used primarily and directly by the household and not for sale or profit;

Livestock means cattle, horses, sheep, goats, swine and similar farmed or fur bearing animals;

Structure means anything constructed, erected or placed, the use of which requires location on the ground or water or attachment to something having location on the ground or water, and excludes retaining walls under 1 metre in height, underground sewage disposal facilities, vehicles, paving for vehicle parking, sidewalks, ground level patios and decks, fences under 2.5 metres in height, and transparent fencing or transparent vertical extensions greater than 2.5 metres in height where the fence is required for agriculture or farm use;

Temporary Sawmill means a building or structure or area where timber from the lot is cut or sawed on that lot, operating during normal daylight hours producing less than 60 m³ of lumber daily, except that where land is located in the Agricultural Land Reserve at least 50% of the volume of timber that is cut or sawed on that parcel is harvested from the farm or parcel on which the sawmill is located;”

17. Under **SECTION 5, DEFINITIONS** by adding the following new definitions in alphabetical order:

“Agriculture means a use providing for growing, rearing, producing and harvesting of agricultural products; boarding of livestock and poultry; and includes the storage and sale on an individual farm of the products harvested, reared or produced on that farm, the storage of farm machinery and implements used on that farm and includes temporary sawmill and excludes medical marihuana production;

Agriculture Education and Research means the use of land, buildings, or structures dedicated to researching, promoting, and teaching methods of agriculture and farming in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, but specifically excludes schools under the *School Act*;

Agri-tourism means a temporary and seasonal tourist oriented activity or service accessory to an agricultural use that promotes or markets products grown, raised, or processed on land that is classified as a 'farm' under the *Assessment Act* and in accordance with the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*. Agri-tourism may include but is not limited to farm tours and demonstrations, farm related educational activities, and seasonal promotional events;

Agri-tourism Accommodation means the provision of temporary and seasonal accommodation accessory to an agricultural use for the travelling public within an agri-tourism accommodation sleeping unit on land that is classified as farm under the *Assessment Act*;

Agri-tourism Accommodation Sleeping Unit means a bedroom or other area used as a bedroom for the purpose of agri-tourism accommodation within an agri-tourism accommodation cabin, a tent or recreational vehicle in an agri-tourism accommodation campground or a bedroom within a dwelling unit;

Confined Livestock Area means an outdoor area where livestock, poultry, or farmed game are confined by fences, other structures or topography, and includes paddocks, corrals, exercise yards, and holding areas, but does not include a grazing area;

Farm means an occupation or use, for farm purposes, of one or several parcels of land or tenured areas of Crown land;

Farm Operation means farm operation as defined in the *Farm Practices Protection (Right to Farm) Act* and may include but is not limited to activities such as growing, producing, raising or keeping animals or plants, including mushrooms, or the primary products of those plants or animals; aquaculture; and processing or direct farm marketing of products in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;

Farm Retail Sales means the sale to the public of products grown or raised on a farm, from that farm and may include the sale of non-farm products in accordance with the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*;

Feedlot means a fenced area where livestock, poultry, or farmed game are confined solely for the purpose of growing or finishing, and are sustained by means other than grazing;

Grazing Area means a pasture or rangeland where livestock, poultry or farmed game are primarily sustained by direct consumption of feed growing in the area and does not include a confined livestock area or feedlot;

Poultry means domesticated birds kept for eggs, meat, feathers, hide, or cosmetic or medicinal purposes, and includes broilers, Cornish hens, layers, breeding stock, replacement pullets, roasters, ducks, geese, turkeys, game birds, and ratites;

Production of Biological Integrated Pest Management Products means the use of land, buildings, or structures for the production and development of biological products such as beneficial predatory insects, parasites, pathogens, and weed-feeders to be used in biological integrated pest management programs in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;"

Introduced and read two times this 22nd day of March, 2016.

Public Hearing held this 28th day of April, 2016.

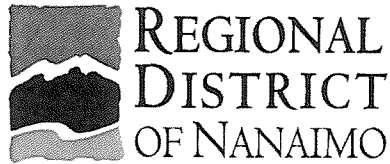
Read a third time this ___ day of _____ 20XX.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 20XX.

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer



RDN REPORT	
CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>
COW	<input type="checkbox"/>
MAY 13 2016	
RHD	<input type="checkbox"/>
BOARD	<input checked="" type="checkbox"/>
DATE: May 12, 2016	

STAFF REPORT

TO: Jeremy Holm
Manager, Current Planning

MEETING: Board - May 24, 2016

FROM: Jamai Schile
Planner

FILE: PL2009-153

SUBJECT: Zoning Amendment Application No. PL2009-153
Lot 2, Section 15 and 16, Range 6, Mountain District, Plan 13823,
Except Parts in Plans 14964, VIP54994 and VIP58442
2248 and 2250 Maxey Rd– Electoral Area 'C'

RECOMMENDATION

That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”, be adopted.

PURPOSE

To consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”, for adoption.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from David and Laura Walkosky to rezone the subject property from Rural 1 Zone (RU1), Subdivision District ‘D’ to Rural 1 Zone (RU1), Subdivision District ‘F’, pursuant to the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. Amendment Bylaw No. 500.403 was introduced and given first and second reading on March 22, 2016. A Public Hearing was held on April 18, 2016 and the Bylaw received third reading on April 26, 2016. The Ministry of Transportation and Infrastructure approved the Bylaw on May 12, 2016.

ALTERNATIVES

1. To adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”.
2. To not adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”.

SUMMARY/CONCLUSIONS

The proposed Amendment Bylaw No. 500.403 would rezone the subject property from Rural 1 Zone (RU1), Subdivision District 'D' to Rural 1 Zone (RU1), Subdivision District 'F' in order to reduce the minimum parcel size from 2.0 ha to 1.0 ha to facilitate the subdivision of the subject property into two lots. The Amendment Bylaw was introduced and read two times on March 22, 2016, proceeded to Public Hearing on April 18, 2016, and received third reading on April 26, 2016. The Amendment Bylaw was approved by the Ministry of Transportation and Infrastructure on May 12, 2016. Given this information, staff recommends that the Board adopt Amendment Bylaw No. 500.403, 2016.



Report Writer



Manager Concurrence

General Manager Concurrence



CAO Concurrence

Attachment 1
Proposed Amendment Bylaw No. 500.403, 2016

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.403, 2016**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

Lot 2, Section 15 and 16, Range 6, Mountain District, Plan 13823, Except Parts in Plans 14964, VIP54994 and VIP58442

from Rural 1 Zone (RU1), Subdivision District ‘D’ to Rural 1 Zone (RU1), Subdivision District ‘F’

Introduced and read two times this 22nd day of March 2016.

Public Hearing held this 18th day of April, 2016.

Read a third time this 26th day of April, 2016.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 12th day of May, 2016.

Adopted this ___ day of _____ 2016.

Chairperson

Corporate Officer

