

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, DECEMBER 6, 2016
7:10 PM**

(RDN Board Chambers)
This meeting will be recorded

A G E N D A

- 1. CALL TO ORDER**
- 2. ELECTION OF VICE CHAIRPERSON**
- 3. DELEGATIONS**
 - 16 **Dick Sharples, Gabriola Golf Course**, re Request for financial support.
 - 17 **Larry Whaley, Island Roots Market Co-operative**, re A year-round indoor farmers market at Beban Park in Nanaimo.
- 4. BOARD MINUTES**
 - 18-20 Minutes of the Inaugural Board meeting held Tuesday, November 8, 2016 (All Directors – One Vote).

That the minutes of the Inaugural Board meeting held Tuesday, November 8, 2016 be adopted.
- 5. BUSINESS ARISING FROM THE MINUTES**
- 6. COMMUNICATIONS/CORRESPONDENCE**

(All Directors – One Vote)

 - 21-22 **Trudy Coates, District of Lantzville**, re Appointment of Municipal Director & Alternate Municipal Director.
 - 23 **Sarah Ross, City of Parksville**, re Proposed Amendment to the District 69 Sports Field Services Agreement.
 - 24-25 **Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour**, re Request for government to replenish funds for the Island Coastal Economic Trust.
 - 26 **Arlene Paton, Ministry of Health**, re Discussions at UBCM about alternate potable water supplies in rural communities.

- 27-33 **Rosemary Bonanno, Vancouver Island Regional Library**, re Appointment to the 2017 VIRL Board.
- 34 **Doug Anastos, Telus**, re Telecommunications Infrastructure in the French Creek, Parksville and Qualicum Beach Area.
- 35 **Michael Krenz, Innovation, Science and Economic Development Canada**, re Proposed Telus Antenna Structure 1421 Sunrise Drive, Electoral Area 'G'.

7. UNFINISHED BUSINESS

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

Board Appointments (All Directors – One Vote).

That the Board approve the 2017 appointments to Advisory Committees and Commissions, and the Board of Variance, as follows:

(List to be distributed at meeting)

8.1 ELECTORAL AREA SERVICES COMMITTEE

- 36-39 Minutes of the Electoral Area Services Committee meeting held Tuesday, November 22, 2016 (All Directors – One Vote).

That the minutes of the Electoral Area Services Committee meeting held Tuesday, November 22, 2016 be received for information.

UNFINISHED BUSINESS

- 40-53 **Electoral Area Telecommunication Antenna System Consultation and Information Policy** (All Directors – One Vote).

1. *That Item 5.D.10 of the policy be amended to read:*

“10. A map showing the maximum electromagnetic radiation power levels as watts per square metre, at ground level within 1000 metres of the proposed Telecommunication Antenna System. The map should include the cumulative effects of multiple Telecommunication Antenna Systems at the proposed location with any other existing Telecommunication Antenna Systems broadcasting in the area;”

2. *That this item be referred back to staff for a reconsideration of the fees with respect to tower height.*

54-64

Electoral Area Boundary Amendment Process, Requirements, and Implications (All Directors – One Vote).

1. *That staff be directed to proceed with a land use analysis of parcels in Electoral Areas 'F' and 'G' which were affected by the construction of the Inland Island Highway.*
2. *That staff be directed to proceed with the preparation of a draft electoral area boundary amendment proposal for parcels in Electoral Areas 'F' and 'G' which were affected by the construction of the Inland Island Highway.*

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-148 – Point Mercer Drive, Electoral Area 'G' (Electoral Area Directors, except EA 'B' – One Vote).

That the Board approve Development Permit No. PL2016-148 to permit the construction of a dwelling unit and the reconstruction of an existing riprap revetment subject to the conditions outlined in Attachments 2 and 3.

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-163 – Lot 20, District Lot 78, Nanoose District, Plan 47638 – Andover Road, Electoral Area 'E' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2016-163 – Andover Road, Electoral Area 'E'.

That the Board approve Development Variance Permit No. PL2016-163 to reduce the setback from the top of the slope adjacent to the sea and from the Other Lot Line to permit the construction of a dwelling unit on the subject property subject to the terms and conditions outlined in Attachment 2 to 4.

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-153 – Mariner Way, Electoral Area 'G' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2016-153 – Mariner Way, Electoral Area 'G'.

That the Board approve Development Permit with Variance No. PL2016-153 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.

Development Permit with Variance Application No. PL2016-166 – Lot 56, District Lot 78, Nanoose District, Plan 47638 – Andover Rd, Electoral Area 'E' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2016-166 – Andover Rd, Electoral Area 'E'.

That the Board approve Development Permit with Variance No. PL2016-166 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4, as amended to remove the watercourse setback variance.

OTHER

65-66 **Zoning Amendment Application No. PL2016-007 – 4660 & 4652 Anderson Avenue, Electoral Area 'H' – Bylaw No. 500.405, First and Second Reading** (Electoral Area Directors, except EA 'B' – One Vote).

1. *That the Board receive the Summary of the Public Information Meeting held on October 5, 2016.*
2. *That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.405 being considered for adoption.*
3. *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016", be introduced and read two times.*
4. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016", be chaired by Director Veenhof or his alternate.*

NEW BUSINESS

Sleepy Hollow (Electoral Area Directors, except EA 'B' – One Vote).

That staff be directed to prepare a report outlining options for completion of the Sleepy Hollow building strata subdivision in approximate accordance with the layout proposed in 1997 and outline any necessary amendments to RDN bylaws required to enable the development to proceed.

8.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

67-73 Minutes of the Committee of the Whole meeting held Tuesday, November 22, 2016 (All Directors – One Vote).

That the minutes of the Committee of the Whole meeting held Tuesday, November 22, 2016 be received for information.

CORPORATE SERVICES

2017 Board and Standing Committee Regular Meeting Schedule (All Directors – One Vote).

That the 2017 Board and Standing Committee regular meeting schedule be approved as presented.

FINANCE

74-76

Bylaw No. 1751 - A Bylaw to Authorize Preparation of 2017 Parcel Tax Rolls.

(All Directors – Weighted Vote)

1. *That the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016", be introduced and read three times.*

(All Directors – 2/3 Weighted Vote)

2. *That the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016" be adopted.*

(All Directors – One Vote)

3. *That the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2017 parcel tax review panel.*

Operating Results for the period ending September 30, 2016 (All Directors – One Vote).

That the summary report on financial operating results as at September 30, 2016 be received for information.

2017 Proposed Budget Overview (All Directors – Weighted Vote).

1. *That the proposed 2017 budget be approved.*
2. *That staff be directed to proceed to finalize the 2017 to 2021 Financial Plan.*

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE SERVICES

WATER AND ASSET MANAGEMENT

77-78 **Westurne Heights Water Rates and Regulations – Bylaws No. 1654.03 and 1655.05.**

(Electoral Areas 'A', 'E', 'F', 'G' – Weighted Vote)

1. *That "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016" be introduced and read three times.*

(Electoral Areas 'A', 'E', 'F', 'G' – 2/3 Weighted Vote)

2. *That "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016" be adopted.*

(Electoral Areas 'A', 'E', 'F', 'G' – Weighted Vote)

3. *That "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016" be introduced and read three times.*

(Electoral Areas 'A', 'E', 'F', 'G' – 2/3 Weighted Vote)

4. *That "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016" be adopted.*

WASTEWATER

Greater Nanaimo Pollution Control Centre Capital Project Updates (All Directors – One Vote).

That the Board receive the Greater Nanaimo Pollution Control Centre Capital Project Updates report for information.

79-86 **Northern and Southern Wastewater Development Cost Charges.**

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

1. *That the Board give first and second reading to "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016".*

(Nanaimo, Lantzville, Electoral Area 'C' – Weighted Vote)

2. *That the Board give first and second reading to "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".*

(All Directors, except EAs 'A' and 'B' – Weighted Vote)

3. *That the Board direct staff to undertake public consultation for the proposed bylaw amendments, and to report on the public consultation process prior to third readings.*

STRATEGIC AND COMMUNITY DEVELOPMENT

INTERGOVERNMENTAL LIAISON

Snaw-Naw-As First Nation Request for Support – Wallis Point (All Directors – One Vote).

That the Chair write a letter to Snaw-Naw-As First Nation Chief and Council stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park.

ADVISORY, SELECT COMMITTEE AND COMMISSION

Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016 (All Directors – One Vote).

That the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016 be received for information.

Minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016 (All Directors – One Vote).

That the minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016 be received for information.

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

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

Arrowsmith Community Recreation Association - youth sports programs	\$4,200
District 69 Family Resource Association - youth life skills program food and supplies	\$2,500
Parksville Curling Club - junior program equipment	\$2,500
Total	\$9,200

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

Arrowsmith Agricultural Association - Family Day Celebration	\$1,414
Errington Elementary School - Tribune Bay for low income families	\$2,500
Inclusion Parksville Society (formerly PDA CL) - tables, chairs, tents	\$1,000
Nanoose Place Seniors - carpet bowls for visually impaired players	\$828
Oceanside Community Arts Council - senior's art program	\$1,250
Qualicum Beach Lawn Bowling Club - bowling aides	\$1,000
Qualicum Weavers and Spinners Guild - portable loom	\$1,200
Ravensong Masters Swim Club - pool rental	\$1,000
Total	\$10,192

Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016 (All Directors – One Vote).

That the Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016 be received for information.

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

1. *That the Board award District 68 Grants-in-Aid funds as follows:*

Mudge Island Citizen's Society - purchase of a cistern for collecting rainwater to assist in firefighting.	\$2,100
Scouts Canada 1st Gabriola Scouts Group - Wood Badge training for volunteers.	\$405
Total	\$2,505

2. *That the remaining District 68 funds in the amount of \$614.00 be carried forward to the 2017 Grants-in-Aid budget.*

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

1. *That the Board award District 69 Grants-in-Aid funds as follows:*

ECHO Players Society - purchase of materials (e.g. paint and marine-grade plywood) for the Mural Project.	\$4,500
Inclusion Parksville Society - purchase of 4 computers and 4 tablets for client use.	\$2,500
Oceanside Stroke Recovery Society - purchase of a rolling metal library book cart and stroke survivor printed resources.	\$1,000
Total	\$8,000

2. *That the remaining District 69 funds in the amount of \$892.00 be carried forward to the 2017 Grants-in-Aid budget.*

New Business (All Directors – One Vote).

That staff be directed to provide a report in spring, 2017, with options for updating the Grants-in-Aid Policy to clarify ineligibility related to annual operating expenses.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

District 69 Municipal, Tourism Growth Memorandum of Understanding and Short Term Rentals / Vacation Rentals (All Directors – One Vote).

That staff be directed to prepare a report for the Board with respect to the District 69 Municipal, Tourism Growth Memorandum of Understanding, and a separate report with respect to short-term rentals / vacation rentals.

8.5 SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

87-88 Solid Waste Management Select Committee (All Directors – One Vote).

That the minutes of the Solid Waste Management Select Committee meeting held on Tuesday, October 25, 2016 be received for information.

89-100 Orgaworld – RDN and Advanced Organics Processing Presentation (All Directors – Weighted Vote).

That staff be directed to prepare a report with respect to the options and implications regarding the Orgaworld proposal.

101-103 Regional Parks and Trails Select Committee (All Directors – One Vote).

That the minutes of the Regional Parks and Trails Select Committee meeting held on Tuesday, November 1, 2016 be received for information.

104-109 Horne Lake Historic Regional Trail Report (All Directors – Weighted Vote).

- 1. That the Regional District resume planning and development of the approximately 12 km Horne Lake Regional Trail with the goal to complete a footpath standard trail by 2020.*
- 2. That the Regional District work with the Qualicum First Nations, the Alberni Clayoquot Regional District and Port Alberni First Nations to obtain Provincial recognition of a Sea to Sea, First Nation to First Nation BC Heritage Trail across Vancouver Island via Horne Lake by 2020.*

110-111 Arrowsmith Water Service Management Board (All Directors – One Vote).

That the minutes of the Arrowsmith Water Service Management Board meeting held on Tuesday, November 1, 2016 be received for information.

112-121 AWS 2017 - 2021 Financial Plan (Electoral Areas 'E' and 'G' – Weighted Vote).

That the Regional District of Nanaimo adopt its portion of the 2017 – 2021 Financial Plan as outlined in Table 2 attached to the October 28, 2016 report.

122-124 **Englishman River Water Service Management Board** (All Directors – One Vote).

That the minutes of the Englishman River Water Service Management Board meeting held on Tuesday, November 1, 2016 be received for information.

125-138 **ERWS 2017 – 2021 Financial Plan** (Electoral Areas ‘E’ and ‘G’ – Weighted Vote).

That the Regional District of Nanaimo adopt its portion of the 2017-2021 Financial Plan as outlined in Table 2 attached to the October 27, 2016 report.

139-141 **Northern Community Economic Development Select Committee** (All Directors – One Vote).

That the minutes of the Northern Community Economic Development Select Committee meeting held on Wednesday, November 9, 2016 be received for information.

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

1. *That \$19,000 in funds from the Northern Community Economic Development service be awarded as follows:*

Town of Qualicum Beach	Developing Airport Land Use Design Concepts	\$10,000
Parksville and District Historical Society	Parksville Museum Digital Heritage Exhibition	\$5,000
Qualicum Beach Historical and Museum Society	Qualicum Beach Museum Powerhouse – Discovery Centre Interactive Display	\$4,000

2. *That the Town of Qualicum Beach be invited to bring forward their request regarding renovating the Old Fire Hall for Regional Industrial Growth to the Spring 2017 proposals.*

New Business (All Directors – One Vote).

That staff schedule a Northern Community Economic Development Select Committee meeting in February/March of 2017 to invite prior recipients of NCED funding to present their project results.

142-143 **District 69 Community Justice Select Committee** (All Directors – One Vote).

That the minutes of the District 69 Community Justice Select Committee meeting held on Monday, November 14, 2016 be received for information.

Business Arising from Delegation – Victim Services, Restorative Justice and Community Policing/Oceanside Community Safety Volunteers (Parksville, Qualicum Beach, Electoral Areas ‘E’, ‘F’, ‘G’, ‘H’ – Weighted Vote).

1. *That a 2% increment for Victim Services from \$63,080 to \$64,342 be considered in the 2017 budget deliberations.*
2. *That the 2017 requisition for funding to support the Oceanside Victim Services, Restorative Justice and Community Policing Programs be approved at \$123,562, which includes a 2% increment for Victim Services.*
3. *That the RDN provide letters of support to the Federal and Provincial Minister for the continuation of the Auxiliary Police Officer positions.*
4. *That the RDN bring recommendations to AVICC and UBCM regarding Victim Services funding issues including a lack of funding for on-call support.*

144-146 **Community Safety Grant-in-Aid Applications** (Parksville, Qualicum Beach, Electoral Areas ‘E’, ‘F’, ‘G’, ‘H’ – Weighted Vote).

1. *That a 2017 grant in the amount of \$6,200 for the Oceanside Community Safety Volunteers be approved.*
2. *That a 2017 grant in the amount of \$650 for the Corcan-Meadowood Residents Association be approved.*

147-150 **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 on Wednesday, November 16, 2016 be received for information.

151-163 **Cedar Heritage Centre Agreement** (All Directors – Weighted Vote).

That the Lease and Site License Agreement with Cedar School and Community Enhancement Society (CSES) be extended for a two year term (January 1, 2017-December 31, 2018).

Driftwood Stairs Update (All Directors – One Vote).

That staff move forward to the public consultation phase of the development of the Driftwood Rd. Beach Access.

164-166 **District 69 Recreation Commission** (All Directors – One Vote).

That the minutes of the District 69 Recreation Commission meeting held on Thursday, November 17, 2016 be received for information.

167-182 **Arrowsmith Community Recreation Services Renewal Report 2017-2019** (All Directors – Weighted Vote).

That the Recreation Services Delivery Agreement (Appendix 'A') with the Arrowsmith Community Recreation Association (ACRA) be renewed for a three year term from January 1, 2017 through to December 31, 2019.

183-189 **Parksville Curling Club** (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

That staff continue to work with the Parksville Curling Club throughout the Recreation Services Plan process.

190-191 **Solid Waste Management Select Committee** (All Directors – One Vote).

That the minutes of the Solid Waste Management Select Committee meeting held on Monday, November 28, 2016 be received for information.

192-196 **Bylaw No. 1591.07 – Solid Waste & Recycling Collection Service Rates and Regulations Amendment Bylaw** (All Directors – Weighted Vote / 2/3 Weighted).

- 1. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2016", be introduced and read three times.*
- 2. That "Regional District of Nanaimo Solid Waste and Recycling Collection Services Rates and Regulations Amendment Bylaw No. 1591.07, 2016", be adopted.*

197-200 **AVICC Special Committee on Solid Waste – 2017 Funding** (All Directors – Weighted Vote).

That 2017 funding for the AVICC Special Committee on Solid Waste Management in the amount of \$2,941.44 be approved.

New Business (All Directors – Weighted Vote).

That staff be directed to prepare a report outlining potential arrangements for reduced tipping fees for non-profit organizations.

9. REPORTS

201 **2017 Board Committee Appointments – Attachment 1 with List of Appointments to be distributed at meeting** (All Directors – One Vote).

1. *That the Board receive the appointments to the 2017 Regional District of Nanaimo Standing, Select, Advisory and Scheduled Standing Committees for information.*
2. *That the Board endorse the recommendations for appointments to the 2017 Regional District of Nanaimo Commissions.*

202-204 **RCMP Auxiliary Constable Program** (All Directors – One Vote).

That the Board advise the UBCM of its support for the proposed Option 3 Tier 3 Program for the RCMP Auxiliary Constable Program.

205-206 **Approval of Signing Authorities for General Banking and Investments** (All Directors – One Vote).

1. *That the signing authorities for general banking services and financial instruments reflect the following officer positions:*

<i>Chairperson</i>	<i>William Veenhof</i>
<i>Deputy Chairperson</i>	<i>TBD pending election</i>
<i>Chief Administrative Officer</i>	<i>Phyllis Carlyle</i>
<i>Director of Finance</i>	<i>Wendy Idema</i>
<i>Manager, Accounting Services</i>	<i>Tiffany Moore</i>
<i>Manager, Capital & Financial Reporting</i>	<i>Manvir Manhas</i>

2. *That the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo.*

207-234 **Response to the Organic Matter Recycling Regulation Intentions Paper** (All Directors – Weighted Vote).

That the Board endorse the attached response to the Organic Matter Recycling Regulation Intentions paper for submission to the Ministry of Environment.

235-239 **Zoning Amendment Application No. PL2014-087 – Electoral Area ‘H’ – Amendment Bylaw 500.398 – Adoption** (Electoral Area Directors, except EA ‘B’ – One Vote).

That Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015 be adopted.

240-271 **District of Lantzville Service Agreements 2017/2018** (All Directors – Weighted Vote).

1. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Animal Control beginning January 1, 2017 and ending December 31, 2018, be approved.*
2. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Building Inspection beginning January 1, 2017 and ending December 31, 2018, be approved.*
3. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Bylaw Enforcement beginning January 1, 2017 and ending December 31, 2018, be approved.*
4. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning beginning January 1, 2017 and ending December 31, 2018, be approved.*
5. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for GIS and Mapping Services beginning January 1, 2017 and ending December 31, 2018, be approved.*

10. ADDENDUM

11. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

12. NEW BUSINESS

13. IN CAMERA

That pursuant to sections 90 (1), (a), (e), (f), (i), (k) and (m) of the Community Charter the Board adjourn to an In Camera Meeting for discussions related to board appointments, land issues, law enforcement, solicitor-client privilege, a proposed service, policy advice and recommendations, and intergovernmental relations.

14. ADJOURNMENT

Delegation: Dick Sharples, Gabriola Golf Course, re Request for financial support.

Summary: We are approaching the Regional District for financial support to replace some of our outdated equipment hope that under Community Works Support Funds, or other programs our Golf Course Is worthy of your funding.

We have provided the Island with a large recreation area and have a club house that host many island events. Due to the island small population for the past 35 years we have survived but have never had the revenue to replace some very outdated equipment.

We are asking NRD for a grant so we can buy 3 units to allow us to keep our greens and fairways playable.

Delegation:

Larry Whaley, Island Roots Market Co-operative

Summary:

The IRMC will present updated information with regard to a year-round indoor farmers market at Beban Park in Nanaimo. (See the RDN Agricultural Area Plan Action Plan Item 2.2 B "Support a year-round indoor farmers market, possibly at the VIEx grounds") A year-round farmers market building has been given Approval in Principle by Nanaimo City Council. IRMC will be asking you to help by: providing a letter of support; accepting donation for the project from members of the public; providing assistance with writing grant applications and providing a \$25,000 grant.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE INAUGURAL BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 8, 2016 AT 7:00 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. 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 M. Lefebvre	City of Parksville

Regrets:

Director B. McKay	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

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

CALL TO ORDER

The Chief Administrative Officer called the meeting to order.

Confirmation of Appointment of Representatives to the Board from Member Municipalities.

- 16-703 MOVED Director Stanhope, SECONDED Director Lefebvre, that confirmation of the appointment of representatives to the Board from the City of Nanaimo, City of Parksville, Town of Qualicum Beach, and District of Lantzville be received.

CARRIED

ELECTION OF BOARD CHAIRPERSON

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

Director Rogers nominated Director Veenhof.

Director Veenhof accepted the nomination.

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

The Chairperson claimed his seat and expressed his thanks.

ELECTION OF DEPUTY CHAIRPERSON

The Chairperson called for nominations for the position of Deputy Chairperson.

Director Stanhope nominated Director Haime.

Director Haime accepted the nomination.

There being no further nominations, the Chairperson declared Director Haime as Deputy Chairperson of the Board.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, October 25, 2016.

- 16-704 MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Regular Board meeting held Tuesday, October 25, 2016, be adopted.

CARRIED

UNFINISHED BUSINESS

FOR ADOPTION

Community Sewer Amendment Bylaw Nos. 888.07 and 889.72.

- 16-705 MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Southern Community Sewer Local Service Amendment Bylaw No. 888.07, 2016" be adopted.

CARRIED

- 16-706 MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.72, 2016" be adopted.

CARRIED

IN CAMERA

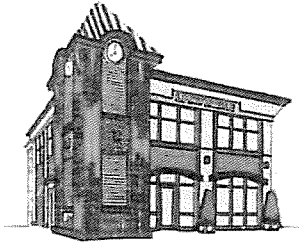
16-707 MOVED Director Stanhope, SECONDED Director Lefebvre, that pursuant to sections 90 (1)(f), (i), (k) and (m) of the *Community Charter* the Board adjourn to an In Camera Meeting for discussions related to law enforcement, solicitor-client privilege, a proposed service, policy advice and recommendations, and intergovernmental relations.

CARRIED

ADJOURNMENT: 7:07 PM

CHAIRPERSON

CORPORATE OFFICER



District of Lantzville

Incorporated June 2003

November 28, 2016

Via email: jhill@rdn.bc.ca

Jacquie Hill, Manager, Administrative Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Jacquie Hill:

Appointment of Municipal Director & Alternate Municipal Director

District of Lantzville Council, at its regular meeting held on Monday, November 28, 2016, considered appointments of representatives to outside agencies.

Further to our communications today, this letter is to confirm that Council appointed Councillor Bob Colclough as the District of Lantzville Municipal Director and Councillor Dot Neary as the Alternate Municipal Director, on the Regional District of Nanaimo Board.

Here is their contact information:

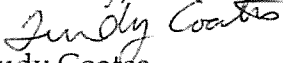
Councillor Bob Colclough
Phone: 250.714.8985
Email: councillor.colclough@lantzville.ca

Councillor Dot Neary
Phone: 250.933.1884
Email: councillor.neary@lantzville.ca

Thank you for confirming that you will prepare the Oaths of Office for the Director representative and the Alternate, will arrange for a time for Councillor Colclough to take his Oath before the Board meeting next Tuesday, e.g. at 6:45 pm, 15 minutes before the meeting commences; and will follow up with Councillors Colclough and Neary.

Enclosed is a certified copy of the resolutions passed. Please contact me if you require any additional information.

Yours truly,


Trudy Coates
Director of Corporate Administration

Encls.

c: Councillor Bob Colclough; Councillor Dot Neary; and F. Manson, Interim Chief Administrative Officer

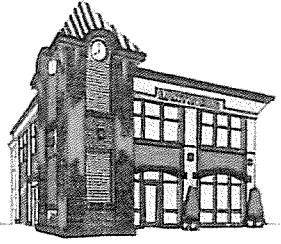
File: 0400-60-RDN

Q:\DISTRICT OF LANTZVILLE\Correspondence\2016\Arising from Council Meeting\RDN Board appts_Nov 28 2016.doc

Phone: (250) 390-4006 • Fax: (250) 390-5188

Email: district@lantzville.ca • Website: www.lantzville.ca

P.O. Box 100, 7192 Lantzville Road, Lantzville, B.C. V0R 2H0



District of Lantzville

Incorporated June 2003

CERTIFIED RESOLUTIONS

Council Committee & District Representatives Appointments

THAT pursuant to the *Local Government Act*, Council appoints Councillor Bob Colclough as the District of Lantzville municipal director on the Regional District of Nanaimo Board.

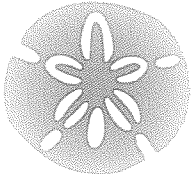
THAT pursuant to the *Local Government Act*, Council appoints Councillor Dot Neary as the District of Lantzville alternate municipal director on the Regional District of Nanaimo Board.

Certified to be a true and correct copy of the resolutions passed by the Council of the District of Lantzville, in open meeting assembled, at the regular Council meeting held at the District Office, 2nd Floor 7192 Lantzville Road, Lantzville, BC on Monday, November 28, 2016.

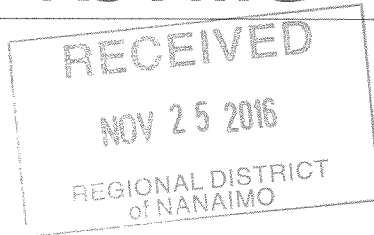
Trudy Coates

Director of Corporate Administration

Dated this 29th day of
November, 2016 at
Lantzville, British Columbia.



City of
Parksville



November 22, 2016

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N3

Attention: Wendy Idema
Director of Finance

Dear Ms. Idema:

Re: Proposed Amendment to the District 69 Sports Field Services Agreement

At the November 21, 2016, regular meeting, Parksville City Council considered a report from the Director of Finance regarding the possible addition of the Springwood Park tennis courts to the existing sports field services agreement between the City of Parksville, Town of Qualicum Beach and Regional District of Nanaimo.

The tennis courts in question are currently not included in the existing agreement, however the courts are regularly booked by the RDN for summer youth tennis programs as well as being used by the Arrowsmith Tennis Club, a regionally-based club.

Consequently, at the November 21, 2016, regular meeting of Council, the following resolution was passed:

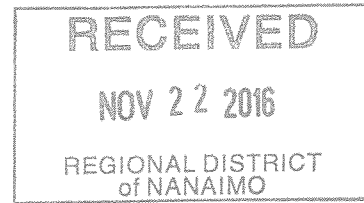
- 16-278
1. THAT the report from the Director of Finance dated November 16, 2016, entitled "District 69 Sports Field Agreement Amendment" be received.
 2. THAT staff be directed to request the addition of the Springwood Park tennis courts to the existing "District 69 Sports Field Services Agreement" with the Regional District of Nanaimo and Town of Qualicum Beach.

As a result, please consider this request on behalf of the City of Parksville to amend the existing agreement accordingly. Should you have any questions, please don't hesitate to contact the undersigned.

Kind regards,

SARAH E. ROSS
Deputy Corporate Officer

cc: L. Butterworth, Director of Finance
Town of Qualicum Beach



NOV 21 2016

Ref: 114326

Ms. Wendy Idema
Acting Chief Administrative Officer
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Ms. Idema:

I am pleased to respond on behalf of the Honourable Christy Clark, Premier, to your letter of October 7, 2016, where you expressed your request for government to replenish funds for the Island Coastal Economic Trust (ICET).

The Province appreciates the work ICET has undertaken to enhance economic development and diversification in the Vancouver Island and Sunshine Coast region. There is no doubt that ICET has capably disbursed the \$50 M investment and played a vital role in building the infrastructure and economic capacity so necessary for the long-term economic prosperity of communities and citizens.

As we informed the Board of Directors of ICET in November 2013, the Province of British Columbia (BC) is not considering additional funding at this time to ICET, which was established with a one-time grant to be used as the Board of Directors deemed most appropriate for the region and communities it serves.

It is important to note that the Province continues to invest in the region through a variety of funding programs. Among them is the BC on the Move Transportation Plan that encompasses an array of improvements for highways, ferry, rail, transit service and bike paths. Energy programs such as the \$1.1 B John Hart Generating Station in Campbell River and First Nations Clean Energy Revenue Sharing Agreements with five First Nations will further enhance economic diversity. The North Island Hospitals Project includes a new 95-bed hospital in Campbell River and a new 153-bed hospital in the Comox Valley scheduled for completion in spring 2017. The estimated capital cost of \$606 M for the project is shared between the Province (\$365.1 M), Comox Strathcona Regional Hospital District (\$237.7 M) and VIHA (\$3.4 M). Other investments have been made in the areas of tourism, agriculture buy-local programs and the technology and film industries.

.../2

Ms. Wendy Idema

Page 2

The BC Rural Dividend will also be of interest to the region's smaller communities. This application-based program is in the first of its three year mandate to disburse \$75 M (over three years) to rural communities with populations less than 25,000. The initiative was developed to recognize the contributions made by these communities and the challenges they face in stimulating and diversifying local economies. This and the initiatives mentioned above are just some examples of government's commitment to support thriving and prosperous communities throughout Vancouver Island and the Sunshine Coast.

Thank you for your support for ICET and the valuable work it does throughout the region.

Should you have further comments or questions, please contact Ms. Colleen McCormick, Acting Executive Director, Economic Development Division, Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour. Ms. McCormick can be reached by email at Colleen.McCormick@gov.bc.ca or by telephone at 250 217-5337, and will be pleased to provide the information you require.

Thank you again for writing.

Sincerely,



Shirley Bond
Minister

pc: Honourable Christy Clark

Ms. Colleen McCormick



1069508

November 14, 2016

Mr. Howard Houle
Director, Electoral Area 'B'
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo BC V9T 6N2

Dear Mr. Howard Houle,

I am writing to follow up on your letter of October 7, 2016 and our meeting on September 27, 2016, at the convention of the Union of British Columbia Municipalities (UBCM).

I enjoyed meeting with you and fellow councilors from your area. I appreciated the open and straightforward discussions in regard to the need for alternate potable water supplies in rural communities in BC.

The Ministry of Health is aware of the emerging interest in rainwater harvesting as an alternate or supplement to surface water and groundwater sources. Under current legislation, rainwater may be used as a drinking water source, as long as it meets requirements of the *Drinking Water Protection Act*.

Your interest in specific rainwater harvesting guidance addressing rainwater treatment objectives and standards, source characterization protocols and infrastructure requirements is timely. Currently the Canadian Standards Association (CSA) and International Code Council (ICC) are developing standards addressing these and other issues. The Ministry of Health has provided input into preliminary drafts of the standard and is currently reviewing the latest draft, to evaluate whether concepts that are being developed are applicable to the BC context. .

Thank you again for the opportunity to meet with you at UBCM and for bringing your concerns to us.

Sincerely,

Arlene Paton
Assistant Deputy Minister
Population and Public Health
Ministry of Health

From: Heather Mink Zuvich
Sent: Tuesday, November 01, 2016 3:05 PM
Subject: Appointment to the 2017 Vancouver Island Regional Library Board

Dear Chair William Veenhof,

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, “each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity...”

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2016. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2017 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member. Also attached is a nominations form, should your appointed Board member be interested in running for a position on the VIRL Executive Committee.

Please complete the attached forms and return with a copy of the certified resolution by December 15, 2016 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email or fax (250.758.2482).

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA MLS
Executive Director

Sent on behalf of Rosemary Bonanno, Executive Director



**Board of Trustees
2017 Appointment Form
Trustee**

The _____ has appointed _____ as *Trustee* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Municipal: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.



**Board of Trustees
2017 Appointment Form
Alternate**

The _____ has appointed _____ as *Alternate* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Municipal: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.



**Board or Trustees
2017 Nominations Form**

2017 Nominations

Name:		
Municipality / Regional District:		
Candidate for the position of:		
<input type="checkbox"/> Chair	<input type="checkbox"/> Vice-Chair	<input type="checkbox"/> Executive Committee
<u>Biography</u> (please include relevant experience):		

Please return completed forms no later than **December 16, 2016** to Heather Mink Zuvich, Executive Assistant:

Email: hminkzuvich@virl.bc.ca / Fax: 250-758-2482
Or visit www.virltrustee.com to complete & submit an online pdf form.

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



TELUS
3-4535 Canada Way,
Burnaby, BC V5G 1J9
604-453-2694
Doug.Anastos@telus.com

November 28, 2016

Mr. Tyler Brown
Intergovernmental Liaison
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
TBrown@rdn.bc.ca

Sent Via Email

Dear Mr. Brown

RE: Telecommunication Infrastructure in the French Creek, Parksville and Qualicum Beach Area

Thank you for your letter dated November 8, 2016. As TELUS has made clear to both the Regional District of Nanaimo and Innovation, Science and Economic Development Canada, we believe that we have the right to proceed with the cell site that we have been planning at 1421 Sunrise Dr. ISED has confirmed that we have the right to proceed. As we have indicated in the past, TELUS would be pleased to consider any reasonable requests for co-location from other carriers on this tower.

Since we do not have plans to proceed with additional sites in the French Creek, Qualicum Beach and Parksville area as part of our current planning cycle, we do not feel that it would be the right time to meet to discuss this matter. As a result, we respectfully decline your request to meet on this matter at this time.

We look forward to enhancing wireless service in the near future with the site that we have been planning at 1421 Sunrise Drive.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Anastos'.

Doug Anastos
Senior Real Estate and Government Affairs Manager
TELUS Mobility



Innovation, Science and
Economic Development Canada
Coastal British Columbia District
1700 – 13401 108th Ave
Surrey BC V3T 5V6

Innovation, Sciences et
Développement économique Canada
Bureaux côtiers de la Colombie-Britannique
13401 108^e Avenue, bureau 1700
Surrey (C.-B.) V3T 5V6

File: 990000303
November 25, 2016

Dennis Trudeau, Interim Chief Administrative Officer
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Mr. Trudeau:

RE: Proposed Telus Antenna Structure 1421 Sunrise Drive, Electoral Area 'G'.

I am writing in response to your letter of June 29, 2016 advising of the Regional District of Nanaimo (RDN) Board resolution requesting that Innovation, Science and Economic Development Canada declare the public consultation process related to the above noted proposal to be at impasse.

I have now completed a thorough review of all materials submitted by Telus and RDN including responses to my follow up correspondence on this matter. Based on this, I find that there is no evidence that Telus has not fully complied with the consultation requirements contained in *CPC 2-0-03 Issue 4 Radiocommunication and Broadcasting Systems*.

I am satisfied that the proposed antenna structure will facilitate cellular service to the target area defined by Telus. Furthermore, I am also satisfied with the analysis conducted and conclusion made by Telus on the other identified existing structures as not feasible in providing adequate signal level to cover the target area.

In conclusion, there are no outstanding reasonable and relevant concerns identified. The requirements stipulated in *section 4.3 of CPC 2-0-03* have been met. Therefore, there are no grounds for RDN neither to withdraw its letter of concurrence nor to declare the consultation process at impasse.

If you require further information regarding this matter please contact me at michael.krenz@canada.ca, or 604-930-8691 Ext 131.

If you have any questions or concerns please contact me directly at (604)930-8691 ext 131 or via email at michael.krenz@canada.ca.

Yours truly,

Michael Krenz
Director, Coastal British Columbia
Spectrum Management Operations - Western Region

c. Doug Anastos, Telus Senior Real Estate and Government Affairs Manager

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA SERVICE COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 22, 2016 AT 3:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

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

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation and Emergency Planning Services
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
T. Armet	Mgr. Building & Bylaw Services
J. Hill	Mgr. Administrative Services
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
G. Keller	Senior Planner, Current Planning
B. Ritter	Recording Secretary

CALL TO ORDER

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

LATE DELEGATIONS

MOVED Director Rogers, SECONDED Director Veenhof, that late delegations be permitted to address the Committee.

CARRIED

Brock Williamson, re Development Permit with Variance Application No. PL2016-166 – Andover Road, Electoral Area ‘E’.

Brock Williamson spoke in support of Development Permit with Variance Application No. PL2016-166 – Andover Road, Electoral Area ‘E’, and advised of a change to the application to remove the watercourse setback variance.

ELECTORAL AREA SERVICES COMMITTEE MINUTES

Minutes of the Regular Electoral Area Services Committee meeting held Tuesday, October 11, 2016.

MOVED Director Veenhof, SECONDED Director McPherson, that the minutes of the Regular Electoral Area Services Committee meeting held Tuesday, October 11, 2016, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Anne and Ted Kuzminski, re Development Permit with Variance Application No. PL2016-166 – Andover Road, Electoral Area 'E'.

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence from Anne and Ted Kuzminski regarding Development Permit with Variance Application No. PL2016-166 be received.

CARRIED

UNFINISHED BUSINESS

Electoral Area Telecommunication Antenna System Consultation and Information Policy.

MOVED Director Veenhof, SECONDED Director Young, that the attached amended draft policy titled Electoral Area Telecommunication and Antenna System Consultation and Information Policy be adopted as a Board policy.

MOVED Director Fell, SECONDED Director Veenhof, that Item 5.D.10 of the policy be amended to read:

“10. A map showing the maximum electromagnetic radiation power levels as watts per square metre, at ground level within 1000 metres of the proposed Telecommunication Antenna System. The map should include the cumulative effects of multiple Telecommunication Antenna Systems at the proposed location with any other existing Telecommunication Antenna Systems broadcasting in the area;”

CARRIED

MOVED Director Rogers, SECONDED Director Young, that this item be referred back to staff for a reconsideration of the fees with respect to tower height.

CARRIED

Electoral Area Boundary Amendment Process, Requirements, and Implications.

Staff provided a presentation on the Electoral Area Boundary Amendment Process, Requirements and Implications.

MOVED Director Fell, SECONDED Director Veenhof, that staff be directed to proceed with a land use analysis of parcels in Electoral Areas 'F' and 'G' which were affected by the construction of the Inland Island Highway.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that staff be directed to proceed with the preparation of a draft electoral area boundary amendment proposal for parcels in Electoral Areas 'F' and 'G' which were affected by the construction of the Inland Island Highway.

CARRIED

PLANNING

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-148 – Point Mercer Drive – Electoral Area 'G'.

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Permit No. PL2016-148 to permit the construction of a dwelling unit and the reconstruction of an existing riprap revetment subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-163 – Andover Road – Electoral Area 'E'.

MOVED Director Rogers, SECONDED Director Veenhof, that the Board approve Development Variance Permit No. PL2016-163 to reduce the setback from the top of the slope adjacent to the sea and from the Other Lot Line to permit the construction of a dwelling unit on the subject property subject to the terms and conditions outlined in Attachment 2 to 4.

CARRIED

MOVED Director Rogers, SECONDED Director Veenhof, that the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-163.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-153 – Mariner Way – Electoral Area 'G'.

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Permit with Variance No. PL2016-153 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-153.

CARRIED

Development Permit with Variance Application No. PL2016-166 – Andover Rd – Electoral Area 'E'.

MOVED Director Rogers, SECONDED Director Veenhof, that the Board approve Development Permit with Variance No. PL2016-166 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4, as amended to remove the watercourse setback variance.

CARRIED

MOVED Director Rogers, SECONDED Director Veenhof, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-166.

CARRIED

OTHER

Zoning Amendment Application No. PL2016-007 - 4660 & 4652 Anderson Avenue – Electoral Area 'H' – Bylaw No. 500.405, First and Second Reading.

MOVED Director Veenhof, SECONDED Director Young, that the Board receive the Summary of the Public Information Meeting held on October 5, 2016.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.405 being considered for adoption.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016", be introduced and read two times.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016", be chaired by Director Veenhof or his alternate.

CARRIED

DIRECTORS FORUM

The Directors' Forum included discussions related to Electoral Area matters.

NEW BUSINESS

Sleepy Hollow.

MOVED Director Fell, SECONDED Director Veenhof, that staff be directed to prepare a report outlining options for completion of the Sleepy Hollow building strata subdivision in approximate accordance with the layout proposed in 1997 and outline any necessary amendments to RDN bylaws required to enable the development to proceed.

CARRIED

IN CAMERA

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

CARRIED

TIME: 4:50 PM

ADJOURNMENT

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

CARRIED

TIME: 4:51 PM

CHAIRPERSON

CORPORATE OFFICER

TO: Electoral Area Services Committee **DATE:** November 16, 2016
FROM: Tyler Brown
Intergovernmental Liaison **MEETING:** November 22, 2016
SUBJECT: Electoral Area Telecommunication Antenna System Consultation and Information Policy

RECOMMENDATIONS

1. That the attached amended draft policy titled Electoral Area Telecommunication and Antenna System Consultation and Information Policy be adopted as a Board policy.
2. That "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259.11, 2016" be introduced and read three times.
3. That "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259.11, 2016" be adopted.

PURPOSE

To bring forward a revised draft of a Regional District of Nanaimo Board policy to guide the siting of telecommunication wireless infrastructure in the Electoral Areas and to propose amendments to the Planning Services Fees and Charges Bylaws to include applications for telecommunication infrastructure.

BACKGROUND

A draft Electoral Area Telecommunication and Antenna System Consultation and Information Policy and the "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259.11, 2016" amendment bylaw were presented to the Electoral Area Services Committee (EASC) at the October 11, 2016 meeting. The EASC referred the proposed policy and amendment bylaw back to staff for additional considerations.

DISCUSSION

At the October 11, 2016, EASC meeting, the draft policy was reviewed with the committee members and issues were raised regarding:

1. How height would be calculated for a telecommunication antenna system proposed to be mounted on an existing building or structure,
2. Whether the proposed fees would favour the construction of shorter towers; and
3. How the Board would evaluate radiofrequency emission levels associated with an antenna system proposal.

To clarify, for the purposes of height calculations with regard to building/structure-mounted antenna systems, height shall be measured from the base of any building or structure to the most elevated portion of any antenna system. The base of the building is the level of the building at finished grade.

Proposed fees are discussed under the Financial Implications section of the report.

Innovation, Science and Economic Development Canada (ISED) refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by telecommunication infrastructure. All telecommunication proponents are required to follow the guidelines outlined in Health Canada's *Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6 (2009)*.

The draft policy, as presented to the EASC on October 11, 2016, required that the proponent submit a written and signed attestation that the Telecommunication Antenna System will respect Health Canada's Safety Code 6. Based on EASC comments, the following requirement for the proponent to also provide a radiofrequency heat map to the Regional District of Nanaimo as part of the application information submission has been added to Section 5.D. of the draft policy (see Attachment 1):

10. A heat map showing the maximum radiofrequency emission levels, as a function of power per square metre, at ground level within 1000 metres of the proposed Telecommunication Antenna System. The map should include the cumulative effects of multiple Telecommunication Antenna Systems at the proposed location with any other existing Telecommunication Antenna Systems broadcasting in the area;

ALTERNATIVES

1. To adopt the amended draft Electoral Area Telecommunication and Antenna System Consultation and Information Policy as a Board policy and amend the "Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002" as proposed to include applications for telecommunication infrastructure.
2. To adopt the amended draft Electoral Area Telecommunication and Antenna System Consultation and Information Policy as a Board policy and amend the "Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002" to include applications for telecommunication infrastructure with additional revisions, or amendments as directed by the Board.
3. To not adopt the amended draft Electoral Area Telecommunication and Antenna System Consultation and Information Policy as a Board policy nor amend the "Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002" to include applications for telecommunication infrastructure, and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Discussion at the October 11, 2016 EASC meeting regarding a fee for processing telecommunication infrastructure applications centred on whether charging an application fee based on the tower height would incentivize industry proponents to build shorter towers to avoid the fees associated with

constructing a taller tower. Staff inquired with an industry proponent on whether the application fee as proposed would deter or influence the type of tower they would pursue. Staff were informed that typically a local government's application fee is a very minor cost in comparison to other expenses associated with site selection and tower construction. Therefore, the fee as proposed in the draft amendment bylaw (Attachment 2), is not anticipated to influence industry to pursue a taller tower wireless coverage strategy. A flat fee would be recommended if the Board would like to implement an alternative fee structure that does not increase with tower height.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the 2016 – 2020 Board Strategic Plan and note that the Electoral Area Telecommunication Antenna System Consultation and Information Policy is consistent with the RDN strategic priority of Focusing on Relationships as it requests increased public consultation on telecommunication infrastructure proposals, improving two-way communication between industry proponents and the public and industry proponents and the RDN. In addition, the Board policy is consistent with the strategic priority of Focusing on Service and Organizational Excellence as it promotes a consistent process and review of telecommunication infrastructure applications.

SUMMARY/CONCLUSIONS

A draft of the Electoral Area Telecommunication and Antenna System Consultation and Information Policy and the "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259.11, 2016" amendment bylaw were presented to the EASC at the October 11, 2016, meeting. The EASC referred the proposed policy and amendment bylaw back to staff for additional considerations. Based on the feedback received, staff have provided clarification on how height is calculated for building/structure mounted telecommunication antenna systems; made revisions to the draft policy to require proponents to provide the Regional District of Nanaimo with a heat map illustrating the maximum radiofrequency emission levels, as a function of power per square metre, at ground level within 1000 metres of a proposed telecommunication antenna system; and consulted with industry proponents on the application fee.

It is recommended that the attached draft policy titled Electoral Area Telecommunication and Antenna System Consultation and Information Policy be adopted as a Board policy and that the RDN Planning Services Fees and Charges Bylaw be amended to help recover the costs associated with processing telecommunication infrastructure applications.




T. Brown
Intergovernmental Liaison



G. Garbutt
GM, Strategic and Community Development



J. Holm
Manager, Current Planning



P. Carlyle
Chief Administrative Officer

Attachment 1
Draft Electoral Area Telecommunication Antenna System Consultation and Information Policy

REGIONAL DISTRICT OF NANAIMO
P O L I C Y

SUBJECT:	<i>Electoral Area Telecommunication Antenna System Consultation and Information Policy</i>	POLICY NO:	B 1.23
		CROSS REF.:	
EFFECTIVE DATE:	October 25, 2016	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 10

1. PURPOSE

The purpose of this protocol is to outline the Regional District of Nanaimo’s (RDN) role in the siting of Telecommunication Antenna Systems in the Electoral Areas, excluding Electoral Area ‘B’; communicate the RDN’s expectations of the proponent with regards to public consultation and application submissions; establish that Innovation, Science and Economic Development Canada (ISED) has exclusive authority over the approval of the siting and installation of telecommunication infrastructure in Canada; and provide the RDN Board with consistent procedures and information in which to evaluate the siting of a Telecommunication Antenna System.

2. OBJECTIVES

The objectives of the protocol are:

1. To acknowledge that ISED has exclusive jurisdiction over the approval of the siting and installation of telecommunication infrastructure in Canada;
2. To establish a harmonized RDN-wide process for reviewing, evaluating and considering Board comment on telecommunication structure proposals in Electoral Areas, Excluding Electoral Area ‘B’;
3. To set out an objective process, succinct criteria and clear expectations that are transparent, consistent and predictable for the evaluation of telecommunication antenna structure proposals that:
 - I. Encourages efficient and effective Telecommunication Antenna System infrastructure siting within the RDN while minimizing the number of new antenna sites by encouraging co-location on taller towers;
 - II. Establishes when public consultation is required; and
 - III. Assists the proponent in identifying potential land-use, siting, or design concerns with the RDN at an early stage in the process.

4. To establish a local land use consultation framework that respects the authority of ISED in the approval of telecommunication infrastructure while ensuring the RDN and members of the public contribute local knowledge that facilitates and influences the siting, location, and development of telecommunication infrastructure within the Regional District;
5. To advocate for the responsible siting of telecommunication infrastructure within the Regional District; and
6. To recover costs from telecommunication proponents with consideration given to the costs to the RDN to evaluate and process telecommunication infrastructure proposals.

3. JURISDICTION AND ROLES

A. *Role of Innovation, Science and Economic Development Canada*

Under the Radiocommunication Act, the Minister of ISED has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and license the location of Telecommunication Antenna Systems is made only by ISED. All technical aspects and siting of telecommunication and broadcasting services are regulated by the Federal government under the *Radiocommunication Act*. ISED has an established procedure, *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*, which prescribes the process and review of proposed telecommunication structures. As part of the process, proponents are required to notify the local land-use authority and nearby residents. Moreover, the proponent is required to address the public's questions, concerns and comments through ISED's prescribed public consultation process.

B. *Other Federal Legislation*

With regard to public health, ISED refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by telecommunication infrastructure. All telecommunication proponents are required to follow the guidelines outlined in Health Canada's *Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6 (2009)*.¹ In addition to Health Canada's requirements, proponents must comply with the *Canadian Environmental Assessment Act* and any painting and lighting requirements for aeronautical safety prescribed by NAV Canada and Transport Canada.

C. *Role of Local Government*

Local governments are referred applications for proposed towers and are provided the opportunity to comment on the proposal. Ultimately, the role of the Regional District is to issue a statement of concurrence or non-concurrence to the Proponent and ISED.² The statement considers the land-use compatibility of the antenna structure, the responses of the impacted residents and the proponent's adherence to this protocol. In addition, local government can communicate and provide guidance to the Proponent on the particular sensitivities, planning priorities, and characteristics of an area. Moreover, local government can establish siting guidelines, which includes reasonably augmenting the public consultation process as defined in ISED's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*.

¹ The Regional District of Nanaimo does not assess any submission for an Antenna System with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety Code 6) should be directed to Health Canada on-line at healthcanada.gc.ca and to the Proponent's representative.

² Regardless of whether the Regional District issues a statement of concurrence or non-concurrence, ISED has exclusive jurisdiction over the approval of the siting and installation of telecommunication infrastructure in Canada.

4. INTERPERTATION

Definitions

Co-locations means the placement of antennas and equipment operated by one or more Proponents on a Telecommunication Antenna System owned by a different party, thereby creating a shared facility;

Community Association means an active area or neighbourhood specific group or association within the Regional District;

Emergency Service Providers means any police, fire, ambulance or search and rescue organization with a typical response area within the Notification Distance of a proposed Telecommunication Antenna System;

Localized Content means any public consultation materials, supporting documentation and/or other relevant promotional material provided by a Proponent for a proposed Telecommunication Antenna System which has been tailored specifically to the context of the RDN;

Neighbouring Land-Use Jurisdiction means any land-use authority or First Nations within a Prescribed Distance of any proposed Telecommunication Antenna System;

Notification Distance means the prescribed horizontal distance measured from the base of a proposed Freestanding Antenna System or the base of any building or structure that a Building/Structure-Mounted Antenna System is mounted to;

Proponent means a company or organization, including contractors or agents undertaking work for telecommunication carriers, for the purpose of providing commercial telecommunication services;

Regional District means the Regional District of Nanaimo;

School District means an area created or constituted as a school district under the *School Act*;

Sensitive Community Locations means institutions and services, such as schools, daycares, recreation facilities, public parks, or other sensitive locations;

Telecommunication Antenna System means an exterior transmitting device – or group of devices – used to receive and/or transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Telecommunications Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This protocol refers to the following two types of Telecommunication Antenna Systems:

Freestanding Antenna System means a structure built from the ground for the expressed purpose of hosting transmitting devices; and

Building/Structure-Mounted Antenna System means a Telecommunication Antenna System mounted on an existing structure or building and for the purposes of height calculations, height shall be measured from the base of any building or structure to the most elevated portion of any antenna system.

5. INFORMATION AND CONSULTATION POLICY

A. Exemptions from Telecommunication Antenna System Proposal Review and Public Consultation

Activities exempt from public consultation requirements by ISED through its policies and procedures are also exempt from the Regional District's Telecommunication Antenna System proposal review and public consultation requirements. Exempt activities include the following:

1. Existing Freestanding Antenna Systems: where modifications are made, antennas added or the tower replaced, including facilitating co-location, provided that the total cumulative height increase is no greater than 25% of the height of the initial Antenna System installation. No increase in height may occur within one year of completion of the initial construction;
2. Maintenance of existing radio apparatus including the Telecommunication Antenna System, transmission line, mast, tower or other antenna-supporting structure;
3. An addition to or modification of an existing Telecommunication Antenna System that does not result in an overall height increase;
4. Maintenance of a Telecommunication Antenna System's painting or lighting in order to comply with either Transport Canada or NAV Canada's requirements;
5. Installation, for a limited duration of not more than three months, of a Telecommunication Antenna System that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during an emergency, and is removed within three months after the emergency or event.

B. Site Investigation Meeting and Regional District Notification

Prior to submitting a Telecommunication Antenna System siting proposal, the Proponent will notify the Manager of Current Planning that locations in the community are being considered for potential siting options. At such time the proponent will initiate a site investigation meeting with the Regional District.

The Proponent will bring information pertaining to the following to the site investigation meeting:

- The proposed location;
- Potential alternative locations;
- The type and height of the proposed Telecommunication Antenna System and alternatives considered;
- Preliminary drawings or visual renderings of the proposed Telecommunication Antenna System superimposed to scale; and
- Documentation regarding the investigation of co-location potentials on existing or proposed Telecommunication Antenna Systems within 1000 metres of the subject proposal.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Give opportunity for the Proponent to outline the proposal to the Regional District;
- Give opportunity for the Regional District to provide initial feedback to the Proponent;

- Identify any potential Sensitive Community Locations as defined by this policy;
- Identify any potential Neighbouring Land-Use Jurisdictions, School Districts, Emergency Service Providers and Community Associations that may be required to provide comment on the proposal as outlined in this Policy; and
- Guide the proponent on creating Localized Content for public notification and distribution.

C. *Following the Site Investigation Meeting*

Following the site investigation meeting, the Regional District will provide the proponent with an information package that includes:

1. This Protocol, which outlines the approval process and requirements for public consultation; and
2. Proposal submission requirements.

D. *Submission to the Regional District: Initial Application Proposal*

The Proponent must include the following information when submitting a Telecommunication Antenna System siting proposal to the Regional District that does not meet the exemption criteria for the proposal review and public consultation requirement:

1. A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, a map of RF coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 1000 metres of the subject proposal;
2. A written and signed attestation that there are no co-location opportunities within 1000 metres of the proposed siting location;
3. Engineering plans of the proposed structure which includes information outlining the number of antennas proposed on the structure, the type of wireless service each antenna provides, and the structure's ability to accommodate future antennas (including co-location);
4. Visual rendering(s) of the proposed Antenna System superimposed to scale;
5. A site plan showing the proposed development situated on the site;
6. A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
7. Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent or other person(s) having legal or equitable interest in the land;
8. A copy of Certificate of Indefeasible Title (dated within the past 30 days of proposal submission and any restrictions, restrictive covenants, easements or rights-of-way registered against the lands the Telecommunication Antenna System is proposed on;

9. A written and signed attestation that the Telecommunication Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices including the cumulative effects of multiple Telecommunication Antenna Systems at the location and in the immediate area;

10. A heat map showing the maximum radiofrequency emission levels, as a function of power per square metre, at ground level within 1000 metres of the proposed Telecommunication Antenna System. The map should include the cumulative effects of multiple Telecommunication Antenna Systems at the proposed location with any other existing Telecommunication Antenna Systems broadcasting in the area;

11. A preliminary geotechnical site investigation report where the potential for geotechnical hazards exist;
12. Any other documentation as identified by the Regional District following the site investigation meeting; and
13. The applicable application fee as required by Bylaw No. 1259, 2002.

E. Submission to the Regional District: Prior to Public Notification

Prior to public notification, the proponent must include the following information to the Regional District:

1. A draft of all public notices to be delivered by mail to the public, School Districts, Community Associations and Neighbouring Land-use Jurisdictions, which is to be approved by Regional District staff prior to mail out;
2. An address list and map indicating all properties which are to be notified by mail of the proposal;
3. A draft of newspaper advertisements indicating the time and date of any public information meeting, which is to be reviewed by Regional District staff prior to publication (if a public information meeting is required); and
4. A copy of written correspondence indicating that the Proponent has referred the proposal to local fire, police and ambulance services, and if given, any comments received from emergency services should be submitted to Regional District staff prior to mail out.

F. Submission to the Regional District: Request for Concurrence

Prior to submitting a formal request for siting concurrence, the proponent must include the following information to the Regional District:

1. A summary of and a copy of all public submissions and responses, as well as the proponent's response to public submissions as outlined in ISED's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*;

2. A letter outlining any NAV Canada and Transport Canada requirements for lighting and painting on the proposed Telecommunication Antenna System;
3. A copy of all plans and studies (i.e. Environmental Review, Geotechnical Reports, etc.) required for the construction of the proposed Telecommunication Antenna System;
4. A package summarizing the results of the public information meeting containing at a minimum, the following:
 - i. The time, date, location and number of people in attendance of any public information meeting held;
 - ii. A List of attendees, including names, addresses and phone numbers (where provided voluntarily);
 - iii. Copies of all letters and other written communications received; and
 - iv. A letter outlining how all the concerns and issues raised by the public were addressed.

6. PUBLIC CONSULTATION PROCESS

In addition to ISED's public consultation requirements as prescribed in *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* the Regional District requests the applicant complete the following augmentations to the public consultation process.

A. Notification Requirements

1. The Proponent will provide written notice, sent by regular mail or hand delivered, to all property owners with a Notification Distance of:
 - i. 10 metres for every one metre in height for a Freestanding Antenna System; or
 - ii. 10 metres for every one metre in height for a Building/Structure-Mounted Antenna System;
2. The Proponent will provide written notice, sent by regular mail or hand delivered, to all Neighbouring Land-Use Jurisdictions, Emergency Service Providers and School Districts with a Notification Distance of the greater of:
 - i. 500 metres; or
 - ii. 10 metres for every one metre in height for a Freestanding Antenna System or 10 metres for every one metre in height for a Building/Structure-Mounted Antenna System;
3. The Proponent will provide notice to ISED's regional office;
4. The Proponent will provide written notification to Community Associations identified at the site investigation meeting;
5. The proponent will place notice of the Telecommunication Antenna System proposal in at least two editions of a local newspaper;
6. Where a public information meeting is to be held for a proposed Telecommunication Antenna System, a notice of the meeting shall be placed in at least two editions of a local newspaper and the proponent will provide written notice of the meeting sent by regular mail or hand delivered, to all property

owners, Land-Use Jurisdictions, Emergency Service Providers and School Districts with a Notification Distance of:

- i. 10 metres for every one metre in height for a Freestanding Antenna System; or
- ii. 10 metres for every one metre in height for a Building/Structure-Mounted Antenna System.

B. Public Information Session

The Regional District requests the Proponent chair a public information meeting for all proposed Telecommunication Antenna Systems exceeding 15 metres in height or where there is significant public interest in the proposed Telecommunication Antenna System. The type of public meeting to be conducted is up to the discretion of the proponent, however:

- An appropriate date, time and location for the public information meeting will be determined in consultation with the Regional District's Current Planning Department;
- The Proponent will make available at the public information meeting an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site; and
- All information and materials presented should consist of Localized Content.

The Proponent shall not schedule a public information meeting less than seven days prior to the close of the public consultation period.

C. Notice Requirements

The Proponent shall include at a minimum the following information in any mailed or otherwise delivered public notice:

1. Information on the location, height, type, design and colour of the proposed Telecommunication Antenna System, including a copy of the site plan submitted with the application;
2. The rationale, including height and location requirements, of the proposed Telecommunication Antenna System;
3. Clear information on the role of ISED as the sole approving authority for the siting of Telecommunication Antenna Systems and that the Regional District only provides a statement of siting concurrence/non-concurrence at the request of the proponent;
4. Information that comments and responses should be directed to the proponent and that all submissions received by the proponent will be forwarded to ISED and the Regional District for their records;
5. The name and contact information of a contact person for the Proponent;
6. The name and contact information of ISED;
5. The name and contact information of the Regional Districts Current Planning department;
6. An attestation that the Telecommunication Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and

7. The date, time and location of the public information meeting where required.

The notification shall be sent in an envelope addressed to the “Occupant” and/or “Tenants” and shall clearly show in bold type on the face of the envelope the statement: “NOTICE FOR RESIDENTS: NEW PROPOSED CELL TOWER - INFORMATION IS ENCLOSED.”

7. FEES

The Proponent must pay the applicable planning fee as required by Bylaw No. 1259, 2002.

The Proponent is responsible for securing applicable applications or permissions from all relevant Regional District departments and paying any applicable application fees or charges as required to the Regional District.

8. CLOSE OF CONSULTATION AND REQUEST FOR CONCURRENCE

The purpose of this protocol is to provide the RDN Board with consistent procedures and information in which to evaluate the siting of a Telecommunication Antenna System. Following the commencement of the consultation period, the Proponent may request a statement of concurrence from the RDN Board. Once a request is received, RDN staff will prepare a report, to be received first by the Electoral Area Services Committee, who will provide a recommendation to the Board. The staff report will include information on the proposed Telecommunication Antenna System, a site plan, the location of the proposal, an overview of the application and all public consultation materials submitted by the Proponent for the Board’s review. It is the discretion of the Board to provide a statement of siting concurrence, non-concurrence or to provide no comment with respect to the Proponent’s proposal.

A. Rescinding a Concurrence

The Regional District may rescind its concurrence if following the issuance of a concurrence statement, it is determined by the Regional District that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue. In such cases, the Regional District will provide notification in writing to the Proponent and to ISED and will include the reason(s) for the rescinding of its concurrence.

B. Duration of Concurrence

A concurrence statement remains in effect for a maximum period of three years from the date it was issued by the Regional District for a specific tower proposal. If construction has not commenced within this time period, the concurrence expires and a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring. In addition, the Regional District requests that the Proponent send a written notification of an intent to construct to the Regional District’s Current Planning Department once the work to erect the structure is about to start. This notification should be sent 60 days prior to any construction commencing. No further consultation or notification by the Proponent is required.

C. *Transfer of Concurrence*

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent without the need for further consultation provided that:

- All information gathered by the original Proponent in support of obtaining the concurrence from the Regional District is transferred to the current Proponent;
- The structure for which concurrence was issued to the original Proponent is what the current Proponent builds; and
- Construction of the structure is commenced within the duration of the concurrence period.

9. TERMS OF USE OF THIS POLICY

The Board of the Regional District of Nanaimo is not in any way bound by this policy and is free to apply, or not apply, any evaluation criterion it deems appropriate in its consideration of applications.

**Attachment 2
Planning Services Fees and Charges Amendment Bylaw**

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1259.11**

**A BYLAW TO AMEND "REGIONAL DISTRICT OF NANAIMO
PLANNING SERVICES FEES AND CHARGES BYLAW NO. 1259, 2002"**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259, 2002":

THEREFORE IT BE RESOLVED that the Board of the Regional District of Nanaimo, in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259.11, 2016".
2. The "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259, 2002" is hereby amended as follows:

by adding the following immediately following Part 5 Section 9:

10. Telecommunication Antenna System Application

The fee for a Telecommunication Antenna System Application shall be as follows:

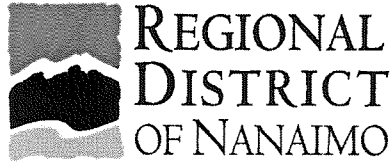
- a) For a Freestanding Antenna System 15.0 metres or less in height or a Building/Structure-Mounted Antenna System mounted to a structure 15.0 metres or less in height the fee shall be \$1,500; or
- b) For a Freestanding Antenna System 15.0 metres or greater in height or a Building/Structure-Mounted Antenna System mounted to a structure 15.0 metres or greater in height the fee shall be \$100 for each metre in height.

Introduced and read three times this ___ day of _____, 201_.

Adopted this ___ day of _____, 201_.

Chairperson

Corporate Officer



RDN REPORT		
CAO APPROVAL		✓
EAP		
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SEP 30 2016		
RHD		
BOARD		
E A S <		DATE: September 26, 2016

STAFF REPORT

TO: Paul Thompson
Manager, Long Range Planning

MEETING: EASC October 11, 2016

FROM: Greg Keller
Senior Planner

FILE: 6480-01-2016

SUBJECT: Electoral Area Boundary Amendment Process, Requirements, and Implications

RECOMMENDATIONS

1. That staff be directed to proceed with a land use analysis of parcels in Electoral Areas 'F' and 'G' which were affected by the construction of the Inland Island Highway.
2. That staff be directed to proceed with the preparation of a draft electoral area boundary amendment proposal for parcels in Electoral Areas 'F' and 'G' which were affected by the construction of the Inland Island Highway.

PURPOSE

To provide the Board with information on the process, requirements, and implications for amending electoral area (EA) boundaries and to request direction from the Board on how to proceed.

BACKGROUND

At its February 23, 2016 meeting, the Board heard a delegation from Ron Chiovetti of HBR Consulting Inc. regarding a proposed amendment to the boundary between Electoral Areas (EA) 'F' and 'G'. In response to the delegation, the Board passed the following motion:

MOVED Director Stanhope, SECONDED Director McLean, that the Board refer the issue of Electoral Area boundaries that were affected by the construction of the inland highway to staff, specifically the cutoff of Electoral Area 'G' and Electoral Area 'F' that were raised by the delegation, and the report to include other Electoral Areas that have similar problems that are not necessarily limited to being bisected by the inland highway.

Authority to alter the boundaries of an EA is enabled through Section 41(4)(d) of the *Local Government Act*. The Governance and Structure Branch of the Ministry of Community Sport and Cultural Development (MCSCD) is responsible for overseeing restructuring proposals for all local governments in the province, including electoral area boundary amendments. EA boundary amendment proposals require Cabinet approval for an amendment to the letters patent of the Regional District of Nanaimo (RDN), which is facilitated through a legislative order in council upon recommendation by the Minister of Community Sport and Cultural Development.

Scanned

The MCSCD has published a municipal boundary extension process guide and a municipal boundary extension policies guide. However, the process for amending an EA boundary is different than that of a municipal boundary as not all of the requirements and guidance are applicable to EA boundary amendments. The MCSCD staff have provided general direction on the process and information requirements for amending an EA boundary (See Attachment 1 for a list of requirements).

To initiate the process, a Board resolution is required outlining the RDN's intention to pursue a change in EA boundaries. This resolution, along with the required supporting information, is submitted to the MCSCD. The MCSCD will then review the information and work with the RDN to ensure that all of the required information has been provided before preparing the proposal for Cabinet's consideration. The timeframe for Cabinet to consider the proposal and make a decision can typically take from several months to more than a year to complete depending on the range of issues and complexity of change. MCSCD staff have indicated that they are currently scheduling items to be considered by Cabinet following the spring 2017 provincial election.

Staff have prepared a diagram, included as Attachment 2, which illustrates the general process to be used for an EA boundary amendment should the Board wish to proceed.

ALTERNATIVES

1. That the Board direct staff to proceed with a land use analysis and the preparation of a draft electoral area boundary amendment proposal for parcels in Electoral Area 'F' and 'G' which were affected by the construction of the Inland Island Highway.
2. That the Board direct staff to proceed with a land use analysis and the preparation of a draft electoral area boundary amendment proposal for parcels in Electoral Area 'F' and 'G' which were affected by the construction of the Inland Island Highway and other EAs that have similar problems that are not necessarily limited to being bisected by the inland highway.
3. That the Board direct staff to proceed with a land use analysis and bylaw amendments without pursuing an electoral area boundary amendment.
4. To not proceed with any of the above and provide staff with further direction.

Discussion

When the Inland Island Highway was constructed, some parcels became severed from the applicable EA by the new highway. This essentially created situations where affected properties were no longer connected physically or rationally to the adjacent EA.

During the EA 'G' Official Community Plan (OCP) review process in 2008 and more recently, the RDN received requests from some property owners to conduct an EA boundary adjustment to include EA 'G' properties located on the south side of the Inland Island Highway in EA 'F' for the purpose of industrial and commercial development. These parcels are generally adjacent to lands designated by the EA 'F' OCP as Industrial and within the Bellevue/Church Road Rural Separation Boundaries. Staff are not aware of any other requests from property owners in other EAs to consider other EA boundary amendments.

The motion passed by the Board at the February 23, 2016 meeting expanded the scope of the delegation's request significantly by directing staff to look at all lands affected by the construction of the

Inland Island Highway and other similar situations rather than focusing strictly on lands located in EAs 'F' and 'G' as originally requested.

Prior to initiating work in response to the Board's motion, staff wish to ensure that the Board has a full understanding of the process involved in amending an EA boundary, the implications on local services and taxation, and the impact on staff time and resources.

An EA boundary may be amended for any number of reasons such as to align parcels with the EAs that they are most associated with, to address anomalies created by the construction of a highway or other major infrastructure, to facilitate development, to accommodate requests for the provision of local services, to correct irregularities in the shape of an EA boundary, or any combination of the above.

EA boundary amendments can originate from a property owner request or from a Board initiative. In considering an amendment, it is important to have a strong rationale and clear objectives. This is critical because in many cases the desired outcomes may be achievable using other more simplistic and less resource intensive methods.

It is important to note that the driving force behind the EA boundary amendment requested by the delegation is land use changes that would enable future industrial development adjacent to lands in EA 'F' that are currently designated for industrial uses. It should be noted that the requested land use changes could occur regardless of whether the EA boundary was amended through the adoption of amendments to the applicable planning policy and regulatory bylaws.

EA Boundary Amendment Implications

As part of the Board's consideration on whether or not to proceed with developing an EA boundary amendment proposal, it is important to consider the implications of amending an EA boundary. Changes to an EA boundary may have effects on land use, local service areas, taxation, governance, and staff time and resources. The complexity of the implications increase with the scope (number of parcels) of the boundary amendment.

The following is a brief overview of the implications of amending an EA boundary. More detailed information on the implications would be provided to the Board for its consideration should the Board wish to proceed.

Scoping the Project - Identifying Potential Affected Properties

Should the Board wish to proceed with Alternative 1 or 2, a list of potential properties to be included in the proposal would be identified. The list of potential properties would be based on direction provided by the Board on which areas to include in the project. Based on the motion passed by the Board at its February 23rd, 2016 meeting, the scope of the project as it currently stands, is quite broad as it would cover the entire regional district and would involve a large number of parcels which have yet to be defined.

Proceeding with Alternative 2 would add significant complexity as multiple local service areas and bylaws would be affected. As a result, it is anticipated that considering the entire RDN would have significant impacts on staff time and resources. It would trigger the need to consider amendments to a number of Local Service Area Bylaws, the Regional Growth Strategy (RGS), multiple OCPs, and Bylaws 500 and 1285. Amendments to the aforementioned bylaws would be a significant undertaking which is likely more complex and resource intensive than the EA boundary amendment process itself.

At this time, the RDN is aware that there is some support for Alternative 1 - to consider EA boundary amendments in EAs 'F' and 'G'. Staff is uncertain about whether there would be community support for Alternative 2 - to make changes to other EA boundaries as well. If the Board chose to proceed with Alternative 2, region-wide consultation with affected property owners and residents would be highly recommended. The guidance provided by the MCSCD indicates that as the number of affected parcels increases, so does the recommended level of public consultation.

Based on the above, should the Board wish to proceed with considering amendments to the EA boundaries, staff recommends Alternative 1 which limits the scope of the project to parcels in EAs 'F' and 'G' as requested by the delegation. Alternative 1 is consistent with the Electoral Area 'G' OCP, is responsive to the requests for a boundary review which have been received, and is much less staff and resource intensive than Alternative 2.

Work Plan Implications

This project is not currently identified in the 2016 or 2017 Long Range Planning work plan and can not be accommodated this year without Board direction to reprioritize the work plan. Should the Board wish to pursue this project, staff would include it in subsequent work plans. With current and scheduled projects, it is likely that work on this project would not be able to be initiated until late 2017 or later depending on the scope of the project as directed by the Board.

Land Use Implications

If EA boundaries are amended, the current RGS and OCP policies as well as the current zoning regulations would continue to apply to affected properties. Therefore, there may not be a strong rationale to amend the EA boundary unless there is also support for a change in land use or the objective of the EA boundary amendment is for reasons other than to facilitate land use changes.

Although it is not a requirement of an EA boundary amendment approval, amending the applicable planning policy and regulatory bylaws may be desirable in some cases to help avoid potential land use conflicts and encourage a consistent and compatible land use planning approach. Therefore, it is important to determine where land use changes may be desirable and if there is support to make the identified land use changes prior to initiating a boundary amendment process.

Should the Board wish to proceed with Alternative 1 or 2, staff recommends that the process outlined in Attachment 2 be followed. The process would be the same whether the project focused only on EAs 'F' and 'G' or was expanded to also include other areas.

The process would start by obtaining Board direction on which areas to include in the project. This would be followed by a land use analysis of the potential affected properties to rationalize potential land use changes, identify what changes are required and/or are desirable, and to determine if there is Board, member municipality, and affected property owner support. This land use analysis would also look at the potential impacts of development on the subject lands.

Staff would then report the results of the analysis to the Board with a recommendation.

It should be noted that land use changes could be addressed following an EA boundary amendment through future RGS and OCP reviews.

Local Service Area Implications

Changes to the EA boundaries may have an impact on the delivery of local services and the financial contributions that each parcel is assessed to cover the cost of providing applicable local services. For example, if the EA boundary was amended such that some parcels in EA 'G' were moved to EA 'F', the cost of providing services in EA 'G' would be spread amongst the remaining parcels in EA 'G' that are within the applicable local service areas.

Should the Board wish to proceed with Alternative 1 or 2, staff would conduct an analysis of local service areas based on the list of potential affected properties. This would include an inventory of all local services that each affected property receives. Staff would also prepare a comparison of the current fees and charges relative to what the fees and charges would be if the proposal was approved to advise affected property owners on the potential financial impact of amending the EA boundary. In addition, staff would report on the overall tax burden on other properties in each of the affected EAs.

Staff would also determine if amendments to the applicable Local Service Area boundaries would be required.

Taxation Implications

Changes to the EA boundaries may have an impact on taxation through changes in the overall value of assessment depending on how many properties go from one EA to the other. Should the Board wish to proceed with Alternative 1 or 2, staff would, based on the list of potential affected properties, conduct an analysis of the impact on assessed value and taxation.

Governance Implications

If Cabinet were to approve an application to amend the EA boundary, there may be implications with respect to local government representation. The MCSCD will require that the RDN carry out a census for each redefined EA in order to determine the voting strength of each newly defined EA. MCSCD staff have indicated that this is not a full census and typically involves an estimate of the change in population which is a result of the EA boundary amendment. The required census can be signed by the Corporate Officer.

In addition, there may be implications with respect to elected and appointed representation as well as applicable bylaws and local services.

Should the Board wish to proceed with Alternative 1 or 2, staff would conduct an analysis of the potential governance implications to determine the potential impacts. This information would be presented to the Board for its consideration at a later date.

Public Consultation Implications

In terms of public consultation, the legislative requirements are much clearer for the restructuring of municipal boundaries than for EA boundaries. The municipal boundary extension process guide outlines consultation requirements which get more comprehensive as the number of affected properties increases. Although there is no legislative requirement to obtain voter consent for a change to an EA boundary, should the Board wish to proceed with Alternative 1 or 2, staff recommends that the process include public consultation which reflects the implications of the proposal. A consultation plan would be developed in discussion with MCSCD staff once a list of potential properties has been created. In this way the plan can reflect the scope of the project.

Alternative 3: Amending Land Use Without Changing EA Boundaries

A change to the EA boundaries is not required to change the applicable land use policies and regulations. The primary reason for the requested EA boundary amendment is to change the land use to allow industrial uses. The Board has the authority to amend land use policy and regulatory bylaws without considering an EA boundary amendment.

As mentioned above, if Cabinet were to approve an EA boundary amendment, the affected properties would continue to be subject to all current RDN bylaws until such time as the Board directs staff to initiate the applicable amendments or requests for property-specific amendments are received. From a land use perspective, this means that affected property owners would not be able to develop industrial or commercial uses without subsequent amendments to the RGS, OCPs, and zoning bylaws. Simply changing which EA a property is located in will not result in a change in permitted uses without subsequent bylaw amendments.

Alternative 3, as outlined in Attachment 2, is to consider land use changes without amending the EA boundary. This would follow a process similar to that used in Alternatives 1 and 2 and would achieve the same land use objective without completing the requirements for an EA boundary amendment. As such unlike Alternatives 1 and 2, an assessment of the taxation and local governance implications would not be required.

Alternative 3 may also include amendments to Local Service Area boundaries to reflect servicing efficiencies due to land use changes and proximity. As with Alternatives 1 and 2, the complexity of the implications of Alternative 3 also increases with the scope of the project.

It should be noted that this approach simply bypasses the EA boundary amendment process and goes directly to the required bylaw amendments. If amendments to the RGS are required, participation from the RDN member municipalities would be required in accordance with the direction provided by the RGS.

Staff are not recommending this approach as it does not address the anomalies created by the construction of the Inland Island Highway and other unique situations which have resulted in parcels being physically disconnected with the Electoral Area that they are located within.

FINANCIAL IMPLICATIONS

Proceeding with the staff recommendation has no implications related to the Board 2016 – 2020 Financial Plan. Should the Board wish to proceed, it should be noted that this is a large project requiring significant staff resources and the impact on staff resources is proportional to the scope of the project.

STRATEGIC PLAN IMPLICATIONS

Amending the EA boundary and the applicable land use policies and regulations may help achieve strategic priorities related to economic health as outlined in the 2016 – 2020 Board Strategic Plan by fostering economic development and recognizing the uniqueness of each community.

INTER-GOVERNMENTAL IMPLICATIONS

Should the Board concur with the recommendations outlined in this report, staff will send a referral to the adjacent local governments and First Nations. In addition, staff will consult with the City of Parksville

as the affected parcels are located adjacent to its boundary. Staff will also coordinate with the MCSCD to ensure that the proposal satisfies their requirements.

SUMMARY/CONCLUSIONS

The Board heard a delegation requesting that an electoral area (EA) boundary amendment between EAs 'F' and 'G' be initiated in support of potential land use changes. In response, the Board passed a motion referring to staff the issue of EA boundary adjustment for properties affected by the construction of the Inland Island Highway in EAs 'F' and 'G' and other EAs that have similar problems. In response, this report provides general information on the process and implications of pursuing an amendment to an EA boundary and specifically expanding the scope of the project beyond EAs 'F' and 'G'. In addition, staff have provided a proposed approach should the Board wish to pursue this project further. If the scope of the project is contained to EAs 'F' and 'G', the process appears to be fairly straightforward and could be completed with existing staff and resources.

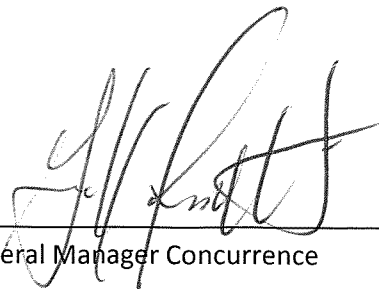
Amending the EA boundary between EAs 'F' and 'G' could help justify land use changes that result in economic development and may help rationalize EA boundary anomalies created by the construction of the Inland Island Highway. Notwithstanding the above, development opportunities, beyond what is supported by the current land use policies and regulatory bylaws, could only come to fruition if the Board were to initiate amendments to the applicable land use policy and regulatory bylaws. As mentioned above, amendments to the EA boundaries are not required in order to make the land use changes requested by the delegation.

Expanding the scope of this project to include all properties affected by the construction of the Inland Island Highway adds significant complexity and would have a substantial impact on staff time and resources. Focusing on EA 'F' and 'G' is consistent with the request made by the delegation, is in keeping with the EA 'G' OCP, and would be less complex and resource intensive. In addition, as the RDN has not undertaken an EA boundary review in the past, limiting the scope of the project creates an opportunity to treat this project as a pilot project which could be replicated and built upon in other areas of the RDN.

Based on the above, staff recommends that the Board direct staff to proceed with Alternative 1 - the preparation of a land use analysis and draft EA boundary amendment proposal focusing on parcels in EA 'F' and 'G' which were affected by the construction of the Inland Island Highway.



Report Writer



General Manager Concurrence



A/ Manager Concurrence



A/ CAO Concurrence

**Attachment 1
Electoral Area Boundary Change Information Requirements**

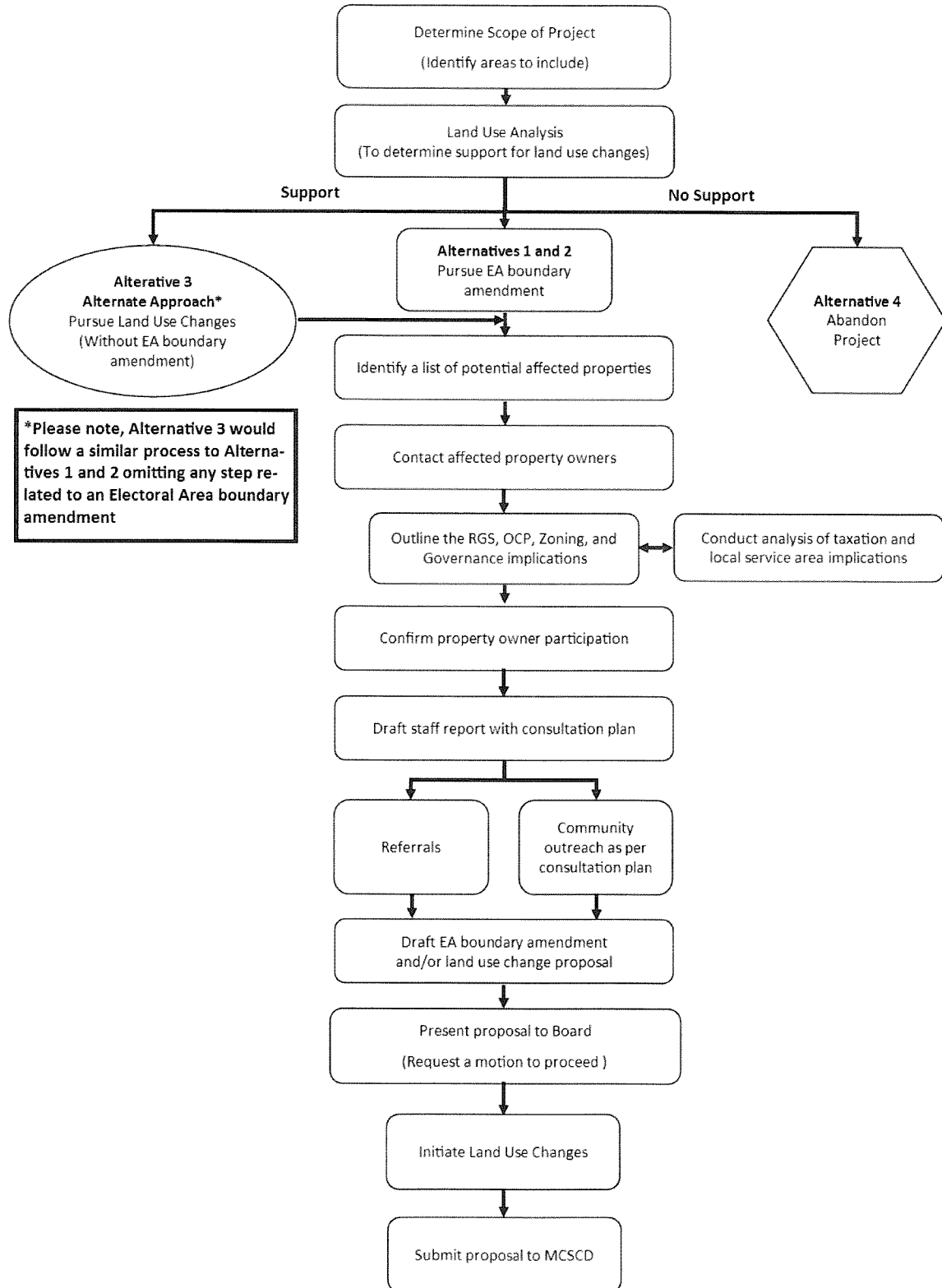
As a general guide, the Ministry of Community Sport and Cultural Development (MCSCD) has indicated that the Regional District of Nanaimo (RDN) would be required to provide information that:

- Articulates the reasons for and benefits of the change;
- Summarizes the community views and interests;
- Summarizes responses from or views of member municipalities of the RDN;
- Calculates the approximate financial impact of changing electoral areas in terms of the costs of services and overall tax implications;
- Inventories those services currently provided on the basis of the entire electoral area, including tax implications arising from either the basis of cost apportionment or changes to the mix of assessments in the resulting area of change;
- Inventories those local area services provided across the boundary of the changing electoral areas, including tax implications and bylaw amendments necessary to continue the service with multiple participants;
- Outlines the impacts of a change to electoral areas on the review of the Regional Growth Strategy (if applicable) and any Official Community Plans;
- Summarizes comments from affected agencies and/or governments (e.g., municipalities, improvement districts, First Nations); and,
- Proposes both a preferred and next-best implementation time frame.

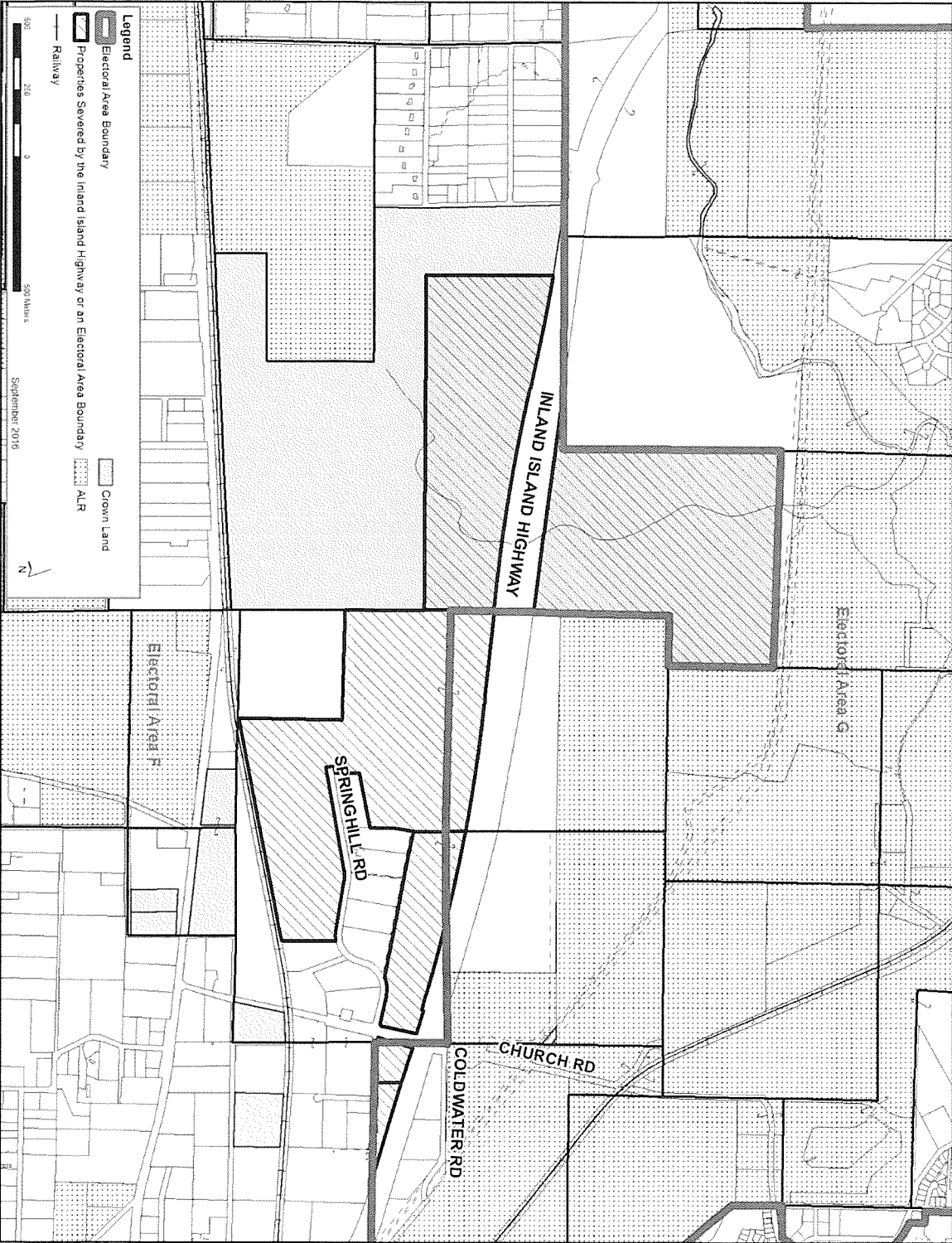
In addition to the above requirements, MCSCD staff have indicated that a letter of support from each affected Electoral Area Director is also required.

It should be noted that the above requirements may change in consultation with the MCSCD and in response to the particular details of an EA boundary proposal.

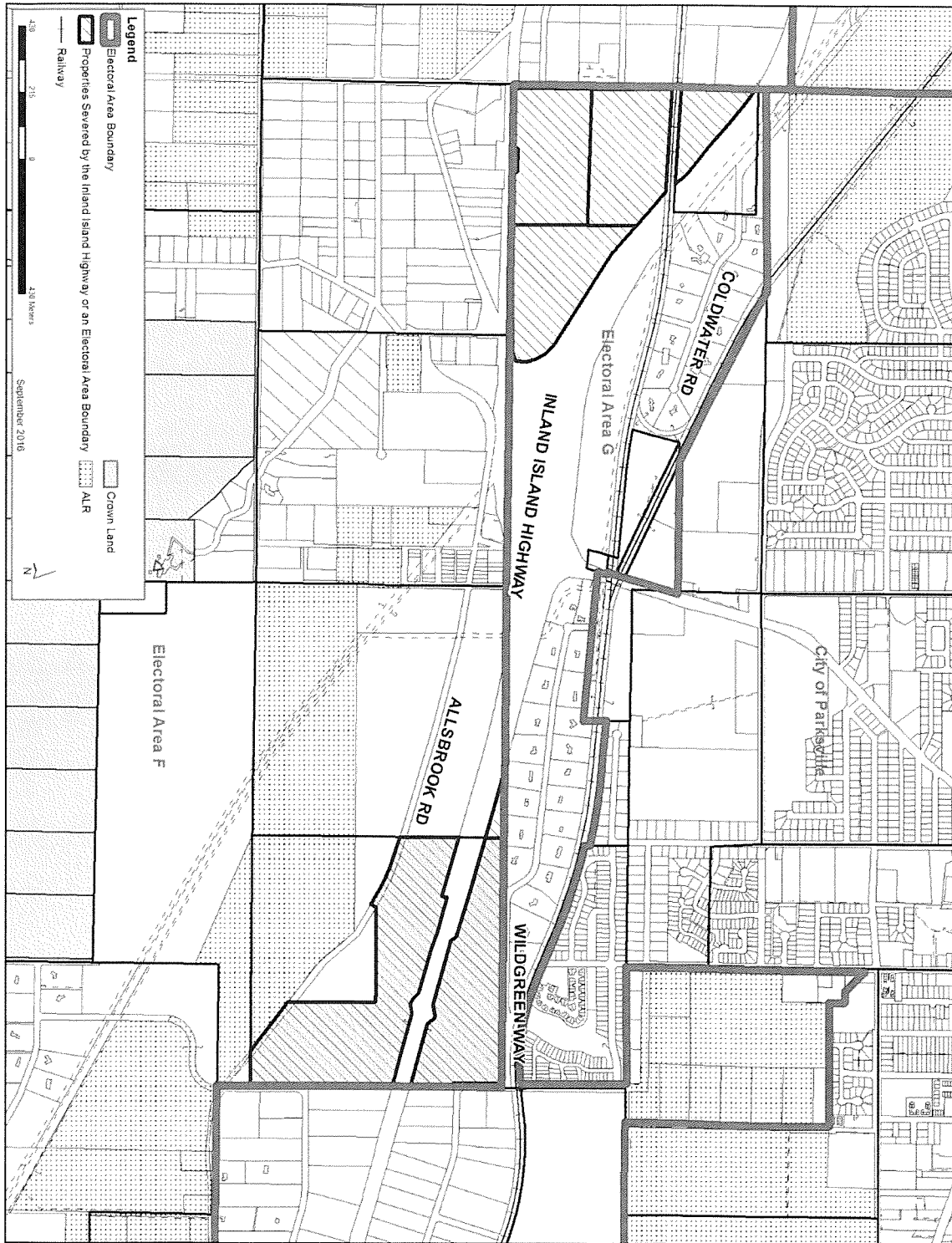
Attachment 2
Proposed Electoral Area Boundary Review Process



Attachment 3
Properties Severed by the Inland Island Highway and/or the Electoral Area Boundary (page 1 of 2)



Attachment 3
Properties Severed by the Inland Island Highway and/or the Electoral Area Boundary (page 2 of 2)



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.405**

**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. 500.405, 2016”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

- 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

District Lot 109, Newcastle District, Except That Part in Plan 30254

from Rural 1 Zone (RU1), Subdivision District ‘A’ to Rural 1 Zone (RU1), Subdivision District ‘CC’

Introduced and read two times this ___ day of _____ 20XX.

Public Hearing held this ___ day of _____ 20XX.

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

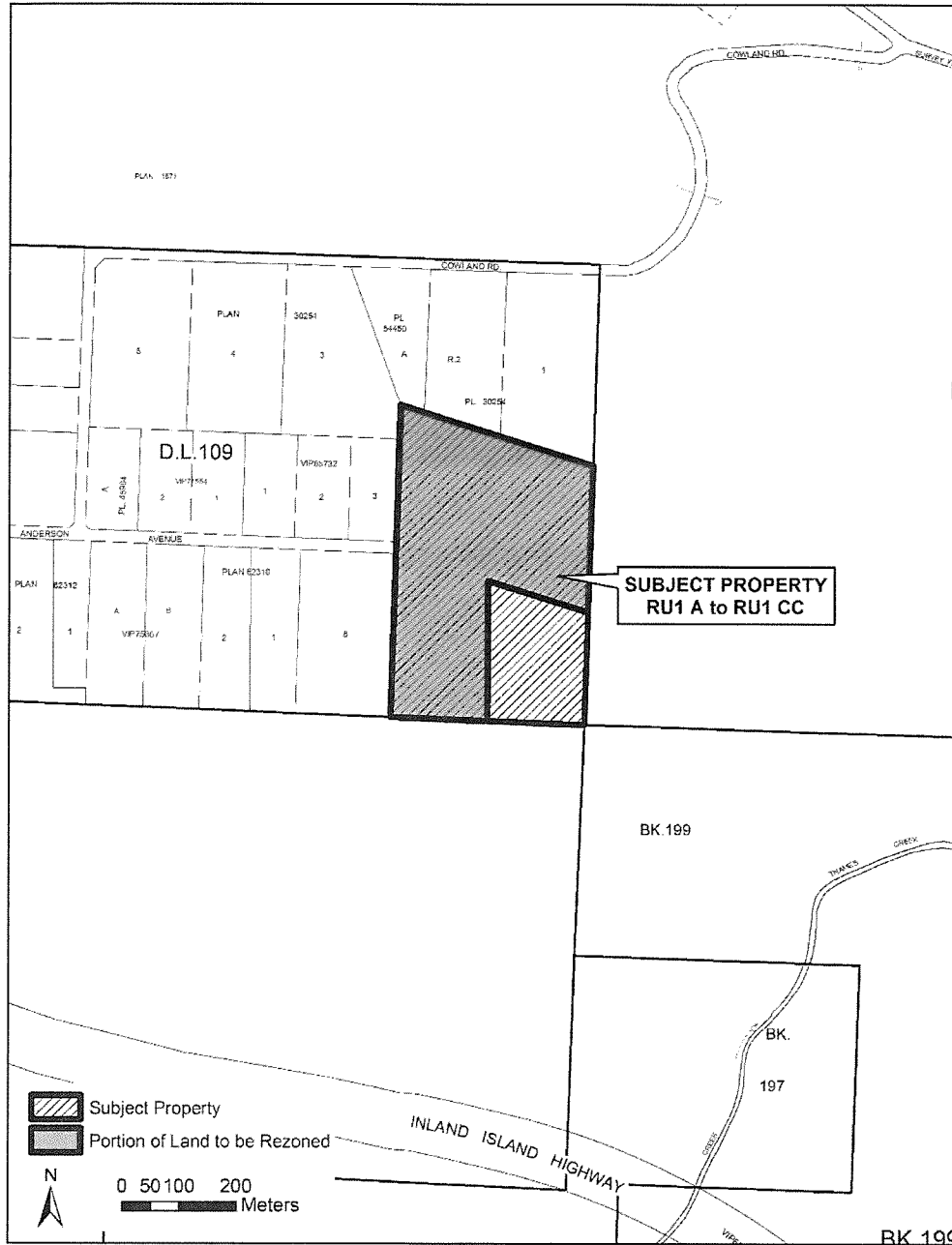
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016".

Chairperson

Corporate Officer

Schedule '1'



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 22, 2016 AT 7:00 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. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

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

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation and Emergency Planning Services
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.

DELEGATIONS

Sandy Herle, Parksville Qualicum Beach Tourism, re District 69 Municipal, Tourism Growth MoU.

Sandy Herle outlined the value of tourism for the region and asked the Board to support the District 69 Municipal, Tourism Growth Memorandum of Understanding and to contribute to the collaborative planning process to drive tourism within District 69.

Blain Sepos, Parksville Qualicum Beach Tourism, re District 69 Municipal, Short Term Rentals / Vacation Rentals.

Blain Sepos shared his concerns regarding the impact short-term and vacation rentals are having within District 69, citing the need for a consistent approach across the region for regulation of the rentals to level the playing field with commercial operators, to protect neighbourhoods, and to provide visitors with the accommodation they are looking for.

Mitch Freko, re 2377 Higginson Road, Nanoose Bay, Electoral Area 'E'.

Mitch Freko expressed his concern for the safety and security of his property regarding a short-term vacation rental near his home and asked the Board when he will see some resolution to this issue.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, October 11, 2016.

MOVED Director Lefebvre, SECONDED Director Stanhope, that the minutes of the Committee of the Whole meeting held Tuesday, October 11, 2016, be adopted.

CARRIED

Minutes of the Special Committee of the Whole meeting held Tuesday, November 8, 2016.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Special Committee of the Whole meeting held Tuesday, November 8, 2016 be adopted.

CARRIED

Minutes of the Special Committee of the Whole meeting held Tuesday, November 15, 2016.

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Special Committee of the Whole meeting held Tuesday, November 15, 2016 be adopted.

CARRIED

CORPORATE SERVICES

2017 Board and Standing Committee Regular Meeting Schedule.

MOVED Director Stanhope, SECONDED Director Thorpe, that the 2017 Board and Standing Committee regular meeting schedule be approved as presented.

CARRIED

FINANCE

Bylaw No. 1751 - A Bylaw to Authorize Preparation of 2017 Parcel Tax Rolls.

MOVED Director Haime, SECONDED Director Lefebvre, that the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016", be introduced and read three times.

CARRIED

MOVED Director Haime, SECONDED Director Lefebvre, that the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016" be adopted.

CARRIED

MOVED Director Haime, SECONDED Director Lefebvre, that the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2017 parcel tax review panel.

CARRIED

Operating Results for the period ending September 30, 2016.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the summary report on financial operating results as at September 30, 2016 be received for information.

CARRIED

2017 Proposed Budget Overview.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the proposed 2017 budget be approved.

CARRIED

MOVED Director Stanhope, SECONDED Director Lefebvre, that staff be directed to proceed to finalize the 2017 to 2021 Financial Plan.

CARRIED

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE SERVICES

WATER AND ASSET MANAGEMENT

Westerne Heights Water Rates and Regulations – Bylaws No. 1654.03 and 1655.05.

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016" be adopted.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016" be adopted.

CARRIED

WASTEWATER

Greater Nanaimo Pollution Control Centre Capital Project Updates.

MOVED Director Stanhope, SECONDED Director Houle, that the Board receive the Greater Nanaimo Pollution Control Centre Capital Project Updates report for information.

CARRIED

Northern and Southern Wastewater Development Cost Charges.

MOVED Director Rogers, SECONDED Director Haime, that the Board give first and second reading to "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016".

CARRIED

MOVED Director Rogers, SECONDED Director Haime, that the Board give first and second reading to "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

CARRIED

MOVED Director Rogers, SECONDED Director Haime, that the Board direct staff to undertake public consultation for the proposed bylaw amendments, and to report on the public consultation process prior to third readings.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

INTERGOVERNMENTAL LIAISON

Snaw-Naw-As First Nation Request for Support – Wallis Point.

MOVED Director Houle, SECONDED Director Rogers, that the Chair write a letter to Snaw-Naw-As First Nation Chief and Council stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016.

MOVED Director Thorpe, SECONDED Director McPherson, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016 be received for information.

CARRIED

Minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016.

MOVED Director Fell, SECONDED Director Rogers, that the minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016 be received for information.

CARRIED

Grants.

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

Arrowsmith Community Recreation Association - youth sports programs	\$4,200
District 69 Family Resource Association - youth life skills program food and supplies	\$2,500
Parksville Curling Club - junior program equipment	\$2,500
	Total \$9,200
	CARRIED

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

Arrowsmith Agricultural Association - Family Day Celebration	\$1,414
Errington Elementary School - Tribune Bay for low income families	\$2,500
Inclusion Parksville Society (formerly PDA CL) - tables, chairs, tents	\$1,000
Nanoose Place Seniors - carpet bowls for visually impaired players	\$828
Oceanside Community Arts Council - senior's art program	\$1,250
Qualicum Beach Lawn Bowling Club - bowling aides	\$1,000
Qualicum Weavers and Spinners Guild - portable loom	\$1,200
Ravensong Masters Swim Club - pool rental	\$1,000
	Total \$10,192
	CARRIED

Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016.

MOVED Director Young, SECONDED Director Rogers, that the minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016 be received for information.

CARRIED

District 68 Grant Approvals.

MOVED Director Young, SECONDED Director Haime, that the Board award District 68 Grants-in-Aid funds as follows:

Mudge Island Citizen's Society - purchase of a cistern for collecting rainwater to assist in firefighting.	\$2,100
Scouts Canada 1st Gabriola Scouts Group - Wood Badge training for volunteers.	\$405
	Total \$2,505
	CARRIED

MOVED Director Young, SECONDED Director Haime, that the remaining District 68 funds in the amount of \$614.00 be carried forward to the 2017 Grants-in-Aid budget.

CARRIED

District 69 Grant Approvals.

MOVED Director Young, SECONDED Director Lefebvre, that the Board award District 69 Grants-in-Aid funds as follows:

ECHO Players Society - purchase of materials (e.g. paint and marine-grade plywood) for the Mural Project.	\$4,500
Inclusion Parksville Society - purchase of 4 computers and 4 tablets for client use.	\$2,500
Oceanside Stroke Recovery Society - purchase of a rolling metal library book cart and stroke survivor printed resources.	\$1,000
	Total \$8,000

CARRIED

MOVED Director Young, SECONDED Director Westbroek, that the remaining District 69 funds in the amount of \$892.00 be carried forward to the 2017 Grants-in-Aid budget.

CARRIED

New Business.

MOVED Director Young, SECONDED Director Yoachim, that staff be directed to provide a report in spring, 2017, with options for updating the Grants-in-Aid Policy to clarify ineligibility related to annual operating expenses.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

District 69 Municipal, Tourism Growth Memorandum of Understanding and Short Term Rentals / Vacation Rentals.

MOVED Director Rogers, SECONDED Director Stanhope, that staff be directed to prepare a report for the Board with respect to the District 69 Municipal, Tourism Growth Memorandum of Understanding, and a separate report with respect to short-term rentals / vacation rentals.

CARRIED

NEW BUSINESS

Directors' Roundtable.

Directors provided updates to the Board.

IN CAMERA

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

CARRIED

TIME: 8:20 PM

ADJOURNMENT

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

CARRIED

TIME: 8:28 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1751

A BYLAW TO PROVIDE FOR THE PREPARATION OF
PARCEL TAX ROLLS FOR THE YEAR 2017

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax;

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2017 are to be prepared for the following services:

Sewer:

French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Hawthorne Rise Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1686, 2013
Reid Road Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1707, 2014

Water:

Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Whiskey Creek Water Services	Establishing Bylaw No. 1605, 2010
San Pareil Water System (Fire Protection Improvements) Service	Establishing Bylaw No. 1646, 2013
Westurne Heights Water Service	Establishing Bylaw No. 1718, 2015

Other:

Regional Parks	Establishing Bylaw No. 1231, 2001
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Northern Community Economic Development Service	Establishing Bylaw No. 1649, 2011

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.

4. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
5. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
6. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:

Parcel of land less than or equal to .2 ha = 1
Parcel of land greater than .2 ha up to 1 ha = 2
Parcel of land greater than 1 ha up to 3 ha = 3
Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) above shall not be levied on folios with the following characteristics:
 - i) water, including but not limited to foreshore leases
 - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as “2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016”.

Introduced and read three times this __th day of _____, 2016.

Adopted this __th day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1654.03

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO WATER
USE REGULATION BYLAW. NO. 1654, 2012**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012” to include the Westurne Heights Water Service Area;

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016”.

2. Amendment

“Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012” is amended as follows:

(1) By adding subsection (j) to Schedule ‘D’ as follows:

(j) Westurne Heights established pursuant to “Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014”.

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.05

**A BYLAW TO AMEND THE FEES AND CHARGES FOR
REGIONAL DISTRICT OF NANAIMO WATER SERVICES**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” to include the Westurne Heights Water Service Area;

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

1. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016”.

2. Amendment

“Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” is amended as follows:

(1) By adding subsection (j) to Schedule ‘C’ as follows:

(j) Westurne Heights established pursuant to “Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014”.

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1442.03

**A BYLAW TO AMEND THE DEVELOPMENT COST
CHARGES WITHIN THE NORTHERN COMMUNITY
SEWER SERVICE AREA**

WHEREAS the Regional District of Nanaimo adopted “Northern Community Sewer Service Area Development Cost Charges Bylaw No. 1442, 2005”;

AND WHEREAS the Board wishes to amend the development cost charges for the collection, conveyance, treatment, and disposal of wastewater works and services at the French Creek Pollution Control Centre;

AND WHEREAS the Board wishes to amend the boundaries within which development cost charges shall be imposed;

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

1. Schedule ‘A’ to Bylaw 1442 is hereby repealed and Schedule ‘A’ attached to and forming part of this Bylaw is substituted therefore;
2. Schedule ‘B’ to Bylaw 1442 is hereby repealed and Schedule ‘B’ attached to and forming part of this Bylaw is substituted therefore.

This Bylaw may be cited for all purposes as “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016”.

Introduced for first and second readings this ____ day of _____, ____.

Read a third time this ____ day of _____, ____.

Received the Approval of the Inspector of Municipalities this ____ day of _____, ____.

Adopted this ____ day of _____, ____.

Schedule 'A' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A'

Development Cost Charges for Wastewater Treatment/Sanitary Sewer Works and Services

1. Pursuant to Section 2 of Bylaw No. 1442 and subsequent amendments, development cost charges shall be levied in those areas that will be serviced by wastewater treatment/sanitary sewerage works and services as outlined on the map in Schedule 'B'.
2. The assist factor for wastewater treatment/sanitary sewerage works and services shall be 1%.
3. All charges shall be paid in full prior to the approval of a subdivision or building permit unless paid by way of installments in accordance with BC Reg 166/84.
4. The Development Cost Charge Schedule is as follows:

Development Type	Subdivision	Building Permit
Single family	\$10,067.10 per lot	\$10,067.10 per dwelling unit
Multiple family residential		\$76.01 per m ² of gross floor area
Commercial		\$43.14 per m ² of gross floor area
Industrial		\$43.14 per m ² of gross floor area
Airport Industrial		\$4.79 per m ² of gross floor area
Institutional		\$52.73 per m ² of gross floor area

Schedule 'B' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'B'

MAP OF REVISED SERVICE AREA BOUNDARIES TO BE ATTACHED ONCE ADOPTED,
AND IS AVAILABLE FOR VIEWING WITH THE CORPORATE OFFICER

SALISH SEA

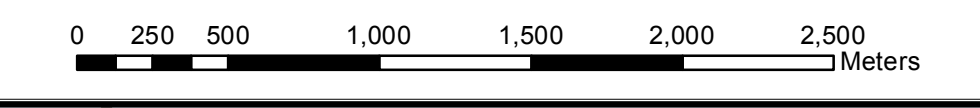
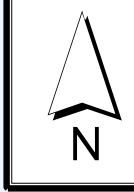


**Schedule 'B' to accompany
"NORTHERN COMMUNITY SEWER SERVICE
AREA DEVELOPMENT COST CHARGES
AMENDMENT BYLAW NO. 1442.03, 2016".**

- Northern Community DCC Area
- Municipal Boundary
- Electoral Area Boundary

Chairperson

Corporate Officer



Strait of Georgia

TOWN OF QUALICUM BEACH

ELECTORAL AREA G

ELECTORAL AREA G

CITY OF PARKSVILLE

ELECTORAL AREA F

CITY OF PARKSVILLE

ELECTORAL AREA G

ELECTORAL AREA E

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1547.01

**A BYLAW TO AMEND THE DEVELOPMENT COST
CHARGES WITHIN THE SOUTHERN COMMUNITY
SEWER SERVICE AREA**

WHEREAS the Regional District of Nanaimo adopted "Southern Community Sewer Service Area Development Cost Charges Bylaw No. 1547, 2009";

AND WHEREAS the Board wishes to amend the development cost charges for the collection, conveyance, treatment, and disposal of wastewater works and services at the Greater Nanaimo Pollution Control Centre;

AND WHEREAS the Board wishes to amend the boundaries within which development cost charges shall be imposed;

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

1. Schedule 'A' to Bylaw 1547 is hereby repealed and Schedule 'A' attached to and forming part of this Bylaw is substituted therefore;
2. Schedule 'B' to Bylaw 1547 is hereby repealed and Schedule 'B' attached to and forming part of this Bylaw is substituted therefore.

This Bylaw may be cited for all purposes as "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

Introduced for first and second readings this ____ day of _____, ____.

Read a third time this ____ day of _____, ____.

Received the Approval of the Inspector of Municipalities this ____ day of _____, ____.

Adopted this ____ day of _____, ____.

Schedule 'A' to accompany "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A'

Development Cost Charges for Wastewater Treatment/Sanitary Sewer Works and Services

1. Pursuant to Section 2 of this bylaw, development cost charges shall be levied in those areas that will be serviced by wastewater treatment/sanitary sewerage works and services as outlined on the map attached hereto as Schedule 'B' and Schedule 'C'.
2. The assist factor for wastewater treatment/sanitary sewerage works and services shall be 1%.
3. All charges shall be paid in full prior to the approval of a subdivision or building permit unless paid by way of installments in accordance with BC Reg 166/84.

The Development Cost Charge Schedule is as follows:

Category	Subdivision	Building Permit
Single Family	\$2,951.37 per lot being created	\$2,951.37 per dwelling unit constructed
Multi-Family		\$17.40 per square meter of building gross floor area provided that no development cost charge for multi-family development shall exceed an amount calculated by multiplying the number of dwelling units created by \$2,951.37
Mobile Home Park	\$1,748.81 per service connection being created	\$1,748.81 per service connection being created
Commercial		\$17.66 per square meter of building gross floor area
Industrial		\$4.50 per square meter of building gross floor area
Campground		\$482.21 per service connection being created
Institutional		\$17.66 per square meter of building gross floor area

Schedule 'B' to accompany "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'B'

MAP OF REVISED SERVICE AREA BOUNDARIES TO BE ATTACHED ONCE ADOPTED,
AND IS AVAILABLE FOR VIEWING WITH THE CORPORATE OFFICER

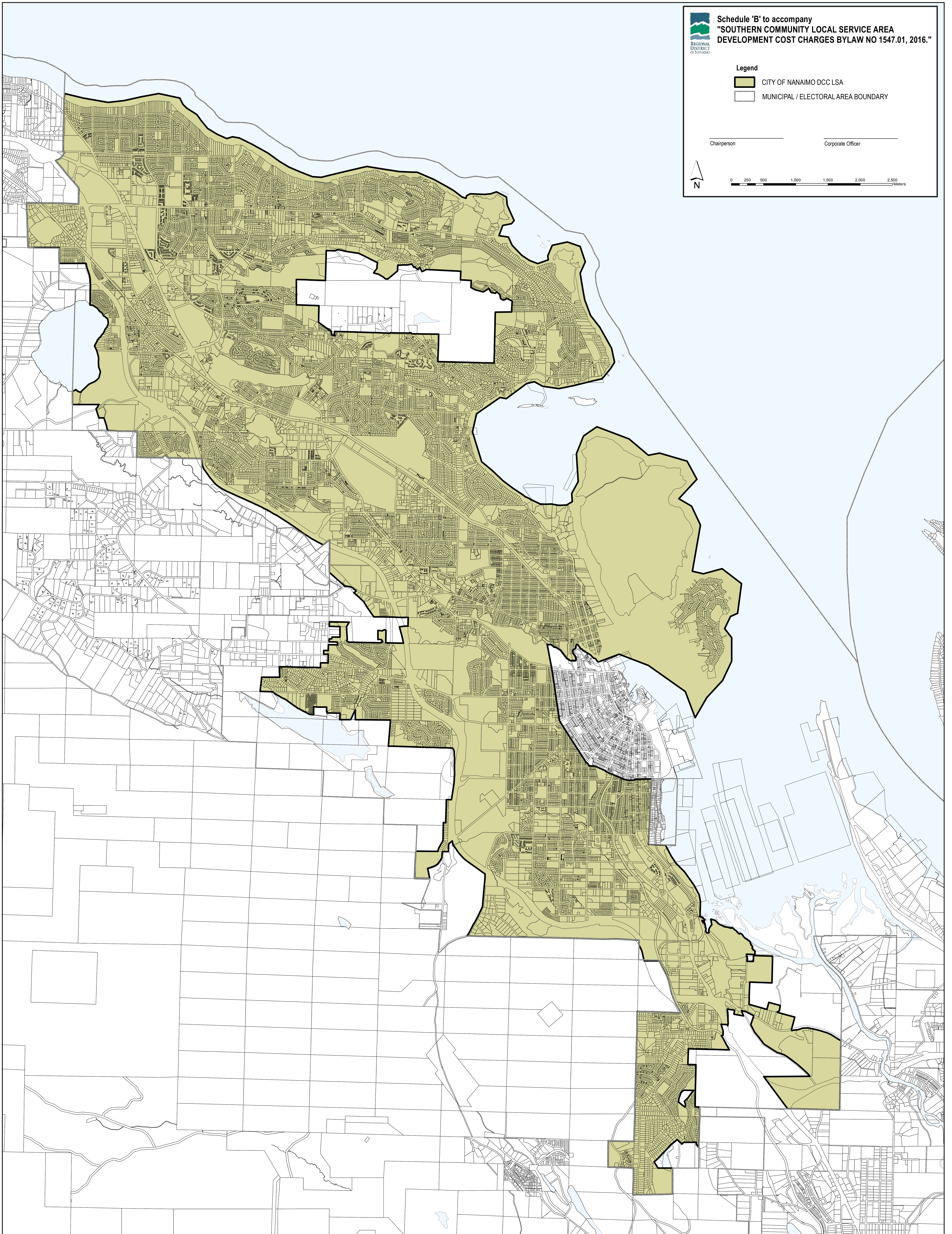
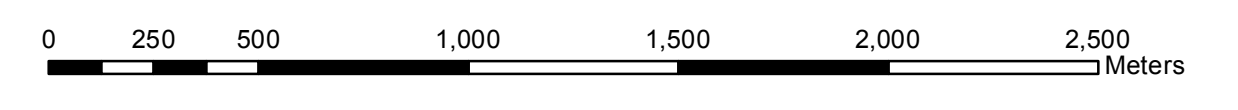


Schedule 'B' to accompany
"SOUTHERN COMMUNITY LOCAL SERVICE AREA
DEVELOPMENT COST CHARGES BYLAW NO 1547.01, 2016."

Legend

- CITY OF NANAIMO DCC LSA
- MUNICIPAL / ELECTORAL AREA BOUNDARY

Chairperson Corporate Officer



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, OCTOBER 25, 2016 AT 1:30 PM
RDN BOARD ROOM**

Present:

Director A. McPherson	Chairperson
Director J. Stanhope	Electoral Area 'G'
Director C. Pinker	Electoral Area 'C'
Alternate	
Director H. Houle	Electoral Area 'B'
Director B. McKay	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

P. Carlyle	CAO, RDN
B. Veenhof	Electoral Area 'H'
R. Alexander	GM, RCU, RDN
D. Trudeau	GM, Transit, SW & Emergency Planning
L. Gardner	Manager of Solid Waste, RDN
M. Larson	Solid Waste Planner, RDN
W. Idema	Director, Finance
R. Graves	Recording Secretary, RDN

Regrets:

Director M. Lefebvre	City of Parksville
Director M. Young	Electoral Area 'C'

CALL TO ORDER

The meeting was called to order at 1:30pm by the Chairperson.

DELEGATIONS

Orgaworld – Regional District of Nanaimo and Advanced Organics Processing Presentation.

Orgaworld presented on long term composting opportunities for the RDN at the existing Nanaimo Organic Waste site. Possible upgrades include improvements to the existing equipment and facilities and the introduction of tunnel composters that will reduce odour complaints and improve the end composting product. Orgaworld outlined possible approaches to fund future capital investments through extended contract terms.

MINUTES

MOVED Director Stanhope, SECONDED Director Houle, that the minutes from the Solid Waste Select Committee meeting held September 20, 2016 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

AVICC Special Committee on Solid Waste.

MOVED Director Stanhope, SECONDED Director Hong, that the correspondence from Association of Vancouver Island Coastal Communities Special Committee on Solid Waste be received.

UNFINISHED BUSINESS

ADVISORY COMMITTEE

REPORTS

Stage 2 Draft Solid Waste Management Plan.

MOVED Director Houle , SECONDED Director Hong , that the Stage 2 Draft Solid Waste Management Plan report be received.

CARRIED

PRESENTATION

Status Update SWMP Review Process-Stage 2 Draft SWMP.

L. Gardner gave a verbal update on recent activities within the SWMP review process. The presentation included the Draft Stage 2 SWMP report, future strategies including household hazardous waste, regulatory authorities as well as new and emerging technologies.

NEW BUSINESS

MOVED Director Hong SECONDED Director Westbroek that the SWMSC direct staff to prepare a report with respect to the options and implications regarding the Orgaworld proposal.

CARRIED

NEXT MEETING

Next SWMSC meeting to be announced.

ADJOURNMENT

Moved Director Stanhope, SECONDED Director Hong, that the meeting be adjourned.

CHAIRPERSON

Regional District of Nanaimo

and

Advanced Organics Processing

Nanaimo (B.C.), September 6, 2016



WASTE TREATMENT TECHNOLOGIES

and



supported by:

Orgaworld

Part of Shanks Group

What?

Long term recycling solution for RDN's Food & Kitchen and Green Waste through advanced organics processing

- High-tech operation by use of IVC technology
- High quality compost
- Minimization of nuisance by process air control/odour abatement
- Carbon credits

Where?

Site and infrastructure of Nanaimo Organic Waste (NOW)

Who?

Surrey Biofuel Facility Team

- Shanks (UK): equity provider
- Orgaworld (NL/ON): main contractor/operator
- Stantec (BC): detailed design/architecture/environmental, permitting
- WTT (NL): mechanical packages design and supply
- Smith Bros & Wilson (BC): General contractor

supported by

- local communication, financial, legal and planning consultants

Nanaimo Organic Waste Team

- Convent Capital (NL): equity provider
- WTT (NL/BC): main contractor/operator

supported by

- local contractors,
- Local financial, legal planning, technical consultants
- Orgaworld Team

What do we offer?

- Our financial capability
- Our technical know how and experience
- Our operational expertise

What are we willing to do?

- Partner
- Come to and Invest in Nanaimo
- Procure NOW's site and assets
- Retrofit/Upgrade of NOW's existing composting process
- Operate the State of Art Facility long term

What does it look like?

Retrofit/Upgrade of NOW's composting process

- Shredding (existing equipment)
- Tunnel Composting (14 days/3 tunnels)
- Maturation (min. 21 days/existing 6 processing canopies)
- Refining
- Process Air Control/Odour Abatement/Leachate control

Resulting in:

- 15,000 - 25,000 tpy facility
- RDN's Food & Kitchen Waste and Leaf & Yard Waste/ICI waste
- 5,000 -15,000 tpy compost
- Expansion possibilities

Nanaimo Organic Waste – IVC composting





Nuisance Control



← Biofilter Material (wood chips)

← Biofilter aeration floor

How make this happen/What do we need?

- Feedstock Security:
 - Volumes: min. of 15,000 tpy
 - Gate Fees: to be discussed
 - Terms: 15 -20 years
- Additional Volumes ?

Actual Situation

- 7,000 tpy curbside food waste
- 2,700 tpy yard waste (landfill + transfer station)
- 4 year remaining contract (March 2020)
- 4,700 tpy NRE non-profit yard waste
- 3,000 – 10,000 tpy IC&I waste potential

What can RDN offer?

- Contract Extension?
 - Direct Negotiations or Public Tendering
 - RFEI/RFQ/RFP
 - Conditions:
 - Volumes
 - Gate fees
 - Terms
- Waste flow control?
- Planning?
- Others?

Thank you !



WASTE TREATMENT TECHNOLOGIES

Bedrijvenpark Twente 412
7602 KM Almelo
Tel: +31 (0) 546 581 230
Fax: +31 (0) 546 579 000

and



Stadhouderskade 141 H
1074 BA Amsterdam
Tel: +31 20 240 2482
Fax: +31 240 2483

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING
HELD ON TUESDAY NOVEMBER 1ST, 2016
12:00 PM
(RDN COMMITTEE ROOM)**

Attendance: Director Haime, Chair, District of Lantzville
Director McPherson, Electoral Area 'A'
Director Houle, Electoral Area 'B'
Alternate Director Pinker, Electoral Area 'C'
Director Rogers, Electoral Area 'E'
Director Fell, Electoral Area 'F'
Director Stanhope, Electoral Area 'G'
Director Veenhof, Electoral Area 'H'
Director Westbroek, Town of Qualicum Beach
Director Lefebvre, City of Parksville
Director Thorpe, City of Nanaimo
Director Hong, City of Nanaimo

Staff: Tom Osborne, General Manager of Recreation and Parks
Phyllis Carlyle, Chief Administrative Officer
Wendy Idema, Director of Finance
Wendy Marshall, Manager of Park Services
Ann-Marie Harvey, Recording Secretary

Regrets: Director Pratt, City of Nanaimo
Director Yoachim, City of Nanaimo
Director Young, Electoral Area 'C'

CALL TO ORDER

Chair Haime called the meeting to order at 12:00pm.

DELEGATIONS

None

MINUTES

MOVED Director Stanhope, SECONDED Director McPherson that the Minutes of the Regular Regional Parks and Trails Select Committee meeting held September 20, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

COMMUNICATIONS/CORRESPONDENCE

None

REPORTS

Monthly Update of Community and Regional Parks and Trails Projects –September 2016

Ms. Marshall answered questions from the directors regarding items in the report.

MOVED Director Stanhope, SECONDED Director Lefebvre that the Monthly Update of Community and Regional Parks and Trails Projects – September 2016 be received.

CARRIED

Horne Lake Historic Regional Trail Report

MOVED Director Veenhof, SECONDED Director Thorpe that the Regional District resume planning and development of the approximately 12 km Horne Lake Regional Trail with the goal to complete a footpath standard trail by 2020.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe that the Regional District work with the Qualicum First Nations, the Alberni Clayoquot Regional District and Port Alberni First Nations to obtain Provincial recognition of a Sea to Sea, First Nation to First Nation BC Heritage Trail across Vancouver Island via Horne Lake by 2020.

CARRIED

BUSINESS ARISING FROM THE COMMUNICATIONS/CORRESPONDENCE/DELEGATONS

None

NEW BUSINESS

Descanso Bay Regional Park Operator

Mr. Osborne updated the Committee on the status of the park operator contract since the passing of Jim Demler, who was the current operator of the park.

12:23 –Director Lefrevbre left the meeting.

Beachcomber Regional Park Plan

Director Rogers asked about the need to spend funds on a park plan for Beachcomber Regional Park given that it is a small park since 1988 and has never needed a plan before.

Ms. Marshall responded that it is good to have a plan to check on trails and wear on the park so that it can be determined if trails need to be redirected or if the amenities of the park are meeting the user's needs. She noted that this is not a large scale plan and will done internally. Once complete all twelve Regional Parks will have a plan in place to guide future use and development.

Moorecroft

Director Rogers mentioned his appreciation to the Moorecrofters group for their \$10,000 donation towards Moorecroft projects that was received last week.

IN CAMERA

MOVED Director Veenhof SECONDED Director Houle that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land and legal issues.

Time: 12:27pm

CARRIED

ADJOURNMENT

MOVED Director Houle, SECONDED Director Veenhof that the meeting be adjourned at 1:45pm.

CARRIED

Chairperson

TO: Regional Parks and Trails Select Committee **DATE:** October 26, 2016

FROM: Joan Michel
Parks and Trails Coordinator **MEETING:** RPTSC- November 1, 2016

SUBJECT: Developing the Horne Lake Regional Trail **FILE:**

RECOMMENDATIONS

1. That the Regional District resume planning and development of the approximately 12 km Horne Lake Regional Trail with the goal to complete a footpath standard trail by 2020.
2. That the Regional District work with the Qualicum First Nations, the Alberni Clayoquot Regional District and Port Alberni First Nations to obtain Provincial recognition of a Sea to Sea, First Nation to First Nation BC Heritage Trail across Vancouver Island via Horne Lake by 2020.

PURPOSE

To review the planning and development steps required to complete 12 km of Horne Lake Regional Trail (see Map 1), and revisit the Region's overarching 2001 bid to the Province for a tide-water to tide-water BC Heritage Trail across Vancouver Island via Horne Lake (see Map 2).

BACKGROUND

In 2001, during the final stages of approving the rezoning of lands surrounding Horne Lake, the Ministry of Transportation was dealing with the partial closure of the 1911 Gazetted Horne Lake and Alberni Road along the north shore of Horne Lake. Originally surveyed between the Qualicum First Nation Reserve and Port Alberni, the 1911 Road was never completely developed. Over time large parts of the surveyed route were lost from the land records. By 2001, it was discovered that Horne Lake Road could only be identified legally within Port Alberni, in some places around the west and north sides of Horne Lake, and from Horne Lake east to the Salish Sea. In between, and crossing large tracks of private forest lands, the 1911 Road exists but was not well documented at Land Titles.

To conclude the 2001 rezoning of the Horne Lake lands, which produced Horne Lake Regional Park, the Ministry needed to close remnant 1911 Horne Lake and Alberni Road along the north shore of Horne Lake. For the Qualicum First Nation (QFN), this proposed public road closure would constitute a break in the historic passage way between east and west coasts of Vancouver Island, an important trade route that the Hudson Bay Company sent Adam Horne to find in 1856. To obtain QFN sign-off on the partial closure of the 1911 Road, the RDN committed to preserve and celebrate the historic east-west trans Vancouver Island passage through the regional trail corridor. All players involved in the rezoning – Department of Fisheries and Ocean, the newly forming Horne Lake Strata, developer Texada along with the QFN – agreed and rezoning was achieved. Further, the Strata committed to permitting the RDN to

place trail on Strata lands above the north shore of Horne Lake, thus keeping recreational users off of Caves Road.

In its entirety, the multi-regional trail would start at the Qualicum First Nation Reserve, run up the Big Qualicum River Regional Trail, swing around the north shore of Horne Lake via Horne Lake Strata lands, drop down into Horne Lake Regional Park, head over to Port Alberni via the 1911 Road (specific location yet to be determined), hook up to the Alberni Clayoquot Regional District's (ACRD) Log Train Trail with its associated McLean Mill National Historic Site and Vancouver Island Spine Trail connection, and finish in Port Alberni at tide-water in the Alberni Valley. The sections involving the Strata lands, the Regional Park and the 1911 Road up to the RDN's boundary with the ACRD would be known collectively as the Horne Lake Regional Trail. In December 2001, the RDN Board approved a bid to the Province to see the multi-regional sea-to-sea trail designated as a BC Heritage Trail.

In early 2003, the Province directed the RDN to obtain Port Alberni First Nation support for the heritage trail concept. The lack of a clear location for the 1911 Road through private forest lands and the survey costs to resolve the matter contributed to setting the file aside over the next decade and the First Nation support for the project was not pursued any further. More recently, the Qualicum First Nation has expressed support for moving on the Sea-to-Sea heritage trail project. Long trail development, in particular that with a cultural aspect, has become a recognized engine of tourism development as recently reflected in Tourism Vancouver Islands' efforts to promote Vancouver Island trails.

The first step in achieving the heritage trail will be the planning and development of the Horne Lake Regional Trail, at least to rough but safe footpath standards. Each of the regional trail's three sections (see Map 1) offers its challenges.

- The stretch through the Strata lands (approximately 6 km) will involve some use of logging road, however at least half of the way to the west end of the lake and Regional Park will involve forging a trail below the cliffs of Mount Mark. This is a significant and extensive environmentally hazardous rock fall zone and geo-technical engineering will be required to identify and design a safe trail route, as well as to bring users down the considerable and steep slope to lake level at the Regional Park entrance. Improvements such as small bridges, switch backs, and retaining walls will be required in addition to professional services (engineering, survey, environmental).
- Within Horne Lake Regional Park (approximately 2 km), use can be made of existing footpath and road including the one bridge over the Qualicum River. This section could be considered ready to go with minor works required.
- Further to renewed discussions with Island Timberlands in October 2016, the company provided the RDN with a 2005 Posted Plan showing the location of the 1911 Road within their large BI 188 parcel. This plan information was new to the Regional land data base, which will now be updated. The next step is to ground truth the trail to see where the ROW is situated. The nature of required improvements, e.g., small bridges and switch backs for the 3 to 4 km distance from the Regional Park to the ACRD border, will depend upon route conditions found after the initial ground truthing. It is expected that some survey, geo-technical investigation and design assistance will be required in order to identify a working route sufficient for footpath development.

The first step in concluding a trail plan for the Strata lands section of the Horne Lake Regional Trail will be completion of a geo-technical feasibility and risk management study. As the landowner, the Strata would be involved in this process. Assuming the feasibility study is completed by the fall of 2017, funds for specific design and development can be identified for inclusion in the 2018 or 2019 budgets. Ground truthing and clarification of trail route along the 1911 Road should also be possible by the fall of 2017. To the extent that the 1911 Road is situated on what has already been cleared for industrial logging

traffic purposes, initial trail routing and development could be simplified. It should be possible to see the Horne Lake Regional Trail from east end of Horne Lake to the ACRD boundary in use by 2020.

The Horne Lake Regional Trail alone is a multi-faceted project involving multiple landowners, land access negotiations and the most rugged landscape ever tackled for trail development by the RDN. To achieve the estimated completion of the new trail to safe footpath standards by 2020 while completing a number of park and trail projects already in motion, some long planned as well as more recently proposed park and trail projects will likely need to be delayed.

Parks and Trails Coordinator projects that are in progress include:

- Village Way Path on Gabriola
- Coombs to Parksville Rail Trail
- The Trans Canada Trail Timberlands Rd trailhead and re-route, 25th TCT anniversary celebrations in 2017
- BC Marine Trail agreements
- More than 35 park use permits per year
- Completion of the overall RDN park and trail portfolio registry
- Completion of file storage transfer to SharePoint

Parks and Trails Coordinator projects are slated for completion that may be delayed include:

- Update of the Regional Parks and Trails Guide to include the Rail Trail
- Update of the Parks Use Regulations Bylaw 1399 to address a number of outdated provisions
- Update of Bylaw 500 as concerns off-grid campgrounds and undue limits on campsite growth at Horne Lake Regional Park
- Creation of a Park Donations policy to address years of demand for public participation in amenity funding in parks
- Park operator agreements for Lions Community Park and Errington Community Park
- Re-routing the south end of the Lighthouse Country Regional Trail to cross Black Brook
- Bicycle network plans and roadside path plans

ALTERNATIVES

1. That the Regional District pursue completion of the Horne Lake Regional Trail by 2020, and over this time period, work with all related partners on achieving BC Heritage Trail status for the cross Vancouver Island route.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

\$70,000 has been included in the Regional Parks 2017 proposed budget to assist with feasibility and ground truthing work. A Rural Dividends application for \$10,000 to assist with planning costs (geo-technical, risk management services) for Strata lands route will be submitted. Until there is some advance on identifying the scope of trail development issues through the rock hazard zone below Mount Mark, and the lay of the land of the 1911 Road, the estimate overall trail development costs is challenging and will have to be defined further after the survey phase of the project. A rough estimate of costs for trail's development could range between \$750,000 and \$3,000,000 and annual operational costs to maintain the trail corridor could be in the range of \$10,000 and \$50,000.

There are however a reasonable number of infrastructure funding programs available at this time, including those provided by the Island Coastal Economic Trust for capital costs. It is noted however that grant applications constitute a project in themselves and will require resources to complete.

STRATEGIC PLAN IMPLICATIONS

The Regional Board has identified the provision of recreational amenities for residents and the development of tourism opportunities for visitors as priorities. In addition to well meeting these goals, a completed Horne Lake Regional Trail will permit the Region to advance the Horne Lake Heritage Trail initiative and fulfill an outstanding commitment to the Qualicum First Nation. It is noted that there are only a handful of Heritage Trails around BC so the Region would score well not only on recreational tourism development but also cultural tourism development.

SUMMARY/CONCLUSIONS

The basis for development of a Horne Lake Regional Trail was established in 2001 further to the rezoning of lands around Horne Lake. Further, the Regional Board made a bid to the Province in late 2001 to see a Horne Lake heritage trail declared to celebrate the historic cross-Island route via Horne Lake that remains meaningful for Island First Nations. A lack of clarity around the actual location of the one public road gazetted but not developed between Horne Lake Regional Park and the RDN boundary with Alberni Clayoquot Regional District, the cost of resolving the matter, and the rapid growth in regional and community parks and trails over the ensuing 15 years kept the Horne Lake Regional Trail on the back burner.

There is now renewed interest in bringing these projects forward. To move forward on them and see completion of a footpath standard Horne Lake Regional Trail by 2020, some adjustment will likely be required to overall park project planning. The cost of completing the new Regional Trail will become clearer once initial planning works (survey and engineering) are undertaken. Depending on site conditions and topography, development costs are estimated between \$750,000 and \$3,000,000. The current regional park budget includes \$70,000 to start this work, and a \$10,000 planning grant application will be submitted to the Rural Dividends program by end of October 2016.

Completion of the Horne Lake Regional Trail and, working in partnership with First Nations, the Province, private landowners and the Alberni Clayoquot Regional District, realization of BC Heritage Trail status for the trans Vancouver Island trail would represent a significant tourism development for the RDN.



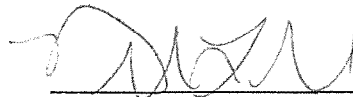
Report Writer, Joan Michel



Manager Concurrence






G.M. Concurrence



C.A.O. Concurrence

Proposed Horne Lake Regional Trail

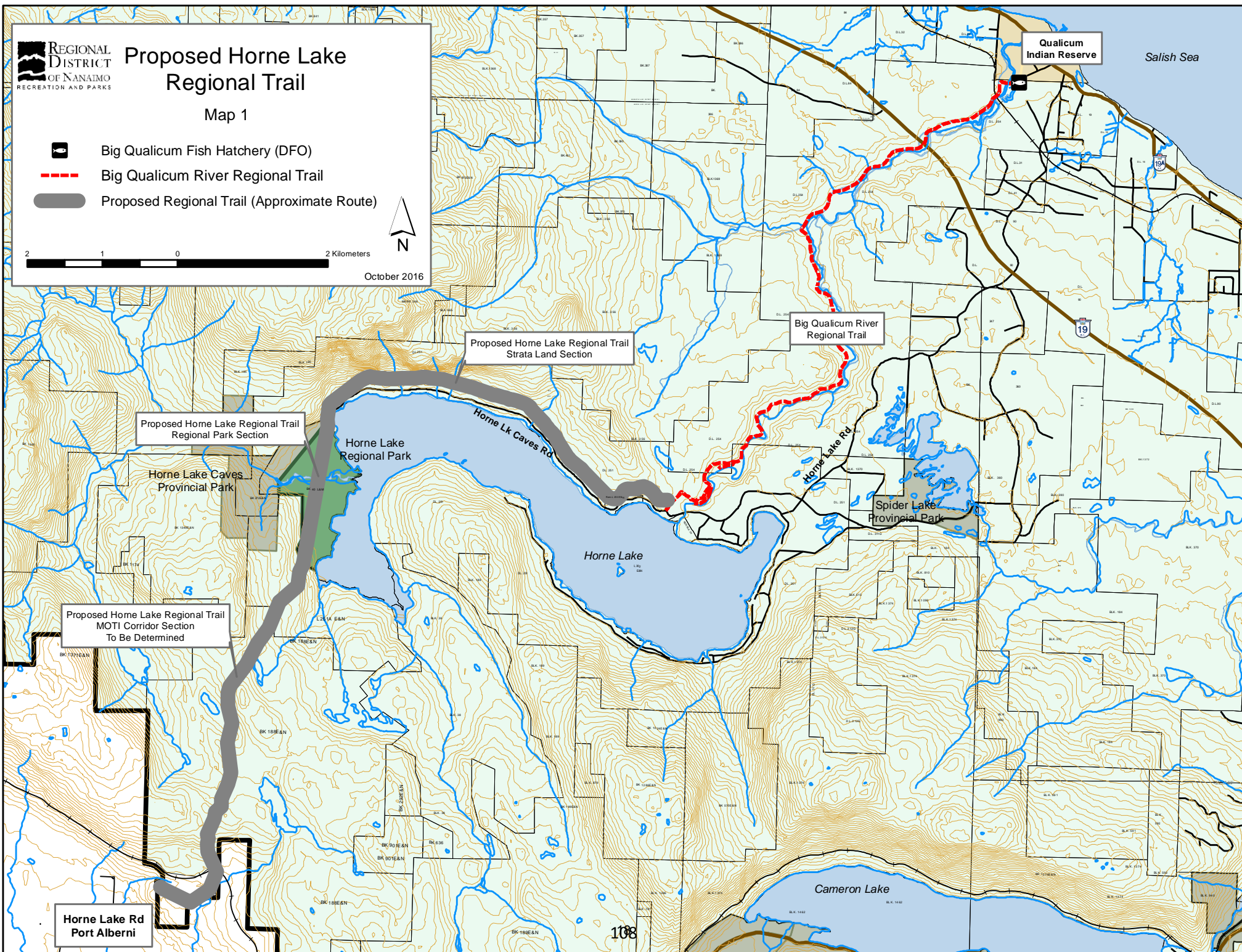
Map 1

-  Big Qualicum Fish Hatchery (DFO)
-  Big Qualicum River Regional Trail
-  Proposed Regional Trail (Approximate Route)

2 1 0 2 Kilometers



October 2016



Proposed Horne Lake Regional Trail Regional Park Section

Horne Lake Caves Provincial Park

Horne Lake Regional Park

Proposed Horne Lake Regional Trail Strata Land Section

Big Qualicum River Regional Trail

Qualicum Indian Reserve

Salish Sea

Horne Lk Caves Rd

Horne Lake Rd

Spider Lake Provincial Park

Horne Lake





Proposed Horne Lake Regional Trail MOTI Corridor Section To Be Determined

Horne Lake Rd Port Alberni

Cameron Lake

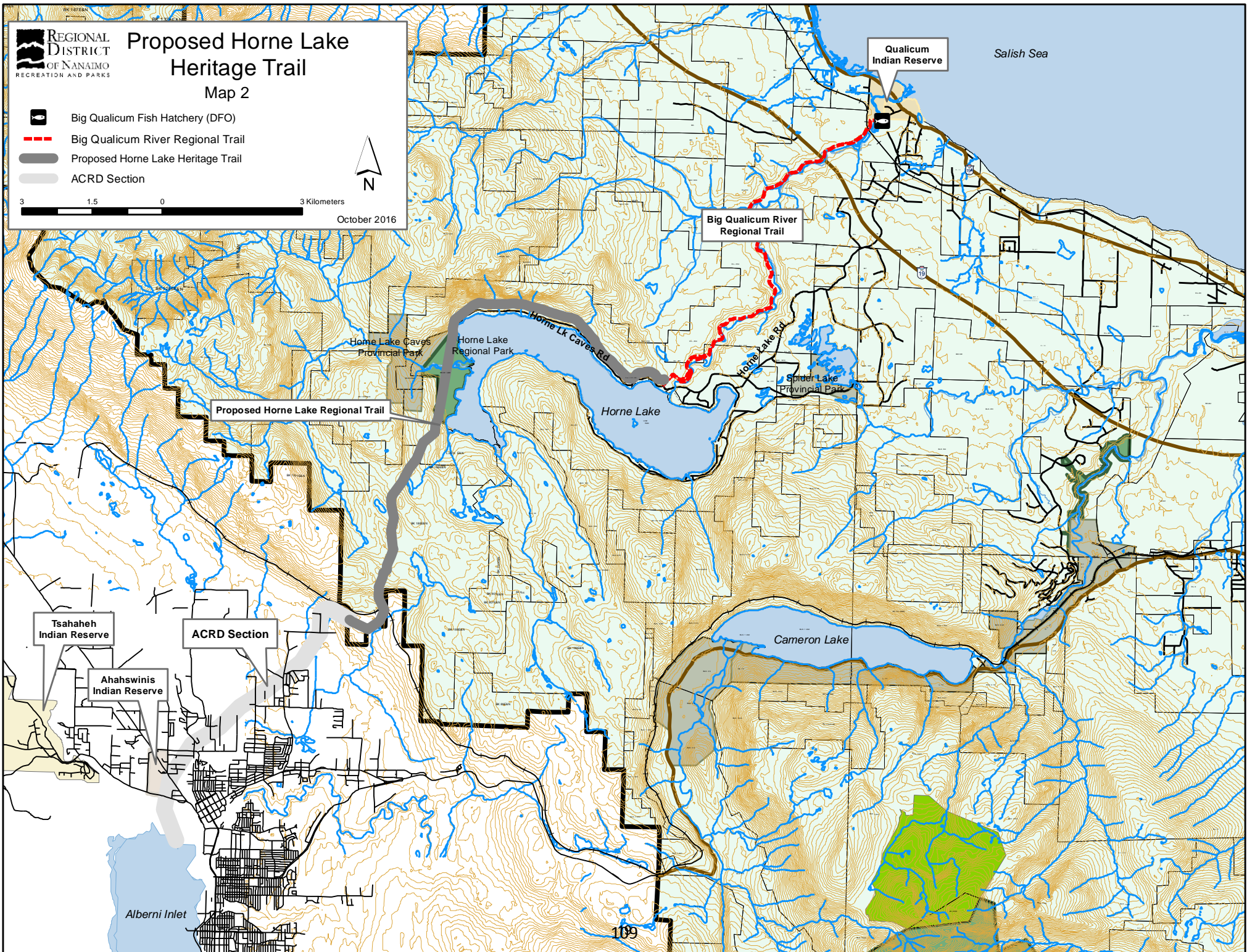
Proposed Horne Lake Heritage Trail

Map 2

-  Big Qualicum Fish Hatchery (DFO)
-  Big Qualicum River Regional Trail
-  Proposed Horne Lake Heritage Trail
-  ACRD Section



October 2016





**MINUTES OF THE REGULAR MEETING OF THE
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD
HELD ON TUESDAY, NOVEMBER 1, 2016 AT 9:30AM
CITY OF PARKSVILLE FORUM**

Present:	M. Lefebvre, Chair B. Luchtmeijer B. Rogers	City of Parksville Town of Qualicum Beach Regional District of Nanaimo
Also Present:	M. Squire L. Butterworth D. Comis B. Weir C. Midgley J. Stanhope R. Alexander W. Idema R. Graves	City of Parksville City of Parksville City of Parksville Town of Qualicum Beach Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Recording Secretary
Regrets:	S. Powell	City of Parksville

CALL TO ORDER

The Chair called the meeting to order at 9:30am.

DELEGATIONS

MINUTES

MOVED Director Luchtmeijer, SECONDED Director Rogers, that the minutes of the regular meeting of the Arrowsmith Water Service Management Board held September 1, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Arrowsmith Dam and Reservoir Update.

M. Squire advised that the Arrowsmith Lake reservoir levels are above normal for this time of year as a result of recent significant rainfall events. Also, informed Committee of the completion of the generator replacement.

MOVED Director Stanhope, SECONDED Director Luchtmeijer, that the Arrowsmith Dam and Reservoir Update be received.

AWS 2017 - 2021 Financial Plan.

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

THAT the report from the Arrowsmith Water Service Management Committee dated October 28, 2016 entitled AWS 2017 - 2021 Financial Plan be received;

AND THAT the Arrowsmith Water Service Management Board accept the 2017 – 2021 Financial Plan as outlined in Table 1 attached to the October 28, 2016 report,

AND THAT the Arrowsmith Water Service Management Board recommend the Joint Ventures adopt their portion of the 2017 – 2021 Financial Plan as outlined in Table 2 attached to the October 28, 2016 report.

CARRIED

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments, none received.

NEXT MEETING

To be announced.

ADJOURNMENT

MOVED Director Luchtmeijer, SECONDED Director Rogers, that the meeting be adjourned.

CARRIED

Marc Lefebvre, CHAIRPERSON



DATE: October 28, 2016

REPORT TO: ARROWSMITH WATER SERVICE MANAGEMENT BOARD

FROM: ARROWSMITH WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: Arrowsmith Water Service (AWS) 2017 – 2021 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE AWS 2017 – 2021 FINANCIAL PLAN

EXECUTIVE SUMMARY:

A Five Year 2017 – 2021 Financial Plan is required in an effort to identify future operations, maintenance and capital expenditures. Under Section 8.2 of the AWS Joint Venture Agreement, a proposed budget is required on or before December 15th of the year preceding each fiscal year. The Community Charter requirements are that current year budgets be passed by May 15.

RECOMMENDATION(S):

1. THAT the report from the Arrowsmith Water Service Management Committee dated October 28, 2016 entitled AWS 2017 - 2021 Financial Plan be received;
2. AND THAT the Arrowsmith Water Service Management Board accept the 2017 – 2021 Financial Plan as outlined in Table 1 attached to the October 28, 2016 report,
3. AND THAT the Arrowsmith Water Service Management Board recommend the Joint Ventures adopt their portion of the 2017 – 2021 Financial Plan as outlined in Table 2 attached to the October 28, 2016 report.

BACKGROUND:

A 2017 – 2021 Financial Plan was developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years. A 2017 – 2021 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

Year 2017 shows a \$ 12,000 increase in the maintenance budget to account for the replacement of the original battery charger / power inverter. The current charger is of age and in need of replacement. The current battery charger charges to open flooded style at high rates and therefore creates off gas and if not vented properly can lead to fire and tend to deteriorate / oxidize electronics. Given the charger is in the control station with electronics, the new charger will provide three stage charging which will reduce off gases and properly condition the batteries that will extend the life of the battery bank in place.

OPTIONS:

1. Adopt the recommended budget

The AWS Management Board could adopt the 2017 – 2021 Financial Plan reflected on Table 1.

2. Adopt a different budget, or defer adoption

The AWS Management Board could adopt a different 2017 – 2021 Financial Plan from that reflected on Table 1, or defer adoption to a different date. This would require that direction be given to the AWS Management Committee.

ANALYSIS:

1. The AWS Management Board could accept the 2017 – 2021 Financial Plan reflected on Table 1. This would allow completion of necessary operations and maintenance projects.
2. The AWS Management Board could reject the 2017 – 2021 Financial Plan reflected on Table 1.

FINANCIAL:

The 2017 - 2021 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

REFERENCES:

- AWS 2016 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated October 28, 2016 showing the recommended AWS - 2017 – 2021 Financial Plan and Table 2 showing each Joint Venture's requisition share.

**TABLE 1
ARROWSMITH WATER SERVICE
2017 - 2021 FINANCIAL PLAN (\$)**

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUE																	
Parkville Requisition (63.9% for Admin and Maintenance, Ops based on flow)	91,799	76,292	110,116	145,235	78,878	109,690	122,580	76,093	104,907	41,241	96,861	101,255	108,284	102,897	104,571	106,279	108,021
RDN Requisition (22.4% for Admin and Maintenance, Ops based on flow)	31,634	26,902	39,571	69,162	31,269	36,013	40,364	26,051	36,205	13,034	33,060	32,976	35,440	33,501	34,037	34,583	35,140
Qualicum Requisition (13.7% - for Admin and Maintenance Only)	19,022	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,722	18,769	20,276	19,062	19,361	19,666	19,977
Joint Venture Requisitions	142,455	119,741	174,469	267,611	131,435	166,672	185,795	116,155	161,498	61,457	149,643	153,000	164,000	155,460	157,969	160,529	163,139
Other Revenue																	
Logging Revenue	0	0	8,497	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	7,500																
Transfer From Reserves																	
Reserve for Future Expenditures																	
Carry-Forward Reserve																	
Total Other Revenue																	
TOTAL REVENUE	149,955	119,741	182,966	267,611	131,435	166,672	185,795	116,155	161,498	61,457	149,643	153,000	164,000	155,460	157,969	160,529	163,139
EXPENDITURES																	
Operating																	
Administration																	
4-2-25-7010																	
Salaries and Wages 4-2-25-7010-300	437	284	433	607	1,548	4,496	7,841	6,336	5,947	4,356	50	7,000	7,000	7,140	7,283	7,428	7,577
Memberships Sub. 4-2-25-7010-311							90	357	60	201	0	200	200	204	208	212	216
Contracts 4-2-25-7010-330		363	340			1,628	729		2,837	0	0	1,000	1,000	1,020	1,040	1,061	1,082
Consulting 4-2-25-7010-331						11,816	5,370		30,072	0	0	2,500	2,500	2,550	2,601	2,653	2,706
Legal Fees 4-2-25-7010-332						9,880				0	0	0	0	0	0	0	0
Audit fees 4-2-25-7010-333	1,400	2,100	2,100	2,100	4,375	4,172	4,172	4,100	4,100	4,100	0	4,500	4,500	4,590	4,682	4,775	4,871
Licenses and Insurance 4-2-25-7010-400	38,659	43,033	44,267	45,544	45,197	49,226	35,851	35,538	48,193	3,489	34,654	50,000	50,000	51,000	52,020	53,060	54,122
Advertising 4-2-25-7010-410							180			0	0	0	0	0	0	0	0
Photocopy Supplies 4-2-25-7010-411							74			0	0	0	0	0	0	0	0
Office Supplies 4-2-25-7010-414						91	15			0	0	0	0	0	0	0	0
Tel / Cable 4-2-25-7010-422						605				0	0	0	0	0	0	0	0
Meetings 4-2-25-7010-423	369	96	147	120	190	1,599	381	33	20	7	43	300	300	306	312	318	325
Parts, Materials & Supplies 4-2-25-7010-450						408	999	73		0	0	500	500	510	520	531	541
Courier / Delivery 4-2-25-7010-452						36	19			0	0	0	0	0	0	0	0
Equip. Res. Charge Out 4-2-25-7010-800	44	10	72	77	107	20	15			0	0	0	0	0	0	0	0
Total Administration	40,909	45,886	47,359	48,448	51,417	83,976	55,736	46,437	91,229	12,154	34,746	66,000	66,000	67,320	68,666	70,040	71,441
Operations																	
4-2-25-7011																	
Salaries & Wages 4-2-25-7011-300	5,807	3,968	5,381	2,070	1,398	6,905	7,999	6,591	5,947	5,215	395	7,000	7,000	7,140	7,283	7,428	7,577
Contracts 4-2-25-7011-330	2,568	3,726	10,519	5,086	2,505	3,690	8,143	3,558	2,568	1,135	0	3,000	3,000	3,060	3,121	3,184	3,247
Consulting 4-2-25-7011-331				275				0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease 4-2-25-7011-345								535		1,498	1,926	1,500	1,500	1,530	1,561	1,592	1,624
Licenses and Insurance 4-2-25-7011-400	386	386	386	386	386	386	0	0	0	0	0	0	0	0	0	0	0
Meetings 4-2-25-7011-423		129				365				0	0	500	500	510	520	531	541
Parts, Materials and Supplies 4-2-25-7011-450	1,537	85	4,959	7,924	49	614	1,124	2,776	1,426	0	2,220	1,800	1,800	1,836	1,873	1,910	1,948
Oil and Gas 4-2-25-7011-460							1,549	377	331	0	0	0	0	0	0	0	0
Natural Gas 4-2-25-7011-462					988	1,422		0	2,422	1,188	1,127	2,000	2,000	2,040	2,081	2,122	2,165
Equip Res. Charge Out 4-2-25-7011-800	1,116	469	792	283	123	236	185	45	0	0	17	200	200	204	208	212	216
Total Operations	11,413	8,763	22,038	16,023	5,449	13,619	19,000	13,882	12,694	9,036	5,685	16,000	16,000	16,320	16,646	16,979	17,319

GL Account	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2016	2017	2018	2019	2020	2021
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget	Budget
Maintenance																	
4-2-25-7012																	
Salaries & Wages	22,227	16,315	17,966	23,893	11,538	10,284	25,023	13,228	21,230	5,792	37,773	20,300	20,300	20,706	21,120	21,543	21,973
Conferences / Seminars / Travel	24			250				0	0	0	0	0	0	0	0	0	0
Contract	1,504	3,275	27,069	54,649	3,438	12,811	5,969	4,624	1,462	1,922	6,895	4,500	4,500	4,590	4,682	4,775	4,871
Consulting	1,503	2,467		7,508		3,751	26,965	1,083		0	0	500	500	510	520	531	541
Equipment Lease and Rental				213				0	0	0	0	8,000	8,000	8,160	8,323	8,490	8,659
Materials and Supplies	16,848	2,782	17,956	4,363	2,426	3,406	13,086	3,624	1,427	762	27,342	1,000	12,000	1,020	1,040	1,061	1,082
Small Tools, Equipment & Furniture		86	37	437	107	2,104	188	0	0	0	2,824	0	0	0	0	0	0
Courier and Delivery		45	75	42		304		0	40	67	32	100	100	102	104	106	108
Gas & Oil	2,780	2,242	1,190	203		1,985		0	43	0	821	100	100	102	104	106	108
Equip Res. Charge Out	2,226	1,599	1,424	2,147	1,278	867	3,082	1,315	1,684	554	3,381	1,500	1,500	1,530	1,561	1,592	1,624
Total Maintenance	47,111	28,810	65,716	93,706	18,787	35,512	74,313	23,874	25,886	9,097	79,068	36,000	47,000	36,720	37,454	38,203	38,968
Road Maintenance																	
4-2-25-7013																	
Salaries & Wages				466	90	146	835	689	495	330	144	2,000	2,000	2,040	2,081	2,122	2,165
Contracts	25	0	0				5,796	161	263	812	0	1,200	1,200	1,224	1,248	1,273	1,299
Insurance and Licences				600	611	611	720	720	720	0	0	800	800	816	832	849	866
Equip Res. Charge Out				65	15	24	114	392	212	28	0	1,000	1,000	1,020	1,040	1,061	1,082
Total Road Maintenance	25	0	0	1,131	715	780	6,745	1,962	1,690	1,170	144	5,000	5,000	5,100	5,202	5,306	5,412
Total Administration, Operations and Maintenance	99,459	83,459	135,112	159,307	76,368	133,888	155,794	86,156	131,499	31,457	119,643	123,000	134,000	125,460	127,969	130,529	133,139
Transfer to Reserves	30,000	30,000	30,000	24,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total	129,459	113,459	165,112	183,307	106,368	163,888	185,794	116,156	161,499	61,457	149,643	153,000	164,000	155,460	157,969	160,529	163,139
Capital																	
Capital Planning	4,980	727	4,480	84,304	16,714												
Equipment	15,516		13,373		8,353	2,784											
Engineering, Consulting, Legal Fees																	
AWS Road																	
Radio Connection		5,555															
River Intake / Treatment Prop. Acquisition																	
Administration																	
Total Capital	20,496	6,282	17,853	84,304	25,067	2,784	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	149,955	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	61,457	149,643	153,000	164,000	155,460	157,969	160,529	163,139
Capital Planning Grant	7,500																
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant)¹	142,455	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	61,457	149,643	153,000	164,000	155,460	157,969	160,529	163,139

TABLE 2
City of Parkville Requisition - AWS
2017 - 2021 FINANCIAL PLAN (\$)

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUE																	
Parkville Requisition	91,799	76,292	110,116	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,861	101,255	108,284	102,897	104,571	106,279	108,021
Other Revenue																	
Logging Revenue	0	0	5,430	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																	
Reserve for Future Expenditur	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	2,500	0	5,430	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	96,799	76,292	120,975	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,861	101,255	108,284	102,897	104,571	106,279	108,021
EXPENDITURES																	
Operating																	
Administration																	
4-2-25-7010																	
Salaries and Wages	279	182	277	388	989	2,873	5,010	4,049	3,800	2,784	32	4,473	4,473	4,562	4,654	4,747	4,842
Memeberships Sub.	0	0	0	0	0	0	58	228	38	128	0	128	128	130	133	136	138
Contracts	0	232	217	0	0	1,040	466	0	1,813	0	0	639	639	652	665	678	692
Consulting	0	0	0	0	0	7,550	3,431	0	19,216	0	0	1,598	1,598	1,629	1,662	1,695	1,729
Legal Fees	0	0	0	0	0	6,313	0	0	0	0	0	0	0	0	0	0	0
Audit fees	895	1,342	1,342	1,342	2,796	2,666	2,666	2,620	2,620	2,620	0	2,876	2,876	2,933	2,992	3,052	3,113
Licenses and Insurance	24,703	27,498	28,287	29,102	28,881	31,456	22,909	22,709	30,795	2,230	22,144	31,950	31,950	32,589	33,241	33,906	34,584
Advertising	0	0	0	0	0	0	115	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	0	47	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	58	10	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	0	387	0	0	0	0	0	0	0	0	0	0	0
Meetings	236	61	94	77	121	1,022	243	21	13	4	27	192	192	196	199	203	208
Parts, Materials & Supplies	0	0	0	0	0	261	638	47	0	0	0	320	320	326	332	339	346
Courier / Delivery	0	0	0	0	0	23	12	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	28	6	46	49	68	13	10	0	0	0	0	0	0	0	0	0	0
Total Administration	26,141	29,321	30,262	30,958	32,856	53,661	35,615	29,673	58,295	7,766	22,203	42,174	42,174	43,017	43,878	44,755	45,650
Operations (based on water used - 5 year avg.)						87.3%	87.3%	87.3%	87.3%	85.7%	85.7%	85.7%	85.7%	85.7%	85.7%	85.7%	85.7%
4-2-25-7011																	
Salaries & Wages	3,711	2,536	3,439	1,323	893	6,028	6,983	5,754	5,192	4,470	339	5,999	5,999	6,119	6,241	6,366	6,494
Contracts	1,641	2,381	6,722	3,250	1,601	3,222	7,109	3,106	2,242	973	0	2,571	2,571	2,622	2,675	2,728	2,783
Consulting	0	0	0	176	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	467	0	1,284	1,651	1,286	1,286	1,311	1,337	1,364	1,391
Licenses and Insurance	247	247	247	247	247	337	0	0	0	0	0	0	0	0	0	0	0
Meetings	0	82	0	0	0	319	0	0	0	0	0	429	429	437	446	455	464
Parts, Materials and Supplies	982	54	3,169	5,063	31	536	981	2,423	1,245	0	1,903	1,543	1,543	1,573	1,605	1,637	1,670
Oil and Gas	0	0	0	0	0	0	1,352	329	289	0	0	0	0	0	0	0	0
Natural Gas	0	0	0	0	631	1,241	0	0	2,114	1,018	966	1,714	1,714	1,748	1,783	1,819	1,855
Equip Res. Charge Out	713	300	506	181	79	206	162	39	0	0	14	171	171	175	178	182	186
Total Operations	7,293	5,600	14,082	10,239	3,482	11,889	16,587	12,119	11,082	7,744	4,872	13,712	13,712	13,986	14,266	14,551	14,842

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Maintenance	4-2-25-7012																
Salaries & Wages	14,203	10,426	11,480	15,267	7,373	6,571	15,990	8,453	13,566	3,701	24,137	12,972	12,972	13,231	13,496	13,766	14,041
Conferences / Seminars / Travel	15	0	0	160	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	961	2,093	17,297	34,921	2,197	8,186	3,814	2,955	934	1,228	4,406	2,876	2,876	2,933	2,992	3,052	3,113
Consulting	960	1,576	0	4,798	0	2,397	17,231	692	0	0	0	320	320	326	332	339	346
Equipment Lease and Rental	0	0	0	136	0	0	0	0	0	0	0	5,112	5,112	5,214	5,319	5,425	5,533
Small Tools, Equipment & Furniture	10,766	1,778	11,474	2,788	1,550	2,177	8,362	2,316	912	487	17,472	639	7,668	652	665	678	692
Courier and Delivery	0	55	24	279	68	1,344	120	0	0	0	1,804	0	0	0	0	0	0
Gas & Oil	0	28	48	27	0	194	0	0	26	43	21	64	64	65	66	68	69
Equip Res. Charge Out	1,777	1,432	760	130	0	1,269	0	0	27	0	525	64	64	65	66	68	69
Total Maintenance	30,104	18,410	41,992	59,878	12,005	22,692	47,486	15,255	16,541	5,813	50,525	23,004	30,033	23,464	23,933	24,412	24,900
Road Maintenance	4-2-25-7013																
Salaries & Wages	0	0	0	298	58	93	534	441	316	211	92	1,278	1,278	1,304	1,330	1,356	1,383
Contracts	16	0	0	0	0	0	3,703	103	168	519	0	767	767	782	798	814	830
Insurance and Licences	0	0	0	383	390	390	0	460	460	0	0	511	511	521	532	542	553
Equip Res. Charge Out	0	0	0	42	9	15	73	250	135	18	0	639	639	652	665	678	692
Total Road Maintenance	16	0	0	723	457	499	4,310	1,254	1,080	748	92	3,195	3,195	3,259	3,324	3,391	3,458
Total Administration, Operations and Maintenance	63,554	53,331	86,337	101,797	48,799	88,741	103,998	58,302	86,998	22,071	77,691	82,085	89,114	83,727	85,401	87,109	88,851
Transfer to Reserves	19,170	19,170	19,170	15,336	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170
Total	82,724	72,501	105,507	117,133	67,969	107,911	123,168	77,472	106,168	41,241	96,861	101,255	108,284	102,897	104,571	106,279	108,021
Capital	4-6-25-9701-450																
Capital Planning	1,660	242	1,493	28,101	5,571												
Equipment	9,915	0	8,546	0	5,337	1,779											
Engineering, Consulting, Legal Fees	0	0	0	0	0	0											
AWS Road	0	0	0	0	0	0											
Radio Connection	0	3,549	0	0	0	0											
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0											
Administration	0	0	0	0	0	0											
Total Capital	11,575	3,792	10,039	28,101	10,909	1,779	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	94,299	76,292	115,546	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,861	101,255	108,284	102,897	104,571	106,279	108,021
Capital Planning Grant	4,793																
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant) ¹	89,506	76,292	115,546	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,861	101,255	108,284	102,897	104,571	106,279	108,021

TABLE 2
Regional District of Nanaimo Requisition - AWS
2017 - 2021 FINANCIAL PLAN (\$)

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUE																	
RDN Requisition	31,634	26,902	39,571	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,060	32,976	35,440	33,501	34,037	34,583	35,140
Other Revenue																	
Logging Revenue	0	0	1,903	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																	
Reserve for Future Expenditu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	2,500	0	1,903	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	36,634	26,902	43,377	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,060	32,976	35,440	33,501	34,037	34,583	35,140
EXPENDITURES																	
Operating																	
Administration																	
4-2-25-7010																	
Salaries and Wages	98	64	97	136	347	1,007	1,756	1,419	1,332	976	11	1,568	1,568	1,599	1,631	1,664	1,697
Memberships Sub.	0	0	0	0	0	0	20	80	13	45	0	45	45	46	47	48	48
Contracts	0	81	76	0	0	365	163	0	635	0	0	224	224	228	233	238	242
Consulting	0	0	0	0	0	2,647	1,203	0	6,736	0	0	560	560	571	583	594	606
Legal Fees	0	0	0	0	0	2,213	0	0	0	0	0	0	0	0	0	0	0
Audit fees	314	470	470	470	980	934	934	918	918	918	0	1,008	1,008	1,028	1,049	1,070	1,091
Licenses and Insurance	8,660	9,639	9,916	10,202	10,124	11,027	8,031	7,961	10,795	782	7,762	11,200	11,200	11,424	11,652	11,886	12,123
Advertising	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	0	17	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	20	3	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	136	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	83	22	33	27	43	358	85	7	4	2	10	67	67	69	70	71	73
Parts, Materials & Supplies	0	0	0	0	0	91	224	16	0	0	0	112	112	114	117	119	121
Courier / Delivery	0	0	0	0	0	8	4	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	10	2	16	17	24	4	3	0	0	0	0	0	0	0	0	0	0
Total Administration	9,164	10,278	10,608	10,852	11,517	18,811	12,485	10,402	20,435	2,722	7,783	14,784	14,784	15,080	15,381	15,689	16,003
Operations (12.7 % - based on avg. flow req'd.)																	
4-2-25-7011																	
Salaries and Wages	1,301	889	1,205	464	313	877	1,016	837	755	746	57	1,001	1,001	1,021	1,041	1,062	1,084
Contracts	575	835	2,356	1,139	561	469	1,034	452	326	162	0	429	429	438	446	455	464
Consulting	0	0	0	62	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	68	0	214	275	215	215	219	223	228	232
Licenses and Insurance	86	86	86	86	86	49	0	0	0	0	0	0	0	0	0	0	0
Meetings	0	29	0	0	0	46	0	0	0	0	0	72	72	73	74	76	77
Parts, Materials and Supplies	344	19	1,111	1,775	11	78	143	353	181	0	317	257	257	263	268	273	279
Oil and Gas	0	0	0	0	0	0	197	48	42	0	0	0	0	0	0	0	0
Natural Gas	0	0	0	0	221	181	0	0	308	170	161	286	286	292	298	304	310
Equip Res. Charge Out	250	105	177	63	28	30	23	6	0	0	2	29	29	29	30	30	31
Total Operations	2,557	1,963	4,936	3,589	1,221	1,730	2,413	1,763	1,612	1,292	813	2,288	2,288	2,334	2,380	2,428	2,477

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Maintenance	4-2-25-7012																
Salaries & Wages	4,979	3,655	4,024	5,352	2,585	2,304	5,605	2,963	4,756	1,297	8,461	4,547	4,547	4,638	4,731	4,826	4,922
Conferences / Seminars / Travel	5	0	0	56	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	337	734	6,063	12,241	770	2,870	1,337	1,036	327	431	1,544	1,008	1,008	1,028	1,049	1,070	1,091
Consulting	337	553	0	1,682	0	840	6,040	243	0	0	0	112	112	114	117	119	121
Equipment Lease and Rental	0	0	0	48	0	0	0	0	0	0	0	1,792	1,792	1,828	1,864	1,902	1,940
Small Tools, Equipment & Furniture	3,774	623	4,022	977	543	763	2,931	812	320	171	6,125	224	2,688	228	233	238	242
Courier and Delivery	0	19	8	98	24	471	42	0	0	0	633	0	0	0	0	0	0
Gas & Oil	0	10	17	9	0	68	0	0	9	15	7	22	22	23	23	24	24
Equip Res. Charge Out	623	502	266	46	0	445	0	0	10	0	184	22	22	23	23	24	24
Total Maintenance	10,553	6,453	14,720	20,990	4,208	7,955	16,646	5,348	5,798	2,038	17,711	8,064	10,528	8,225	8,390	8,558	8,729
Road Maintenance	4-2-25-7013																
Salaries & Wages	0	0	0	104	20	33	187	154	111	74	32	448	448	457	466	475	485
Contracts	6	0	0	0	0	0	1,298	36	59	182	0	269	269	274	280	285	291
Insurance and Licences	0	0	0	134	137	137	0	161	161	0	179	0	179	183	186	190	194
Equip Res. Charge Out	0	0	0	15	3	5	25	88	47	6	0	224	224	228	233	238	242
Total Road Maintenance	6	0	0	253	160	175	1,511	440	379	262	32	1,120	1,120	1,142	1,165	1,189	1,212
Total Administration, Operations and Maintenance	22,279	18,695	30,265	35,685	17,106	28,670	33,055	17,952	28,224	6,314	26,340	26,256	28,720	26,781	27,317	27,863	28,420
Transfer to Reserves	6,720	6,720	6,720	5,376	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720
Total	28,999	25,415	36,985	41,061	23,826	35,390	39,775	24,672	34,944	13,034	33,060	32,976	35,440	33,501	34,037	34,583	35,140
Capital	4-6-25-9701-331																
Capital Planning	1,660	242	1,493	28,101	5,571												
Equipment	3,476	0	2,996	0	1,871	624											
Engineering, Consulting, Legal Fees	0	0	0	0	0	0											
AWS Road	0	0	0	0	0	0											
Radio Connection	0	1,244	0	0	0	0											
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0											
Administration	0	0	0	0	0	0											
Total Capital	5,136	1,487	4,489	28,101	7,442	624	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	34,134	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,060	32,976	35,440	33,501	34,037	34,583	35,140
Capital Planning Grant	1,680																
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant) ¹	32,454	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,060	32,976	35,440	33,501	34,037	34,583	35,140

TABLE 2
Town of Qualicum Beach Requisition - AWS
2017 - 2021 FINANCIAL PLAN (\$)

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUE																	
Town of Qualicum Beach Requisition	19,022	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,722	18,769	20,276	19,062	19,361	19,666	19,977
Other Revenue																	
Logging Revenue	0	0	1,164	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																	
Reserve for Future Expenditu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	2,500	0	1,164	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	24,022	16,547	27,110	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,722	18,769	20,276	19,062	19,361	19,666	19,977
EXPENDITURES																	
Operating																	
Administration																	
4-2-25-7010																	
Salaries and Wages	60	39	59	83	212	616	1,074	868	815	597	7	959	959	978	998	1,018	1,038
Memberships Sub.	0	0	0	0	0	0	12	49	8	28	0	27	27	28	29	29	30
Contracts	0	50	47	0	0	223	100	0	389	0	0	137	137	140	143	145	148
Consulting	0	0	0	0	0	1,619	736	0	4,120	0	0	343	343	349	356	363	371
Legal Fees	0	0	0	0	0	1,354	0	0	0	0	0	0	0	0	0	0	0
Audit fees	192	288	288	288	599	572	572	562	562	562	0	617	617	629	641	654	667
Licenses and Insurance	5,296	5,895	6,065	6,239	6,192	6,744	4,912	4,869	6,602	478	4,748	6,850	6,850	6,987	7,127	7,269	7,415
Advertising	0	0	0	0	0	0	25	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	12	2	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	0	83	0	0	0	0	0	0	0	0	0	0	0
Meetings	51	13	20	16	26	219	52	5	3	1	6	41	41	42	43	44	44
Parts, Materials & Supplies	0	0	0	0	0	56	137	10	0	0	0	69	69	70	71	73	74
Courier / Delivery	0	0	0	0	0	5	3	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	6	1	10	11	15	3	2	0	0	0	0	0	0	0	0	0	0
Total Administration	5,605	6,286	6,488	6,637	7,044	11,505	7,636	6,362	12,498	1,665	4,760	9,042	9,042	9,223	9,407	9,595	9,787
Operations																	
4-2-25-7011																	
Salaries & Wages	796	544	737	284	192	0	0	0	0	0	0	0	0	0	0	0	0
Contracts	352	510	1,441	697	343	0	0	0	0	0	0	0	0	0	0	0	0
Consulting	0	0	0	38	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses and Insurance	53	53	53	53	53	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	0	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parts, Materials and Supplies	211	12	679	1,086	7	0	0	0	0	0	0	0	0	0	0	0	0
Oil and Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural Gas	0	0	0	0	135	0	0	0	0	0	0	0	0	0	0	0	0
Equip Res. Charge Out	153	64	109	39	17	0	0	0	0	0	0	0	0	0	0	0	0
Total Operations	1,564	1,201	3,019	2,195	747	0	0	0	0	0	0	0	0	0	0	0	0

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Maintenance	4-2-25-7012																
Salaries & Wages	3,045	2,235	2,461	3,273	1,581	1,409	3,428	1,812	2,909	793	5,175	2,781	2,781	2,837	2,893	2,951	3,010
Conferences / Seminars / Travel	3	0	0	34	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	206	449	3,708	7,487	471	1,755	818	633	200	263	945	617	617	629	641	654	667
Consulting	206	338	0	1,029	0	514	3,694	148	0	0	0	69	69	70	71	73	74
Equipment Lease and Rental	0	0	0	29	0	0	0	0	0	0	0	1,096	1,096	1,118	1,140	1,163	1,186
Small Tools, Equipment & Furniture	2,308	381	2,460	598	332	467	1,793	496	195	104	3,746	137	1,644	140	143	145	148
Courier and Delivery	0	12	5	60	15	288	26	0	0	0	387	0	0	0	0	0	0
Gas & Oil	0	6	10	6	0	42	0	0	5	9	4	14	14	14	14	15	15
Equip Res. Charge Out	381	307	163	28	0	272	0	0	6	0	112	14	14	14	14	15	15
Total Maintenance	6,454	3,947	9,003	12,838	2,574	4,865	10,181	3,271	3,546	1,246	10,832	4,932	6,439	5,031	5,131	5,234	5,339
Road Maintenance	4-2-25-7013																
Salaries & Wages	0	0	0	64	12	20	114	94	68	45	20	274	274	279	285	291	297
Contracts	3	0	0	0	0	0	794	22	36	111	0	164	164	168	171	174	178
Insurance and Licences	0	0	0	82	84	84	0	99	99	0	0	110	110	112	114	116	119
Equip Res. Charge Out	0	0	0	9	2	3	16	54	29	4	0	137	137	140	143	145	148
Total Road Maintenance	3	0	0	155	98	107	924	269	232	160	20	685	685	699	713	727	741
Total Administration, Operations and Maintenance	13,626	11,434	18,510	21,825	10,462	16,477	18,741	9,901	16,276	3,072	15,612	14,659	16,166	14,952	15,251	15,556	15,867
Transfer to Reserves	4,110	4,110	4,110	3,288	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110
Total	17,736	15,544	22,620	25,113	14,572	20,587	22,851	14,011	20,386	7,182	19,722	18,769	20,276	19,062	19,361	19,666	19,977
Capital	4-6-25-9701-331																
Capital Planning	1,660	242	1,493	28,101	5,571												
Equipment	2,126	0	1,832	0	1,144	381											
Engineering, Consulting, Legal Fees	0	0	0	0	0	0											
AWS Road	0	0	0	0	0	0											
Radio Connection	0	761	0	0	0	0											
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0											
Administration	0	0	0	0	0	0											
Total Capital	3,786	1,003	3,325	28,101	6,716	381	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	21,522	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,722	18,769	20,276	19,062	19,361	19,666	19,977
Capital Planning Grant	1,028																
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant) ¹	20,494	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,722	18,769	20,276	19,062	19,361	19,666	19,977



englishman river
WATER SERVICE

**MINUTES OF THE REGULAR MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON TUESDAY, NOVEMBER 1, 2016 AT 9:30AM
CITY OF PARKSVILLE FORUM**

Present:	J. Stanhope, Chair B. Rogers M. Lefebvre	Regional District of Nanaimo Regional District of Nanaimo City of Parksville
Also Present:	M. Squire L. Butterworth D. Comis B. Weir B. Luchtmeijer C. Midgley R. Alexander R. Graves	City of Parksville City of Parksville City of Parksville Town of Qualicum Beach Town of Qualicum Beach Regional District of Nanaimo Regional District of Nanaimo Recording Secretary
Regrets:	S. Powell	City of Parksville

CALL TO ORDER

The Chair called the meeting to order at 9:41am.

DELEGATIONS

MINUTES

MOVED Director Lefebvre, SECONDED Director Rogers, that the minutes of the regular meeting of the Englishman River Water Service Management Board held May 10, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES

COMMUNICATIONS/CORRESPONDENCE

DFO *Fisheries Act* Authorization, correspondence dated April 25, 2016.

MOVED Director Lefebvre, SECONDED Director Rogers, that the DFO *Fisheries Act* Authorization, correspondence dated April 25, 2016 be received.

CARRIED

Island Corridor Foundation – Permission to Occupy Island Corridor Foundation Railway Right of Way correspondence dated May 10, 2016.

MOVED Director Lefebvre, SECONDED Director Rogers, that the Island Corridor Foundation – Permission to Occupy Island Corridor Foundation – Railway Right of Way, correspondence dated May 10, 2016 be received.

CARRIED

Provincial Approval – Section 11 (2) Work in and About Englishman River correspondence dated August 12, 2016.

MOVED Director Lefebvre, SECONDED Director Rogers, that the Provincial Approval – Section 11 (2) Work in and About Englishman River, correspondence dated August 12, 2016 be received.

CARRIED

UNFINISHED BUSINESS

REPORTS

Request for Qualifications, Contract 1 – Intake, Water Treatment Plant, and Top Bridge Reservoir Transmission Main.

Pre- qualified General Contractors for Contract 1 & Contract 2 – closed September – 2016:

Contract 1

Tender Start: October 20, 2016

Tender Close: January 12, 2016

Pre-qualified General Contractors are:

Kenaidan Contracting Ltd

Maple Reinders

NAC Construction

Knappett Projects

MOVED Director Rogers, SECONDED Director Lefebvre, that the Request for Qualifications, Contract 1 – Intake, Water Treatment Plant, and Top Bridge Reservoir Transmission Main report be received.

CARRIED

Request for Qualifications, Contract 2 – Springwood Reservoir Transmission Main.

The project schedule for Contract 2 – Springwood Reservoir Transmission Main is as follows:

Tender Start: January 10, 2017

Tender Close: February 9, 2017

Pre-qualified General Contractors are:

Copcan Civil Ltd

Knappett Industries

IDL Projects

Pedre Contractors

MOVED Director Lefebvre, SECONDED Director Rogers, that the Request for Qualifications, Contract 2 – Springwood Reservoir Transmission Main report be received.

CARRIED

Project Update.

M. Squire advised that the presentation on the reports was the Project Update.

ERWS 2017 – 2021 Financial Plan.

MOVED Director Lefebvre, SECONDED Director Rogers, that the report from the Englishman River Water Service Management Committee, dated October 27, 2016, entitled ERWS 2017-2021 Financial Plan be received.

CARRIED

MOVED Director Lefebvre, SECONDED Director Rogers, that the Englishman River Water Service Management Board accept the 2017-2021 Financial Plan as outlined in Table 1 attached to the October 27, 2016 report.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the 2017-2021 Financial Plan as outlined in Table 2 attached to the October 27, 2016 report.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments, none received.

NEXT MEETING

To be announced.

ADJOURNMENT

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

CARRIED

Marc Lefebvre, CHAIRPERSON



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WATER SERVICE

DATE: October 27, 2016

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: ENGLISHMAN RIVER WATER SERVICE (ERWS)
2017 - 2021 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE ERWS 2017 - 2021 FINANCIAL PLAN

EXECUTIVE SUMMARY:

The ERWS 2017 - 2021 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 2017 - 2021 Financial Plan reflects unspent funds from 2016 that are required to be added to the year 2017 budget to account for ongoing consulting and capital works carrying over into year 2017. The ERWS 2017 - 2021 Financial Plan also reallocates funds accordingly to reflect the current detailed design cost estimate prepared by CH2M Hill.

RECOMMENDATION(S):

1. THAT the report from the Englishman River Water Service Management Committee, dated October 27, 2016, entitled ERWS 2017 - 2021 Financial Plan be received;
2. AND THAT the Englishman River Water Service Management Board accept the 2017 - 2021 Financial Plan as outlined in Table 1 attached to the October 27, 2016 report;
3. AND THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the 2017 - 2021 Financial Plan as outlined in Table 2 attached to the October 27, 2016 report.

BACKGROUND:

Table 1 outlines the detailed total ERWS 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 to the detailed design stage, the 2017 - 2021 Financial Plan was reviewed and updated in an effort to outline potential anticipated funding requirements for operations and capital expenditures for the next five years.

It was determined that unspent funds from 2016 are required to be added to the 2017 - 2021 Financial Plan to account for works carried forward into year 2017. Unspent budget items in year 2016 are required to be transferred to year 2017 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 2017 budget is required to reflect an estimate of the unspent amounts and to reflect the amounts actually needed for 2017. Additionally, separate account numbers have been assigned to each jurisdiction's transmission main projects in an effort to track and attribute expenses to each project accordingly.

The proposed budget adjustments required to the 2017 - 2021 Financial Plan account for an overall increase of approximately 13 % compared to last year and the following tables summarizes the changes:

Table 1 - ERWS

Water Treatment, Intake & Transmission Mains	Preliminary Design Cost Estimate - December 9, 2015 (Not including Professional Services)	2016 - 2020 Final Budget April 18, 2016	2017- 2021 Provisional Budget	Budget Difference
Water Treatment Plant	15,210,000	16,040,900	18,990,000	(2,949,100)
River Intake / Raw Water Supply Main	4,530,000	5,400,000	6,810,000	(1,410,000)
Springwood Transmission Main	6,190,000	6,300,000	5,700,000	600,000
ERWS Joint Transmission Mains	890,000	1,043,700	1,000,000	43,700
Total:	26,820,000	28,784,600	32,500,000	(3,715,400)

Table 2 - CoP Allocation

Water Treatment, Intake & Transmission Mains	Preliminary Design Cost Estimate - December 9, 2015 (Not including Professional Services)	2016 - 2020 Final Budget April 18, 2016	2017- 2021 Provisional Budget	Budget Difference
Water Treatment Plant	11,255,400	11,870,266	14,052,600	(2,182,334)
River Intake / Raw Water Supply Main	3,352,200	3,996,000	5,039,400	(1,043,400)
Springwood Transmission Main	6,190,000	6,300,000	5,700,000	600,000
ERWS Joint Transmission Mains	658,600	772,338	740,000	32,338
Total:	21,456,200	22,938,604	25,532,000	(2,593,396)

Table 2 - RDN Allocation

Water Treatment, Intake & Transmission Mains	Preliminary Design Cost Estimate - December 9, 2015 (Not including Professional Services)	2016 - 2020 Final Budget April 18, 2016	2017- 2021 Provisional Budget	Budget Difference
Water Treatment Plant	3,954,600	4,170,634	4,937,400	(766,766)
River Intake / Raw Water Supply Main	1,177,800	1,404,000	1,770,600	(366,600)
Springwood Transmission Main	0	0	0	0
ERWS Joint Transmission Mains	231,400	271,362	260,000	11,362
Total:	5,363,800	5,845,996	6,968,000	(1,122,004)

A constructability review was undertaken on the tender package from the construction branch of CH2M with the intention to identify high, medium and low priority issues that may result in extra costs. This constructability review was prepared prior to tendering to ensure that the tender package has been thoroughly reviewed with consideration and mitigation of issues that may be considered by a contractor as part of bidding on the tender package. As a result of the review, design and specifications have been revised and a 4 % escalation and 5 % contingency have also been allotted to account for any unknown risks or construction restraints resulting in additional potential increased costs.

The project also went through a Value Engineering (VE) exercise which resulted in a potential provisional cost savings of over \$ 5 million.

The 2017 - 2021 budget includes additions to the project scope of work resulting in potential extra costs. The additional items are summarized below:

Water Treatment Plant:

- The addition of Fire Suppression requirements in order to be in conformance with the City of Parksville Bylaw No. 1387.
- The addition of Secondary Membrane Treatment from backwash of Primary membranes. This will allow the water treatment plant to reduce the waste to the sanitary sewer and increase the filtered water production from 95 % to 99.3 %. Although this has upfront initial additional capital costs, this will reduce the amount of waste and therefore reduce the annual operating costs to the City of Parksville’s sanitary sewer collection system and the French Creek Pollution Control Centre.
- As a result of the secondary membranes, potential additional water treatment requirements may be imposed by Island Health. The Construction Permit to Island Health was submitted on August 25, 2016 and to date we have not heard back from Island Health. In an effort to keep the project on schedule, we are proceeding with the project and have started the tendering process on October 20, 2016.
- Local Cost factor increase for labour costs of concrete supply and install (approximately 30 % more).
- Additional Proof piloting of the selected membrane vendor resulted in additional costs to determine sand separation requirements.

River Intake / Raw Water Supply Main:

- Further consultation with DFO resulted in the removal of the concrete weir and resulted in an increase in overall size of the river intake.
- Proof piloting determined a requirement for overall sand separation and grit removal. It was determined that locating the majority of the sand separation to occur at the river intake to the raw water as opposed to at the treatment plant would result in less waste going into the sanitary sewer system. This initial capital upgrade improvement would result in better membrane filter performance and less long term operating cost to the sanitary sewer and treatment systems.

Engineering Services Costs:

- Additional costs for alternate transmission alignment reviews and reports.
- Additional costs to review reduced scale water treatment and project phasing.
- Further geotechnical evaluations were required as a result of potential unfavorable ground conditions, bank assessments and rock excavation.
- Further Archeological investigations and costs associated with involvement with First Nation consultation and permitting requirements.

Other Costs:

- Development Cost Charges (DCC) payable to the City of Parksville and the Regional District of Nanaimo
- Waste Discharge Permit application - Regional District of Nanaimo Fees
- A budget increase for both capital and operating allowance of \$ 400,000 has been allotted for this.

A 2017 - 2021 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 2017 - 2021 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 October 2018.

Option 2

The 2017 - 2021 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 2017 to 2021 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 additional funds to account for the 13 % increase are available through GAS Tax funding.

The ERWS 2017 - 2021 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 or potentially funded through future grants.

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 October 12, 2016 showing the recommended ERWS Final 2017 - 2021 Financial Plan and Table 2 showing each Joint Venture's requisition share.

TABLE 1 ENGLISHMAN RIVER WATER SERVICE 2017 - 2021 FINANCIAL PLAN (\$)												
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUE												
Joint Venture Requisitions												
Parksville Requisition (74 %)	1,082,538	225,017	443,183	593,655	468,754	1,485,364	11,258,780	13,590,772	7,412,169	694,069	979,073	398,381
RDN Requisition (26%)	380,351	79,060	155,713	208,581	164,697	451,245	2,638,220	3,631,488	1,780,357	2,008,727	343,999	139,972
Total Joint Venture Requisitions	1,462,889	304,077	598,896	802,236	633,452	1,936,609	13,897,000	17,222,260	9,192,525	2,702,796	1,323,072	538,353
Other Revenue												
Grants	0	483,801	669,172	581,257	0	0	1,000,000	3,000,000	2,000,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	483,801	669,172	581,257	0	0	1,000,000	3,000,000	2,000,000	0	0	0
TOTAL REVENUE	1,462,889	787,878	1,268,068	1,383,493	633,452	1,936,609	14,897,000	20,222,260	11,192,525	2,702,796	1,323,072	538,353
EXPENDITURES												
Operating												
Administration (Operating)												
Salaries / Wages	1,950	0	259	0	258	1,156	0	0	0	84,000	84,000	84,000
Training	0	2,060	0	59	0	0	100	102	104	106	108	110
Conferences / Seminars	0	1,006	0	0	0	0	0	0	0	0	0	0
Memberships	0	273	301	0	0	0	0	0	0	0	0	0
Contracts	1,628	748	5,109	1,819	0	0	2,000	2,040	2,081	2,122	2,165	2,208
Consulting	256	0	0	470	0	0	0	0	0	0	0	0
Legal Fees	0	2,596	0	0	3,427	0	3,500	3,570	3,641	3,714	3,789	3,864
Audit Fees	0	4,172	4,100	4,100	4,100	0	4,100	4,182	4,266	4,351	4,438	4,527
Tel / Cable	0	809	924	602	0	0	500	510	520	531	541	552
Meeting Costs	8	478	608	1,276	1,901	838	1,500	1,530	1,561	1,592	1,624	1,656
Licences and Insurance	0	0	0	0	884	833	500	510	520	531	541	552
Advertising	0	0	0	766	11,382	0	200	204	208	212	216	221
Printing	0	0	0	0	1,920	0	0	0	0	0	0	0
Courier	0	0	0	44	29	0	100	102	104	106	108	110
Small Tools, Equipment & Furniture	81	1,631	139	356	0	1,481	500	510	520	531	541	552
Hydro	0	0	0	0	53	0	0	0	0	0	0	0
Minor Capital - Contracts	1,209	0	0	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	503	0	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains										150,000	150,000	150,000
Water Treatment Plant										225,000	225,000	225,000
ASR										0	0	0
Total Administration (Operating)	5,634	13,772	11,440	9,492	23,954	4,308	13,000	13,260	13,525	472,796	473,072	473,353
Total Operating	5,634	13,772	11,440	9,492	23,954	4,308	13,000	13,260	13,525	472,796	473,072	473,353

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Property Acquisition - Administration	7-6-28-9750-300	13,683	-4,070	11,203	0	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	0
Property Acquisition - Consulting	7-6-28-9750-331	6,574	0	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	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	1,200,550	0	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	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	48,421	34,906	39,635	35,808	15,212	0	42,000	42,000	42,000	0	0	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	358	256	0	1,031	1,450	0	2,400,000	4,770,000	1,300,000	180,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	10,685	17,681	338,863	490,301	236,921	449,254	200,000	280,000	280,000	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	1,592	0	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	603	0	0	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	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	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	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	28	0	915	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts	7-6-28-9754.330						0	500,000	560,000	310,000	50,000		
Joint Transmission Main - Consulting	7-6-28-9754.331						0	101,814	0	40,000	40,000		
COP Transmission Main - Contracts	7-6-28-9755-330							3,750,000	3,030,000	2,120,000	100,000		
COP Transmission Main - Consulting	7-6-28-9755-331						0	201,050	0	225,000	225,000		
RDN - Craig Bay Pump Station / Top Bridge Transmission											1,800,000		
Total River Intake / Supply Mains		64,703	54,062	384,263	528,976	257,632	752,118	6,892,000	8,947,000	4,317,000	2,130,000	0	0
Water Treatment - Administration	7-6-28-9752-300	23,513	44,296	41,016	33,595	16,831	27,610	42,000	42,000	42,000	0	0	0
Water Treatment - Travel	7-6-28-9752-307	0	0	6,420		0	0	0	0	0			
Water Treatment - Contracts	7-6-28-9752-330	27,222	20,167	0	1,032	45,327	43,372	7,200,000	10,600,000	6,200,000	100,000	850,000	0
Water Treatment - Engineering	7-6-28-9752-331	78,978	123,760	127,492	490,301	161,300	1,100,123	750,000	620,000	620,000	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	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	900	1,614	0	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance / Permits	7-6-28-9752-400	102	102	0	0	0	500	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	603	511	0	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	791	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,759	525	0	443	2,782	1,923	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	611	0	0	485	1,770	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	306	739	0	485	2,726	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	689	0	0	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-460					553	2,159						
Total Water Treatment		142,219	214,330	175,666	526,765	228,274	1,180,183	7,992,000	11,262,000	6,862,000	100,000	850,000	0

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	47,966	68,824	42,248	10,218	0	0	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	0	0	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	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	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	120	134	754	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	603	0	0	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	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	5,832	39	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	161	0	0	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	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	0	0
Total Aquifer Storage and Recovery		24,407	509,045	685,496	318,261	123,592	0	0	0	0	0	0	65,000
Total Capital		1,457,254	774,107	1,256,628	1,374,001	609,498	1,932,301	14,884,000	20,209,000	11,179,000	2,230,000	850,000	65,000
TOTAL EXPENDITURES		1,462,889	787,878	1,268,068	1,383,493	633,452	1,936,609	14,897,000	20,222,260	11,192,525	2,702,796	1,323,072	538,353

TABLE 2 Parkville Requisition - ERWS 2017 - 2021 FINANCIAL PLAN (\$)												
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUE												
Joint Venture Requisitions												
Parkville Requisition (74%)	1,082,538	225,017	443,183	593,655	468,754	1,485,364	11,258,780	13,590,772	7,412,169	694,069	979,073	398,381
Other Revenue												
Grants	0	358,013	495,187	430,130	0	0	740,000	2,220,000	1,480,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	358,013	495,187	430,130	0	0	740,000	2,220,000	1,480,000	0	0	0
TOTAL REVENUE	1,082,538	583,030	938,370	1,023,785	468,754	1,485,364	11,998,780	15,810,772	8,892,169	694,069	979,073	398,381
EXPENDITURES												
Operating	74%	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	855	0	0	0	62,160	62,160	62,160
Training 7-2-28-7310-306	0	1,524	0	44	0	0	74	75	77	79	80	82
Conferences / Seminars 7-2-28-7310-307	0	744	0	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	0
Contracts 7-2-28-7310-330	1,205	554	3,780	1,346	0	0	1,480	1,510	1,540	1,571	1,602	1,634
Consulting 7-2-28-7310-331	189	0	0	348	0	0	0	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	2,860
Audit Fees 7-2-28-7310-333	0	3,087	3,034	3,034	3,034	0	3,034	3,095	3,157	3,220	3,284	3,350
Tel / Cable 7-2-28-7310-422	0	599	684	445	0	0	370	377	385	393	400	409
Meeting Costs 7-2-28-7310-423	6	354	450	944	1,407	620	1,110	1,132	1,155	1,178	1,201	1,226
Licences and Insurance 7-2-28-7310-400	0	0	0	0	654	616	370	377	385	393	400	409
Advertising 7-2-28-7310-410	0	0	0	566	8,423	0	148	151	154	157	160	163
Printing 7-2-28-7310-413	0	0	0	0	1,421	0	0	0	0	0	0	0
Courier 7-2-28-7310-452	0	0	0	33	21	0	74	75	77	79	80	82
Small Tools, Equipment & Furniture 7-2-28-7310-450	60	1,207	103	263	0	1,096	370	377	385	393	400	409
Hydro 7-2-28-7310-461	0	0	0	0	39	0	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	0
Minor Capital - Parts / Materials 7-2-28-7350-450	372	0	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains	0	0	0	0	0	0	0	0	0	111,000	111,000	111,000
Water Treatment Plant	0	0	0	0	0	0	0	0	0	166,500	166,500	166,500
ASR	0	0	0	0	0	0	0	0	0	0	0	0
Total Administration (Operating)	4,169	10,191	8,465	7,024	17,726	3,188	9,620	9,812	10,009	349,869	350,073	350,281
Total Operating	4,169	10,191	8,465	7,024	17,726	3,188	9,620	9,812	10,009	349,869	350,073	350,281

Capital - Program Summary													
Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
		74%	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%
Property Acquisition - Administration	7-6-28-9750-300	10,125	-3,011	8,290	0	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	0
Property Acquisition - Consulting	7-6-28-9750-331	4,865	0	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	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	888,407	0	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	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	0	0	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	265	190	0	763	1,073	0	1,776,000	3,529,800	962,000	133,200	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	7,907	13,084	250,759	362,823	175,322	332,448	148,000	207,200	207,200	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	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	446	0	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	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	2,237	288	746	328	362	0	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	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	21	0	677	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts	7-6-28-9754-330	0	0	0	0	0	0	370,000	414,400	229,400	37,000	0	0
Joint Transmission Main - Consulting	7-6-28-9754-331	0	0	0	0	0	75,342	0	29,600	29,600	0	0	0
COP Transmission Main - Contracts	7-6-28-9755-330	0	0	0	0	0	0	3,750,000	3,030,000	2,120,000	100,000	0	0
COP Transmission Main - Consulting	7-6-28-9755-331	0	0	0	0	0	201,050	0	225,000	225,000	0	0	0
RDN - Craig Bay Pump Station / Top Bridge Transmission											0		
Total River Intake / Supply Mains		47,880	40,006	284,354	391,442	190,648	608,840	6,075,080	7,467,080	3,804,280	270,200	0	0
Water Treatment - Administration	7-6-28-9752-300	17,399	32,779	30,352	24,860	12,455	20,431	31,080	31,080	31,080	0	0	0
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	33,542	32,095	5,328,000	7,844,000	4,588,000	74,000	629,000	0
Water Treatment - Engineering	7-6-28-9752-331	58,444	91,582	94,344	362,823	119,362	814,091	555,000	458,800	458,800	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	0
Water Treatment - Rent & Lease	7-6-28-9752-345	666	1,195	0	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	75	75	0	0	0	370	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	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	585	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,301	388	0	328	2,059	1,423	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	452	0	0	359	1,310	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	226	547	0	359	2,018	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	0
Water Treatment - Hydro	7-6-28-9752-460					409	1,598						
Total Water Treatment		105,242	158,604	129,993	389,806	168,923	873,335	5,914,080	8,333,880	5,077,880	74,000	629,000	0

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 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	0	11,100
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	136,260	173,896	100,260	73,876	0	0	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	0	37,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,336	1,198	447	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	89	100	558	0	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	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	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	4,316	29	0	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	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	370	1,222	0	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	0
Total Aquifer Storage and Recovery		18,061	376,694	507,267	235,513	91,458	0	0	0	0	0	0	48,100
Total Capital		1,078,368	572,839	929,905	1,016,761	451,028	1,482,176	11,989,160	15,800,960	8,882,160	344,200	629,000	48,100
TOTAL EXPENDITURES		1,082,538	583,030	938,370	1,023,785	468,754	1,485,364	11,998,780	15,810,772	8,892,169	694,069	979,073	398,381

TABLE 2 Regional District of Nanaimo Requisition - ERWS 2017 - 2021 FINANCIAL PLAN (\$)												
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUE												
Joint Venture Requisitions												
RDN Requisition (26%)	380,351	79,060	155,713	208,581	164,697	451,245	2,638,220	3,631,488	1,780,357	2,008,727	343,999	139,972
Other Revenue												
Grants	0	125,788	173,985	151,127	0	0	260,000	780,000	520,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	125,788	173,985	151,127	0	0	260,000	780,000	520,000	0	0	0
TOTAL REVENUE	380,351	204,848	329,698	359,708	164,697	451,245	2,898,220	4,411,488	2,300,357	2,008,727	343,999	139,972
EXPENDITURES												
Operating	26%	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	301	0	0	0	21,840	21,840	21,840
Training 7-2-28-7310-306	0	536	0	15	0	0	26	27	27	28	28	29
Conferences / Seminars 7-2-28-7310-307	0	261	0	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	0
Contracts 7-2-28-7310-330	423	195	1,328	473	0	0	520	530	541	552	563	574
Consulting 7-2-28-7310-331	66	0	0	122	0	0	0	0	0	0	0	0
Legal Fees 7-2-28-7310-332	0	675	0	0	891	0	910	928	947	966	985	1,005
Audit Fees 7-2-28-7310-333	0	1,085	1,066	1,066	1,066	0	1,066	1,087	1,109	1,131	1,154	1,177
Tel / Cable 7-2-28-7310-422	0	210	240	157	0	0	130	133	135	138	141	144
Meeting Costs 7-2-28-7310-423	2	124	158	332	494	218	390	398	406	414	422	431
Licences and Insurance 7-2-28-7310-400	0	0	0	0	230	217	130	133	135	138	141	144
Advertising 7-2-28-7310-410	0	0	0	199	2,959	0	52	53	54	55	56	57
Printing 7-2-28-7310-413					499							
Courier 7-2-28-7310-452	0	0	0	11	8	0	26	27	27	28	28	29
Small Tools, Equipment & Furniture 7-2-28-7310-450	21	424	36	93	0	385	130	133	135	138	141	144
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	0
Minor Capital - Parts / Materials 7-2-28-7350-450	131	0	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains										39,000	39,000	39,000
Water Treatment Plant										58,500	58,500	58,500
ASR										0	0	0
Total Administration (Operating)	1,465	3,581	2,974	2,468	6,228	1,120	3,380	3,448	3,517	122,927	122,999	123,072
Total Operating	1,465	3,581	2,974	2,468	6,228	1,120	3,380	3,448	3,517	122,927	122,999	123,072

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Property Acquisition - Administration	7-6-28-9750-300	3,558	-1,058	2,913	0	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	0
Property Acquisition - Consulting	7-6-28-9750-331	1,709	0	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	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	312,143	0	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	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	0	0	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	93	67	0	268	377	0	624,000	1,240,200	338,000	46,800	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	2,778	4,597	88,104	127,478	61,599	116,806	52,000	72,800	72,800	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	414	0	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	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	27	994	206	203	0	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	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	569	189	5	0	309	0	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	0
Joint Transmission Main - Contracts	7-6-28-9754-330	0	0	0	0	0	0	130,000	145,600	80,600	13,000	0	0
Joint Transmission Main - Consulting	7-6-28-9754-331	0	0	0	0	0	26,472	0	10,400	10,400	0	0	0
COP Transmission Main - Contracts	7-6-28-9755-330	0	0	0	0	0	0	0	0	0	0	0	0
COP Transmission Main - Consulting	7-6-28-9755-331	0	0	0	0	0	0	0	0	0	0	0	0
RDN - Craig Bay Pump Station / Top Bridge Transmission											1,800,000		
Total River Intake / Supply Mains		16,823	14,056	99,908	137,534	66,984	143,278	816,920	1,479,920	512,720	1,859,800	0	0
Water Treatment - Administration	7-6-28-9752-300	6,113	11,517	10,664	8,735	4,376	7,179	10,920	10,920	10,920	0	0	0
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	11,785	11,277	1,872,000	2,756,000	1,612,000	26,000	221,000	0
Water Treatment - Engineering	7-6-28-9752-331	20,534	32,178	33,148	127,478	41,938	286,032	195,000	161,200	161,200	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	0
Water Treatment - Rent & Lease	7-6-28-9752-345	234	420	0	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	26	26	0	0	0	130	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	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	206	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	457	136	0	115	723	500	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	159	0	0	126	460	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	79	192	0	126	709	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	0
Water Treatment - Hydro	7-6-28-9752-460					144	561						
Total Water Treatment		36,977	55,726	45,673	136,959	59,351	306,848	2,077,920	2,928,120	1,784,120	26,000	221,000	0

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 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	0	3,900
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	47,875	61,099	35,226	25,957	0	0	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	0	13,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	470	421	157	0	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	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	157	0	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	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	1,516	10	0	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	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	130	429	0	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	0
Total Aquifer Storage and Recovery		6,346	132,352	178,229	82,748	32,134	0	0	0	0	0	0	16,900
Total Capital		378,886	201,268	326,723	357,240	158,469	450,125	2,894,840	4,408,040	2,296,840	1,885,800	221,000	16,900
TOTAL EXPENDITURES		380,351	204,848	329,698	359,708	164,697	451,245	2,898,220	4,411,488	2,300,357	2,008,727	343,999	139,972

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
MEETING HELD ON WEDNESDAY NOVEMBER 9, 2016 AT 12:00 PM
(RDN OCEANSIDE PLACE)

Present:

Director B. Rogers	Chairperson
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville

Regrets:

Director T. Westbroek	Town of Qualicum Beach
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Also in Attendance:

P. Carlyle	Chief Administrative Officer
G. Garbutt	GM Strategic & Community Development
P. Thompson	Manager of Long Range Planning
S. Horsburgh	Sustainability Coordinator
P. Sherman	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

MOVED Director Lefebvre, SECONDED Director Fell that the minutes of the Northern Community Economic Development Select Committee meeting held on May 3, 2016, be adopted.

CARRIED

DELEGATIONS

MOVED Director Lefebvre, SECONDED Director Fell that the presentations from the Town of Qualicum Beach be heard next.

CARRIED

Daniel Sailland, Town of Qualicum Beach, re. Developing Airport Land Use Design Concepts

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

To introduce the new application a status update was provided on the Qualicum Beach Airport Plan that received \$15,000 of NCED funding in Spring 2015.

Daniel Sailland, Town of Qualicum Beach, re. Renovating the Old Fire Hall for Regional Industrial Growth

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

Nikki Gervais, Parksville & District Historical Society, re. Parksville Museum Digital Heritage Exhibition

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

Nikki Gervais, Parksville & District Historical Society, re. Parksville Museum Heritage Building Ramp Installation for French Creek Post Office and Craig Cottage

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

Cliff Craven, Tony Taylor and Lorraine Bell, Qualicum Beach Historical and Museum Society, re. Qualicum Beach Museum Powerhouse – Discovery Centre Interactive Display

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

MOVED Director Lefebvre, SECONDED Director Fell that the presentations from the Parksville & District Chamber of Commerce regarding the update on the Regional Business Walks Project be heard next.

Bill McKinney, Parksville & District Chamber of Commerce, re. Update on the Regional Business Walks Project that received funding of \$5,000 from the Northern Community Economic Development Program funds

A presentation was given by the Parksville & District Chamber of Commerce regarding the Regional Business Walks Project that received funding of \$5,000 from the Northern Community Economic Development Program funds.

The meeting recessed at 1:45 PM.

The meeting reconvened at 1:50 PM.

REPORTS

Northern Community Economic Development Program – Fall 2016 Proposals

MOVED Director Veenhof, SECONDED Director Lefebvre, that \$19,000 in funds from the Northern Community Economic Development service be awarded as follows:

Town of Qualicum Beach	Developing Airport Land Use Design Concepts	\$ 10,000.00
Town of Qualicum Beach	Renovating the Old Fire Hall for Regional Industrial Growth	\$ 0.00
Parksville and District Historical Society	Parksville Museum Digital Heritage Exhibition	\$ 5,000.00
Parksville and District Historical Society	Parksville Museum Heritage Building Ramp Installation for French Creek Post Office and Craig Cottage	\$ 0.00
Qualicum Beach Historical and Museum Society	Qualicum Beach Museum Powerhouse – Discovery Centre Interactive Display	\$ 4,000.00

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Town of Qualicum Beach be invited to bring forward their request regarding renovating the Old Fire Hall for Regional Industrial Growth to the Spring 2017 proposals.

CARRIED

NEW BUSINESS

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff schedule a Northern Community Economic Development Select Committee meeting in February/March of 2017 to invite prior recipients of NCED funding to present their project results.

CARRIED

ADJOURNMENT

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

CARRIED

Time 2.05 p.m.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE
SELECT COMMITTEE MEETING
HELD ON MONDAY, NOVEMBER 14, 2016 AT 2:00 PM
IN THE OCEANSIDE PLACE MEETING ROOM, PARKSVILLE, BC**

Present:

Director Marc Lefebvre	City of Parksville, Chairperson
Alternate Director Bill Luchtmeijer	Town of Qualicum Beach
Director Bob Rogers	Electoral Area E
Director Julian Fell	Electoral Area F
Director Bill Veenhof	Electoral Area H

Regrets:

Director Joe Stanhope	Electoral Area G
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Also in attendance:

Phyllis Carlyle	CAO
Tiffany Moore	Manager, Accounting Services
Staff Sgt. Marc Pelletier	Oceanside RCMP Detachment
Cpl Jesse Foreman	Oceanside RCMP Detachment
Anna Brill-Edwards	Program Manager, Victim Services

CALL TO ORDER

The Chairperson called the meeting to order at 2:00 pm.

DELEGATION

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

Cpl Jesse Foreman, Oceanside RCMP Detachment updated the Committee regarding the Victim Services, Restorative Justice and Oceanside Community Safety Programs.

Anna Brill-Edwards provided information on the Victim Services program and thanked the Committee for the additional funding provided in 2016.

Staff Sgt. Pelletier and Cpl Foreman shared information regarding limitations set by the RCMP on the use of existing trained Auxiliary Police and the implications this has on RCMP resources. There has been a decline in the number of volunteer Auxiliary Police Officers because they are no longer able to function at their full potential and perform certain duties they have been trained for. Phyllis Carlyle agreed to bring a report to the RDN Board regarding this issue.

MINUTES

MOVED Director Veenhof, SECONDED Director Rogers, that the minutes of the District 69 Community Justice Select Committee meeting held October 19, 2015, be adopted.

CARRIED

BUSINESS ARISING FROM THE DELEGATION

MOVED Director Veenhof, SECONDED Director Luchtmeijer, that the report of the delegation be received.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that a 2% increment for Victim Services from \$63,080 to \$64,342 be considered in the 2017 budget deliberations.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that the 2017 requisition for funding to support the Oceanside Victim Services, Restorative Justice and Community Policing Programs be approved at \$123,562, which includes a 2% increment for Victim Services.

CARRIED

MOVED Director Veenhof, SECONDED Director Luchtmeijer, that the RDN provide letters of support to the Federal and Provincial Minister for the continuation of the Auxilliary Police Officer positions.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the RDN bring recommendations to AVICC and UBCM regarding Victim Services funding issues including a lack of funding for on call support.

CARRIED

ADMINISTRATION

Community Safety Grant-in-Aid Applications

MOVED Director Luchtmeijer, SECONDED Director Fell, that a 2017 grant in the amount of \$6,200 for the Oceanside Community Safety Volunteers be approved.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that a 2017 grant in the amount of \$650 for the Corcan-Meadowood Residents Association be approved.

CARRIED

NEW BUSINESS

ADJOURNMENT

MOVED Director Veenhof, SECONDED Director Rogers, that the meeting adjourn.

CARRIED

TIME: 3:25 PM

CHAIRPERSON

TO: D69 Community Justice Select Committee **DATE:** November 4, 2016
FROM: T. Moore
Manager, Accounting Services **MEETING:** November 14, 2016
FILE:
SUBJECT: D69 Community Justice Grants-in-Aid

RECOMMENDATIONS

1. That the 2017 requisition for funding to support the Oceanside Victim Services, Restorative Justice Program and Oceanside Community Safety Volunteers be approved at \$122,300.
2. That a grant in the amount of \$6,200 for the Oceanside Community Safety Volunteers be approved.
3. That a grant in the amount of \$650 for the Corcan-Meadowood Residents Association be approved.

PURPOSE

To review and make recommendations regarding D69 Community Justice funding and applications submitted under the D69 Community Justice Select Committee Grants-in-Aid.

BACKGROUND

D69 Community Justice

D69 Community Justice is funded through a service established by “Regional District of Nanaimo Crime Prevention and Community Justice Support Service Bylaw No. 1479, 2006” which includes Parksville, Qualicum Beach, and Electoral Areas E, F, G and H. See Appendix A for funding allocations and parcel tax rates over the past five years. Oceanside Victim Services, Restorative Justice Program and Oceanside Community Safety Volunteers are requesting the same level of funding for 2017 at \$122,300.

D69 Community Justice Select Committee Grants-in-Aid

The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H raise up to \$9,000 to support organizations which help to increase the safety of their community. Grants are provided to non profit organizations who apply and meet the funding criteria. See Appendix B for funding criteria. The Board approved \$5,000 in grants-in-aid in 2016. See Appendix A for Grants-in-Aid allocations over past five years.

For 2017, the following Grants-in-Aid applications totaling \$6,850 have been received:

Oceanside Community Safety Volunteers \$6,200

OCSV is requesting \$5,000 which will be used to reimburse mileage for volunteers participating in Citizens on Patrol and Speedwatch. OCSV is also requesting \$1,200 to replace 12 existing two-way radios that are over 10 years old. Their preference is to invest in new radios instead of spending approximately \$680 to replace existing batteries and a few changing bases. The OCSV application is included in the agenda on page 9.

Corcan-Meadowood Residents Association - \$650

Corcan-Meadowood Residents Association is requesting \$650 to purchase traffic safety equipment for use during large events including 4 sets solar/battery powered walkway lights and 4 solar/battery/hand crank lanterns. The application is complete except for a current budget. Their application is included in the agenda on page 27.

ALTERNATIVES

1. Approve \$122,300 in 2017 D69 Community Justice funding and \$6,850 in grants-in-aid funding requests;
2. Provide alternate direction.

FINANCIAL IMPLICATIONS:

1. Approve \$122,300 in D69 Community Justice funding and \$6,850 in grants-in-aid funding requests:
 - Under this alternative, consistent with prior years, the D69 Community Justice \$122,300 funding will be requisitioned by a parcel tax. The projected parcel tax for 2017 will be \$5.05 per parcel, down slightly from \$5.07 in 2016 based on projected increase in number of parcels.
 - For the D69 grants-in-aid, the maximum impact on a service area’s tax requisition would be \$0.10 per \$100,000 of assessed value. The dollar amounts to be requisitioned from each area are as follows:

	Tax Requisition for Grants (\$6,850)
Electoral Area E	\$ 1,205
Electoral Area F	821
Electoral Area G	1,061
Electoral Area H	648
City of Parksville	1,730
Town of Qualicum Beach	1,385
	\$ 6,850

2. Provide alternate direction:
 - The financial implications are dependent on what alternate direction is provided.

STRATEGIC PLAN IMPLICATIONS

Providing grants to promote volunteerism for Victims Services, Restorative Justice, Community Policing through Oceanside Community Safety Volunteers and providing Community Justice Grants-in-Aid is supported in the Action Areas of the 2016-2020 Strategic Plan as follows:

- Service and Organizational Excellence: The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region.
 - We view our emergency services as core elements of community safety.
- Relationships: The RDN will continue to develop and encourage meaningful relationships.
 - We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.

SUMMARY/CONCLUSIONS

D69 Community Justice


D69 Community Justice is funded through a service established by “Regional District of Nanaimo Crime Prevention and Community Justice Support Service Bylaw No. 1479, 2006” which includes Parksville, Qualicum Beach and Electoral Areas E, F, G and H. Oceanside Victim Services, Restorative Justice Program and Community Safety Volunteers are requesting the same level of funding for 2017 at \$122,300.

In addition to the above funding, the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G and H raise up to \$9,000 to support organizations which help to increase the safety of their community. For 2017, the following Grants-in-Aid Applications totaling \$6,850 have been received:

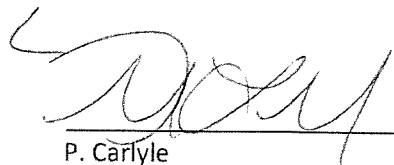
- | | |
|--|---------|
| • Oceanside Community Safety Volunteers | \$6,200 |
| • Corcan-Meadowood Residents Association | \$650 |



T. Moore
Manager, Accounting Services
tmoore@rdn.bc.ca



W. Idema
Director of Finance



P. Carlyle
Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, NOVEMBER 16, 2016
7:00PM

(Cedar United Church)

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

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

Regrets: Angela Davies
Bernard White
Kerri-Lynne Wilson

CALL TO ORDER

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

DELEGATIONS/PRESENTATION

None

MINUTES

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 21, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Roadside Trails

Chair McPherson suggested, due to the inclement weather, that the Commission wait until the spring to visit possible roadside trails in the area.

Commissioner Fiddick provided photos of the fallen timber left in Ivor/Glynneath Park after the hazard tree work was completed. He expressed concern that the trees might be left on the ground as they significantly impact the usage of the park. The photos illustrate the volume of wood and the trees blocking much of the park. He requested the RDN look into the possibility of salvaging and selling the wood with the proceeds going back into the Electoral Area 'A' Community Parks budget. Ms. McCulloch will speak with Ms. Marshall and M. Dobbs to discuss any options that might be available.

Cedar Heritage Centre Agreement

MOVED Commissioner O'Connor, SECONDED Commissioner Gidden that the Lease and Site License Agreement with Cedar School and Community Enhancement Society (CSES) be extended for a two year term (January 1, 2017- December 31, 2018)

CARRIED

COMMUNICATIONS/CORRESPONDENCE

None

REPORTS

Monthly Update of Regional and Community Parks and Trail Projects – September 2016 (Handout)

Ms. McCulloch updated the Commission on the EA parks information, noting that construction of the Cedar Plaza Kiosk will begin at the end of November with completion by the end of the year. She has not heard back from the North Cedar Improvement District regarding the RDN's request for a water connection to Cedar Plaza.

Ms. McCulloch provided photos of the new rock stairs at the Shasta Road beach access installed by the developer of the home beside the access. The stairs comply with the conditions of the Development Permit with Variance and are to the satisfaction of the RDN Parks Manager. Ms. McCulloch asked the Commission if this access is one they would like to prioritize as a beach access for signage. If so, a railing would need to be installed on the stairs. This item is not currently in the 2017 budget.

Commissioner Fiddick provided some photos of the Shasta Road foreshore revetment and voiced his concerns about its encroachment onto the beach. Director McPherson advised that professionals oversaw all the works as per the Development Permit with Variance. Commissioner Fiddick noted that he also noticed that this property owner was damming the stream and redirecting the flow down the trail. He will email Ms. McCulloch some photos and she will contact MOTI to inquire about the damming.

Subdivision Application No. PL2016-134 Cash-in-lieu of Parkland

MOVED Commissioner Fiddick, SECONDED Commissioner Gidden that five percent (5%) cash-in-lieu of parkland dedication in conjunction with Subdivision Application No. PL2016-134, be accepted.

Driftwood Stairs Update – (Verbal)

Ms. McCulloch gave the Commission an update of the Driftwood Stairs project plan and budget. The next step will be to go to public consultation. Ms. McCulloch suggests having an open house at the beach access so attendees can discuss the area's needs on site. Commissioners are encouraged to attend.

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that staff move forward to the public consultation phase of the development of the Driftwood Rd. Beach Access.

CARRIED

Cedar Heritage Centre Update (Verbal)

Ms. King gave an update of the Cedar Heritage Centre, noting as part of the building maintenance, new blinds had been purchased.

Ms. King told the Commission of a request from the CSES board to convert the middle room in the centre that is now used for storage/office space to a display area for heritage items. She gave an idea of what it could look like. Staff has asked CSES to bring a plan to staff for January and then it can be determined where the funding would come from.

MOVED Commissioner Grand, SECONDED Commissioner O'Connor that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NONE

NEW BUSINESS

Island Health Grant

Ms. King told the Commission about the Island Health Grant that the RDN received in the amount of \$154,933, of which \$7,290 is allocated to Electoral Area 'A' for funding for community wellness.

The Commission discussed different possible uses for the funds and the groups that could use it to its best benefit. Ms. King gave examples of how the funds are being used in other areas.

MOVED Commissioner Grand, SECONDED Commissioner Thornton that staff liaise with School District staff and Cedar School and Community Enhancement Society to get their ideas as how to use the Island Health Grant money best and bring it back to the Electoral Area A Parks Recreation and Culture Commission at the next meeting.

CARRIED

COMMISSIONER ROUND TABLE

Commissioners provided community updates to the Committee.

Commissioner O'Connor voiced his disappointment in the lack of applicants for the last Grant in Aid period. He mentioned a Performance Recognition Program he read about in another area and thought it would be a good thing for Area 'A'.

MOVED Commissioner Gidden, SECONDED Commissioner O'Connor that staff come forward with Performance/Volunteer Recognition templates to the next Electoral Area A Parks Recreation and Culture commission meeting for discussion.

CARRIED

IN CAMERA

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

Time: 8:50

ADJOURNMENT

MOVED Commissioner Gidden, SECONDED Commissioner O'Connor that the meeting be adjourned at 9:05pm.

CARRIED

Chair

LEASE AND SITE LICENCE

THIS AGREEMENT DATED FOR REFERENCE THIS DAY of 2016.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo, B.C.
V0R 2H0

(the "**Regional District**")

OF THE FIRST PART

AND:

CEDAR SCHOOL AND COMMUNITY ENHANCEMENT SOCIETY

(Inc. No. S-37396)

1644 MacMillan Rd.
Nanaimo, B.C.
V9X 1L9

(the "**Tenant**")

OF THE SECOND PART

WHEREAS:

- A. By Agreement dated the 3rd day of October 2000, made between The Board of School Trustees of School District 68 (Nanaimo-Ladysmith), referred to as the Board and the Regional District of Nanaimo referred to as the Regional District, the Board owns the Lands and Premises described as that part of Lot A, Section 16, Range 8, Cranberry District and of Section 16, Range 1, Cedar District, Plan 48768, shown as "Lease Area" on Plan VIP 71705 (the "**Land**"), and the Regional District owns the Building and Improvements on the Land, formerly known as the North Cedar Elementary School (the "**Building**"), the Land and the Building both being situated at 1644 MacMillan Road, Nanaimo, British Columbia;
- B. The Regional District is the owner of a building on the Land known as the Cedar Heritage Centre (the "**Building**") that was transferred to the Regional District from the Board and that is maintained at the cost of the taxpayers within a service area of the Regional District established for such purpose under Electoral Area 'A' Bylaw No 1467, 2005;
- C. The Tenant wishes to be granted and the Regional District has agreed to grant a Lease and Site License to use the Building and the Land, (the "**Premises**");

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the rents and agreements to be paid and performed by the Tenant, the parties hereto covenant and agree with each other as follows:

1.0 PREMISES

- 1.1. The Regional District leases to the Tenant the Building on the terms and conditions as set out in this Lease; and
- 1.2. The Regional District grants to the Tenant the right and Licence to Occupy the Land, including the parking spaces and playground on the Land during the term of this Lease;

2.0 TERM

- 2.1. The Term of this Lease and the Term of the Licence to Occupy granted under section 1 shall be for two (2) years, commencing on the 1st day of January 2017, and ending on the 31st day of December, 2018.

3.0 USE

- 3.1. The Tenant shall use the Premises solely for a community centre, which for the purposes of the Lease and Licence includes community uses such as but not limited to, special events, programs/activities, meetings, rentals, community gatherings for all ages, community internet and preschool/daycare uses.

4.0 RENT

- 4.1. The Tenant shall pay to the Regional District an annual rental of ten (\$10.00) Dollars due and payable in advance at the commencement of the Term for the Lease and Licence to Occupy granted under this Agreement.

5.0 COVENANTS OF THE TENANT

The Tenant covenants with the Regional District:

5.1. Rent

- (a) to pay rent;

5.2. Rates and Utilities

- (a) to pay as they become due all water, sewer, garbage and other rates in respect of the Premises and charges for all gas, oil, telephone and electric power used on the Premises;

5.3. Taxes

- (a) to pay all taxes, rates, duties and assessments whatsoever, whether municipal, provincial, federal, or otherwise, charged upon the Tenant or the Regional District as a result of the Tenant's occupation of or use of the Premises unless exempted by municipal bylaw;

5.4. Construction

- (a) that it will not construct nor alter any buildings or structures on the Premises unless, prior to any construction, it has obtained:
 - (i) the Regional District's approval in writing to the site plan, working drawings, plans, specifications, and elevations, and
 - (ii) a building permit if required from the Regional District authorizing the construction of the buildings and structures set out in the permit and the plans and specifications attached to it, and
 - (iii) all required inspections,and all work shall be carried out at the cost of the Tenant;
- (b) that it will not make any alterations in the structure, plan or partitioning of the Premises nor install any plumbing, piping, wiring or heating apparatus without the prior written consent of the Regional District;

5.5. Builders' Liens

- (a) that it will indemnify the Regional District from and against all claims for liens for wages or materials or for damage to persons or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Tenant may make or cause to be made on, in or to the Premises; and will allow the Regional District to post and will keep posted on the premises any notice that the Regional District may desire to post under the provisions of the Builders' Lien Act;

5.6. Repair

- (a) that it will repair, reasonable wear and tear excepted, at the cost and expense of the Tenant, all portions of the Premises which may at any time be damaged by the Tenant;
- (b) that it will keep and leave whole and in good repair all water, gas, and electrical fixtures, glass, pipes, faucets, locks, fastenings, hinges, heating and cooling apparatus, in, on, or attached to the Premises;
- (c) that the Tenant shall leave the Premises in good repair, reasonable wear and tear excepted;
- (d) that the Regional District may enter and view the state of repair and the Tenant shall repair according to any notice given by the Regional District and if the Tenant fails to so repair, the Regional District may, at its option, repair such damage or injury in which case the Tenant shall reimburse the Regional District for all costs and expenses of repair and an additional amount for administration and overhead forthwith upon receipt by the Tenant of invoices therefore;

Maintenance

- (a) to maintain the Premises, at all times to an excellent standard of maintenance;

5.7. Regional District's Right of Entry

- (a) that the Regional District, its employees, servants, or agents shall at all times and for all purposes have full and free access to any and every part of the Premises and of any building erected thereon in the presence of the Tenant;
- (b) that the Regional District, its employees, agents, other licensees, contractors, sub-contractors and any other bodies or organizations the Regional District may allow for purposes associated with:
 - (i) Electoral Area 'A' Parks, Recreation and Culture Commission (Area A PRC) regular or special meetings, and Area A PRC community meetings or workshops for the purposes of carrying out the work of the Commission, at no charge.
 - (ii) Electoral Area 'A' meetings or workshops for RDN purposes of three per year at no charge. Any additional Electoral Area 'A' meetings for the Regional District will be charged a rental rate of \$10 per hour up to \$50 per day.
 - (iii) The RDN shall pay the Tenant regular rental charges for any meeting or workshop not contemplated in 5.8. (b)(i) or (ii).
 - (iv) All RDN and Commission bookings will be booked according to CHC procedures and based on availability.

5.8. Assign or Sublet

- (a) that it will not assign nor sublet without leave of the Regional District and School Board;
- (b) that the Regional District's consent to assignment or subletting shall not release or relieve the Tenant from its obligations to perform all the terms, covenants and conditions that this Agreement requires the Tenant to perform, and the Tenant shall pay the Regional District's reasonable costs incurred in connection with the Tenant's request for consent;

5.9. Regulations

- (a) that it will comply promptly at its own expense with the legal requirements of all authorities and all notices issued under them that are served upon the Regional District or the Tenant, and

5.10. Insurance

- (a) That the Tenant will take out and maintain during the term of policy of general public liability insurance in the amount of not less than Three Million (\$3,000,000) per single occurrence covering the Tenant's indemnity in clause (5.12(a)) and naming the Regional

District as an insured party to it and in a form satisfactory to the Regional District, and the Tenant shall provide the Regional District with a certified copy of the policy;

- (b) If alcohol is to be consumed at the facility, the Tenant is responsible to ensure the appropriate licences are acquired, and that the Regional District is named as an additional insured.
- (c) that all policies of insurance taken out by the Tenant shall contain a waiver of subrogation clause in favour of the Regional District and shall also contain a clause requiring the insurer not to cancel or change the insurance without giving the Regional District thirty (30) days prior written notice;
- (d) that if the Tenant does not provide, maintain or enforce the insurance required by this Agreement, the Regional District may take out the necessary insurance and pay the premium for periods of one year at a time and the Tenant shall pay to the Regional District as additional rent, the amount of the premium immediately on demand;
- (e) The Tenant shall take out and keep in full force and effect insurance upon property of every description and kind owned by the Tenant or for which the Tenant is legally liable and which is located on the Premises in an amount of not less than ninety percent (90%) of the full replacement value thereof and with coverage against at least the perils of fire, flood, lightning, earthquake and standard extended coverage.
- (f) If both the Regional District and the Tenant have claims to be indemnified under any insurance required by this Agreement, the indemnity must be applied first to the settlement of the claim of the Regional District and the balance, if any, to the settlement of the claim of the Tenant.
- (g) The deductible on the policy of insurance must be not more than five thousand dollars (\$5,000).

5.11. Indemnification

- (a) that it will indemnify the Regional District from and against all law suits, damages, losses, costs or expenses which the Regional District may incur by reason of the use of the Premises by the Tenant or the carrying on upon the Premises of any activity in relation to the Tenant's use of the Premises and in respect of any loss, damage or injury sustained by any person while on the Premises for the purpose of doing business with the Tenant or otherwise dealing with the Tenant, and this indemnity shall survive the expiry or sooner determination of this Lease and License.

5.12. Possession

- (a) that at the expiration or sooner determination of this Lease peaceably surrender and give up possession of the Premises without notice from the Regional District, any right to notice to quit or vacate being hereby expressly waived by the Tenant despite any law or custom to the contrary;

6.0 REGIONAL DISTRICT'S COVENANTS

- (a) The Regional District covenants with the Tenant for quiet enjoyment provided however that nothing in this clause will limit the rights of access reserved by the Regional District under sections 5.6. (d) and 5.8.(a) of this Agreement, the right of inspection and repair under section 5.7.(a) of this agreement.
- (b) The Regional District will take out and maintain during the term of this Lease and Licence to Occupy a policy of insurance insuring the Building against the risk of loss or damage caused by or resulting from fire or any additional peril against which the Regional District normally insures regional property;
- (c) If the Building is destroyed by fire or any other means, the Regional District has the sole discretion to decide whether to rebuild it, and before making that decision, will consult with the Tenant, and will take into consideration whether
 - (i) the Board, as owner of the Land and the Regional District's Landlord under the Agreement referred to in recital A of this Lease and Site Licence, will permit the Building to be rebuilt of the Lands;
 - (ii) there are sufficient proceeds from the insurance policy referred to in paragraph (b) of this section 6, together with any funds held or raised by the Tenant, to pay all costs of rebuilding;
 - (iii) there is sufficient time remaining in the Terms of both the Agreement referred to in clause (ii) and this Lease and Site Licence to justify rebuilding on the Lands; and
 - (iv) there is another site available to the Regional District of the Tenant where a replacement for the Building may be constructed; and
- (d) if the considerations in (c)(i) or (iii) and (iv) are not favourable or if they are favourable but there are insufficient funds acquired or raised under (c)(ii) within 180 days of the destruction of the Building, then the Regional District may elect not to rebuild and in that case, this Lease and Site Licence will terminate.

6.1. Management Fee

- (a) The Regional District shall pay a management fee to the Tenant to assist the Tenant with maintaining and repairing the building and therefore to assist the Tenant in providing community centre services to members of the public. The management fee will be paid in two installments of \$3,000 on or before January 31 and July 31 of each calendar year, for a total of \$6,000 annually.

6.2. Improvements and Capital Projects

- (a) Notwithstanding the Tenant's covenants to repair the Premises stated in sections 5.6. (a), (b), and (c) of this Agreement, the Regional District agrees to provide capital facility improvements associated with the Premises when the cost is above \$2,000 per capital project. When possible, the Regional District will schedule capital work to minimize its

effect on scheduled facility use.

- (b) Decisions regarding whether an improvement is a capital facility improvement shall be made by the Regional District in its sole discretion and will be made in accordance with the Regional District Policy A2.5 *Capital/Operating Expenditures Policy*.
- (c) The Regional District agrees to work with the Tenant and meet annually prior to the annual budget preparation to consider discuss capital improvements requested.
- (d) The Tenant will not make any alterations or improvements, nor construct any structures on the Premises, unless it has obtained Regional District approval in writing to make such alterations, improvements or construction.

7.0 MANAGEMENT COVENANTS

7.1. The Tenant covenants and agrees with the Regional District:

- (a) That the Tenant will not carry on or do or allow to be carried on or done on the Premises anything that:
 - (i) May be or become a nuisance to the Landlord or the public,
 - (ii) Increases the hazard of fire or liability of any kind,
 - (iii) Increases the premium rate of insurance against loss by fire or liability upon the Premises or
 - (iv) Invalidates any policy of insurance for the Premises; or
 - (v) Directly or indirectly causes damage to the Premises.
- (b) to spend any grant money that may be received from the Regional District on the Building and Land only and not on other Tenant's projects or purposes;
- (c) to use revenue from the Tenant's rental of all or part of the Building to pay for the maintenance and operation of the Building;
- (d) to provide an annual report to the Regional District of the Tenant's fund raising activities for the building and the operation by the Tenant of the Premises;

8.0 MISCELLANEOUS COVENANTS

It is hereby mutually agreed:

8.1. Re-entry

- (a) that the Regional District may re-enter the Premises on non-payment of rent or additional rent, or non-performance of covenants;

8.2. Effect of Waiver

- (a) that the Regional District by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of re-entry upon breach of any covenants, condition or agreement in it does not waive its rights upon any subsequent breach of same or any other covenant or condition of this Agreement;

8.3. Distress

- (a) that if the Regional District is entitled to levy distress against the goods and chattels of the Tenant, the Regional District may use enough force necessary for the purpose and for gaining admittance to the Premises and the Tenant releases the Regional District from liability for any loss or damage sustained by the Tenant as a result;

8.4. Termination

- (a) the Regional District may at any time terminate this Lease by giving to the Tenant ninety (90) days' notice in writing and the Tenant thereupon and also in the event of the termination of the Lease in any other manner if required by the Regional District shall forthwith remove from the Premises all structures, machinery, supplies, articles, materials, effects and things at any time brought or placed thereon or therein by the Tenant and shall also, to the satisfaction of the Regional District, repair any damage and injury occasioned to the Premises by reason of such removal and the Tenant shall not be entitled for any compensation for such removal. It is further agreed that unless required by the Regional District, the Tenant shall not remove any goods, chattels, materials, effects or things from the Premises until all rent or additional rent due or to become due under the Lease is fully paid; and
- (b) the Tenant may at any time terminate this Lease by giving to the Regional District ninety (90) days' notice in writing to the Regional District;

8.5. Insolvency

- (a) that if
 - (i) the Term or any of the goods or chattels on the Premises are at any time seized or taken in execution or attachment by any creditor of the Tenant, or
 - (ii) if a writ of execution issues against the goods or chattels of the Tenant, or

- (iii) if the Tenant makes any assignment for the benefit of creditors, or
- (iv) if the Tenant becomes insolvent or bankrupt, or
- (v) if the premises or any part of them becomes vacant and unoccupied for a period of thirty (30) days or is used by any other person or persons for any purpose other than permitted in this Lease without the written consent of the Regional District (Ryan used 'Landlord'), or
- (vi) being an incorporated company or society if proceedings are begun to wind up the company or society, the Term shall, at the option of the Regional District, immediately become forfeited and the then current month's rent for the three months next following shall immediately become due and payable as liquidated damages to the Regional District, and the Regional District may re-enter and repossess the Premises despite any other provision of this Lease.

8.6. Amendments

- (a) The parties hereto may consent from time to time to amend the terms of the Agreement. Notice of a proposed change shall be made in writing to the other party (thirty) 30 days before the date upon which such amendment is to take effect, unless the notice period is waived by consent of both parties. The parties agree that no amendment shall take effect until approved in writing by the Board.

8.7. Removal of Goods

- (a) if the Tenant removes its goods and chattels from the Premises, the Regional District may follow them for thirty (30) days;

8.8. Notices

- (a) that any notice required to be given under this Lease shall be deemed to be sufficiently given:
 - (i) if delivered, at the time of delivery, and
 - (ii) if mailed from any government post office in the Province of British Columbia by prepaid, registered mail and addressed as follows:

if to the Regional District:

6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

if to the Tenant:

1644 MacMillan Road
Nanaimo, BC
V9X 1L9

or at the address a party may from time to time designate, then the notice shall be deemed to have been received 48 hours after the time and date of mailing. If, at the time of mailing of the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow down, lock-out or other labour dispute, then the notice may only be given by actual delivery of it;

8.9. Fitness of Premises

- (a) that the Regional District has made no representations or warranties as to the condition, fitness or nature of the Premises and by executing this Agreement, the Tenant releases the Regional District from any and all claims which the Tenant now has or may in future have in that respect;
- (b) that the Tenant admits that it has inspected the Premises in their present state and that they are suitable for the Tenant's purposes;

8.10. Fixtures

- (a) that, unless the Tenant, upon notice from the Regional District, removes them, all buildings, structures or improvements constructed on the Premises by the Tenant, save and except for moveable business fixtures of the Tenant, shall, at the determination of the Lease, become the sole property of the Regional District at no cost to the Regional District.

8.11. Payments by the Regional District

- (a) that if the Regional District incurs any damage, loss or expense or makes any payment for which the Tenant is liable under this Agreement, then the Regional District may add the cost or amount of the damage, loss, expense or payment to the rent and may recover it as if it were rent or additional rent in arrears;

8.12. Holding Over

- (a) that if the Tenant holds over following the term and the Regional District accepts rent, this Agreement becomes a tenancy-at-will subject to those conditions in this Agreement applicable to a tenancy-at-will, and in the event the termination of the tenancy-at-will, any rent prepaid shall be adjusted for the period of actual occupation, it being expressly agreed that the acceptance of rent, or any implied condition or any implication of law shall in no way renew this lease or create any tenancy other than a tenancy-at-will;

8.13. Lease

- (a) the parties hereto acknowledge that the Licence to Occupy granted by this Agreement requires, as a condition precedent, that the consent of the head Landlord under the Regional District's lease of the Land, must be obtained and upon such consent the Tenant covenants and agrees with the Regional District to perform all covenants, conditions and provisos to be performed by the Regional District under the lease between the Regional District and its Landlord as amended to the intent and for the purpose that no default shall arise from the tenancy created by this Agreement.

8.14. **Net Lease**

- (a) that this Lease shall be a complete carefree net lease to the Regional District as applicable to the Premises and the Regional District shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Premises or its contents except those mentioned in this Lease.

8.15. **Annual Meeting**

- (a) that either the Regional District or the Tenant may request a meeting, once each year of the Term of the Agreement, to be attended by the Manager of Recreation Services, of the Regional District and the Tenant's Chairperson for the purpose of discussing any matter or issues relating to the Buildings or Land;

8.16. **Interpretation**

- (a) that when the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;
- (b) that the headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it;

8.17. **Binding Effect**

- (a) this Agreement shall endure to the benefit of and be binding upon the parties hereto and their respective successors, administrators and permitted assignees;

8.18. **Law Applicable**

- (a) that this Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

9.0 **TREE CUTTINGS, EXCAVATIONS AND HAZARDOUS SUBSTANCE**

- 9.1. (a) The Licensee must not carry on or do or allow to be carried on or done on the land any cutting, clearing or removal of trees, bushes or other vegetation or growth or any excavation or disturbance of the surface of the Land and must not bring on or deposit any soil or fill on the Land except with the written consent of the Regional District.
- (b) The Licensee must not bring on, deposit, store, spray or apply nor cause or permit to be brought on, deposited, stored, sprayed or applied on or to the Land or any trees, bush or vegetation on the Land any chemical fertilizer, herbicide, pesticide, chemical product, petroleum product or any other substance which is capable of contaminating the Land or any water on the Land.

10.0 **ENVIRONMENTAL MATTERS**

- 10.1. For the purposes of paragraph 10.2 below:

- (a) **“Contaminants”** means any pollutants, contaminants, deleterious substances, underground or above-ground tanks, asbestos materials, hazardous, corrosive, or toxic substances, special waste or waste of any kind, or any other substance which is now or hereafter prohibited, controlled, or regulated under Environmental Laws; and
- (b) **“Environmental Laws”** means any statutes, laws, regulations, orders, bylaws, standards, guidelines, permits, and other lawful requirements of any governmental authority having jurisdiction over the Premises now or hereafter in force relating in any way to the environment, environmental assessment, health, occupational health and safety, or transportation of dangerous goods, including the principles of common law and equity.

10.2. The Licensee covenants and agrees as follows:

- (a) not to use or permit to be used all or any part of the Premises for the sale, storage, manufacture, handling, disposal, use, or any other dealing with any Contaminants, without the prior written consent of the Regional District, which consent may be unreasonably withheld;
- (b) to strictly comply, and cause any person for whom it is in law responsible to comply, with all Environmental Laws regarding the use and occupancy of the Premises;
- (c) to promptly provide to the Regional District a copy of any environmental site assessment, audit, report, or test results relating to the Premises conducted by or for the Licensee at any time;
- (d) to maintain all environmental site assessments, audits, reports, and test results relating to the Premises in strict confidence and not to disclose their terms or existence to any third party (including without limitation any governmental authority) except as required by law, to the Licensee’s professional advisers and lenders on a need-to-know basis, or with the prior written consent of the Regional District, which consent may be unreasonably withheld;
- (e) to promptly notify the Regional District in writing of any release of a Contaminant or any other occurrence or condition at the Premises or any adjacent property which could contaminate the License Area or subject the Regional District or the Licensee to any fines, penalties, orders, investigations, or proceedings under Environmental Laws;
- (f) on the expiry or earlier termination of this License, or at any time if requested by the Regional District or required by any governmental authority under Environmental Laws, to remove from the Premises all Contaminants, and to remediate by removal any contamination of the Premises or any adjacent property resulting from Contaminants, in either case brought onto, used at, or released from the Premises by the Licensee or any person for whom it is in law responsible. The Licensee shall perform these obligations promptly at its own cost and in accordance with Environmental Laws. All such Contaminants shall remain the property of the Licensee, notwithstanding any rule of law or other provision of this License to the contrary and notwithstanding the degree of their affixation to the Premises; and
- (g) to indemnify the Regional District and its directors, appointed officers, employees, agents, successors, and assigns from any and all liabilities, actions, damages, claims,

remediation cost recovery claims, losses, costs, orders, fines, penalties, and expenses whatsoever (including all legal and consultants' fees and expenses and the cost of remediation of the Premises and any adjacent property) arising from or in connection with:

- (i) any breach of or non-compliance with the provisions of this paragraph 10.2 by the Licensee; or
- (ii) any release or alleged release of any Contaminants at or from the Premises related to or as a result of the use and occupation of the Premises or any act or omission of the Licensee or any person for whom it is in law responsible.

10.3. The obligations of the Licensee under paragraph 10.2 above shall survive the expiry or earlier termination of this License.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

For the CEDAR SCHOOL AND COMMUNITY ENHANCEMENT SOCIETY

Authorized Signatory

Authorized Signatory

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION

REGULAR MEETING

HELD THURSDAY NOVEMBER 17, 2016

2:00PM

(OCEANSIDE PLACE)

Attendance: Julian Fell, RDN Board
Bill Veenhof, Director, Electoral Area 'H'
Gordon Wiebe, Electoral Area 'E'
Reg Nosworthy, Electoral Area 'F'
Ted Malyk, Electoral Area 'G'
Neil Horner, Councillor, Town of Qualicum Beach
Julie Austin, School District 69 Trustee

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

Regrets: Teresa Patterson, Councillor, City of Parksville

CALL TO ORDER

Chair Fell called the meeting to order at 2:02pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

DELEGATIONS

R. Boag –Parksville Curling Club

Mr. Boag, PCC President, presented the history of the curling club, its membership and the high caliber events they have hosted over the years. Mr. Boag requested the club be more formally included in the Recreation Master Plan.

Brian Onushko, PCC Director, spoke to why the Parksville Curling Club should be a part of the RDN recreation long-term plan. He noted the long-term relationship with the RDN. Mr. Onushko gave an overview of the youth connections the club has made and the economic contributions the club brings to the D69 area with their well-attended events.

Commissioners asked some questions to the delegation about the building needs and operating agreement.

PRESENTATION

RDN Recreation Promotions - C. Jordan, RDN Programmer

Ms. Jordan gave a presentation about the 2016 marketing and promotion campaign done this year for Recreation and Parks programs.

Commissioner Horner left the meeting at 3:00pm

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held October 20, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

COMMUNICATIONS/CORRESPONDENCE

None

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – October 2016

Mr. Banman summarized the Oceanside Place Monthly Update, noting the start of the Lion's sponsored skates. He mentioned the folding of one of the adult hockey leagues and that they may see a drop in rental revenue as the space is filled by youth organizations.

Monthly Update – Ravensong Aquatic Centre – October 2016

Mr. Banman updated that the hot tub had some issues with the sand filter and it took some time to figure out and resolve the issue but it is now functioning properly.

Monthly Update – Northern Recreation Program Services – October 2016

Mr. Banman took any questions from the Commission about the Northern Recreation Services report.

Recreation Services Plan Update

Mr. Banman gave an updated that the process has been launched, meeting with the sub-committee and staff have happened with the consultant. Next will be meetings with the recreation user groups in the area with the consultants.

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe the reports be received.

CARRIED

Arrowsmith Community Recreation Services Renewal Report 2017-2019

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the Recreation Services Delivery Agreement (Appendix 'A') with the Arrowsmith Community Recreation Association (ACRA) be renewed for a three year term from January 1, 2017 through to December 31, 2019.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Parkville Curling Club

Commissioners discussed the delegations information presented and Mr. Osborne and Mr. Banman answered their questions about the specifics of the building and land.

MOVED Commissioner Austin, SECONDED Commissioner Nosworthy that staff continue to work with the Parkville Curling Club throughout the Recreation Services Plan process.

CARRIED

NEW BUSINESS

None

COMMISSIONER ROUNDTABLE

None

ADJOURNMENT

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the meeting be adjourned at 3:45pm.

CARRIED

Chair

TO: District 69 Recreation Commission **DATE:** November, 14, 2016

FROM: Hannah King **MEETING:** November 17, 2016
Superintendent, Recreation Program Services

SUBJECT: Arrowsmith Community Recreation Services Delivery Agreement

RECOMMENDATION

That the Recreation Services Delivery Agreement (Appendix 'A') with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019.

PURPOSE

To provide information and a recommendation regarding the renewal of the Recreation Services Delivery Agreement between the Regional District of Nanaimo and the Arrowsmith Community Recreation Association (ACRA) for a three year term (2017-2019).

BACKGROUND

The current Recreation Services Delivery Agreement between the RDN and ACRA for the provision of recreation services will expire December 31, 2016. The Association oversees the coordination of supplemental recreation programs for residents of all ages and interests and assists with community events in Electoral Area 'F'.

The Regional District and ACRA have been working in partnership since 2008 under the same agreement model. Based on the Association's satisfactory service to date, staff are recommending renewal of the Agreement for another three year term (2017-2019) attached as Appendix 'A'.

The need for supplemental recreation services in Electoral Area 'F' was identified in the 2006 District 69 Recreation Services Master Plan. A review of recreation services through the development of a new recreation services master plan for District 69 has commenced and is expected to be completed later in 2017. As part of this master plan process, the provision of supplemental rural recreations services will be reviewed.

It is possible that through the 2016 master plan referenced above a need to change the method of recreation service delivery may be identified for Electoral Area 'F'. The Board may wish to address these needs prior to the end of the attached Agreement term (December 31, 2019). Should this occur the Board could request ACRA to renegotiate the Agreement or exercise the termination clause that allows for the cancellation of the agreement by either party with 90 days' notice.

ALTERNATIVES

1. That the Recreation Services Delivery Agreement (Appendix 'A') with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019
2. That the RDN Board not approve the renewal Recreation Services Delivery Agreement with the Arrowsmith Community Recreation Association and provide alternative direction.

FINANCIAL IMPLICATIONS

The Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association is financed through the Northern Community Recreation Service function. This function provides recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H'. As such these partners collectively fund the Northern Community Recreation Service and the annual payment to ACRA.

Excluding the transfers to Parksville and Qualicum Beach for sports fields which are based on usage, participants in the Northern Community Recreation service contribute a total of \$1,140,660 to this District 69 recreation service function. This equates to \$10.60 per \$100,000 of residential assessment including this transfer to ACRA.

Both the 2017 preliminary budget and five year financial plan include annual payments as set out below. In 2017 an amount of \$72,328 has been allocated to be transferred to the Association for the purpose of providing supplemental recreation program services. In year two of the Agreement (2018) the transfer amount will be equal to the year one amount plus CPI (Victoria). The year three (2019) payment will be equal to the year two payment plus CPI (Victoria).

2017	2018	2019
\$72,328	\$72,328 + CPI (Victoria)	\$72,328 + CPI (Victoria)

Should the Board not approve the attached agreement ACRA would no longer be able to provide supplemental recreation services as outlined in Schedule 'A' of the Agreement. Electoral Area 'F' recreation services would be reduced until a new service provider is sourced and selected. In addition RDN program staff may be required to fulfil programming responsibilities in the Electoral Area during the interim. The annual payments to ACRA identified in the 2017 preliminary budget and Five Year Financial Plan would not be fully expended until a new service provider or method is selected.

STRATEGIC PLAN IMPLICATIONS

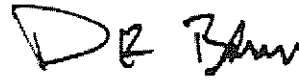
Providing supplemental recreation services with community organizations aligns with the Board's Strategic Plan to continue, further develop and encourage meaningful relationships with community partners.

SUMMARY

The Arrowsmith Community Recreation Association and the RDN have worked collaboratively since 2008 to provide supplemental recreation services to residents of Electoral Area 'F' through supplemental recreation program service agreements. RDN staff recommend that a new three year agreement (Appendix A) be approved by the RDN Board. ACRA Board members and their staff wish to continue the relationship and work towards its continued success. Funding for the Agreement is contained within the RDN 2017 preliminary budget and Five Year Financial Plan.




Hannah King
Superintendent, Recreation Program Services
hking@rdn.bc.ca



Dean Banman
Manager, Recreation Services



Tom Osborne
G.M. Recreation and Parks



Phyllis Carlyle
C.A.O.

APPENDIX 'A'

RECREATION SERVICES DELIVERY AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2017

BETWEEN:

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

(herein after the "Regional District")

OF THE FIRST PART

AND:

ARROWSMITH COMMUNITY RECREATION ASSOCIATION
PO Box 94
Coombs, BC
VOR 1M0

(herein after the "Society")

OF THE SECOND PART

1. WHEREAS the Regional District did, by Bylaw No. 861 and subsequent amendments, establish a service known as the Northern Community Recreation Service for the provision of recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.
2. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
3. AND WHEREAS the Arrowsmith Community Recreation Association (formerly named Arrowsmith Community Enhancement Society) was incorporated on November 3, 2003, and one of the objects of the Society is to enhance recreational services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

INTERPRETATION

In this Agreement the following terms have the following meanings:

“Board” means the Board of the Regional District of Nanaimo.

“Regional District” means the Regional District of Nanaimo.

“Service Area” means all or a portion of Electoral Area ‘F’.

“Recreation Services” means offering a wide variety of structured and unstructured recreation programs and/or special events and other related recreation, community development and cultural services deemed appropriate by the Regional District Electoral Area ‘F’.

“Recreation Services Plan” means the service plan and budget outlined on Schedule ‘A’ to this Agreement.

“Year End” means the calendar year ending December 31st.

TERM

1. The term (the “Term”) of this Agreement will commence on January 1, 2017, and end on December 31, 2019, unless otherwise terminated as provided herein. The Agreement may be renewed for further Terms at the sole option of the Board.

RECREATION SERVICES

2. The Society shall provide Recreation Services in accordance with the Society’s Recreation Services Plan attached as Schedule ‘A’ and forming part of this Agreement.
3. The Society shall maintain an evaluation program to include the number of residents being served as well as a qualitative and quantitative evaluation of all of the offered recreation programs and services.

SERVICE AREA

4. The Society will, under the terms hereof and subject to any applicable bylaw of the Regional District and any Federal or Provincial enactment, provide Recreation Services to primarily benefit the residents of Electoral Area ‘F’.

FUNDING AND PAYMENT

5. In consideration of the Society providing the services outlined on Schedule ‘A’, the Regional District will provide funds to support the Society as outlined herein.
6. The funding described herein is subject to the Regional District being satisfied in each year of the Term that the Society has performed in accordance with the plan outlined on Schedule ‘A’ and has satisfied all other terms of this Agreement.

7. The Society shall annually by September 15 of each year provide for the upcoming year of the Term:
 - a) a detailed proposed budget showing the revenues and expenses projected for the Recreation Services Plan,
 - b) a statement of the goals and objectives for the upcoming year including program content,
 - c) a brief written narrative highlighting significant program changes, deletions and additions in relation to specific line items in the budget and,
 - d) any other significant issues that may pertain to the Recreation Services being provided.

8. On or before February 15 of each year of the Term, the Society shall present to the Regional District an annual report. The annual report shall include at a minimum:
 - a) a summary of operating results showing revenues and expenditures to December 31 of the preceding year,
 - b) a summary by program showing registration statistics and number of sessions held,
 - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; including the challenges, program cancellations, and significant issues addressed.

9. The Regional District shall provide the following funding with respect to this agreement:

2017 in two installments equal to the sum of \$ 72,328.00

 - a) On or before January 15th, \$36,164.00 (50% of the funding for the year)
 - b) On or before July 1st, \$36,164.00 (50% of the funding for the year)

2018 and 2019

 - c) Funding for 2018 shall be \$ 72,328.00 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2017.
 - d) Funding for 2019 shall be equal to the prior year with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2018.
 - e) In each year, on or before January 30th – 50% of the funding for the year.
 - f) In each year, on or before July 1st – 50% of the funding for the year.

10. In addition to the annual funding provided under this Agreement, the Regional District agrees to pay the annual fees associated with the preparation of the Society's review engagement statement as described in paragraph 19. The Society shall inform the Regional District, upon submission of the annual Recreation Services Plan and budget, of a quote for completing a review engagement statement.

11. The Society shall administer the funds in accordance with the budget approved by the Regional District and in accordance with any other term in this Agreement.

12. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the Society. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

SEPARATE ACCOUNTS AND FINANCIAL REPORTING

13. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Regional District's Director of Finance.
14. The funds provided under this Agreement shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
15. The Regional District may in its sole discretion require that the Society maintain a separate bank/trust account for Regional District funds and revenues from the Recreation Services and to keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
16. The Society will have prepared by a Certified General Accountant or Chartered Accountant qualified to practice publicly in British Columbia, a review engagement statement of its accounts at each year end with respect to this Agreement, except that the statements shall follow accounting rules established for Regional Districts in BC with respect to the accounting for accumulated surpluses or deficits from operations.
17. Any accumulated surplus or deficit from the prior year as recorded in the Society's records shall be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
18. A deficit incurred in a prior year may or may not be funded by the Regional District and is subject to the Regional District's approval of the Society's budget which forms part of the Regional District's overall financial plan for the relevant year.
19. The statements shall be submitted to the Manager, Recreation Services on or before February 15 following the year end.
20. The Society will not expend or contract for or otherwise commit the Society to any expenditure with respect to its Recreation Services Plan in any calendar year except one that has first been approved in a budget by the Regional District and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the Regional District, as provided in the budget adopted for that year by the Regional District.

OPERATIONS

21. The Society will provide and carry out its Recreation Services Plan without negligence, and in accordance with any operational guidelines as may be established from time to time by the Regional District.
22. The Regional District may consult the Society with respect to operational guidelines but shall retain the sole right to determine whether a guideline shall apply to the Society.

23. The Society may establish the methods and means for providing the Recreation Services, subject to any operational guidelines established from time to time by the Regional District.
24. The Regional District retains the right to review the method and means of providing the Recreation Services and may at its sole discretion request a review of the Society's operations should it determine that the Recreation Services are not being provided in accordance with the plans and budgets submitted by the Society.

ASSIGNMENT OF AGREEMENT

25. Should the Society determine that it is unable or unwilling to provide the Recreation Services under this Agreement, the Society may, recommend to the Regional District a transfer of the Agreement to a suitable non-profit society operating within Electoral Area 'F'. The Regional District retains the sole right to determine whether the recommendation will be approved.

CAPITAL ASSETS

26. The parties to this Agreement acknowledge that all furniture and equipment purchased by the Society with public funds received through this agreement for the purpose of providing Recreation Services will remain the property of the Regional District free and clear of any claim by the Society. Purchases of furniture and equipment will be added to Schedule 'B' of this Agreement, which shall be updated for additions replacements annually and shall be submitted at the same time that the annual report under Paragraph 8 is submitted. Subsequent amendments to Schedule 'B' shall automatically replace previous schedules and shall become a part of this Agreement.
27. During the Term of this Agreement the Society shall have care and control at all times of the items listed on Schedule 'B' and shall take all reasonable steps to secure the assets from damage or theft.
28. The Society will, to the satisfaction of the Regional District, maintain all furniture and equipment, and any chattels from this agreement paid for out of funds obtained through this agreement with the Regional District and/or provided by the Regional District to the Society for the purpose of providing the Recreation Services, in good working condition so that the chattels are available at all times for the purpose of providing the Recreation Services.
29. The Society agrees to return Regional District owned chattels to the Regional District upon request.

RIGHT OF AUDIT

30. At any time, the Regional District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the Regional District Board on the financial position of the Society.

INDEMNITY

31. The Society shall indemnify and save harmless the Regional District from and against all actions, causes of action, claims, damages, losses, costs, fees, fines, charges or expenses which the Regional District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation Services by the Society, the Society's use of any facility where Recreation Services are provided, the breach by the Society of any term of this Agreement, or by the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.
32. This indemnity shall survive the expiry or sooner termination of this Agreement.

INSURANCE

33. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, directors and officers of the Society.
34. The Society shall purchase property insurance on a replacement cost basis for all furniture, equipment or other chattels which may be purchased and/or provided to the Society for the purpose of providing the Recreation Services through this Agreement.
35. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance in an amount of not less than \$3,000,000 dollars per occurrence or such amount as the Regional District may require from time to time, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, bodily injury, death or property damage arising out of the Recreation Services provided by the Society. The policy of insurance shall name the Regional District as an additional named insured with respect to the service provided under this Agreement. The Society shall provide a copy of the current policy for each year to the Manager of Recreation Services.
36. In the event of any injury to person(s) partaking of the Recreation Services, the Society shall forthwith notify the Regional District's Manager of Recreation Services. Failure to notify the Regional District within one week of knowledge of an injury or loss may result in the termination of this Agreement.

COMPLIANCE WITH LAWS

37. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of Worksafe BC or any similar replacement agency.
38. The Society shall file a copy of its annual Society Act filing with the Regional District's Manager of Recreation Services.

DIRECTORS

39. At all times, while this Agreement is in force, a representative of the Regional District nominated by the Regional District, shall be entitled to attend all meetings of the Board of Directors of the Society.

TERMINATION

40. The Regional District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the Regional District or any successor to the Regional District determine it will provide alternate Recreation Services within the Service Area.
41. The Regional District may terminate this agreement immediately without notice to the Society or other party should:
 - a) the Society, in the opinion of the Regional District, fail to perform any of its obligations or covenants hereunder and such failure shall continue beyond thirty (30) days from delivery by the Regional District to the Society of written notice specifying the failure and requiring remedy thereof;
 - b) the Society makes an assignment in bankruptcy or is declared bankrupt;
 - c) the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.
42. The Society may terminate this Agreement upon giving ninety (90) days written notice to the Regional District should the Society, for any reason, be unable to meet its obligations with respect to the provision of the Recreation Services as set forth in this Agreement.
43. The Society may in the event of breach by the Regional District of a material term of this Agreement, terminate this Agreement upon giving not less than ninety (90) days written notice to the Regional District of its intention to so terminate.
44. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
 - a) if delivered at the time of delivery; and
 - b) if mailed from any government post in the Province of British Columbia by prepaid registered mail addressed as follows:

To the Regional District:

General Manager of Recreation and Parks
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4

To the Society:

Arrowsmith Community Recreation Association
PO Box 94
Coombs, BC
VOR 1M0
45. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party set forth above or at such other address as the other

party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing and if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

- 46. Time is to be the essence of this Agreement.
- 47. This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
- 48. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 49. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 50. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 51. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

Authorized Signatory

Authorized Signatory

For the ARROWSMITH COMMUNITY RECREATION ASSOCIATION

Authorized Signatory

Authorized Signatory

Schedule A Goals, Objectives and Program Content 2017-2019

1.0 2017-2019 Goals and Objectives

1.1 Goals

The primary goal for the Arrowsmith Community Recreation Association (ACRA) and the Arrowsmith Recreation Coordinators is to deliver recreation services to Arrowsmith (Electoral Area F). The goal of the recreation programs and community events is to connect community members through sports, arts and culture.

1.2 Objectives

1.2.1 To continue to work closely with RDN Recreation to support the three part-time Arrowsmith Recreation Coordinator contracts.

1.2.2 To continue to make recreation program information as accessible as possible for community members. This will be achieved through the Arrowsmith Calendar, ACRA Facebook page, posters, brochures, email correspondence and telephone conversations.

1.2.3 To continue to offer and expand on successful programs.

1.2.4 To strive to offer programs in the community where gaps in recreation are observed.

1.2.5 To continue to work closely with Errington Elementary School to expand existing programs and create new opportunities.

1.2.6 To continue to support youth in the community by offering free recreation drop-in programs.

1.2.7 To work closely with other District 69 agencies and organizations to be able to invite and welcome vulnerable families to programs and events.

1.2.8 To be inclusive, welcoming and respectful of all participants, regardless of race, socio-economic status, gender, sexual orientation and age.

1.2.9 To continue to make recreation accessible to all community members by offering free or affordable programs.

1.2.10 To continue to manage the Community Lending Cupboard to be able to share resources with non-profit organizations and community members.

1.2.11 To continue to strengthen relationships with all of the non-profit organizations in Arrowsmith, by helping with promotion, events and sharing of resources.

1.2.12 To continue to strengthen current relationships with community businesses.

1.2.13 To strive towards developing new business relationships in the community.

1.2.14 To research new funding opportunities for grants and in-kind donations.

2.0 Program Content for 2017-19

2.1 Existing Programs, Events and Projects to be Carried Forward

Programs

1. Arrowsmith Community Experience (ACE) after school club at Errington Elementary School
2. Dads Night Out at Errington Elementary School
3. Bike Club at Errington Elementary School
4. Youth Week Scavenger Hunt on the Errington Elementary School Trail
5. WOW Bus in Errington
6. Youth Drop-in Games and Sports at the Coombs Fairgrounds
7. Youth Drop-in Floor Hockey at the Coombs Fairgrounds
8. Youth Drop-in Basketball at the Coombs Fairgrounds
9. Youth Drop-in Volleyball at the Coombs Fairgrounds
10. Food Skills for Families at the Coombs Fairgrounds
11. Sole Sisters Gym Fitness at KickStart Fitness
12. Sole Sisters Walking in various Oceanside locations
13. Sole Sisters "Ready, Set, Run" program
14. Sole Sisters "Run Stronger" program
15. Adult Marimba at the Errington Hall
16. Adult Djembe Drumming at the Errington Hall
17. Adult Gumboot Dancing at the Errington Hall
18. Drop-in Drum Circle at the Errington Hall
19. Sp-Arts Summer Camp at the Errington Hall
20. World Youth Music Camp at the Errington Hall
21. Kumbana and Jangano Marimba in Errington
22. Community Lending Cupboard

Events

1. Coombs Fair BC Family Day Celebration
2. RDN Youth Week event
3. Bike Safety Rodeo, in partnership with Oceanside RCMP, at Errington Elementary School
4. Coombs Community Picnic
5. Blast From the Past Car Show
6. Coombs Fair "Dolittle Square"
7. World Music Camp Community Performances
8. RDN Active Aging event
9. RDN Walk with your Doc
10. Coombs Halloween Candy Walk

Projects

1. Arrowsmith Community Calendar
2. Forward House Community Action Initiative grant; secondary partner
3. ACRA inventory kept updated in the Community Lending Cupboard
4. ACRA quarterly Recreation Coordinators' Report
5. Grant Writing
6. PQ News Inserts

2.2 Continued Community Development

1. **Arrowsmith Agricultural Association (AAA)**
 - Coombs Fair BC Family Day Celebration
 - Coombs Community Picnic
 - Spring and Fall Community Suppers
 - Coombs Fair “Dolittle Square”
 - Coombs Halloween Candy Walk
 - Storage space clean-up and sorting
 - Assist with grant writing
 - Promote programs and events
 - Graphic design

2. **Arrowsmith Community Recreation Association (ACRA)**
 - Youth Drop-in Games and Sports program
 - Youth Basketball program
 - Youth Floor Hockey program
 - Youth Volleyball program
 - Coombs Community Picnic
 - “Blast from the Past” Car Show fundraiser
 - Coombs Halloween Candy Walk
 - Coordinate equipment lending
 - Assist with grant writing
 - Attend planning meetings
 - Present regular reports to the ACRA chair and board members
 - Website maintenance and design and social media planning
 - Graphic design for ACRA programs and events

3. **Bradley Centre**
 - Coombs Community Picnic
 - Storage of Set 2 marimbas
 - Adult marimba programs
 - Promoted programs and events

4. **Building Learning Together (BLT)**
 - Dads Night Out at Errington Elementary School
 - Attend monthly planning and networking meetings
 - ACE Club partnership
 - Equipment lending, including Band in a Box
 - Promote programs and events

5. **Coombs Hilliers Recreation Community Association**
 - Promote programs and events

6. **Corcan Meadowood Community Residents Association**
 - Promote programs and events
 - Assist with grant writing

7. Errington Elementary School

- Delivery/set up of ACRA sound system for school events
- Attend meetings to plan lunch time and afterschool programs
- Coordinate Dads Night Out program
- ACE Club planning meetings
- Coordinate ACE Club programs
- Grade Seven Youth Week scavenger hunt
- Bike Club
- Bike Safety Rodeo in partnership with Oceanside RCMP

8. Errington War Memorial Hall

- Meetings to discuss World Music Camp organization and details about the lending of marimbas
- Coordinate and move music equipment for World Music Camp
- Lunch program organization and supervision for the Youth World Music Camps
- Coordinate adult marimba, djembe drums and gumboot dance workshops
- Coordinate adult drop-in drum circle
- Sp-Arts Summer Camp
- Promote programs and events

9. Parksville Qualicum Beach News

- Coordinate and submit two Arrowsmith Community inserts
- Submit articles and photos on behalf of community organizations
- Connect with reporters to promote community programs and events

10. RDN Recreation and Parks

- Organize and host an event for RDN Youth Week
- Organize and host an event for RDN Active Aging Week
- Participate in the RDN's "Walk with Your Doc"
- Contribute to Active Living Guide
- Collaborate with RDN youth programmer for programs and leadership youth
- Attend monthly YouthLINK meetings
- Continue use of the RDN French Creek Community Park for the Coombs Community Picnic
- Continue use of the RDN Errington School Trail for the ACE Club and Youth Week scavenger hunt
- Continue use of RDN trails for the Sole Sisters walking and running programs
- Promote RDN events and programs
- Attend RDN Recreation programmers' meetings when invited
- Prepare and submit ACRA quarterly reports

11. School District 69

- Continue Coombs Community Picnic on the former French Creek Community School grounds
- ACE Club partnership

SCHEDULE 'B'
Capital Asset Listing as of December 31, 2015

Based on Original Purchase Cost			
Asset	Year	Original Value	Current Value
Laptop Computer	2009	\$950	0
Oak Table	2009	40	25
Meeting Room Chairs (4)	2009	80	40
Meeting Room Arm Chair (1)	2009	25	15
Storage Shelves (8)	2014	268	80
Folding Tables (2)	2014	86	50
Filing Cabinet	2014	189	75
Shredder	2014	61	35
Total Assets		\$1,699	\$320

From: [Ron Boag](#)
To: [Harvey, Ann-Marie](#)
Cc: [Banman, Dean](#); [Brian Onushko](#); [Terry Miller](#); [Nancy Douglas](#); [Ross Renwick](#)
Subject: Delegation for November 17th meeting of RDN Recreation and Parks Commission
Date: Thursday, October 27, 2016 1:58:01 PM
Attachments: [V2_CURRENT STATUS OF PARKSVILLE CURLING CLUB AND FUTURE PLANS.docx](#)

Dear Ann-Marie Harvey,

The Parksville Curling Club would like to appear as a delegation to the RDN Recreation and Parks Commission meeting on November 17th at 2pm. the Parksville Curling Club is located at 193 East Island Hwy, Parksville, B. C. V9P2H5. Our email address is Webmaster@ParksvilleCurling.com, and phone number is 250-248-3764. For the purposes of this meeting, please email any correspondence back to ronboag@gmail.com.

The title of our presentation is the Current Status of the Parksville Curling Club and Future Plans. We will be expanding on and discussing the attached document on this subject in order to familiarize the RDN Recreation and Parks Commission with the sport of curling in our community, and our involvement in this recreational asset.

The spokespersons who will be representing the Parksville Curling club are President, Ron Boag, and Director, Brian Onushko. We will also have 3 other Directors; VP Terry Miller; Treasurer, Nancy Douglas; and Director Ross Renwick, available to answer any questions.

Thank you for this opportunity.

Ron Boag

President

Parksville Curling Club

CURRENT STATUS OF PARKSVILLE CURLING CLUB AND FUTURE PLANS

A. Update on Parksville Curling Club

- Formed in 1991, began curling in 2003
- Mandate: To provide and promote the sport of curling for residents and visitors to the Parksville area
- 520 active curlers
- 16 leagues [3-ladies; 3-mens; 2-senior mixed; 4 stick mixed; 1 youth; 1 open mixed; 1 competitive mixed; and 1- novice]
 - proposed addition of Doubles league to offer faster games and emphasize shot-making skills
 - Special Olympics leagues as requested
- Promotion of curling “team-building” events for local businesses and organizations [a team building opportunity for City of Parksville staff or Regional District staff, perhaps?]
- Aligned with the 1,200 member Parksville Golden Oldies Sports Association [PGOSA], sharing facility space and membership support
- Member of Parksville Chamber of Commerce, to better align our club interests and activities with other city organizations
- Independent of taxpayer funding or assistance for operations, beyond the Permissive Tax Exemption granted by the City of Parksville, for which we are most grateful!
- In August 2016 received a Community gaming grant from Michelle Stillwell’s office for \$19,000 to be used for a closed circuit TV system and bleachers to improve viewing and participation in the sport of curling
- Provides employment for one full-time Ice Technician, one part time Manager and one part-time Ice Technician trainee. The balance of club activities are made possible by volunteers who commit 5,000+ hours per year in support of our club functions, including:

- local & regional bonspiels [12 events scheduled in 2016-2017 season];
- provincial bonspiels [4 Curl BC sanctioned events since 2009, with the BC Mixed Provincials secured for March 2017 and the BC Men's Provincials for 2018]
- facility maintenance [completed exterior painting in August 2016]
- annual Four Foot Camp hosting professional curling instructors & curlers from all over North America.
- board members and committees fundraising , directing and managing the club operations including concessions and banquets.
- supporting town events such as 'ambassadors' for the Sandcastle competition and parking for Beachfest and Kidfest.

B. Parksville Curling Club as an Asset

The Parksville Curling Club is a material contributor to the health and economy of the City of Parksville and the Regional District of Nanaimo:

- Attracting bonspiel participants from the Island and across BC;
- Attracting participants to our curling clinics from all over North America;
- Providing exposure for the scenic beauty of our region's landscape, beaches and other attributes through televised Provincial events;
- Generating demand for hotel services, food & beverages through numerous bonspiels and events held largely during the slower winter season.

The efficient management of our facility and maintenance of superior quality arena curling ice has led to recognition of the Parksville Curling Club by Curl BC as one of the premier curling facilities in the province. We

continue to be approached by Curl Canada and the World Curling Federation for hosting of national and international events.

This not only reflects well on the City of Parksville and the regional district, but is critical in attracting event participants and economic activity to our city and region. The materials and services purchased by the Parksville Curling Club to support the daily operations of our club provide a direct and material benefit to our local economy.

In brief, the Parksville Curling Club is a respected and well-supported recreational resource of the City of Parksville and the Regional District of Nanaimo, one that can be referenced with pride when seeking to encourage new businesses and residents to join our growing city and regional area.

C. RDN Long Term Recreational Master Plan

It is important to the City of Parksville that the Parksville Curling Club be an integral part of the Regional District of Nanaimo (RDN) Long Term Recreational Master Plan. The Parksville Curling Club:

- Provides a recreational facility and sports activity that helps to attract new homeowners to our area from the Prairies and central Canada—where curling is a very popular sports activity—as well as from Vancouver and the Fraser Valley, where residents have come to expect availability of sports and recreation facilities to meet their demands for an active lifestyle;
- Attracts curlers and families to the City of Parksville and region, in the off-peak and shoulder tourist seasons, providing important support for our local businesses;

- Generates direct economic benefits to local businesses through sourcing of goods and services to meet our daily needs of operation; and
- Provides access to a recreational activity that promotes healthy living for seniors, is reasonably priced for the ‘fixed budget’ of families, and offers a growing and sustainable activity for the youth of our community.

D. Summary of Major Capital Expenditures Anticipated for the RDN District 69 Arena

Following is a brief summary of Parksville Curling Club [District 69 arena] Capital Improvements and associated cost estimates as identified by a third-party review of facility integrity and maintenance. The review was contracted by the RDN and submitted by Herold Engineering in July 2014, as part of the Building and Major System review of the District 69 Arena.

1. Replace the two existing rooftop gas-fired air handling units [one of which is currently inoperable] with:
 - One packaged heat pump to service the concourse area, estimated at \$15,000-\$25,000; plus
 - One new gas-fired unit with new gas lines for storage area, estimated at \$15,000-25,000
2. Evaluate and replace chiller for the ice plant: \$80,000-100,000
3. Re-roof flat roof area: \$140,000
4. Re-roof sloped roof area: \$280,000
5. Replace interior and exterior light fixtures with LED equivalents: The Club is investigating BC Hydro rebate plans and other grants in support of this investment
6. Upgrade the existing fire alarm system. It may be necessary to undertake this investment as part of the heating system renovations in (1) above.

We continue to examine avenues for reducing these anticipated capital costs.

E. Summary of Parksville Curling Club Actions and Requirements

The Directors of the Parksville Curling Club will be aggressive in soliciting regional and national grants to support both the ongoing maintenance and major capital program needs of our facility. We respectfully seek the support of both the City of Parksville and the Regional District of Nanaimo in obtaining these grants.

Following is a summary of the support we are seeking from you, as members of the RDN Recreation and Parks Commission, the city council and the City of Parksville:

1. That you recognize the support provided by the Parksville Curling Club to the Regional District of Nanaimo and the City of Parksville as an economic and recreational asset, one that requires very little financial or management support, from the Regional District or the City, yet returns material and measurable social and economic benefit to our community.
2. That you assist us in delivering a strong, positive message to the consultative process of the RDN Long Term Recreational Master Plan that the Parksville Curling Club be an integral and valued element of the master recreational plan.
3. That you recognize, through your support for the Club in this planning process, the value and commitment of the hundreds of Parksville Curling Club volunteers that have given their time and energy over the past 16 years on behalf of this economic and recreational asset.
4. That you provide advice on how the Parksville Curling Club can assist ourselves, the Regional District of Nanaimo and the City of Parksville, in successfully positioning the Club within the RDN Long-Term Recreational Master Plan.

We thank you in advance for your efforts on behalf of the Parksville Curling Club, and look forward to playing an active and important role in the future of the City of Parksville.

Sincerely,

Board of Directors
Parksville Curling Club

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, NOVEMBER 28, 2016 AT 1:30 PM
RDN BOARD ROOM**

Present:

Director A. McPherson	Chairperson
Director J. Stanhope	Electoral Area 'G'
Director M. Young	Electoral Area 'C'
Director H. Houle	Electoral Area 'B'
Director M. Lefebvre	City of Parksville
Director B. McKay	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

Also in Attendance:

P. Carlyle	CAO, RDN
B. Rogers	Electoral Area 'E'
R. Alexander	GM, RCU, RDN
L. Gardner	Manager, Solid Waste Services
B. Routledge	Zero Waste Co-ordinator
R. Graves	Recording Secretary, RDN

Regrets:

Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo

CALL TO ORDER

The Chairperson called the meeting to order at 1:32 PM and respectfully acknowledged the Coast Salish First Nations on whose traditional territory the meeting took place.

MINUTES

MOVED Director Stanhope, SECONDED Director Westbrook, that the minutes from the Solid Waste Select Committee meeting held October 25, 2016 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

ADVISORY COMMITTEE

REPORTS

Bylaw No. 1591.07 – Solid Waste & Recycling Collection Service Rates and Regulations Amendment Bylaw.

MOVED Director Westbrook, SECONDED Director Lefebvre, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2016", be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Lefebvre, that "Regional District of Nanaimo Solid Waste and Recycling Collection Services Rates and Regulations Amendment Bylaw No. 1591.07, 2016", be adopted.

CARRIED

Status Update SWMP – Communications Plan.

Moved Director Stanhope, SECONDED Director Lefebvre, that the Status Update SWMP Communications Plan report be received.

CARRIED

AVICC Special Committee on Solid Waste – 2017 Funding.

MOVED Director Stanhope, SECONDED Director Lefebvre, that 2017 funding for the AVICC Special Committee on Solid Waste Management in the amount of \$2,941.44 be approved.

CARRIED

PRESENTATION

Solid Waste & Recycling Collection Service Rates 2017.

B. Routledge presented on solid waste and recycling collection service rates for 2017 which included public education, utility billing and working with partner municipalities and curbside outreach for the summer 2017.

Status Update SWMP – Communications Plan.

L. Gardner updated the Committee on the status of the plan which included the timeline outline, changes to the Stage 2 Draft report and the Stage 2 Consultation and Communications Plan.

AVICC Special Committee on Solid Waste – Proposed Cost-Sharing Formula.

L. Gardner gave a verbal report on the proposed cost sharing with AVICC Special Committee on Solid Waste requesting approval of funding for \$2,941.44.

NEW BUSINESS

MOVED Director Lefebvre, SECONDED Director Stanhope, that staff be directed to prepare a report outlining potential arrangements for reduced tipping fees for non-profit organizations.

CARRIED

NEXT MEETING

Next SWMSC meeting to be announced.

ADJOURNMENT

Moved Director Stanhope, SECONDED Director Lefebvre, that the meeting be adjourned.

Time: 2:48pm

CHAIRPERSON

TO: Solid Waste Management Select Committee **DATE:** November 17, 2016
FROM: Ben Routledge
A/Zero Waste Coordinator **MEETING:** November 28, 2016
SUBJECT: Bylaw No. 1591.07 – Solid Waste and Recycling Collection Service
Rates and Regulations Amendment Bylaw **FILE:** 5370-01

RECOMMENDATIONS

1. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2017”, be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2017”, be adopted.

PURPOSE

To introduce a bylaw to amend “Regional District of Nanaimo Solid Waste and Recycling Collections Service Rates and Regulations Bylaw No. 1591, 2010” to reflect the user fees in the 2017 Financial Plan.

BACKGROUND

The Regional District of Nanaimo’s (RDN) residential garbage and recycling collection program is a compulsory service set up under Local Service Establishment Bylaw No. 793 and applies to the entire region with the exception of the City of Nanaimo (CON). The RDN curbside collection program is entirely funded by user fees. These fees are set each year and cover the expenses associated with collection (61%), disposal (21%), promotion and public education (2%), administration (14%), and transfer to reserve (2%).

Attached to this report is the Bylaw Amendment to reflect the user fees applied in the 2017 financial plan.

The Collection Service

The RDN’s curbside collections service provides weekly collection to over 28,180 households throughout the region, excluding the CON. The collection service is contracted to Progressive Waste Solutions who operate from a facility in Parksville. Since 2010, single family households receiving curbside service sort their material into three waste streams: food waste which is collected weekly; garbage which is collected every other week; and recycling which is collected on the alternate week to garbage.

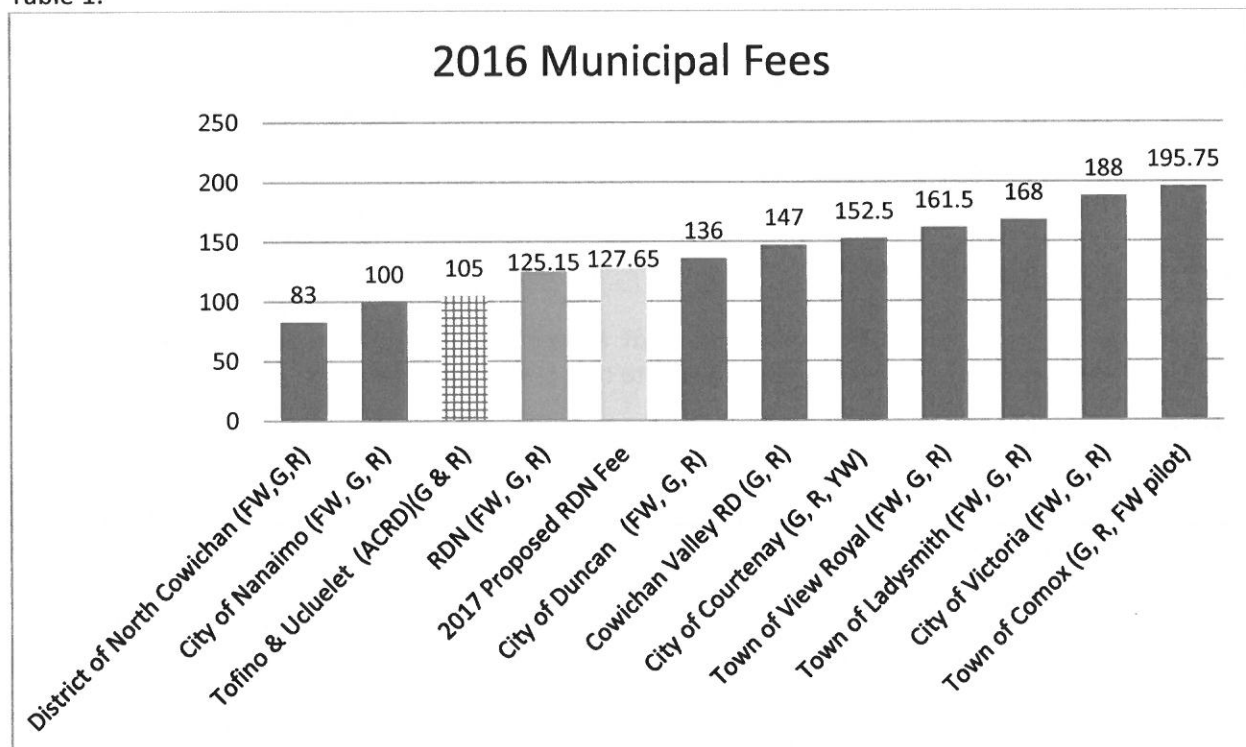
The current contract allows for fee escalation based on Statistics Canada Consumer Price Index (CPI) data. Review of recent CPI data leads staff to recommend an increase of 1.5% over 2016 collection fees.

Program Administration

In 2013, the Regional Board partnered with Multi Material British Columbia (MMBC) to become a collector of Packaging and Printed Paper (PPP). The RDN receives a payment of \$37.25 per household from MMBC to support collection, education and program administration. As a result the RDN was able to reduce the utility rate. The pre-MMBC rate was \$150.30 and the current rate is \$125.15.

Comparable curbside waste collection rates for neighboring communities are provided in Table 1 below. The RDN ranks in the lower one third for cost. Note that the RDN Curbside Service is entirely funded by the utility rate. It is not known to what extent other programs also receive funding from taxation. Further, the District of North Cowichan and the City of Nanaimo only allow a 77L garbage collection container, while the RDN allows for up to 100L.

Table 1:



*G = Garbage, FW = Food Waste, R = Recycling

RDN staff continue to develop up to three regional solid waste newsletters per year, to help educate the public on current diversion goals and methods. As well program staff provide public information session, attend local events, distribute social media campaigns and respond to area residents concerns and questions.

ALTERNATIVES

1. Adopt "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07"
2. Do not amend the bylaw and amend the ten year financial plan accordingly.

FINANCIAL IMPLICATIONS

The amendment reflects the expected labor and maintenance costs of the contractor and allows for a gradual increase in reserves of 3%, to help offset the future increase in costs. With many municipalities moving to automation and/or a change in collection methods and material streams, a reserve contribution will minimize the impacts to the resident's user fees with any future change in service.

The annual user fee for weekly food waste collection and bi-weekly garbage and recycling will increase from \$125.15 in 2016 to \$127.65 in 2017 (discounted prompt payment rates shown). Over 90% of customers take advantage of the prompt payment rate which applies a 10% discount if paid by the due date. The user fee for the service provided to the Town of Qualicum Beach (TQB) (weekly food waste collection and bi-weekly recycling – no garbage) will increase from \$82.50 in 2016 to \$84.15 in 2017.

When the food waste program began, district residents were equipped with a green bin, to facilitate an easier adoption of the program. Residents may purchase an extra bin from the RDN. Due to increase of shipping costs, the price per bin will need to increase from \$26 to \$27.50 per bin to stay cost neutral.


STRATEGIC PLAN IMPLICATIONS

The user fees for the solid waste and recycling collection service reflect the costs associated with the contracted collection, disposal, program administration, education and communications. The curbside program contributes to the Boards strategic focus on economic health, service excellence and the environment by encouraging residents to reduce the amount of waste they generate, which in turn lowers the amount of waste entering the regional landfill.

SUMMARY/CONCLUSIONS

The solid waste and recycling collection services are funded entirely by user fees. The 2017 user fee increase is the result of the increase in service delivery costs, increasing education and promotion of the program, and planning for future costs.

Staff recommends that Solid Waste and Recycling collection Service Rates and Regulations Bylaw No. 1591.04, 2014, be amended to reflect the user fees in the 2017 Financial Plan.




B. Routledge
broutledge@rdn.bc.ca



L. Gardner
Manager, Solid Waste Services



R. Alexander
General Manager
Regional & Community Utilities & Solid Waste



P. Carlyle
Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.07

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

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

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2016".

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'

BYLAW NO. 1591

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (Rates rounded for convenience)	Payment after Due Date (Rates rounded for convenience)	Other Charges
Electoral Areas ⁽¹⁾	\$127.65	\$141.85	
City of Parksville ⁽¹⁾	\$127.65	\$141.85	
District of Lantzville ⁽¹⁾	\$127.65	\$141.85	
Town of Qualicum Beach ⁽²⁾	\$84.15	\$93.50	
Recycling Only ⁽³⁾	\$23.65	\$26.25	
Tags for set out of additional Garbage Containers (excluding Town of Qualicum Beach)	-	-	\$3.00 per garbage container
Green Bin food waste containers			\$27.50 ⁽⁴⁾ each

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

(4) \$27.50 charge for Green Bin food waste container includes taxes.

TO: Solid Waste Management Select Committee **DATE:** November 17, 2016

FROM: Meghan Larson
Solid Waste Planner,
Solid Waste Services **MEETING:** November 28, 2016

FILE: 5360-01

SUBJECT: AVICC Special Committee on Solid Waste – 2017 Funding

RECOMMENDATION

That the Regional District of Nanaimo (RDN) approve 2017 funding for the Association of Vancouver Island Coastal Communities (AVICC) Special Committee on Solid Waste Management in the amount of \$2,941.44.

PURPOSE

To obtain approval of \$2941.44 for 2017 funding for the AVICC Special Committee on Solid Waste Management.

BACKGROUND

The Special Committee has proposed a cost allocation formula for their \$20,000 annual 2017 budget towards the funding of the research, technical expertise and other shared costs. The cost formula is composed of a fee of \$500 plus a portional cost based on each participating regional district's waste disposal tonnage set out in attachment 1.

The recommended approach has been developed based on the recognition that both small and large regional districts will benefit from collaborating to develop strategies that address the management of solid waste.

ALTERNATIVES

1. Commit to the proposed cost-sharing formula for the AVICC Special Committee on Solid Waste Management.
2. Receive the report for information and provide an alternate response to the AVICC Special Committee on Solid Waste Management.

FINANCIAL IMPLICATIONS


The RDN's cost share has been included in the 2017 preliminary solid waste budget.

STRATEGIC PLAN IMPLICATIONS

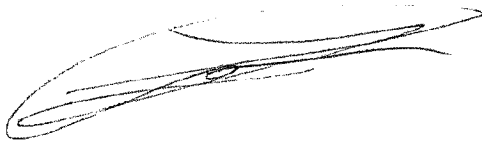
Participation with the AVICC Special Committee is consistent with the Strategic Plan priorities of focusing on relationships areas and focusing on the environment.

SUMMARY/CONCLUSIONS


The AVICC Special Committee on Solid Waste Management has a proposed cost sharing formula for it's \$20,000 2017 budget for the funding of the research, technical expertise and other shared costs. The RDN's contribution under this cost sharing formula is \$2,941.44.



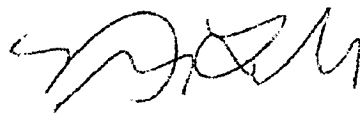
M. Larson
mlarson@rdn.bc.ca



L. Gardner
Manager,
Solid Waste Services



R. Alexander
General Manager,
Regional & Community Utilities & Solid Waste



P. Carlyle
Chief Administrative Officer



October 18, 2016

Regional District Board Chairs

Re: AVICC Special Committee on Solid Waste - Proposed Cost-Sharing Formula

The Association of Vancouver Island and Coastal Communities (AVICC) special committee on solid waste management was established and endorsed by the membership at the 2015 AVICC annual convention. At the 2016 AVICC annual convention the membership passed a resolution supporting the continued work of the special committee special committee through five actions. The 2016/17 terms of reference (Appendix A), 2016/17 action plan (Appendix B) and Vision and Goals (Appendix C) are attached.

The special committee has considered a fair cost allocation formula to support an annual budget of \$20,000.00 towards the funding of the research, technical expertise and other shared costs. Three cost sharing options were considered by the special committee, and the special committee recommended a hybrid approach to a cost sharing formula.

The recommended approach has been developed based on the recognition that small and large regional districts will benefit from collaborating to develop strategies that address the management of solid waste.

The special committee is advancing the work through staff committees, and is looking forward to reporting back to the membership at the Annual Convention in April 2017 in Campbell River. The following resolution was approved by the special committee at the August 2016 meeting:

On motion by Capital RD Director Windsor, seconded by Cowichan Valley RD Director Morrison,

That there be a contribution of \$500 from each regional district with the remainder of costs for the first \$20,000 to be based on cost share C, total waste disposed, was

CARRIED



The outcome for each regional member:

AVICC Member	Member flat participation contribution	Total Waste Disposed (tonnes)	% AVICC Total Waste	Participant contribution based on % of waste disposed	Total Member contribution based on \$20,000.00 budget
Alberni-Clayoquot	500.00	21,044	6.40%	992.19	1,492.19
Capital	500.00	139,412	42.41%	6,573.06	7,073.06
Comox Valley	500.00	39,427	11.99%	1,858.92	2,358.92
Cowichan Valley	500.00	23,677	7.20%	1,116.33	1,616.33
Mount Waddington	500.00	6,172	1.88%	291.00	791.00
Nanaimo RD	500.00	51,782	15.75%	2,441.44	2,941.44
Powell River RD	500.00	9,242	2.81%	435.75	935.75
Strathcona	500.00	27,723	8.43%	1,307.10	1,807.10
Sunshine Coast	500.00	10,270	3.12%	484.21	984.21
Total	\$4,500.00	328,749	100%	\$15,500.00	\$20,000.00

The special committee respectfully requests your support of the cost sharing formula as recommended.

We would greatly appreciate your member contribution being forwarded to AVICC by November 15, 2016.

Best regards,

Edwin Grieve
Chair, AVICC Special Committee on Solid Waste

TO: Regional District of Nanaimo Board **MEETING:** December 6, 2016
FROM: Bill Veenhof, Chairperson **FILE:** 0540-01
SUBJECT: 2017 Board Committee Appointments

RECOMMENDATION

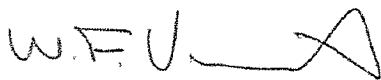
1. That the Board receive the appointments to the 2017 Regional District of Nanaimo Standing, Select, Advisory and Scheduled Standing Committees for information.
2. That the Board endorse the recommendations for appointments to the 2017 Regional District of Nanaimo Commissions.

PURPOSE

To confirm the Board appointments to the 2017 Regional District of Nanaimo Standing, Select, Advisory and Scheduled Standing Committees and Commissions in accordance with "Board Procedure Bylaw No. 1512".

BACKGROUND

Pursuant to Section 795 of the *Local Government Act* and Section 30 of "Board Procedure Bylaw No. 1512" the Chairperson is authorized the power to appoint Board members to Regional District of Nanaimo Standing Committees and is delegated the power to appoint Board members to Regional District of Nanaimo Select, Advisory and Scheduled Standing Committees. The Board also confirms appointments annually to the Regional District of Nanaimo Commissions. The 2017 Board Member Appointments to Committees and Commissions list can be found in Attachment 1 (*to be distributed at the meeting*).



William (Bill) Veenhof
Chairperson
November 29, 2016

TO: Regional District of Nanaimo Board **MEETING:** December 6, 2016
FROM: Phyllis Carlyle
 Chief Administrative Officer **FILE:** 7400
SUBJECT: RCMP Auxiliary Constable Program

RECOMMENDATION

That the Board advise the UBCM of its support for the proposed Option 3 Tier 3 Program for the RCMP Auxiliary Constable Program.

PURPOSE

The UBCM is seeking input to provide to the Province and the RCMP on the proposed changes to the RCMP Auxiliary Constable Program.

BACKGROUND

On November 14, 2016 at the District 69 Community Justice Select Committee, discussion ensued on the changes proposed by the RCMP to their Auxiliary Program. The Committee passed the following motion which will be considered at the Regional District of Nanaimo Board meeting on December 6, 2016:

That the RDN provide letters of support to the Federal and Provincial Minister for the continuation of the Auxiliary Police Officer positions (sic)

The UBCM has solicited input on the proposed changes by November 1, 2016 but the UBCM is aware the Board will consider this matter on December 6, 2016.

The RCMP has historically overseen an Auxiliary Program which has transitioned over time from the 1990s when Auxiliary Constables (Auxiliaries) carried weapons, through a series of changes beginning in 2014 when all Auxiliaries were required to be under the armed supervision of a regular RCMP member. Further changes in January 2016 discontinued ride-alongs and firearms familiarization. These changes have resulted in reduced hours provided by Auxiliaries; a decrease in morale amongst Auxiliaries and additional costs for municipalities, especially for large scale public events, where contracted services must now be used for traffic control, security, etc. whereas in the past the Auxiliaries would have performed these services.

The Local Government Contract Management Committee, a committee that has representation composed of the provincial Director of Police Services and municipal Council members, has worked towards changes to the Auxiliary Program to better respond the needs of the municipal sector. In April 2016, the UBCM circulated a questionnaire requesting input on the future of the Auxiliary Program from municipalities. As well in May 2016, the RCMP surveyed their Detachment Commanders requesting they obtain input from Elected Officials.

The RCMP has considered all of the input and recognized the importance of the Auxiliary Program and is presenting options, as set out in a communication from UBCM.

Option 1 (Status Quo): *Maintain the Auxiliary Program in its current form (consistent with January 2016 changes), with no Auxiliary participation in general duty patrols or ride-alongs, and no firearms familiarization training. Auxiliaries would remain appointed peace officers, wear a police-type uniform, and be issued intervention tools and soft body armour. A training standard and activity matrix would be subsequently developed to ensure minimum standards for Auxiliaries. At this time, the level of supervision (direct or indirect), nature of the activity matrix, and training requirements are unknown.*

Option 2 (Community Corps Program): *Auxiliaries would participate solely in community policing (e.g. safety education, crime prevention initiatives). They would wear a civilian-type uniform, and would not be appointed as peace officers. The RCMP has developed a draft training standard, should this option be implemented, that consists of 13 courses totalling 81.5 hours (52 classroom hours, 39.5 hours online).*

Option 3 (Tiered Program): *A three-tier system. Each tier would have specific requirements for training and experience.*

Tier 1 would be comprised of the duties and training standards described in Option 2, with participation set at 48 hours per year.

Tier 2 would include all Tier 1 activities, as well as traffic and crowd control, parades and public ceremonies, and foot or bike community presence under indirect supervision. Tier 2 Auxiliaries under would be appointed Peace Officers, wear a police-type uniform, and be issued intervention tools and soft body armour. Training would include Tier 1 courses, as well as six additional courses. Participation would be set at 96 hours per year with a curfew imposed after 9:00 pm.

Tier 3 would include Tier 1 and Tier 2 duties, as well as general duty patrol (in an RCMP vehicle, all terrain vehicle, snowmobile, marine vessel, bike, on foot, etc.), check stops, and other activities deemed appropriate. Training would build on the Tier 1 and Tier 2 standards, as well as firearms familiarization and additional courses as determined by the division training unit. Participation would be set at 144 hours per year with a curfew imposed after midnight.

Although the three options each provide service to the community, in order to ensure the Auxiliary Program meets future community needs Option 3 would appear to be the closest alternative with Tier 3 providing the highest level of service.

ALTERNATIVES

1. Endorse Option 3 Tier 3 as the alternative that most closely resembles the pre-October 2014 attributes of the Auxiliary Program or
2. Select another Option

FINANCIAL IMPLICATIONS

The costs of the Auxiliary Program are traditionally lower than providing a uniformed regular RCMP member presence. The costs of training the Auxiliaries are minimal compared to the service provided.

STRATEGIC PLAN IMPLICATIONS

This report supports the Board's 2016-2020 Strategic Plan:

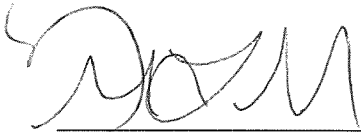
Focus on Service and Organizational Excellence:

The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region.

We view our emergency services as core elements of community safety

SUMMARY/CONCLUSIONS

The RCMP is proposing changes to its Auxiliary Program which will see a higher level of service provided to the public, more fully engage the Auxiliary Constables, and generally enhance the policing service.



Phyllis Carlyle
Chief Administrative Officer
pcarlyle@rdn.bc.ca
November 24, 2016

TO: Regional District of Nanaimo Board **DATE:** November 21, 2016

FROM: T. Moore
 Manager, Accounting Services **MEETING:** December 6, 2016

SUBJECT: **Approval of Signing Authorities for General Banking and Investments**

RECOMMENDATIONS:

1. That the signing authorities for general banking services and financial instruments reflect the following officer positions:

Chairperson	William Veenhof
Deputy Chairperson	To be determined pending election
Chief Administrative Officer	Phyllis Carlyle
Director of Finance	Wendy Idema
Manager, Accounting Services	Tiffany Moore
Manager, Capital & Financial Reporting	Manvir Manhas

2. That the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo.

PURPOSE:

To update the signing authorities for general banking and investment purposes.

BACKGROUND:

The RDN needs to update the designated signing authorities for financial instruments for the Regional District of Nanaimo.

The signing authority changes will affect accounts currently held with:

- TD Canada Trust
- Municipal Finance Authority
- Canaccord Capital
- BMO Nesbitt Burns
- Coastal Community Credit Union

The designated signing authorities as outlined in this report would also apply should the Regional District open new financial instrument accounts.

The updated signing authorities are listed in the recommendation.

The practical application of the signing authorities involves issuing cheques for goods and services and investing sums with the Municipal Finance Authority. Two signatures are required as follows:

- Cheques less than \$1,000 have two signatures automatically printed through the finance software;
- Cheques over \$1,000 have one signature printed and are reviewed and signed manually for the second signature by the Manager, Accounting Services;
- Cheques with a value of more than \$250,000 have no preprinted signatures and must be signed individually by two signing officers, typically the Director of Finance and the Manager, Accounting Services.

ALTERNATIVES:

1. Approve the signing authorities as presented to be applicable to the Regional District of Nanaimo.
2. Recommend an alternative list of signing authorities.

FINANCIAL IMPLICATIONS:


There are no financial implications to these measures. The number of designated authorities is sufficient to ensure that two signatures can be obtained in an efficient manner.

SUMMARY/CONCLUSIONS:


Staff recommends approving the signing authorities as presented.



T. Moore
Manager, Accounting Services
tmoore@rdn.bc.ca



W. Idema
Director of Finance



P. Carlyle
Chief Administrative Officer

TO: Regional District of Nanaimo Board **DATE:** November 29, 2016

FROM: Shelley Norum
Wastewater Program Coordinator **MEETING:** December 6, 2016

FILE: 5340-05

SUBJECT: Response to the Organic Matter Recycling Regulation Intentions Paper

RECOMMENDATION

That the Board endorse the attached response to the Organic Matter Recycling Regulation (OMRR) Intentions Paper for submission to the Ministry of Environment (MoE).

PURPOSE

To provide the Board with an overview of, and proposed response to, the OMRR Intentions Paper.

BACKGROUND

The OMRR of the *Environmental Management Act* and *Public Health Act* regulates the construction and operation of composting facilities and the production, distribution, sale, storage, use and land application of biosolids and compost.

Biosolids are stabilized residuals of the wastewater treatment process. They are rich in nutrients and provide an alternative to chemical fertilizers. The Regional District of Nanaimo (RDN) produces roughly 4,500 bulk tonnes of biosolids every year. RDN biosolids are managed according to the OMRR, thus allowing the beneficial reuse of a resource that would otherwise be disposed of at the Regional Landfill which would increase wastewater management costs and reduce the lifespan of the landfill.

In October 2016, the MoE released an Intentions Paper (Attachment 1) proposing changes to the OMRR and identifying areas where the regulation may be updated to reflect the best available science and management practices and increase transparency in the industry. An updated version of the OMRR is expected in early 2017.

The MoE has invited the public to comment on the Intentions Paper through a response form with a submission deadline of December 2, 2016. The RDN's proposed comments on the Intentions Paper were submitted to meet the December 2 deadline (Attachment 2). Comments can be amended, until December 8, subject to Board direction.

The MoE's proposed changes to the OMRR and potential effects on the management of biosolids in the RDN are outlined in Table 1 below.

Table 1. Proposed changes to the Organic Matter Recycling Regulation and the potential effects on the management of biosolids in the RDN

Proposed Change to the Organic Matter Recycling Regulation	Potential Effect on the Management of Biosolids in the RDN	Intentions Paper Reference Page
Additional biosolids sampling requirements for chromium and copper in Class A biosolids ¹	The RDN already tests for these parameters in Class A and B biosolids. Sampling requirements already exist for Class B biosolids. This represents a minor change.	7
Potential standards for new substances such as emerging substances of concern (ESOCs) ² and legacy organics ³	This would require additional sampling and analyses. The intentions paper provides insufficient detail to determine an approximate cost for the additional work.	7
New limits for land application rates	Clarity on the application rates is requested.	8
Land application plans must be submitted to the MoE and medical health officers	This represents a minor change as the RDN already sends land application plans to the Ministry of Environment and posts the plans on the its biosolids website at www.nanaiombiosolids.ca .	8
A contingency site may be required for all land application plans in the event that sampling and monitoring results suggest non-compliance in biosolids quality	The effect of this change would be minor as the RDN has a contingency plan to send biosolids to the landfill if they don't meet the OMRR standards.	8
The MoE may issue permits or approvals for mine site reclamations or landfill closures that would otherwise be prohibited due to soil quality standards	Mine reclamation and landfill closure are opportunities for the beneficial use of biosolids and should be enabled. Clarity on how the permit and approval administration is requested.	8
New requirements for notification of First Nations, the public, and agencies	This requirement represents a minor change as notification and transparency are part of the RDN biosolids management program. Clarity on the specific notification requirements is requested.	9
Record-keeping requirements may be extended from three to ten years	This change would have a minor effect on the RDN.	9
New notification and disclosure requirements for biosolids growing medium (BGM) facilities and new BGM management requirements	The RDN does not currently produce BGM and could accommodate this requirement if the RDN considers producing BGM from in the future.	9
New soil sampling and monitoring requirements at land application sites	This would require additional sampling and analyses. The intentions paper provides insufficient detail to determine an approximate cost for the additional work.	9

1. The RDN produces Class A and Class B biosolids. The classes refer to biosolids meeting different process and quality requirements outlined in the OMRR.
2. ESOCs include dioxins, furans, polychlorinated biphenyls (PCBs), polycyclic aromatic hydrocarbons (PAHs), phenols and phthalates
3. Legacy organics include personal care products, pharmaceuticals, flame retardants, and endocrine disrupting compounds

ALTERNATIVES

1. Direct staff to submit the attached response to the OMRR Intentions Paper.
2. Direct staff to submit a revised response to the OMRR Intentions Paper.

FINANCIAL IMPLICATIONS

There are no direct financial implications to the RDN in responding to the OMRR Intentions Paper. The MoE's proposed changes mainly affect biosolids management post-production. Changes to the regulation may increase biosolids management costs related to the development of land application plans, notifications, sampling and monitoring. Significant effects on operational costs are not expected.

STRATEGIC PLAN IMPLICATIONS

Participating in the OMRR review consultation process, with its goal of protecting human health and the environment, aligns with the 2016 — 2020 Board Strategic Plan vision for the environment.

LIQUID WASTE MANAGEMENT PLAN IMPLICATIONS

Participating in the OMRR review consultation process aligns with the RDN's Liquid Waste Management Plan (LWMP). The Biosolids Program is a key program within the LWMP and supports the continuation of producing and beneficially using biosolids in accordance with the OMRR.

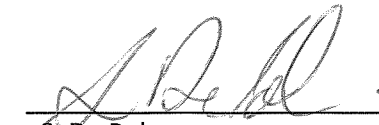
SUMMARY/CONCLUSIONS

The Organic Matter Recycling Regulation (OMRR) of the *Environmental Management Act* and *Public Health Act* regulates the construction and operation of composting facilities and the production, distribution, sale, storage, use and land application of biosolids and compost.

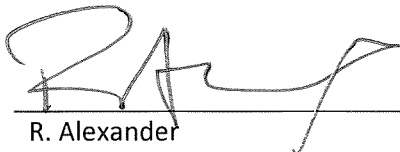
In October 2016, the Ministry of Environment released an Intentions Paper (Attachment 1) proposing changes to the OMRR and identifying areas where the OMRR may be updated to reflect the best available science and management practices and increase transparency in the industry. The response to the Intentions Paper (Attachment 2) contains proposed comments for the Board's consideration.



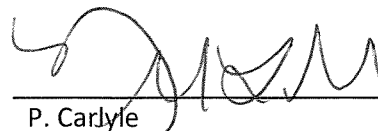
Shelley Norum
snorum@rdn.bc.ca



S. De Pol
Manager, Wastewater Services



R. Alexander
General Manager
Regional & Community Utilities & Solid Waste



P. Carlyle
Chief Administrative Officer



INTRODUCTION

The Ministry of Environment (the ministry) will be revising the Organic Matter Recycling Regulation (OMRR) made under the Environmental Management Act and the Public Health Act. Enacted in 2002, the OMRR governs the construction and operation of composting facilities and the production, distribution, sale, storage, use, and land application of biosolids and compost. The OMRR was developed to facilitate the recycling of organic material while protecting human health and the environment.

On April 4, 2016 the Provincial government announced that it will be undertaking a comprehensive review of the OMRR to ensure it remains protective of human health and the environment. The following areas will be considered throughout the review process:

- opportunities for increased public transparency;
- notification requirements for First Nations;
- improved facilitation of organics recycling; and,
- increased clarity regarding regulatory requirements.

This intentions paper outlines the ministry's proposed revisions to OMRR and provides the opportunity for consultation as part of the ministry's review process. The purpose of this paper is to seek comments and feedback on the proposed revisions from all interests including: First Nations, local government, stakeholders and the public.

Comments and feedback will be reviewed by the ministry and all information received during consultation will be considered when revising the regulation. The ministry expects to amend and implement the revised regulation in 2017.

Key Points

- ❑ Organic matter is a valuable resource.
- ❑ The OMRR sets standards and requirements that must be met before organic matter can be recycled.
- ❑ There is a need to update the OMRR to reflect advances in science and present day practices, and to ensure the regulation remains protective of human health and the environment.
- ❑ Composting and recycling of organic matter under the OMRR helps divert organic material from disposal and supports the ministry's service plan targets for organic waste disposal restrictions.
- ❑ The review process will consider:
 - » *Ensured protection of human health and the environment;*
 - » *Facilitation of organics recycling and use of specified organic materials;*
 - » *Inclusion of provisions that align with best achievable technology and practices;*
 - » *Improved public transparency;*
 - » *Increased clarity regarding ministry requirements and expected end results;*
 - » *Clear and effective guidance for local governments and others who produce, manage and use compost and biosolids; and,*
 - » *Harmonization with federal regulations, national standards, and provincial regulations, requirements and standards.*
- ❑ **Comments should be provided by December 2, 2016.**

Contents of this Intentions Paper

INTRODUCTION

BACKGROUND INFORMATION

Management and Recycling of Organic Matter
Ministry Service Plan Targets
Waste and Climate Action in British Columbia

2006 AND 2011 INTENTIONS PAPERS

PROPOSED OMRR REVISIONS

- 1. Organic Matter Suitable for Composting**
 - 1.1. Clean wood from any source
 - 1.2. Domestic composting toilet sludge
 - 1.3. Paper and cardboard
 - 1.4. Compostable plastic
- 2. Composting Facilities**
 - 2.1. Best practices
 - 2.2. Plans, reports and other requirements
- 3. Land Application and Distribution of Managed Organic Matter**
 - 3.1. Addition of new standards
 - 3.2. Land application
 - 3.3. Mine site reclamations and landfill closures
- 4. Notification under OMRR**
 - 4.1. Notification requirements
 - 4.1.1. Composting facilities
 - 4.1.2. Land application
 - 4.2. Notification of First Nations
- 5. Sampling, Monitoring and Record Keeping**
 - 5.1. Sampling and monitoring requirements
 - 5.2. Record keeping requirements
- 6. Updates to Technical Standards**
 - 6.1. Consistency of schedules with other national standards and regulations
 - 6.2. Consistency with the Contaminated Sites Regulation
 - 6.3. Consistency with the Agricultural Waste Control Regulation
- 7. Additional Housekeeping Changes**

DEVELOPMENT OF GUIDANCE

ASSURING COMPLIANCE

IMPLEMENTATION

PROVIDING FEEDBACK

BACKGROUND INFORMATION

Management and Recycling of Organic Matter

Organic matter can originate from plants, animals or humans, as well as from residential, commercial, institutional, or industrial sources. Examples of organic matter include: food scraps, grass clippings, and animal and human waste. A feature of organic matter is that it is biodegradable. Organic matter can be recycled to create products for beneficial uses. The OMRR was designed to enable organic matter to be recycled while protecting human health and the environment.

The OMRR contains provisions for Medical Health Officers and ministry directors to review, and direct or deny, the land application of managed organic matter¹. Under OMRR, a director may also issue permits for composting facilities that process food waste or biosolids and have a design production capacity of 5,000 or greater tonnes of compost per year.

Organic matter suitable for composting under the OMRR is described in [Schedule 12](#) and includes: food waste, animal bedding, biosolids, brewery and winery wastes, domestic septic tank sludge, fish and hatchery wastes, manure, milk processing waste and whey, plant matter derived from processing plants, poultry carcasses, red-meat waste, untreated and unprocessed wood residuals, and yard waste.

The OMRR does not apply to:

- the composting of agricultural wastes (such as farm animal manures, used mushroom medium and agricultural vegetation waste) on farms, if done in accordance with the [Agricultural Waste Control Regulation](#);
- the operation of a mushroom composting facility, which is governed under the [Mushroom Compost Facilities Regulation](#);
- the land application of soil amendments governed under the [Code of Practice for Soil Amendments](#) which includes: primary or secondary pulp or paper mill wastewater treatment residuals, treated water residuals, and fly ash derived from the burning of wood; or

- the composting of slaughter and poultry processing waste according to the [Code of Practice for the Slaughter and Poultry Processing Industries](#).

Ministry Service Plan Targets

Amendments to the OMRR foster organic waste recycling and support the ministry's service plan. The current service plan targets include performance measures for organic waste disposal restrictions and best achievable technology practices. These targets are summarized below:

- Organic waste represents up to 40% of all waste currently sent for disposal. The ministry continues to work toward the long-term target of 75% of BC's population being covered by organic waste disposal restrictions by 2020. Restrictions to organic disposal will divert more organic waste to alternative management options, including activities under the provisions of the OMRR.
- The ministry routinely reviews its policies, regulations, fees and fines to ensure they include best available information, and best achievable technology and practices. The ministry leads these efforts by incorporating world-leading approaches and best achievable technologies into environmental guidelines, policies and regulations; and, by engaging with environmental groups, First Nations, industry and the public on the development of regulatory requirements and standards.

¹ "Managed organic matter" is defined in OMRR as "Class A biosolids, Class B biosolids or Class B compost."

Waste and Climate Action in British Columbia

- ❑ Any amendments to the OMRR should also align with BC's goal to reduce greenhouse gas emissions from waste. In 2014, BC's total greenhouse gas emissions were 64.5 million tonnes of CO₂e. Approximately 8.6% of this came from the waste sector according to [B.C.'s greenhouse gas emission inventory](#).
- ❑ Waste reduction, reuse and recycling can reduce greenhouse gas emissions both by lowering the demand for new materials and products (reducing upstream impacts) and by minimizing downstream impacts such as transporting waste over long distances and disposing of it in landfills.
- ❑ There is an increased awareness of greenhouse gas emissions associated with food waste, organic waste, and landfills. Disposal of organic waste can also cause losses of nutrients (e.g., nitrogen and phosphorus). Diverting organics from disposal is a way to achieve greenhouse gas reductions while producing a valuable end-product. Additionally, organic matter may be recycled to create products that may be used for beneficial purposes.
- ❑ In an effort to reduce greenhouse gas emissions from organic waste, the province is establishing a food waste prevention target of 30% and increasing organics diverted from landfills through organic waste disposal restrictions.
- ❑ Organic matter recycling supports a "circular economy" which is an alternative to a traditional linear economy built around the model of "make then use then dispose." The circular economy keeps resources in use for as long as possible, extracts the maximum value from them while in use, then recovers and regenerates products and materials at the end of their service life.

2006 AND 2011 INTENTIONS PAPERS

This intentions paper builds on intentions papers released in 2006 and 2011. This paper takes into account comments received from the "policy intentions paper for consultation" posted in October 2006 and the

"update and policy intentions paper for consultation" posted in July 2011. More than thirty responses and close to fifty responses were received in 2006 and 2011, respectively. The 2006 and 2011 intentions papers and summarized comments can be viewed at the ministry's OMRR website.

Key changes proposed by the ministry in 2006 and 2011 and which are discussed in this intentions paper include:

- Amendments to schedule 12 (Organic Matter Suitable for Composting) to include additional feedstocks (see section 1);
- Notification of First Nations (see section 4.2);
- Updates to sampling and record keeping requirements (see section 5) and technical standards (see section 6); and
- Additional "housekeeping" changes (see section 7).

The following intentions proposed by the ministry in 2006 and/or 2011 **will not be advanced with the current amendment**:

- Amendments to Schedule 12 (Organic Matter Suitable for Composting) to include primary or secondary pulp or paper mill wastewater treatment residuals (wood or paper fibre removed from a pulp or paper mill wastewater treatment plant or a spill retention pond after primary treatment). These materials are potentially suitable for composting and/or land application. The [Soil Amendment Code of Practice](#), enacted in 2007 under the Waste Discharge Regulation of the *Environmental Management Act*, authorizes the land application of these materials as a soil amendment. In the future, the ministry may consider options for how to regulate primary or secondary pulp or paper mill wastewater treatment residuals and other organic materials currently authorized for land application under the [Soil Amendment Code of Practice](#).
- In 2011 it was proposed that the requirement for preparation of an "environmental impact study" triggered by tonnage of production be replaced with a requirement to prepare a "leachate impact assessment report" regardless of production tonnage. The ministry has revised this intention and it is now proposed that the requirement for

preparation of an “environmental impact study” be retained in the regulation and be required of all composting facilities designed to produce 5,000 or greater tonnes of finished compost per year (excluding those facilities composting only yard waste) (see section 2.2).

- A requirement for existing composting facilities to provide the ministry with a notification of operation before January 1, 2013 is no longer deemed necessary as the ministry believes it has been provided with the data for all existing operations.

PROPOSED OMRR REVISIONS

In response to technical information and stakeholder input received since 2011 (including: research reports; a literature review; sampling information; technical working groups; advisory committees; comments heard during presentations; and jurisdictional scans), the ministry is proposing additional revisions to the OMRR which were not discussed in the previous intentions papers. The proposed revisions are intended to address advances in science, feedback from stakeholders, and operational issues or gaps that have been identified through implementation of the OMRR. Proposed OMRR revisions will be in keeping with the ministry’s approach to develop legislation, regulation and policies based on sound scientific knowledge and expertise.

Additional proposed revisions will include changes applicable to:

- Composting facilities (see section 2);
- Land application and distribution of organic matter (section 3);
- Increased public transparency, including notification requirements (section 4); and,
- Sampling and record keeping (section 5).

The following sections outline the ministry’s proposed intentions and describe current revisions proposed in the OMRR review.

1. *Organic Matter Suitable for Composting*

The OMRR sets out a list of organic matter suitable for composting and management under the regulation (Schedule 12). The following categories of materials are addressed under the regulation or related regulations

or codes of practice. The ministry is seeking comments regarding potential definitions and inclusion of these categories.

1.1. *Clean wood from any source*

The OMRR currently includes a definition for “**untreated and unprocessed wood residuals**².”

The ministry intends to amend the definition of **untreated and unprocessed wood** to include wood shavings, sawdust, wood chips, hog fuel, bark and mill ends” and will include clean wood from construction and demolition sources. Treated wood will be excluded from the proposed definition of **untreated and unprocessed wood**.

Untreated and unprocessed wood must:

- (a) Not contain composite wood products including plywood, particle board, fibreboard, hardboard, oriented strandboard, laminated lumber, laminated wood, veneer, laminate flooring, or engineered wood products; and,
- (b) Not be contaminated with, or have been treated or coated with, antisapstain, preservative, fire retardant, glue, adhesive, laminate, bonding agents, resin, paint, stain, varnish or any substance harmful to humans, animals, plants or the environment.

1.2. *Domestic composting toilet sludge*

The OMRR currently allows composting of unstabilized “domestic septic tank sludge” within provisions of the OMRR. However, it does not enable composting of other unstabilized (i.e., untreated) domestic sewage sludge.

The ministry intends to amend Schedule 12 of the OMRR to include **domestic composting toilet sludge** as “sludge removed from a composting toilet used for receiving and treating domestic sewage.” The broader category of unstabilized (i.e., untreated) domestic sewage sludge is not intended to be defined or included in Schedule 12 of the OMRR.

² Clean (non-contaminated and untreated) wood from lumber manufacture, e.g., shavings, sawdust, chips, hog fuel, ground mill ends and land clearing waste which has been ground with the majority of the greenery removed and no soil present but does not include construction and demolition debris.

1.3. Paper and cardboard

At present the OMRR does not contain provisions for composting of “**paper and cardboard**.” Enabling this material to be categorized as organic matter suitable for composting under the OMRR could provide an additional feedstock for composting and support operation of composting facilities. In addition, **paper and cardboard** contaminated with organic food waste (and that is not acceptable for paper recycling) could be recycled as compost and this could support landfill disposal restrictions.

The ministry intends to amend Schedule 12 of the OMRR to include **paper and cardboard** that cannot be reasonably recycled into a paper product and is not contaminated with any substance harmful to humans, animals, plants or the environment.

1.4. Compostable plastic

At present, the OMRR does not contain provisions for composting of “**compostable plastic**.”

The ministry intends to add **compostable plastic** to schedule 12 as organic matter suitable for composting. The definition of **compostable plastic** will be based on a review of industry standards and practices, including those promoted by the [Compost Council of Canada](#).

2. Composting Facilities

2.1. Best practices

Composting facilities must ensure protection of human health and the environment. The ministry intends to amend the OMRR to:

- require any materials, products or substances at the composting facility, including organic matter, managed organic matter, compost, municipal solid waste, residuals and waste, to be managed and stored in a manner that prevents access by, and attraction of, wildlife, domestic animals, birds and associated vectors.

In June 2016, the OMRR was amended to require composting facilities processing food waste or biosolids with a design capacity to produce 5,000 or greater tonnes of compost per year to obtain a site-specific authorization (see “New Rules for Composting Facilities” below).

The OMRR includes setback requirements for the land application of managed organic matter but does not specify mandatory buffers or setbacks for composting facility siting. However, siting considerations and requirements are set out under municipal and/or regional district zoning and related bylaws. Therefore, setback provisions for compost facilities are not being considered at this time.

New Rules for Composting Facilities

- ❑ In June 2016, the OMRR was amended to require permits for compost facilities that process food waste or biosolids, and have a design capacity to produce 5,000 or greater tonnes of compost per year.
- ❑ The permitting process enables site specific requirements to be considered to address factors such as environmental and odour impacts.
- ❑ Along with obtaining a permit, affected facilities must continue to comply with all the applicable requirements of the OMRR.
- ❑ For more information please visit the following website:
www2.gov.bc.ca/gov/content/environment/waste-management/recycling/organics/regulations-guidelines/composting-facilities-permit

2.2. Plans, reports and associated requirements

The ministry intends to amend the OMRR to include the following provisions for all composting facilities designed to produce 5,000 or greater tonnes of finished compost per year (excluding those facilities composting only yard waste):

- Consolidate requirements for the environmental impact study, odour management plan, operating plan, and leachate management plan into one plan called a “**facility environmental management plan**”;
- Specify that captured facilities prepare a **facility environmental management plan**;
- Clarify that the **facility environmental management plan** be prepared by a qualified professional(s); and,
- Require all plans, reports and specifications required under the OMRR to be submitted to the ministry within a specified time frame.

Submitted information will increase public transparency through measures such as submissions being made available online to the public.

The ministry intends to amend the regulation to require that all plans, reports and specifications required under the OMRR are kept up to date.

3. Land Application and Distribution of Managed Organic Matter

3.1. Addition of new standards

The OMRR sets out requirements for production and use of compost, biosolids and biosolids growing medium. The regulation also includes process and quality criteria and distribution requirements (Sections 10 and 11, and Schedule 11).

The ministry will ensure that standards reflect up-to-date science and are protective of human health and the environment. The ministry will work closely with Ministry of Health in revising the standards.

In addition to other standards under consideration, the ministry proposes to add chromium and copper maximum allowable standards to Class A biosolids.

Table 1: Addition of Proposed Metal Standards

Class A Biosolids	Standard
Chromium	1060 µg/g
Copper	2200 µg/g

This ministry is also considering addition of standards for other substances of concern not currently in the OMRR, including:

- Emerging substances of concern or ESOCs: personal care products, pharmaceuticals, flame retardants, and endocrine disrupting compounds; and
- Legacy organics: dioxins, furans, polychlorinated biphenyls (PCBs), polycyclic aromatic hydrocarbons (PAHs), phenols and phthalates.

Comprehensive Review of Biosolids

- ☑ The Province and biosolids management experts completed a comprehensive review of academic literature and research on biosolids which explored the impacts to wildlife, aquatic life, food and human health as well as cumulative effects and alternatives to the use of biosolids.
- ☑ The literature review was posted publicly in June 2016.
- ☑ The Province completed a soil sampling project in the summer of 2016. The sampling results and analysis report was posted in September 2016.
- ☑ This report may be accessed at the following website:
www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/organics/biosolids_sampling_project.pdf
- ☑ Findings from the comprehensive review have been considered in the development of this intentions paper.

3.2. Land application

The ministry intends to amend the OMRR to include the following requirements for land application:

- Application rates of soil amendments³ will not be allowed to exceed agronomic requirements; and,
- Soil amendments products are intended for land application to support plant growth and must not be used as fill material or in any practice of disposal.

The ministry intends to amend the OMRR in relation to land application plans:

- Specify that the land application plan must include a contingency plan in the event that sampling and monitoring results suggest non-compliance; and,
- Require land application plans to be submitted to the ministry (and to medical health officers or the Provincial Agricultural Land Commission where required) prior to the occurrence of land application (see section 4.1).

The ministry intends to amend the OMRR to provide that all plans, reports and specifications required under it are kept up to date, and the ministry notified of any change within 30 days of the change.

3.3. Mine site reclamations and landfill closures

Currently under OMRR, land application and distribution of managed organic matter may only occur at those sites meeting specified soil quality standards. In certain circumstances, as in the case of specific mine site reclamations or landfill closures, it may be reasonable for managed organic matter to be applied and distributed to sites that may already exceed the specified soil quality standards. In these circumstances it would be reasonable to enable the director to exercise discretion in enabling land application that would otherwise be prohibited.

The ministry intends to amend the OMRR to enable the director to issue permits or approvals on a site-specific basis for mine site reclamations or landfill closures.

³ “Soil amendments” could include: biosolids growing medium, Class A compost, fertilizer, managed organic matter and soil conditioner.

4. Notification under OMRR

4.1. Notification requirements

The ministry is proposing revisions that will require plans, reports and specifications required under the OMRR to be submitted to the ministry. **In turn, this information will be made available online to the public.**

4.1.1. Composting facilities

At present, the OMRR requires composting facilities to give notice in writing to the director and the Provincial Agricultural Land Commission (if the facility is located in an agricultural land reserve or forest reserve land) at least 90 days before beginning operation.

However, the ministry has received feedback from stakeholders indicating that existing notification requirements in the OMRR are inadequate and there is a need for the regulation to provide increased public transparency.

The ministry intends to amend the OMRR to include the following notification provisions for composting facilities (that do not require a permit):

- Require that composting facilities notify the ministry (and Provincial Agricultural Land Commission where required) of significant amendments;
- Specify that all plans, reports and specifications required of composting facilities under OMRR are submitted to the ministry and kept up to date; and
- The ministry (and Provincial Agricultural Land Commission where required) must be notified of any change within 30 days of the change (see also Section 2.2).

All existing notification requirements that apply to composting facilities will also apply to biosolids growing medium facilities. Existing biosolids growing medium facilities will be provided a reasonable timeframe within which to provide notification to the ministry.

4.1.2. Land application

At present, the OMRR requires proponents to give notice in writing to the director, to the local medical health officer (if the application is planned for agricultural land or in a watershed), and to the

Provincial Agricultural Land Commission (if the application is planned for agricultural reserve land or forest reserve land) at least 30 days before the land application.

However, the ministry has received feedback from stakeholders indicating that existing notification requirements in the OMRR are inadequate and there is a need for the regulation to provide increased public transparency.

The ministry intends to amend the OMRR to include the following notification provisions:

- Require that the land application plan be submitted to the ministry (and medical health officer or Provincial Agricultural Land Commission where required) and the site owner (where the site owner is not the discharger) before the proposed land application/occurrence;
- Require that the written certification required by the discharger from the qualified professional who prepared the land application plan confirming whether or not the plan was followed, is submitted to the ministry (and medical health officer or Provincial Agricultural Land Commission where required) within 60 days of the application/occurrence;
- Include provisions that all plans, reports and specifications required under the OMRR are kept up to date, and the ministry notified of any change within 30 days of the change (see also Section 3.2); and,
- Specify that producers of compost that contains biosolids (Class A or B) or biosolids growing medium disclose to users that the product contains biosolids irrespective of the volume of compost or biosolids growing medium distributed (i.e., even if less than 5 m³).

The ministry is also considering the option of requiring notifications for large volume applications of Class A compost and biosolids growing media.

4.2. Notification of First Nations

Information concerning notification of First Nations with respect to activities under the OMRR will be developed in accordance with legal requirements, ministry policy and government direction.

The ministry is proposing that proponents provide notification to local First Nations communities as follows:

- For composting facilities, to give notice in writing at least 90 days before beginning operation; and
- For proposed land applications, to give notice in writing at least 30 days before the land application occurs.

5. Sampling, Monitoring and Record Keeping

5.1. Sampling and monitoring requirements

The ministry is proposing the following revisions to sampling requirements:

- Sampling standards and procedures will be based on the most current manuals or guidelines posted on the ministry website, or where these manuals do not apply, will be based on standards and procedures as described in *British Columbia Environmental Laboratory Manual For the Analysis of Water, Wastewater, Sediment, Biological Material and Discrete Ambient Air Samples: 2009 Edition*;
- Sampling of the finished product will be done based on volume rather than mass to ensure accuracy and consistency and ease of operation;
- Fecal coliform levels be met in all seven discrete (not representative) samples; and
- Clarifying requirements for yard waste testing for metals and pathogens.

The proposed revisions will introduce requirements for soil sampling and monitoring to be conducted at land application sites, including after each land application occurrence where a land application plan is required.

5.2. Record keeping requirements

The ministry is proposing the following changes to sampling and record keeping requirements:

- Records be kept for ten (rather than three) years; and
- Soil sampling and monitoring data (where a land application plan is required) be submitted to the ministry.

6. Updates to Technical Standards

6.1. Consistency of schedules with other national standards and regulations

The OMRR contains a number of schedules that set out technical standards and requirements for recycling organic matter. These include: pathogen reduction processes; vector attraction reduction; pathogen reduction limits; quality criteria; and sampling and analysis protocols and frequency (Schedules 1-5). Schedules 9 and 10 also set out generic and matrix soil standards for identified metals.

The proposed amendments to the OMRR will ensure that the technical standards in the OMRR are consistent with current national standards (such as the Canadian Council of Ministers of the Environment (CCME) [Guidelines for Compost Quality](#)) and federal regulations (such as the federal [Fertilizer Act and Regulations and trade memoranda](#)). These standards and regulations reflect current science and technologies, including those for composting and compost.

The ministry intends to update the OMRR (including Schedules) to ensure consistency and currency with CCME standards, including:

- Adding maximum limits for *Salmonella* (as already required by the Canadian Food Inspection Agency T-4-120 trade memoranda for the regulation of compost);
- Deleting references to the carbon to nitrogen ratio for composting and adding respiration as a measure of compost maturity;
- Considering options for extending curing time requirements for compost or a requirement to demonstrate maturity if less than a 14 day period;
- Clarifying standards for biosolids growing medium to be derived from Class A or Class B biosolids which meet the pathogen and vector attraction reduction requirements for Class A biosolids; Class A or B compost which meet the pathogen and vector attraction reduction requirements for Class A compost; or yard waste, untreated and unprocessed wood or soil; and,
- Specifying that Total Kjeldahl Nitrogen (TKN) in biosolids growing media must be <1.0 percent by weight and that organic matter content must not

exceed 20 percent dry weight (consistent with the BC Landscape Standard).

6.2. Consistency with the Contaminated Sites Regulation (CSR)

The revisions will consider all provincial legislation, including the [Contaminated Sites Regulation](#) made under the *Environmental Management Act*. It is proposed that the revised OMRR may refer to other regulations, including the CSR, by reference rather than by repeating those regulations in OMRR.

6.3. Consistency with the Agricultural Waste Control Regulation

The ministry will ensure that the OMRR and the [Agricultural Waste Control Regulation](#) (currently also being revised) will be harmonized to ensure consistency between regulations, particularly as it relates to the land application of soil amendments by agricultural operations.

7. Additional Housekeeping Changes

Additional “housekeeping” changes to the OMRR proposed by the ministry include:

- Exempting composting of food waste and yard waste at sites where production not greater than 20 m³/year at residential and institutional sites (e.g., schools, universities, and hospitals);
- Requiring all areas that receive greater than 600 mm/yr of precipitation must cover stored compost between October 1st and March 31st; and
- Adopting the definition of “drinking water source” and other consequential amendments from the *Drinking Water Protection Act*.

DEVELOPMENT OF GUIDANCE

The OMRR is currently supported by guidelines and best management practices (BMPs). For example, the ministry has developed and posted [Land Application Guidelines](#) for the OMRR and the Soil Amendment Code of Practice, and the [Compost Facility Requirements Guideline](#).

These practices and procedures are based on existing BMPs developed by the industry and/or developed jointly with government and do not have the force of law. Guide-

Organic Matter Recycling Regulation (OMRR) – Policy Intentions Paper

lines or BMPs may be viewed as assistance to persons governed by a regulation in meeting their legal obligations.

The ministry is seeking comment on the utility and effectiveness of current guidance documents and suggestions for development of further guidance.

In keeping with the ministry's approach towards continuous improvement, the ministry will be updating policies and best practices guidance to ensure they are in keeping with proposed revisions to the regulation. For example, updated guidance documents will:

- Specify that the **odour management plan** contained in the **facility environmental management plan** required for composting facilities describes how air contaminants from the facility will be "managed, treated and discharged in a manner that does not cause pollution" and which includes a process for tracking and addressing odour complaints; and,
- Clarify terms such as "cannot be reasonably recycled" (with respect to paper and cardboard) and "occurrence" (with respect to land application).

ASSURING COMPLIANCE

The ministry will develop a strategy for the promotion of voluntary compliance with the revised requirements of the OMRR, in cooperation with stakeholders. Compliance promotion may entail training for ministry staff, as well as information and education for regulated parties.

To enable compliance verification, the ministry will require all plans, reports and specifications to be submitted to the ministry as described in sections 2.2 and 4.1. The notification provisions will support increased public transparency and submissions will be made available online for the public to access in order to help increase assurance.

Compliance verification will also occur through the addition of contingency provisions to land application plans.

The ministry is committed to using compliance verification data to guide the ongoing management of composting facilities and managed organic matter, and to assure the goals for environmental protection are being met.

The ministry's approach to assuring compliance with the OMRR will include regular and random compliance reviews and inspections, as well as reviews and

inspections in response to identified or potential issues or concerns regarding protection of human health and the environment.

The ministry response to non-compliance may include tools such as: administrative monetary penalties, written advisories, warnings, directives, tickets and prosecutions. The choice of response will be based on standard ministry-wide policy (as outlined in the [Compliance Framework](#) and [Compliance Policy and Procedures](#)), the compliance history for the regulated party and the significance of the impact from the non-compliance occurrence.

IMPLEMENTATION

After a review of consultation comments and further detailed policy development, the ministry intends to amend the regulation accordingly.

Comments to the ministry should be made on or before 60 days after posting date of October 3, 2016.

Thank you for your time and comments.

Additional Information Sessions

The ministry is planning to conduct a series of webinars on the proposed revisions. The webinars will review the information contained in this intentions paper.

If you are interested in participating in a webinar, please contact the email or mailing addresses below.

If you have any questions or comments about the ministry's proposed revisions, please submit them by e-mail or mail to the addresses below **by December 2, 2016**.

Email: env.omrr.reg.reviews@gov.bc.ca

Mail:

Ministry of Environment – OMRR Reg Review
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

All comments received through webinars, meetings, mail or email will be compiled for review by ministry staff before final drafting of the revised regulation. The ministry intends to complete revisions to the regulation in early 2017.

PROVIDING FEEDBACK

The ministry welcomes comments on the information and proposals outlined in this Intentions Paper. Those interested are invited to submit comments to the ministry using the comment form or by separate submission by e-mail or mail at the address listed below.

Responses received by **December 2, 2016** will be considered by the ministry in preparing the proposed revisions to the regulation.

Completed response forms or submissions may be submitted as follows:

- By using the form available at the following ministry website and sending:
www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/organics/omrr_response_form-ip_sept_22.pdf
 - And sending as an attached file to this email address: env.omrr.reg.reviews@gov.bc.ca;
 - Or by mail to:

Ministry of Environment – OMRR Reg Review
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

All submissions will be treated with confidentiality by ministry staff and contractors when preparing consultation reports. Please note, however, that comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

If you have any questions or comments please email: env.omrr.reg.reviews@gov.bc.ca.

Attachment 2

Regional District of Nanaimo Response to the Organic Matter Recycling Regulation Intentions Paper

DISCUSSION QUESTIONS

The following discussion questions are based on the ministry's policy Intentions Paper for revising the *Organic Matter Recycling Regulation* (OMRR). The Intentions Paper can be downloaded from the ministry website at:

www2.gov.bc.ca/assets/gov/environment/wastemanagement/recycling/organics/omrr_ip_sept_22.pdf

GENERAL QUESTIONS

The OMRR has been in place since 2002. It was developed to enable organic waste to be recycled while protecting human health and the environment. The composting and recycling of organic matter under the OMRR facilitates recycling, helps divert materials from landfills, and supports the ministry's goal of reducing municipal solid waste disposal.

G1. Overall, please indicate your level of support for the proposed revisions to the OMRR described in the Intentions Paper:

Please select one box from the scale below (1= Not at all supportive; 6= Extremely supportive)

	1	2	3	4	5	6	
Not at all supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extremely supportive

G2. What are the reasons for your choice?

The Regional District of Nanaimo (RDN) agrees with the ministry's goal to review the OMRR to ensure that it reflects the best available science and management practices and to provide increased transparency in the industry. While the objective of the intentions paper is supported, many points of clarification are required to generate additional support for the proposed revisions. Further details on this are provided throughout the response form. The RDN appreciates the opportunity to provide comments on the proposed changes to OMRR.

G.3 Do you have any general comments about the ministry's proposed revisions to the OMRR?

The RDN believes that the OMRR should continue to be based on the principles of enabling the beneficial use of biosolids, quality criteria and requirements that provide adequate risk mitigation, and science-based decision-making. The ministry should consider the potential impact of its amendments on the economic viability of resource recovery solutions.

While many of the proposed changes to the OMRR affect biosolids management post-production, please consider that significant changes to operational processes can increase biosolids management costs, which are borne by taxpayers. Costs may be unnecessary if the changes are not founded in evidence.

Given the number of changes proposed in the Intentions Paper, the RDN would like an additional round of consultation once the revised regulation is drafted.

PROPOSED UPDATES

1. ORGANIC MATTER SUITABLE FOR COMPOSTING

The OMRR sets out a list of organic matter suitable for composting and management under the regulation. Sections 1.1 to 1.4 of the Intentions Paper (pages 5 to 6) outline how differing types of material may be defined and regulated under the OMRR.

1.1 Do you have any comments regarding the definitions and regulation of organic matter suitable or not suitable for composting under the OMRR or other regulations?

The RDN supports beneficial use of residual materials including the feedstock identified here.

2. COMPOSTING FACILITIES

Composting facilities under OMRR must ensure protection of human health and the environment. Adopting best practices and completing plans and reports help address regulatory requirements.

2.1 Best practices (see Intentions Paper page 6). Do you have any comments regarding this topic?

The RDN supports the requirement to cover materials at a composting facility to prevent access by wildlife and other vectors.

2.2 Plans, reports, and associated requirements (see Intentions Paper page 7). Do you have any comments regarding the ministry intention to update provisions so that all composting facilities designed to produce 5,000 tonnes or greater of compost per year prepare a facility environmental management plan (FEMP)?

The RDN supports the requirement for large composting facilities to prepare a facility environmental management plan (FEMP). This proposed requirement complements the RDN's Bylaw 1386 (*Bylaw To Regulate The Management Of Municipal Solid Waste And Recyclable Material*), which requires that composting facilities within the RDN's jurisdiction register for a *Facility License* and comply with various aspects of the bylaw including site management requirements, facility operating plans and specifications, environmental monitoring, and other compliance requirements of the license.

The ministry is suggesting that all plans, reports and specifications required under the OMRR be submitted to the ministry within a specified timeframe; however, the timeframe has not been specified. Additionally, the ministry intends to amend the regulation to require that all plans, reports and specifications are kept up to date; however the frequency of these updates is not specified. The ministry has not specified the process for updating, changing, or modifying these plans, reports, or specifications (e.g., increases in production capacity, changes to the FEMP, changes to feedstocks). The RDN would like clarity on these specifications as they impact facilities operating within the RDN.

3. LAND APPLICATION AND DISTRIBUTION OF MANAGED ORGANIC MATTER

The OMRR is designed to ensure that managed organic matter is used in a manner that protects human health and the environment.

3.1 Addition of new standards (see Intentions Paper page 7). Do you have any comments regarding the ministry's intention?

The RDN supports the ministry's intention to require standards for chromium and copper in Class A biosolids. We recommend that Class A biosolids quality criteria continue to refer to CFIA Trade Memorandum T-4-93, and that the OMRR stipulate that where Trade Memorandum T-4-93 does not include a limit for a substance listed in Section 1 of OMRR Schedule 4, then the limit for Class B biosolids must be met.

The RDN does not support the addition of new standards for what the ministry has termed "legacy contaminants". Our understanding from the ministry's scientific review is that these contaminants are not readily present in soils following land application of biosolids. Further, the nature of legacy contaminants is that they are otherwise regulated or banned in Canada, resulting in their consistent, measured removal from all waste streams, so further testing and management at the end of the treatment train is excessive and costly for no specific protective benefit.

In principle, the RDN supports the addition of standards for some emerging substances of concern (ESOCs) not currently in the OMRR. However, the information provided by the ministry in the intentions paper is too broad to provide specific comment. Any further recommendations related to new substance standards should be grounded in evidence and be science-based. The presence of a parameter does not in itself represent a risk to human health and / or the environment; any additional substance standards to be included in the OMRR must be derived through a risk-based assessment and have a rationale for inclusion.

First, the prevalence of ESOCs in society and in British Columbia needs to be better understood. If the ministry is considering regulating ESOCs then this should involve additional data gathering on the ministry's part and cooperation with municipal stakeholders, industry, and academia to determine any areas of concern to enable a discussion in regards to the potential regulation of specific parameters. Part of this data gathering must include the identification of relevant quality standards (i.e., soil and biosolids quality criteria) to provide a context for whatever analysis of ESOCs occurs, as well as an assessment of the availability of accredited laboratories for the analysis of the prioritized substances.

The ministry should consider conducting a biosolids survey over a significant period with multiple biosolids generators to characterize biosolids in the province. The RDN does not support one-time sampling of ESOCs, as our knowledge of the wastewater system indicates that it is important to understand the annual peaks and troughs that occur in biosolids quality. The RDN sees the inclusion of ESOCs in the OMRR as a possible future iteration of the regulation, but there are many steps that need to be completed first to determine if there is a basis to monitor these substances and pinpoint which substances should be included. The RDN is concerned that an arbitrary, non-evidence-based addition of ESOCs as regulated parameters may have a dramatic impact on wastewater treatment plant processes and may require unnecessary and extremely expensive facility updates even when those wastewater treatment plants are in full compliance of discharge permits. For example, currently

the RDN is undertaking a facility upgrade to institute secondary treatment at the Greater Nanaimo Pollution Control Centre (GNPCC) and this update is expected to cost approximately \$82,000,000.

Given the complexity of the issue and the lack of detail presented within the Intentions Paper, the RDN expects that any movement on the proposed addition of new standards must be accompanied with additional stakeholder consultation.

3.2 Land application (see Intentions Paper page 7 to 8). Do you have any comments or suggestions regarding this topic?

The RDN would like the ministry to provide clarity on the intended definition of “agronomic requirements”. In our opinion, the agronomic rate should be at the Qualified Professional’s (QP) discretion. The QP is best suited to determine the site-specific criteria upon which an agronomic rate may be determined. For example, the QP may use one of the following criteria for determination of an agronomic application rate:

- Agronomic nutrient uptake of the crop
- Agronomic requirements for soil organic matter in cases where the soil is depleted of organic matter
- Existing soil nutrient concentrations (i.e., soil phosphorus, soil nitrogen)

The ministry should ensure that the QP has the ability to define the agronomic requirements within the Land Application Plan.

The limiting of application rates to agronomic requirements does not take into account all of the potential benefits of biosolids applications. The regulation should allow for flexibility and include rates that exceed agronomic rates based on plant nutrient requirements: for example, the regulation should allow for a soil-building biosolids application rate that takes into account other considerations such as additions of organic matter and building the soil microbial community. Based on a strict reading of the proposed change (i.e., agronomic rate), the OMRR would not have a mechanism in place to enable biosolids-based reclamation of mine sites or aggregate pits that *do not* exceed the soil quality criteria (and are therefore ineligible for the approval or permitting process). Soil-building biosolids application rates could be restricted to a one-time application per area.

In the Intentions Paper, the ministry suggests that land application plans (LAPs) must include a contingency plan in the event of non-compliance. The RDN agrees with the ministry’s intention to require inclusion of contingency planning in the LAP; however, it is unclear if the contingency is to be developed for the biosolids (i.e., non-complaint biosolids) or the site (i.e., non-compliant soil quality). The ministry should provide clarification on this intention and specify what is to be addressed in the contingency plan and methods of achieving the contingency. It is recommended that contingency methods be identified for non-compliant biosolids (e.g., landfilling or mixing of non-compliant biosolids with compliant biosolids such that the resulting material is OMRR-compliant).

The RDN would like a clear definition for how the ministry defines non-compliance. For example, the Greater Nanaimo Pollution Control Centre (GNPCC), one of the wastewater treatment plants managed by the RDN, produces approximately 3,200 bulk tonnes or 860 dry tonnes of Class B biosolids. According to the existing regulation, whereby biosolids must be characterized once for every 1,000 dry tonnes per year, one sample of GNPCC biosolids is required to be collected as a

minimum. The RDN asserts that one sampling event should not deem the entire annual production of biosolids “non-compliant” in the case where a parameter is exceeded. Instead, the RDN recommends that an annual average based on at least three samples be used instead. At the very least, a determination of non-compliance should be suspended until the potential issue can be confirmed by additional sampling.

The ministry indicates that all plans, reports, and specifications associated with a LAP must be kept up to date with notification of any change within 30 days. The RDN requests that the ministry provide additional information on what constitutes a change to the LAP that would require notification (e.g. application rate, land parcel). It is our suggestion that the ministry differentiate between a minor change and major change. Major changes would require notification to the ministry within 30 days (e.g., change in parcel that will receive biosolids applications) and minor changes (e.g., changes in biosolids source or site crop) can be noted in the post-application QP letter that will be sent to the ministry.

Our interpretation of this section of the intentions paper is that a LAP may be prepared for a specified site and annual notifications of schedules 7 and 13 may be provided for each year of operation.

3.3 Mine site reclamation and landfill closure (see Intentions Paper page 8). Do you have any comments regarding this topic?

Mine reclamation and landfill closure are opportunities for the beneficial use of biosolids and should be enabled. There are several points from the intention paper that require clarification.

It is unclear whether a permit or approval would follow the existing process for a waste discharge permit or approval application. The RDN asserts that biosolids are a beneficial resource and should not be considered a waste for discharge and requests clarification on the permit or approval process. Additionally, the application for an approval should be time-sensitive (as for LAP notification), and a decision from the ministry and issuance of the permit or approval which enables biosolids applications to the site should be received by the applicant within a 90-day period.

In regards to landfill closure, biosolids would typically be used in a fabricated soil or reclamation mix placed at a specified depth for final cover. The ministry should recognize that the “post-application” soil is the same as the material which is placed as a growth medium layer (i.e., growth medium is typically placed at a depth of 30 cm). Therefore an allowance for permitted biosolids management in landfill closure scenarios where soil quality exceeds OMRR soil criteria is confusing and it is not clear that it is necessary.

As mentioned under Section 3.2, the proposal to limit application rate to an agronomic maximum would potentially not allow for mine reclamation and landfill closure using biosolids application rates which exceed an agronomic rate for sites that *do not* exceed specified soil quality standards (these sites would not require a permit or approval). The ministry should allow for a one time soil-building application rate for mine sites and landfill closures. The RDN recommends strongly that placement of fabricated soil or reclamation mix be enabled through the existing LAP process where OMRR criteria for post-application soil (i.e., the characteristics of the mix itself) are met.

4. NOTIFICATION UNDER OMRR

The ministry has received feedback from stakeholders that existing notification requirements in the OMRR are inadequate and there is a need for the regulation to provide increased public transparency.

4.1.1 Composting facilities (see Intentions Paper page 8).

(a) Do you have any comments regarding the ministry’s intention to amend the OMRR and include notification provisions for composting facilities?

The RDN supports the intention to amend the OMRR to include notification provision for composting facilities.

It is our understanding that a notification process is a provision of information only (e.g. the existing notification provision for a LAP under OMRR) and that if all regulatory criteria are met, the proposed work can proceed as described following the end of the notification period.

(b) Please indicate your level of support for the proposed notification provision for composting facilities.

Please select one box from the scale below (1= Not at all supportive; 6= Extremely supportive)

	1	2	3	4	5	6	
Not at all supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extremely supportive

(c) What are the reasons for your choice in question 4.1.1(b)?

The RDN values transparency and agrees with the ministry that the industry should provide increased public notification and the OMRR should include notification requirements. However, the RDN would like to ensure clear specifications for how notification is to occur, to whom notification is to be provided, and the required follow-up actions if comments or questions are received following notification.

As per our response to Section 3.2 above, the ministry indicates that all plans, reports, and specifications associated with a LAP must be kept up to date with notification of any change within 30 days. The RDN requests that the ministry provide additional information on what constitutes a change to the LAP that would require notification (e.g. application rate, land parcel). It is our suggestion that the ministry differentiate between a minor change and major change. Major changes would require notification to the ministry within 30 days (e.g., change in parcel that will receive biosolids applications) and minor changes (e.g., changes in biosolids source or site crop) can be noted in the post-application QP letter that will be sent to the ministry.

4.1.2 Land application (see Intentions Paper pages 8 to 9).

(a) Do you have any comments regarding the ministry’s intention to amend the OMRR and include notification provisions for land application and distribution of managed organic matter?

The RDN supports the requirement that LAPs and post-application certification be submitted to the Ministry, Agricultural Land Commission, Health Authority, and landowner, as appropriate.

The RDN would like the ministry to clarify if Medical Health Officers will have the authority to halt land application at a specific site. If this is the case, then the ministry should provide additional stipulations: e.g., Medical Health Officers must make a decision in the specific interests of human health based on scientific research and there should be an opportunity to remediate the source of concern or add additional management approaches to the LAP to satisfy the Medical Health Officer.

The RDN supports the ministry’s intention to require written certification to confirm that the LAP was followed and has historically submitted a post-application report to the ministry as part of its biosolids management program. The RDN suggests that this written certification be submitted in a more accommodating timeline of 180 days. The extended timeline allows for the collection of post-application soil samples, if required, for inclusion in the written certification letter.

Comments on notifying the ministry of changes to the LAP are provided in response to 3.2.

The RDN supports the requiring notification of land application of BGM and Class A compost in volumes exceeding 5,000 m³.

(b) Please indicate your level of support for the proposed notification provisions for land application and distribution of organic matter.

Please select one box from the scale below (1= Not at all supportive; 6= Extremely supportive)

	1	2	3	4	5	6	
Not at all supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extremely supportive

(c) What are the reasons for your choice in question 4.1.2(B)?

The RDN agrees that the industry should provide increased public transparency and the OMRR should include notification requirements. The requirement for notification should be clearly outlined in the OMRR including how notification is to occur and the required follow-up actions if comments or questions are received following notification.

4.2 Engagement with First Nations (see Intentions Paper page 9). Do you have any comments regarding this topic?

In the Intentions Paper, Section 4.2 on page 9 uses the term “notification” with respect to First Nations; the current question (above) uses the term “engagement” instead. We have assumed in our response that the term “notification”, as used in the Intentions Paper, is what is meant as the two

terms differ in their requirements.

The RDN supports the ministry's intention to include notification of First Nations in the OMRR. The ministry must include a clear description of what is required to be provided by the party conducting the notification (e.g., the LAP and Schedules 7 and 13).

It is important that the notification requirements and process be clearly outlined in the OMRR (e.g., how First Nations are to be identified for notification, what information is to be provided, how responses are to be addressed).

The RDN would like the ministry to clearly state its position and / or expectations for how questions raised in the notification process are to be addressed by the person or agency completing the notification. It is our understanding that work may proceed following the notification process and that responses should be provided as part of Best Management Practices but are not explicitly required under notification.

It is our understanding that as part of the notification process, LAPs will be made available online. The RDN supports the posting of LAPs online and currently makes the Land Application Plan for its biosolids management program available on a publically accessible RDN website. The ministry should clarify when the LAPs will be made available. The RDN supports making LAPs publically available online *following* the 30-day notification period as there may be changes made to the LAP during the 30-day period.

The ministry should ensure that the regulation clearly defines this process as a notification process as opposed to consultation.

The ministry should maintain a list of First Nations requiring notification depending on the location of the project site and contact information for each First Nation. It should be the ministry's responsibility to provide industry and stakeholders with appropriate contact points for notification. Alternatively, the ministry should identify tools and protocols for identifying First Nations requiring notification in order to assure timely, consistent, and relevant practices.

The ministry should consider whether existing communications protocols between biosolids generators and local First Nations could be jeopardized by rigid notification requirements and make an allowance for notification activities to follow existing protocols where it is deemed appropriate by the proponent.

5. SAMPLING, MONITORING, AND RECORD KEEPING

5.1 Sampling and monitoring requirements (see Intentions Paper page 9).

(a) Do you have any comments or suggestions regarding the proposed revisions to sampling requirements?

The ministry should provide clarification that sampling of the finished product based on volume rather than mass is in regards to compost and BGM and not biosolids (bullet point 2, Section 5.1). It is the RDN's position that biosolids sampling requirements should be consistent with the current practice which has previously been based on mass and which has provided accurate tracking of biosolids. In addition, tracking of biosolids production and transport is based on mass using weigh

scales purchased by the RDN, and is generally considered more accurate than tracking based on volume. The RDN supports the use of wet tonnes as well as dry tonnes for determination of sampling frequency as all tracking is already done on this basis and it is unlikely that volumetric tracking will improve the accuracy.

Regarding the fecal coliform requirements, it is assumed that this proposed change is directed at Class A biosolids only and represents a clarification in language in OMRR, although this is not clear in the Intentions Paper. This requires clarification. We agree with the change from representative to discrete samples for fecal coliform to align the criteria with Class B requirements. If this proposal is not enacted, the ministry should provide clarity in the OMRR about how to define a representative sample given that there is generally only a small volume of material available for sampling at any given time. The RDN supports the existing requirement for Class B biosolids that the fecal coliform limit be met by a geometric mean of seven discrete samples.

(b) Do you have any comments or suggestions regarding the proposed requirements for confirmatory soil sampling and monitoring?

It is the RDN's position that if all requirements in the OMRR are met, no post-application soil, vegetation, water, or other environmental monitoring is required. If this change is enacted, the ministry should provide direction in the OMRR in regard to what additional monitoring will be required and for how long.

5.2 Record-keeping requirements (see Intentions Paper pages 9). Do you have any comments regarding this topic?

The proposed record-keeping requirements would be feasible for the RDN.

Providing soil samples to the ministry is a confidentiality issue. All landowners using biosolids would be required to have their soil data provided to the ministry and potentially distributed to others through a Freedom of Information request. Currently, a LAP must specify the pre-application soil concentrations of OMRR Schedule 4 substances as well as projected post-application soil concentrations; these site average datasets should continue to be the only requirement for submission of soil data (along with pH and electrical conductivity). As per the response in Section 5.1 (b) above, the RDN does not support additional post-application monitoring if OMRR requirements have been met under a LAP.

6. UPDATES TO TECHNICAL STANDARDS

The proposed amendments will ensure that the OMRR is consistent and harmonized with national and provincial standards, legislation, and regulations.

6.1 Consistency of schedules with other national standards and regulations (see Intentions Paper page 10). Do you have any comments regarding this topic?

The RDN has no comments in response to this topic.

6.2 Consistency with the Contaminated Sites Regulation (see Intentions Paper page 10). Do you have any comments regarding this topic?

The RDN has no comments in response to this topic.

6.3 Consistency with the Agricultural Waste Control Regulation (see Intentions Paper page 10). Do you have any comments regarding this topic?

The RDN has no comments in response to this topic.

7. ADDITIONAL HOUSEKEEPING CHANGES

Do you have any comments or suggestions regarding the proposed housekeeping changes (see Intentions Paper page 10)?

The ministry should provide clarification of the intent and consequence of using the definition of “drinking water source” from the *Drinking Water Protection Act*. As the current definition refers to “a stream, reservoir, well or aquifer from which drinking water is taken”, it is the RDN’s position that the requirements in the OMRR for water protection (i.e., 1-m separation of groundwater and 30-m setbacks from water sources) are sufficient to protect drinking water sources. The ministry should indicate whether adopting this definition will have consequences for land applications of managed organic matter within aquifers and watersheds where water diversion permits or wells are used as domestic water sources.

8. DEVELOPMENT OF GUIDANCE

Do you have any comments or suggestions regarding development of guidance (see Intentions Paper pages 10 to 11)?

The RDN believes that the guidelines and best management practices that support OMRR are important documents that support the intended use of the regulation. The RDN agrees with the ministry that best management practices and guidance documents should be updated as the regulation is updated to ensure the guidelines remain current.

9. ASSURING COMPLIANCE

Do you have any comments regarding this topic (see Intentions Paper page 11)?

The RDN supports the proposals for compliance contained in the Policy Intentions Paper, including:

- the submission of all plans, reports, and specifications;
- increased public access to these documents;
- contingency in the management of biosolids as detailed in our response to question 3.2 above; and,
- compliance reviews and inspections.

ADDITIONAL COMMENTS

Do you have any additional comments or suggestions for the ministry regarding the proposed revisions to the regulation?

The RDN considers it important for the ministry to express the rationale behind proposed changes so that effective alternatives for achieving those goals may be identified. In addition, given the range of comments and requests for clarification, it is important that another round of consultation be undertaken before issuing the revised regulation.

The RDN supports the implementation of changes to the OMRR with the following principles in mind: enabling the beneficial use of biosolids, ensuring that quality criteria and requirements provide adequate risk mitigation, and requiring science-based decision-making. The ministry should consider the potential impact of its amendments on the economic viability of resource recovery solutions.

BACKGROUND AND AREA OF INTEREST

Please select the appropriate boxes to describe your primary interest in the ministry's update:

- Work for a regional district
Please describe (e.g., planning, engineering): Wastewater Services

- Work for a municipality
Please describe (e.g., planning, engineering): _____

- Work for a government regulatory agency (other than local)
Please describe (e.g., federal, provincial): _____

- Work for a public sector organization
Please describe (e.g., health authority, education institution, Crown corporation):

- First Nation
Please describe: _____

- Work in the waste management industry (private sector)
Please describe the type of goods or services that you provide: _____

- Work in the agricultural sector
Please describe: _____

- Involvement or work for an environmental or community interest group
Please describe: _____

- Other interest
Please describe: _____

TO: Regional District of Nanaimo Board **DATE:** November 23, 2016

FROM: Kristy Marks
Planner **MEETING:** December 6, 2016

FILE: PL2014-087

SUBJECT: Zoning Amendment Application No. PL2014-087
Lot 1, District Lot 90, Newcastle District, Plan EPP41641
Horne Lake Road and Inland Island Highway – Electoral Area ‘H’
Amendment Bylaw 500.398, 2015 – Adoption

RECOMMENDATION

That the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015”.

PURPOSE

To consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015” for adoption.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd. on behalf of Huock Estates Ltd. to rezone the subject property from Rural 1 Zone (RU1) to, Subdivision District ‘B’ to Rural 6 Zone (RU6), Subdivision District ‘D’ in order to facilitate a five lot subdivision. Amendment Bylaw No. 500.398 was introduced and given first and second reading on April 28, 2015, (see Attachment 1). A Public Hearing was held on May 19, 2015 and the bylaw received third reading on May 26, 2015. The Ministry of Transportation and Infrastructure approved the bylaw on September 23, 2016.

Following the close of a Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing eligible Board members may vote on the bylaw.

As a condition of rezoning approval, and prior to the adoption of the bylaw, the applicant was required to secure the following by way of registration of a *Land Title Act* Section 219 covenant:

1. Agricultural Land Reserve buffers and a farm use disclosure statement.
2. A 15.0 metre setback for buildings and structures to the Inland Island Highway.

3. Development in general compliance with the proposed plan of subdivision.
4. The requirement for wells to be installed and tested prior to subdivision approval.
5. Provision of either land for a rest area, or \$5,000 toward parks improvements to be provided as a community amenity contribution prior to subdivision approval.

The applicant has satisfied the conditions of approval through registration of a covenant containing the conditions outlined above. As such, the bylaw is presented to the Board for consideration for adoption.

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015".
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015".

SUMMARY/CONCLUSIONS

The proposed Amendment Bylaw No. 500.398 would rezone the subject property from Rural 1 Zone (RU1), Subdivision District 'B' to Rural 6 Zone (RU6), Subdivision District 'D' to facilitate a five lot subdivision. The amendment bylaw was introduced and read two times on April 28, 2015, proceeded to Public Hearing on May 19, 2015 and received third reading on May 26, 2015. The amendment bylaw was approved by the Ministry of Transportation and Infrastructure on September 23, 2016 and the applicant has completed the conditions of approval. Given that the applicant has completed the conditions of approval, it is recommended that the Board adopt Amendment Bylaw No. 500.398, 2015.



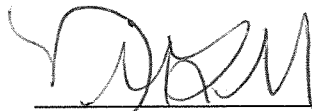
Kristy Marks
kmarks@rdn.bc.ca



G. Garbutt, General Manager
Strategic & Community Development



J. Holm
Manager, Current Planning



P. Carlyle
Chief Administrative Officer

Attachment 1
Proposed Amendment Bylaw No. 500.398, 2015

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.398, 2015**

**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. 500.398, 2015”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 - 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as:

Lot 1 District Lot 90 Newcastle District Plan EPP41641

From Rural 1 (RU1) Subdivision District ‘B’ to Rural 6 (RU6) Subdivision District ‘D’

Introduced and read two times this 28th day of April, 2015.

Public Hearing held this 19th day of May, 2015.

Read a third time this 26th day of May, 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 23rd day of September, 2016.

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

- Animal Control Services
- Building Inspection
- Bylaw Enforcement
- GIS and Mapping Services
- Noise Regulation
- Nuisance Control
- Unsightly Premises
- Emergency Planning

In accordance with the service agreements (see Attachment 2 – Service Agreements), staff resources will be allocated to administer and enforce the designated bylaws and provide the specified services to the District of Lantzville. To continue providing these services, it is proposed that the service agreements, as attached to this report, be approved for a period of two years beginning January 1, 2017 and ending December 31, 2018.

ALTERNATIVES

1. Approve the service agreements between the Regional District of Nanaimo and the District of Lantzville.
2. Not enter into service agreements with the District of Lantzville.

FINANCIAL IMPLICATIONS

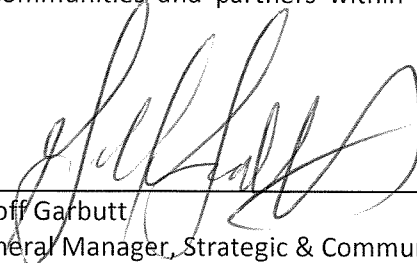
Service agreements are being proposed that will maintain a contractual relationship between the RDN and District of Lantzville to provide specific services and enforce designated bylaws within the incorporated boundaries of the District of Lantzville until the end of 2018. Each service agreement provides a cost recovery mechanism consistent with the assessed value (property) formulas used in establishing the cost of delivering the services in the Electoral Areas. Current RDN resource levels are sufficient to deliver the services and the related costs and revenues are factored into the 2017 budget.

STRATEGIC PLAN IMPLICATIONS

Providing contract services to the District of Lantzville aligns with the Board’s Strategic Plan to focus on relationships and improved communication with the communities and partners within the Regional District.



Tom Armet
Manager, Building & Bylaw Services
tarmet@rdn.bc.ca

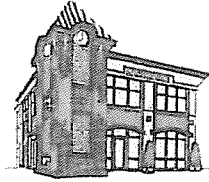


Geoff Garbutt
General Manager, Strategic & Community
Development



P. Carlyle
Chief Administrative Officer

Attachment 1 – Letter



District of Lantzville
Incorporated June 2003

November 30, 2016

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

Attention: Joan Harrison, Director of Corporate Services

Dear Joan:

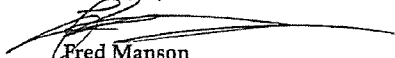
Re: Request to Renew Service Agreements

Pursuant to 'Part 2 - Renewal' of the service agreements identified below, please accept this correspondence as the District of Lantzville's formal request to renew the agreements between the Regional District of Nanaimo and the District of Lantzville for an additional two-year term commencing January 1, 2017 and terminating December 31, 2018 as follows.

- Animal Control Services
- Building Inspection
- Bylaw Enforcement
- House Numbering
- GIS/Mapping
- Noise Regulation
- Nuisance Control
- Unsanitary Premises; and
- Emergency Planning Services

We look forward to receiving the proposed service agreements at your earliest opportunity.

Yours truly


Fred Manson
Interim Chief Administrative Officer
District of Lantzville

File: 2240-20-01
Q:\DISTRICT OF LANTZVILLE\Correspondence\2016\RDN.agreement renewals.doc
c: T. Coates, Director of Corporate Administration
G. Garbutt, General Manager Strategic & Community Development, RDN
T. Armet, Manager, Building, Bylaw and Emergency Planning Services, RDN

Attachment 2 – Service Agreements

ANIMAL CONTROL SERVICES

THIS AGREEMENT made as at the _____ day of _____ 2017.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
of 6300 Hammond Bay Road
in the City of Nanaimo
Province of British Columbia V9T 6N2

(hereinafter called "RDN")

OF THE FIRST PART

AND:

DISTRICT OF LANTZVILLE
of 7192 Lantzville Road
in the District of Lantzville
Province of British Columbia V0R 2H0

(hereinafter called "Lantzville")

OF THE SECOND PART

WHEREAS:

- A. RDN, under Section 176(1)(b) and 837 of the *Local Government Act*, may enter into an Agreement with a Municipality to provide to the Municipality a service that is a work or service within the powers of the Municipality;
- B. Letters Patent incorporating Lantzville and Supplementary Letters patent issued to RDN, both under Order in Council No. 0369, 3rd of April, 2003, establish a contract between Lantzville and RDN whereby RDN will administer regulatory bylaw listed in Schedule 'A' attached to this Agreement (the "Bylaw") in force and effect at the time of incorporation of Lantzville, within and on behalf of Lantzville, as described in Section 14.2 of the Lantzville Letters Patent and the parties wish to continue this contract; and,
- C. The Bylaws are within the powers of Lantzville;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree with the other as follows:

1. Term

This Agreement is for a term commencing on the 1st day of January 2017 and terminating the 31st day of December 2018.

2. Renewal

Lantzville shall notify RDN in writing on or before the 31st day of October 2018 if it wishes to renew this Agreement for a further period and shall propose terms to be included in the renewal. The renewal shall be conditional upon agreement by RDN to all of the terms and conditions of the renewal.

3. Termination

If Lantzville does not give notice to RDN of renewal pursuant to Section 2 of this Agreement the services provided under it shall terminate on December 31st, 2018.

4. RDN Covenants

RDN shall:

- (a) provide all Services from its offices at 6300 Hammond Bay Road, Nanaimo;
- (b) administer and enforce the Bylaws shown on Schedule 'A' attached hereto, and shall exercise the powers contained within the Bylaws for and on behalf of Lantzville;
- (c) administer any animal control agreement or service contract related to animal control services;
- (d) provide all Services to Lantzville in a competent, careful and professional manner equivalent to the standard of Services provided by RDN within Electoral Areas;
- (e) designate the General Manager, Strategic and Community Development, subject to direction by RDN Board, as the primary contact with the District of Lantzville, with respect to the Services.

5. Lantzville Covenants

Lantzville shall:

- (a) pay to RDN in consideration of the performance by RDN of the Services, the pro rata share of the cost of the service based on the converted assessments as shared among Regional District of Nanaimo Electoral Areas 'A', 'B', 'C' and the District of Lantzville.
- (b) pay to RDN the specified amount calculated under clause (a) at the same time as it remits the Regional District's annual requisition;

- (c) where Lantzville Council passes a resolution authorizing that legal action be commenced, Lantzville shall retain legal counsel to undertake the work to a standard set out in the resolution and the RDN will give support to the action by conducting investigations, providing evidence and reviewing documents as required by legal counsel for Lantzville;
- (d) pay to the RDN any costs incurred by the RDN as result of direction given by legal counsel for Lantzville, including costs for appearances and expenses, or incidental costs related to the gathering of evidence or to defend the actions of the RDN, and;
- (e) appoint those persons designated by the RDN to enforce the Bylaws as authorized officers.

6. Indemnity

Lantzville shall release, discharge, indemnify and save harmless RDN from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:

- (a) the provision of the Services by RDN; and,
- (b) failure by Lantzville to enforce the provisions of the Bylaws or any one of them.

7. Insurance

Lantzville shall:

- (a) take out and maintain, during the term of this Agreement, liability insurance to cover the indemnity given to RDN in Section 6 of this Agreement, in the amount of not less than 5 million dollars per single occurrence, naming RDN as an insured party thereto, and shall provide RDN with a certified copy of the policy;
- (b) the policy of insurance under sub-clause (a) shall contain a waiver of subrogation clause in favour of RDN and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving RDN thirty (30) days prior written notice; and,
- (c) if both Lantzville and RDN have claims to be indemnified under any insurance required by this Agreement, shall apply the indemnity first to the settlement of the claim of RDN and the balance, if any, to the settlement of the claim of Lantzville.

8. Limits on Liability

Lantzville and RDN acknowledge and agree that:

- (a) RDN is liable only for Services rendered by RDN in a negligent manner or for advice negligently given; and,
- (b) Lantzville is liable only for failure to enforce any of the Bylaws or for matters arising out of the amendment of any of the Bylaws or the enactment of any replacement Bylaw for which Services are provided by RDN.

9. Binding Effect

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Schedule 'A'

Bylaw No.	Date of Adoption	Citation
1066	March 11, 1997	Animal Control Regulatory Bylaw No. 1066, 1996
1418	May 24, 2005	RDN Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005
100	February 25, 2013	District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012".

BUILDING INSPECTION

THIS AGREEMENT made as at the _____ day of _____ 2017.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
of 6300 Hammond Bay Road
in the City of Nanaimo
Province of British Columbia V9T 6N2

(hereinafter called "RDN")

OF THE FIRST PART

AND:

DISTRICT OF LANTZVILLE
of 7192 Lantzville Road
in the District of Lantzville
Province of British Columbia V0R 2H0

(hereinafter called "Lantzville")

OF THE SECOND PART

WHEREAS:

- A. RDN, under Section 176(1)(b) and 837 of the *Local Government Act*, may enter into an Agreement with a Municipality to provide to the Municipality a service that is a work or service within the powers of the Municipality;
- B. Letters Patent incorporating Lantzville and Supplementary Letters patent issued to RDN, both under Order in Council No. 0369, 3rd of April, 2003, establish a contract between Lantzville and RDN whereby RDN will administer regulatory bylaws listed in Schedule 'A' attached to this Agreement (the "Bylaws") in force and effect at the time of incorporation of Lantzville, within and on behalf of Lantzville, as described in Section 14.2 of the Lantzville Letters Patent; and
- C. The Bylaws are within the powers of Lantzville;

NOW THEREFORE the parties hereto in consideration of the performance of covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree with the other as follows:

1. Term

This Agreement is for a term commencing on the 1st day of January 2017 and terminating the 31st day of December 2018.

2. Renewal

Lantzville shall notify RDN in writing on or before the 31st day of October 2018 if it wishes to renew this Agreement for a further period and shall propose terms to be included in the renewal. The renewal shall be conditional upon agreement by RDN to all of the terms and conditions of the renewal.

3. Termination

If Lantzville does not give notice to the RDN of renewal pursuant to Section 2 of this Agreement then the services provided under it shall terminate on December 31st, 2018. On termination of this Agreement, RDN shall turn over responsibility for the completion of all active building permit files (“active permits”) to Lantzville on the following terms and conditions:

- (a) Lantzville shall cause its Building Inspector to review all applications in respect of active permits to confirm that the plans comply with the Building Code and shall not rely upon the issuance of a building permit by the RDN as representation of such compliance;
- (b) RDN shall deliver to Lantzville 40% of the permit fee where the permit has been issued but no inspections have yet been carried out; and
- (c) RDN shall deliver to Lantzville 20% of the permit fee where framing inspections have been completed; and,
- (d) Lantzville shall release and save harmless the RDN, its agents and employees from and against any claims, causes of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of any claim in relation to any Active Permit.

4. RDN Covenants

RDN shall:

- (a) provide all Services from its offices at 6300 Hammond Bay Road, Nanaimo;
- (b) administer and enforce the Bylaws as shown on Schedule ‘A’ attached hereto, and shall exercise the powers contained within the Bylaws for and on behalf of Lantzville;
- (c) provide all Services to Lantzville in a competent, careful and professional manner equivalent to the standard of Services provided by the RDN within the Electoral Areas;
- (d) designate the General Manager, Strategic and Community Development, subject to direction by the RDN Board, as the primary contact with the District of Lantzville, with respect to the Services;

5. Lantzville Covenants

Lantzville shall:

- (a) pay to the RDN in consideration of the performance by RDN of the Services, the cost of the Services in an amount calculated by multiplying the rate per thousand payable by the

Electoral Areas for Building Policy and Advice Administration times the converted values of the District of Lantzville reported to the RDN on the BC Assessment Statutory Report RG734.

- (b) pay to the RDN the specified amount under clause (a) at the same time as it remits the Regional District's annual requisition.
- (c) where Lantzville Council passes a resolution authorizing that legal action be commenced, Lantzville shall retain legal counsel to undertake the work to a standard set out in the resolution and the RDN will give support to the action by conducting investigations, providing evidence and reviewing documents as required by legal counsel for Lantzville;
- (d) pay to the RDN any costs incurred by the RDN as result of direction given by legal counsel for Lantzville, including costs for appearances and expenses, or incidental costs related to the gathering of evidence or to defend the actions of the RDN;
- (e) appoint those persons designated by the RDN to enforce the Bylaws as authorized officers.

6. Indemnity

Lantzville shall release, discharge, indemnify and save harmless RDN from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:

- (a) the provision of the Services by RDN;
- (b) the provision of the Building Inspection Services by the RDN when interpreting and administering the bylaws, and exercise the powers contained within the bylaws for and on behalf of Lantzville as it relates to Building Inspection; and,
- (c) failure by Lantzville to enforce the provisions of the Bylaws or any one of them.

7. Insurance

Lantzville shall:

- (a) take out and maintain, during the term of this Agreement, liability insurance to cover the indemnity given to RDN in Section 6 of this Agreement, in the amount of not less than 5 million dollars per single occurrence, naming RDN as an insured party thereto, and shall provide RDN with a certified copy of the policy;
- (b) the policy of insurance under sub-clause (a) shall contain a waiver of subrogation clause in favour of RDN and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving RDN thirty (30) days prior written notice; and,
- (c) if both Lantzville and RDN have claims to be indemnified under any insurance required by this Agreement, shall apply the indemnity first to the settlement of the claim of RDN and the balance, if any, to the settlement of the claim of Lantzville.

8. Limits on Liability

Lantzville and RDN acknowledge and agree that:

- (a) RDN is liable only for Services rendered by the RDN in a negligent manner or for advice negligently given; and,

(b) Lantzville is liable only for failure to enforce any of the Bylaws or for matters arising out of the amendment of any of the Bylaws or the enactment of any replacement Bylaw for which Services are provided by RDN.

9. Binding Effect

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of)
REGIONAL DISTRICT OF NANAIMO)
was affixed hereto in the)
presence of:)
)
)
)
)
)
)
_____)

Chairperson)
)
)
)
_____)

Corporate Officer

The Corporate Seal of)
THE DISTRICT OF LANTZVILLE)
was hereunto affixed in the)
presence of:)
)
)
)
)
)
_____)

Mayor)
)
)
)
)
_____)

Chief Administrative Officer

Schedule 'A'

Bylaw No.	Date of Adoption	Citation
1250	June 22, 2010	RDN Building Regulations Bylaw No. 1250, 2010
1595	June 22, 2010	RDN Building Regulations Fees and Charges Bylaw No. 1595, 2010
1469	March 28, 2006	RDN Floodplain Management Bylaw No. 1469, 2006
1418	May 24, 2005	RDN Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005
100	February 25, 2013	District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012".

BYLAW ENFORCEMENT

THIS AGREEMENT made as at the _____ day of _____ 2017.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
of 6300 Hammond Bay Road
in the City of Nanaimo
Province of British Columbia V9T 6N2

(hereinafter called "RDN")

OF THE FIRST PART

AND:

DISTRICT OF LANTZVILLE
of 7192 Lantzville Road
in the District of Lantzville
Province of British Columbia V0R 2H0

(hereinafter called "Lantzville")

OF THE SECOND PART

WHEREAS:

- A. RDN, under Section 176(1)(b) and 837 of the *Local Government Act*, may enter into an Agreement with a Municipality to provide to the Municipality a service that is a work or service within the powers of the Municipality;
- B. Letters Patent incorporating Lantzville and Supplementary Letters patent issued to RDN, both under Order in Council No. 0369, 3rd of April, 2003, establish a contract between Lantzville and RDN whereby RDN will administer the regulatory bylaw listed in Schedule 'A' to this Agreement (the "Bylaws") in force and effect at the time of incorporation of Lantzville, within and on behalf of Lantzville, as described in Section 14.2 of the Lantzville Letters Patent; and
- C. The Bylaws are within the powers of Lantzville;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree with the other as follows:

1. Term

This Agreement is for a term commencing on the 1st day of January 2017 and terminating the 31st day of December 2018.

2. Renewal

Lantzville shall notify RDN in writing on or before the 31st day of October 2018 if it wishes to renew this Agreement for a further period and shall propose terms to be included in the renewal. The renewal shall be conditional upon agreement by RDN to all of the terms and conditions of the renewal.

3. Termination

If Lantzville does not give notice to the RDN of renewal pursuant to Section 2 of this Agreement, the services provided under it shall terminate on December 31st, 2018.

4. RDN Covenants

RDN shall:

- (a) provide all Services from its offices at 6300 Hammond Bay Road, Nanaimo;
- (b) administer and enforce the Bylaws shown on Schedule 'A' attached hereto, and shall exercise the powers contained within the Bylaws for and on behalf of Lantzville;
- (c) provide all Services to Lantzville in a competent, careful and professional manner;
- (d) designate the General Manager, Strategic and Community Development, subject to direction by the RDN Board, as the primary contact with Lantzville, with respect to the Services.

5. Lantzville Covenants

Lantzville shall:

- (a) pay to RDN in consideration of the performance by RDN of the Services, amounts calculated in accordance with Schedule 'B' attached hereto;
- (b) pay to RDN the specified amount calculated under clause (a) at the same time as it remits the Regional District's annual requisition;
- (c) where Lantzville Council passes a resolution authorizing that legal action be commenced, Lantzville shall retain legal counsel to undertake the work to a standard set out in the resolution and the RDN will give support to the action by conducting investigations, providing evidence and reviewing documents as required by legal counsel for Lantzville;
- (d) pay to the RDN any costs incurred by the RDN as result of direction given by legal counsel for Lantzville, including costs for appearances and expenses, or incidental costs related to the gathering of evidence or to defend the actions of the RDN, and;
- (e) appoint those persons designated by RDN to enforce the Bylaws as authorized officers.

6. Indemnity

Lantzville shall release, discharge, indemnify and save harmless RDN from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:

- (a) the provision of the Services by RDN; and
- (b) failure by Lantzville to enforce the provisions of the Bylaws or any one of them.

7. Insurance

Lantzville shall:

- (a) take out and maintain, during the term of this Agreement, liability insurance to cover the indemnity given to RDN in Section 6 of this Agreement, in the amount of not less than 5 million dollars per single occurrence, naming RDN as an insured party thereto, and shall provide RDN with a certified copy of the policy;
- (b) the policy of insurance under sub-clause (a) shall contain a waiver of subrogation clause in favour of RDN and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving RDN thirty (30) days prior written notice; and,
- (c) if both Lantzville and RDN have claims to be indemnified under any insurance required by this Agreement, shall apply the indemnity first to the settlement of the claim of RDN and the balance, if any, to the settlement of the claim of Lantzville.

8. Limits on Liability

Lantzville and RDN acknowledge and agree that:

- (a) RDN is liable only for Services rendered by the RDN in a negligent manner or for advice negligently given; and
- (b) Lantzville is liable only for failure to enforce any of the Bylaws or for matters arising out of the amendment of any of the Bylaws or the enactment of any replacement Bylaw for which Services are provided by RDN.

9. Binding Effect

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of)
REGIONAL DISTRICT OF NANAIMO)
was affixed hereto in the)
presence of:)
)
)
_____)
Chairperson)
)
)
_____)
Corporate Officer

The Corporate Seal of)
THE DISTRICT OF LANTZVILLE)
was hereunto affixed in the presence of:)
presence of:)
)
)
_____)
Mayor)
)
)
_____)
Chief Administrative Officer)

Schedule 'A'

Bylaw No.	Date of Adoption	Citation
972	December 12, 1995	RDN Nuisance Control Extended Service Establishment Bylaw No. 972, 1995
1073	March 11, 1997	Unsightly Premises Regulatory Bylaw No. 1073, 1996
1265	May 14, 2002	RDN Electoral Area D Noise Control Regulatory Bylaw No. 1265, 2002
60	November 14, 2005	District of Lantzville Zoning Bylaw No. 60, 2005
28	October 25, 2004	District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2004
1418	May 24, 2005	RDN Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005
100	February 25, 2013	District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012"

Schedule 'B'

With respect to the Bylaws listed in Schedule 'A', the amount payable by the District of Lantzville shall be calculated as follows:

3% (3 percent) of the total budgeted cost of Bylaw Enforcement for the year

The amount calculated above is estimated at \$9,061 for 2017. The amount payable in 2018 will be the amount calculated in accordance with the formula set out in (2) above.

EMERGENCY PLANNING SERVICES

THIS AGREEMENT is dated for reference on the ____ day of _____, 2014.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

(hereinafter called "RDN")

OF THE FIRST PART

AND:

DISTRICT OF LANTZVILLE
7192 Lantzville Road
Lantzville, B.C. V0R 2H0

(hereinafter called "Lantzville")

OF THE SECOND PART

WHEREAS

- A. The Lantzville Letters Patent and the RDN Supplementary Letters Patent, referred to the transferred jurisdiction for management of development within Lantzville from RDN to Lantzville;
- B. RDN, under Section 176(1)(b) and 837 of the *Local Government Act*, may enter into an Agreement with a Municipality to provide to the Municipality a service that is a work or service within the powers of the Municipality; and
- C. Letters Patent incorporating Lantzville and Supplementary Letters patent issued to RDN, both under Order in Council No. 0369, 3rd of April, 2003, established a contract between Lantzville and RDN whereby RDN administers Bylaws and services outlined herein, in force and effect at the time of incorporation of Lantzville, within and on behalf of Lantzville, as described in Section 14.2 of the Lantzville Letters Patent and the parties wish to continue this contract.

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree with the other as follows:

DEFINITIONS

In this Agreement the following words have the following meanings, unless the context otherwise requires:

"EOC" means the Emergency Operations Centre for Lantzville.

"Effective Date" means January 1, 2013.

"Emergency Coordinator" means the person appointed by Lantzville Council and who is coordinating Lantzville's response to an emergency.

"Emergency Coordinator Alternates" means the back-up persons appointed to replace or support the Emergency Coordinator during an emergency response.

"Emergency Plan" means the Emergency plan for the District of Lantzville.

"EP Services" means the services to be provided as set out in Schedule 'A'.

"Operational Equipment and Supplies" means those items set out in Schedule 'B'

"Service Fee" means the service fee calculation as set out in Section 6(a) of this Agreement.

1. Term

This agreement is for a two (2) year term commencing on the 1st day of January 2017 and terminating on the 31st day of December, 2018.

2. Renewal

Lantzville shall notify RDN in writing on or before the 31st day of October 2018 if it wishes to renew this Agreement for a further year and shall propose terms to be included in the renewal. The renewal shall be conditional upon agreement by the RDN to all of the terms and conditions of the renewal.

3. Termination

If Lantzville does not give notice to RDN of renewal pursuant to Section 2 of this Agreement, the services provided under it shall terminate on the 31st day of December 2018.

4. RDN Covenants

The RDN shall:

- (a) provide Emergency Planning and Response Services to Lantzville, as outlined in Section 1 of Schedule 'A' attached hereto.
- (b) comply with all enactments relating to the provision of the EP Services.

- (c) provide to Lantzville, upon request, copies of the financial records of the RDN relating to the provision of the EP Services.
- (d) permit Lantzville from time to time to enter the RDN's premises to inspect its records, premises, machinery, equipment, goods and chattels used in connection with the EP Services.
- (e) designate the General Manager, Strategic and Community Development, subject to the direction by RDN Board, as the primary contact with the District of Lantzville with respect to the services.

5. Lantzville Covenants:

Lantzville shall:

- (a) pay to the RDN in consideration of the performance by the RDN of the Services, the cost of the Services in an amount equivalent to the rate per thousand each Electoral Area is charged for the Service. For the purposes of this section, the Services are those established under 'Regional District of Nanaimo Emergency Measures Bylaw No. 1416, 2005' and the costs shall include staff salaries, operating costs and office overhead;
- (b) pay to the RDN the specified amount under clause (a) at the same time as it remits the Regional District's annual requisition.
- (c) provide emergency planning services as set out in Section 2 of Schedule 'A' attached hereto.
- (d) provide operational supplies and equipment as set out in Schedule 'B' attached hereto.
- (e) pay to the RDN any costs incurred by the RDN as a result of direction given by legal counsel for Lantzville, including costs for appearances and expenses, or incidental costs related to the gathering of evidence or to defend the actions of the RDN.

6. Indemnify

Nothing in this Agreement is intended to affect or fetter a statutory power, duty or function of Lantzville in relation to an emergency or relieve Lantzville of its responsibility to respond to an emergency or to maintain an emergency program and Emergency Coordinator. Lantzville shall release, discharge, indemnify and save harmless the RDN from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:

- (a) the provision of the Services by RDN;
- (b) the interpretation, administration and exercising of the powers contained within all legislation for and on behalf of Lantzville as it relates to the provision of emergency planning services.
- (c) failure by Lantzville to provide the support and resources as outlined in Schedules 'A' and 'B'.

7. Insurance

Lantzville shall:

- (a) take out and maintain, during the term of this Agreement, liability insurance to cover the indemnity given to RDN in Section 6 of this Agreement, in the amount of not less than five (5) million dollars per single occurrence, naming RDN as an insured party thereto, and shall provide RDN with a certified copy of the policy;
- (b) the policy of insurance under sub-clause (a) shall contain a waiver of subrogation clause in favour of RDN and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving the RDN thirty (30) days prior written notice; and,
- (c) in both Lantzville and RDN have claims to be indemnified under any insurance required by this Agreement, shall apply the indemnity first to the settlement of the claim of RDN and the balance, if any, to the settlement of the claim of Lantzville.

8. Limits on Liability

Lantzville and RDN acknowledge and agree that:

- a) In all respects, the RDN is an independent contractor entitled to use its own methods to carry out the EP Services to be provided to Lantzville, and;
- b) RDN is liable only for Services rendered by RDN in a negligent manner or for advice negligently given.

9. Binding Effect

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

SCHEDULE 'A'

EMERGENCY PLANNING SERVICES

1. RDN Emergency Planning Services

- (1) The RDN will make available to Lantzville the services of its Emergency Coordinator and two Alternates who will, in consultation with Lantzville, provide emergency planning services including, without limitation:
 - (a) coordination of training;
 - (b) facilitation of general emergency planning events;
 - (c) communication and public awareness activities;
 - (d) apply for and manage various related grant programs and funding initiatives
- (2) Emergency Response Services:
 - (a) in the event of a localized emergency, the services of the RDN Emergency Coordinator or Alternate(s) to work with Lantzville staff on response and short term recovery operations, in accordance with the Lantzville Emergency Plan.
 - (b) in the event of a regional emergency, Lantzville will be represented in the Regional EOC as per the Emergency Management Agreement (Regional Operations Center Structure), and the RDN will provide emergency response as set out in the Emergency Plan and the Emergency Management Agreement.

2. Lantzville Emergency Services Responsibility

- (1) Lantzville shall be responsible for its own emergency plan and emergency or disaster response and recovery to the extent these do not form part of the EP Services.
- (2) In addition to the above, Lantzville will be responsible for the following:
 - (a) Appoint the RDN Emergency Coordinator as the Emergency Coordinator for Lantzville;
 - (b) Appoint the two RDN Bylaw Enforcement Officers as Emergency Coordinator Alternates for Lantzville;
 - (c) Lantzville will provide reasonable assistance to the RDN in connection with the RDN EP Services.
 - (d) Lantzville will ensure that its staff is made available for emergency training, activation drills and exercises;
 - (e) Lantzville will ensure that its elected and appointed officials are briefed on the emergency plan and their roles and responsibilities;

- (f) Lantzville will establish and provide administrative support for the emergency management committee;
- (g) In the event of a localized emergency, the RDN Emergency Coordinator will serve as the Lantzville Emergency Coordinator to support the response and initial recovery phases in conjunction with Lantzville staff;
- (h) In the event of a regional Emergency, an RDN Emergency Coordinator Alternate will serve as the Lantzville Emergency Coordinator to support and coordinate the response and initial recovery phases in conjunction with Lantzville staff.

SCHEDULE 'B'

OPERATIONAL EQUIPMENT AND SUPPLIES

1. Emergency Operations Center

Lantzville will purchase equipment and supplies necessary to maintain operational readiness (not a full and complete list):

- (1) Information Display items
- (2) Stationery items
- (3) Storage containers
- (4) Emergency food rations and water
- (5) Additional land lines for the Council Chambers which serve as the EOC during an emergency

2. Emergency Reception Center

- (1) Stationery items
- (2) Storage Containers
- (3) Information Display
- (4) Exterior signage
- (5) Volunteer identification
- (6) Volunteer ESS responder jackets
- (7) High visibility vests
- (8) Flash lights
- (9) First aid kit
- (10) Child care items
- (11) Pet care items
- (12) Display board/easel

GIS AND MAPPING SERVICES

THIS AGREEMENT made on the _____ day of _____ 2014.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
of 6300 Hammond Bay Road
in the City of Nanaimo
Province of British Columbia V9T 6N2

(hereinafter called "RDN")

OF THE FIRST PART

AND:

DISTRICT OF LANTZVILLE
of 7192 Lantzville Road
in the District of Lantzville
Province of British Columbia V0R 2H0

(hereinafter called "Lantzville")

OF THE SECOND PART

WHEREAS:

- A. The Lantzville Letters Patent and the RDN Supplementary Letters Patent, referred to the transferred jurisdiction for management of development within Lantzville from RDN to Lantzville;
- B. RDN, under Section 176(1)(b) and 837 of the *Local Government Act*, may enter into an Agreement with a Municipality to provide to the Municipality a service that is a work or service within the powers of the Municipality; and
- C. Letters Patent incorporating Lantzville and Supplementary Letters patent issued to RDN, both under Order in Council No. 0369, 3rd of April, 2003, established a contract between Lantzville and RDN whereby RDN administers Bylaws and services outlined herein, in force and effect at the time of incorporation of Lantzville, within and on behalf of Lantzville, as described in Section 14.2 of the Lantzville Letters Patent and the parties wish to continue this contract.

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree with the other as follows:

1. Term

This Agreement is for a term commencing on the 1st day of January 2017 and terminating the 31st day of December 2018.

2. Renewal

Lantzville shall notify RDN in writing on or before the 31st day of October 2018 if it wishes to renew this Agreement for a further term and shall propose terms to be included in the renewal. The renewal shall be conditional upon agreement by the RDN to all of the terms and conditions of the renewal.

3. Termination

If Lantzville does not give notice to RDN of renewal pursuant to Section 2 of this Agreement, the services provided under it shall terminate on the 31st day of December 2018.

4. RDN Covenants

RDN shall:

- (a) provide all GIS and mapping services from its offices at 6300 Hammond Bay Road, Nanaimo including:
 - Production of plot plans and location maps;
 - Production and sale of maps for the general public from the Regional District's office;
 - Production and maintenance of interactive Web Map;
 - Provision of mapping advice/information;
 - Maintenance and revisions of Legal Cadastral Base, Official Community Plan, Zoning, ALR, and House Number maps and data;
- (b) provide a reasonable number of maps to be sold to the general public from the District of Lantzville offices.
- (c) receive and retain all monies from sales of maps, photocopies and documents for the general public;
- (d) assign house numbers, maintain records and notify, British Columbia Assessment Authority, Telus Address Control Department, Lantzville emergency services and other emergency service providers of changes and additions to house numbering records;
- (e) provide all services to Lantzville in a competent, careful and professional manner equivalent to the standard of services provided by RDN within the Electoral Areas;
- (f) designate the Director of Corporate Services, subject to direction by the RDN Board, as the primary contact with Lantzville, with respect to the Services;

5. Lantzville Covenants

Lantzville shall:

- (a) pay to RDN in consideration of the performance by RDN of the Services, amounts calculated in accordance with Schedule 'A' attached hereto;
- (b) pay to RDN the specified amount calculated under clause (a) at the same time as it remits the Regional District's annual requisition;

6. Additional Services

Despite the level of service agreed to in Section 4, Lantzville may request that RDN provide additional services subject to terms, and consideration agreed to by Lantzville and RDN, including, but not limited to, custom mapping services for special projects or production of retail maps in significant quantities.

7. Indemnity

Lantzville shall release, discharge, indemnify and save harmless RDN from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:

- (a) the provision of the Services by RDN; and
- (b) failure by Lantzville to enforce the provisions of the Bylaws or any one of them.

8. Insurance

Lantzville shall:

- (a) take out and maintain, during the term of this Agreement, liability insurance to cover the indemnity given to RDN in Section 7 of this Agreement, in the amount of not less than 5 million dollars per single occurrence, naming RDN as an insured party thereto, and shall provide RDN with a certified copy of the policy;
- (b) the policy of insurance under clause (a) shall contain a waiver of subrogation clause in favour of RDN and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving RDN thirty (30) days prior written notice; and
- (c) if both Lantzville and RDN have claims to be indemnified under any insurance required by this Agreement, shall apply the indemnity first to the settlement of the claim of RDN and the balance, if any, to the settlement of the claim of Lantzville.

9. Limits on Liability

Lantzville and RDN acknowledge and agree that:

- (a) RDN is liable only for Services rendered by RDN in a negligent manner or for advice negligently given; and,

(b) Lantzville is liable only for failure to enforce any of the Bylaws or for matters arising out of the amendment of any of the Bylaws or the enactment of any replacement Bylaw for which Services are provided by RDN.

10. Binding Effect

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of)
REGIONAL DISTRICT OF NANAIMO)
was affixed hereto in the)
presence of:)
)
)
)
_____)

Chairperson)
)
)
)
_____)

Corporate Officer

The Corporate Seal of)
THE DISTRICT OF LANTZVILLE)
was hereunto affixed in the)
presence of:)
)
)
)
_____)

Mayor)
)
)
)
_____)

Chief Administrative Officer)

Schedule 'A'

- 1) With respect to House Numbering, the amount payable by the District of Lantzville shall be calculated as if the District were a participant in the Service.
- 2) With respect to GIS/Mapping services, the amount payable by the District of Lantzville shall be calculated by applying the residential rate per thousand calculated for the participants in the service, to the converted values of land and improvements for the District of Lantzville as shown on the BC Assessment Authority Statutory Report RG734.

The residential rate for GIS/Mapping services shall be calculated as follows:

The budgeted expenditures for the year divided by the total converted values for land and improvements of all participants in the General Administration Service (including the District of Lantzville), applied to the converted values of the District of Lantzville as reported on the BC Assessment Statutory Report RG734.