

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, APRIL 11, 2017  
7:10 PM**

***(RDN Board Chambers)***  
*This meeting will be recorded*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 5-10 **3.1 Regular Committee of the Whole Meeting – March 14, 2017.**

*That the minutes of the Regular Committee of the Whole meeting held March 14, 2017 be adopted.*
- 4. INVITED PRESENTATIONS**
- 5. DELEGATIONS**
  - 11 **5.1 Les Anderson, Sherry Durnford, Wilf Worland, Friends of Rails to Trails Vancouver Island, re Request of Support for Trail Proposal.**
- 6. CORRESPONDENCE**
  - 12-14 **6.1 Clark Somerville, Federation of Canadian Municipalities, re FCM Legal Defense Fund.**
  - 15-16 **6.2 Todd Stone, Minister of Transportation and Infrastructure, re Follow-up to meeting at 2016 UBCM Convention regarding construction of sidewalks and pathways along the ministry right-of-way.**
  - 17-18 **6.3 Carol Cannon, Bowser Seniors Housing Society, re Lease of Crown Land Lots DL36, PT 1 & 2, PL 2076.**
- 7. UNFINISHED BUSINESS**

**8. COMMITTEE MINUTES AND RECOMMENDATIONS**

**8.1 Liquid Waste Management Planning Monitoring Committee.**

19-23                    **8.1.1 Minutes of the Liquid Waste Management Plan Monitoring Committee – March 17, 2017.**

*That the minutes of the Liquid Waste Management Plan Monitoring Committee Meeting held March 17, 2017 be received for information.*

**8.2 Agricultural Advisory Committee.**

24-26                    **8.2.1 Minutes of the Agricultural Advisory Committee Meeting – March 17, 2017.**

*That the minutes of the Agricultural Advisory Committee Meeting held March 17, 2017 be received for information.*

**8.2.2 Agricultural Advisory Committee Comments Provided to the Agricultural Land Commission.**

- 1. That staff be requested to send a letter to the Agricultural Land Commission to invite them to attend an Agricultural Advisory Committee meeting to discuss the value and impact that the Committee comments have on the Agricultural Land Commission decisions.*
- 2. That Agricultural Advisory Committee members receive mileage reimbursement for site visits they are asked to attend.*

**9. FINANCE**

27-36                    **9.1 Preliminary Operating Results for the Period ending December 31, 2016.**

*That the report on preliminary financial operating results as at December 3, 2016 be received for information.*

**10. CORPORATE SERVICES**

37-40                    **10.1 2016 Census Impact on Number of Directors and Voting Strength.**

*That the Board request an amendment to the RDN Letters Patent to change the voting unit to 2,750.*



**11. STRATEGIC AND COMMUNITY DEVELOPMENT**

41-50      **11.1      Mount Arrowsmith Biosphere – Memorandum of Understanding.**

1. *That the Board authorize the execution of a memorandum of understanding with Vancouver Island University for the purpose of establishing a foundation for regional cooperation in areas of mutual benefit that pertain to the Mount Arrowsmith Biosphere Region.*
2. *That the Chair represent the Regional District of Nanaimo on the Mount Arrowsmith Biosphere Region Roundtable or appoint another Director to attend on his behalf.*

51-56      **11.2      Qualicum First Nation/Regional District of Nanaimo Collaboration Protocol Update.**

*That the Regional District of Nanaimo submit a grant application to the Union of British Columbia Municipalities to support community-to-community activities with Qualicum First Nation.*

57-90      **11.3      2016 Regional Growth Strategy Annual Report.**

*That the Board receive the 2016 Regional Growth Strategy Annual Report.*

**12. RECREATION AND PARKS**

91-94      **12.1      Horses on the Coombs to Parksville Rail Trail.**

*That horses be prohibited from the Coombs to Parksville Rail Trail and staff continue to pursue equestrian parking in relation to equestrian use of Highway 4A Crown Woodlot.*

**13. REGIONAL AND COMMUNITY UTILITIES**

95-101      **13.1      Restricting the Use of Throw-away Plastics in the RDN.**

*That the Regional Board receive this report for information.*

102-109      **13.2      Bylaw Nos. 1049.09 and 867.08 - Nanoose Bay Peninsula Water Service Area Expansion, Electoral Area 'E'.**

1. *That the Board give three readings to "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.08, 2017".*
2. *That the Board give three readings to "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.09, 2017".*

110-118      **13.3 Northern and Southern Communities Wastewater Development Cost Charges.**

1.    *That the Board give third reading to "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No.1442.03, 2016".*
2.    *That the Board give third reading to "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".*
3.    *That Bylaw Nos. 1442.03, 2016 and 1547.01, 2016 be forwarded to the Inspector of Municipalities for approval following third reading.*

**14. BUSINESS ARISING FROM DELEGATIONS**

**15. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

**16. NEW BUSINESS**

**16.1 Directors' Roundtable.**

**17. IN CAMERA**

*That pursuant to Sections 90 (1) (e) and (m) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to land acquisition and intergovernmental relations.*

**18. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, MARCH 14, 2017 AT 7:10 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

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

Regrets:

Director W. Pratt	City of Nanaimo
-------------------	-----------------

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen Mgr. Transportation & 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**

### **Ronda Murdock, Trevor Wicks, Doug O'Brien, and Derrick Grimmer, re Emergency Preparedness for Parksville Water Supply.**

Ronda Murdock, Trevor Wicks, Doug O'Brien and Derrick Grimmer briefed the Board on the shortage of bulk water storage in the Oceanside area in the event of an emergency and shared their vision of upland water storage reservoirs and a comprehensive sustainable plan for the supply of potable water for the entire region.

### **David Bligh, re Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area.**

David Bligh provided an overview of his rainwater collection system and how a plugged valve resulted in a water leak and large water bill, and asked the Board to consider reading water meters on a quarterly basis to identify leaks earlier and to consider a reduction in his water bill for the leaked water.

## **COMMITTEE OF THE WHOLE MINUTES**

### **Minutes of the Special Committee of the Whole Meeting – February 14, 2017.**

MOVED Director Houle, SECONDED Director Stanhope, that the minutes of the Special Committee of the Whole meeting held February 14, 2017, be adopted.

CARRIED

### **Minutes of the Regular Committee of the Whole Meeting – February 14, 2017.**

MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the Regular Committee of the Whole meeting held February 14, 2017, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **John Rams, District of Metchosin, re Aboriginal Day.**

MOVED Director Stanhope, SECONDED Director Thorpe, that the correspondence from John Rams, District of Metchosin, regarding Aboriginal Day be received.

CARRIED

### **Matt Miller and Nicole Vaugeois, Vancouver Island University, re 'A Plastic Ocean' Screening at VIU.**

MOVED Director Stanhope, SECONDED Director Thorpe, that the correspondence from Matt Miller and Nicole Vaugeois, Vancouver Island University, regarding 'A Plastic Ocean' screening at Vancouver Island University be received.

CARRIED

## **ADMINISTRATION**

### **Regional District of Nanaimo 2017 Operational Plan.**

MOVED Director Stanhope, SECONDED Director Thorpe, that the Board endorse the Regional District of Nanaimo 2017 Operational Plan.

CARRIED

### **Celebrating the Regional District of Nanaimo's 50th Anniversary.**

MOVED Director Rogers, SECONDED Director Thorpe, that the Board endorse the communication and outreach activities to celebrate the Regional District of Nanaimo's 50th Anniversary as outlined in Attachment 1.

CARRIED

## **STRATEGIC AND COMMUNITY PLANNING**

### **Mount Arrowsmith Biosphere Region Request for Funding.**

The motions on this item were moved / seconded together, and were then voted upon one after another. Director Lefebvre left the room citing a potential conflict of interest prior to the vote on the motions at 8:48 pm.

MOVED Director Lefebvre, SECONDED Director Westbrook:

That the Regional District of Nanaimo work with Vancouver Island University and Mount Arrowsmith Biosphere Region to engage with local First Nations to determine the level of support for a Truth and Reconciliation focused community based learning program to be piloted in 2017, and provide an update to the Board once the programming is developed.

DEFEATED

That \$10,000 be allocated in the 2017 budget for Truth and Reconciliation focused community based programming in partnership with Vancouver Island University and Mount Arrowsmith Biosphere Region.

DEFEATED

Director Lefebvre returned to the meeting at 8:50 pm.

### **Statistics Canada 2016 Census Population Data.**

MOVED Director Lefebvre, SECONDED Director Thorpe, that the Statistics Canada 2016 Census Population Data report be received for information.

CARRIED

## **REGIONAL AND COMMUNITY UTILITIES**

### **Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring.**

MOVED Director Thorpe, SECONDED Director Colclough, that the Board award the Environmental Consulting Services contract for the Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring Program to G3 Consulting Ltd. for \$226,314.45.

CARRIED

**Marine Litter Resolution – Federation of Canadian Municipalities Annual Conference.**

MOVED Director Westbroek, SECONDED Director Fell, that the following resolution be forwarded to the Federation of Canadian Municipalities for consideration at the Annual Conference:

WHEREAS the United Nations Environmental Programme estimates that 8 million tonnes of the plastic produced globally every year finds its way into our oceans, food chains and ecosystems, damaging our health in the process;

AND WHEREAS, with over 202,080 kilometres of coastline, Canada has one of the longest interfaces with oceans and bodies of water of any country on the planet;

AND WHEREAS, well designed laws can help reverse this global trend;

RESOLVED, that the Federation of Canadian Municipalities urge the federal government to develop a national strategy to mitigate and manage marine litter.

CARRIED

**Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area.**

MOVED Director Rogers, SECONDED Director Westbroek, that the Board authorize a water bill adjustment at 1965 Highland Road for an amount equal to 50 percent of the value of water leaked during the September 2015 to May 2016 billing period.

MOVED Director McKay, SECONDED Director McPherson, that the Board amend the main motion by deleting “50 percent” and replacing it with “100 percent”.

DEFEATED

The vote was taken on the main motion.

CARRIED

**Bylaw No. 1655.06 – Water User Rate Amendments 2017.**

MOVED Director Rogers, SECONDED Director Thorpe, that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.06, 2017” be introduced and read three times.

CARRIED

**TRANSPORTATION AND EMERGENCY PLANNING**

**Island Timberlands Licence for Underground Fire Water Tank.**

MOVED Director Rogers, SECONDED Director Fell, that the Board approve the Non-Exclusive Licence with Island Timberlands for the use of lands to construct, maintain and access an underground water tank.

CARRIED

**ADVISORY, SELECT COMMITTEE AND COMMISSION**

**Agricultural Advisory Committee.**

**Minutes of the Agricultural Advisory Committee Meeting – February 17, 2017.**

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held February 17, 2017 be received for information.

CARRIED

**District 69 Recreation Commission.**

**Minutes of the District 69 Recreation Commission Meeting – February 22, 2017.**

MOVED Director Fell, SECONDED Director Rogers, that the minutes of the District 69 Recreation Commission meeting held February 22, 2017 be received for information.

CARRIED

**District 69 Recreation Grants.**

MOVED Director Fell, SECONDED Director Rogers, that the District 69 Youth Recreation Grant applications be approved as follows:

**Youth Organization**

Arrowsmith Community Recreation Association - youth basketball event	\$485
Ballenas Secondary School - Dry Grad Committee	\$1,000
Errington War Memorial Hall Association - World Music Camp	\$950
Oceanside Minor Softball Association - equipment	\$2,500
School District #69 - Quw'utsun Cultural Centre trip	\$2,000
<b>Total</b>	<b>\$6,935</b>

CARRIED

MOVED Director Fell, SECONDED Director Rogers, that the District 69 Community Recreation Grant applications be approved as follows:

**Community Organization**

Arrowsmith Community Recreation Association - Coombs Community Picnic	\$909
Bow Horne Bay Community Club - Lighthouse Fall Fair	\$1,200
Family Resource Association - Special Needs Program family retreat	\$1,200
Lighthouse Community Centre Society – pickleball nets	\$500
Oceanside Building Learning Together Society - Dad's Night Out Skating	\$689
Parksville Lions Club - free family skate events	\$1,000
Qualicum Beach Elementary School PAC – play space	\$2,500
Town of Qualicum Beach - Select Committee on Beach Day Celebrations	\$1,000
Town of Qualicum Beach - Select Committee on Family Day Celebrations	\$500
<b>Total</b>	<b>\$9,498</b>

CARRIED

**Amended Arrowsmith Community Recreation Association Recreation Services Report.**

MOVED Director Fell, SECONDED Director Rogers, that the amended Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three-year term from January 1, 2017 through to December 31, 2019.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**'A Plastic Ocean' Documentary Screening at Vancouver Island University.**

MOVED Director Fell, SECONDED Director Westbroek, that the Regional District of Nanaimo provide \$250 in funding to Vancouver Island University so they can screen the 'A Plastic Ocean' documentary.

CARRIED

**NEW BUSINESS**

**Directors' Roundtable**

Directors provided updates to the Board.

**IN CAMERA**

MOVED Director Young, SECONDED Director Houle, that pursuant to Sections 90 (1) (e), (i), (j), (k), and (m) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisition, solicitor-client privilege, third-party business interests, a proposed service, and intergovernmental relations.

CARRIED

TIME: 9:30 PM

**ADJOURNMENT**

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

CARRIED

TIME: 10:13 PM

---

CHAIRPERSON

---

CORPORATE OFFICER



**Delegation:** Les Anderson, Sherry Durnford, Wilf Worland, Friends of Rails to Trails Vancouver Island, re Request of Support for Trail Proposal.

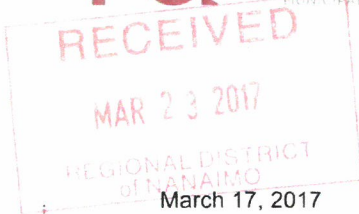
**Summary:** Our vision is to convert the E&N railbed on Vancouver Island into a non-motorized, multi-use recreational trail. We have a growing number of volunteers and endorsements, including the Federation of Mountain Clubs of BC, the Outdoor Recreation Council of BC, and Hike BC, as well as many individuals. We believe that a trail could be accomplished with most funding being provided by donors and sponsors in a timely fashion.

**Action Requested:** Letter of Support.



FÉDÉRATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



March 17, 2017

04632

**President  
Président**

Clark Somerville  
Councillor  
Regional Municipality of  
Halton, ON

**First Vice-President  
Première vice-présidente**

Jenny Gerbas  
Councillor  
City of Winnipeg, MB

**Second Vice-President  
Deuxième vice-présidente**

Sylvie Gouneau  
Conseillère  
Ville de Gatineau, QC

**Third Vice-President  
Troisième vice-président**

Bill Karsten  
Councillor  
Halifax Regional  
Municipality, NS

**Past President  
Président sortant**

Raymond Louie  
Acting Mayor  
City of Vancouver, BC

**Chief Executive Officer  
Chef de la direction**

Breck Carlton  
Ottawa, ON

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Regional District of Nanaimo to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the Regional District of Nanaimo's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at [fcm.ca](http://fcm.ca) or email [info@fcm.ca](mailto:info@fcm.ca).

Sincerely,

Clark Somerville  
FCM President

24 rue Clarence Street  
Ottawa, Ontario K1R 5P3

T: 613 241-5221  
F: 613 241-7440

[www.fcm.ca](http://www.fcm.ca)





FEDERATION OF CANADIAN MUNICIPALITIES  
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

## Invoice / Facture

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440

Trudeau, Dennis  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, British Columbia /  
Colombie-Britannique V9T 6N2

**Invoice / Facture:** ORD-04632-J9T6C2  
**DATE:** 03/01/2017  
**ACCOUNT/COMPTE:** 237  
**DUE DATE/DATE LIMITE:** 04/01/2017

<u>ITEM/DESCRIPTION</u>	<u>QTY/QTE</u>	<u>RATE/TAUX</u>	<u>TAX/TAXE</u>	<u>TOTAL</u>
Legal Defense Fund/Fonds de défense juridique	146,574.00000	\$0.0230	\$168.56	\$3,539.76
<b>GST/TPS (5%):</b>				\$168.56
<b>TOTAL:</b>				\$3,539.76

### PAYMENT/PAIEMENT

**By cheque** payable to:  
**Federation of Canadian Municipalities**  
**Par chèque** à l'ordre de:

### Fédération canadienne des municipalités

24, rue Clarence Street

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001  
QST # / No. de TVQ: 1202728231DQ0001

### By Electronic Funds Transfer/Par transfert électronique de fonds

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7

**Transit Number/Numéro de transit:** 00006

**Account Number/Numéro de compte:** 1006603

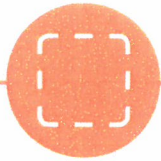
accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de référence :** 237



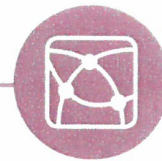
# FCM's Legal Defense Fund

## A TRACK RECORD OF SUCCESS



### CONSTITUTIONAL JURISDICTION OF MUNICIPALITIES

The 2001 decision by the Supreme Court of Canada in the *Spraytech v. Hudson* case, in which FCM intervened on behalf of the municipal sector, ushered in a new approach to how courts should interpret the legislative authority of municipal councils. In that case, the Supreme Court indicated that courts should show deference to the choices made by local elected officials, in this case the Town of Hudson, Quebec. The Court also indicated that municipal legislative authority should be interpreted broadly and that local rules could coexist with federal regulations. Since then, FCM has continued to play an active role, as intervener, in a number of cases where the basic ability of municipalities to use their legislative powers has been at stake. Recent examples include *Rogers v. Châteauguay*, *Windsor v. Canadian Transit Company* (both heard by the Supreme Court in 2016) and *Hamilton v. Canada Post* (Court of Appeal for Ontario in 2016).



### RIGHTS-OF-WAY MANAGEMENT

The deregulation of the telecommunications sector in 1993 completely changed the ROW environment overnight. A number of new, commercially aggressive providers sought quick access to municipal ROWs to deploy their networks. Through its Technical Committee on ROWs (some 40 legal and technical experts from across the country), FCM has coordinated the municipal sector's response for 25 years: development of best practices, information sharing and active participation in a number of legal cases. FCM was the Appellant to the Federal Court of Appeal in the landmark *Ledcor* case that established the principle that municipalities have the right to recover all incremental costs related to telecommunications activity on their land. FCM also intervened in early cases such as the Edmonton LRT tunnels as well as recent precedent-setting cases: next-generation access agreements (CRTC decision in *Hamilton v. Bell*), the applicability of general ROW bylaws to federal undertakings (Court of Appeal for Ontario in *Hamilton v. Canada Post*) and the use of bylaws to grant "consent" under the *Telecommunications Act* (brought by Calgary and currently before the CRTC).



### WHAT MUNICIPAL LEADERS ARE SAYING ABOUT THE LEGAL DEFENSE FUND:

*"The FCM Legal Defense Fund has played a critical role in advancing municipalities' constitutional and legal interests. In 2012, FCM defended the sector's interests in our city's payments in lieu dispute before the Supreme Court of Canada with the federal government regarding the valuation of Halifax's Citadel Hill. After a successful Supreme Court decision, this case was successfully resolved in 2016. The Fund remains a key tool for bringing the national voice to legal disputes and in defending the municipal sector's collective interests."*

**Mayor Mike Savage,  
City of Halifax, Nova Scotia**

*"Defending municipal jurisdiction in court is a tall task for municipalities to bear on their own – especially for smaller municipalities. That's why FCM's Legal Defense Fund is such a critical tool. A well-supported Fund is key to defending the legal interests of municipalities of all sizes. FCM is consistently recognized by the courts as the sole national representative of our sector in cases of national importance. We need to continue to support the Fund to ensure that FCM is able to intervene in precedent-setting cases that impact each and every one of us."*

**Councillor Lorne Olsvik,  
Lac Ste. Anne County, Alberta**

To learn more, visit the membership page at [fcm.ca](http://fcm.ca).

**FCM** FEDERATION OF CANADIAN MUNICIPALITIES / FEDERATION CANADIENNE DES MUNICIPALITÉS



March 3, 2017

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

Reference: 260657

Dear Chairperson Veenhoff:

**Re: Thank You**

I am writing to thank you for taking the time to meet with me at the 2016 Union of British Columbia Municipalities (UBCM) convention in Victoria. I am glad we had the opportunity to discuss your interest in constructing a 1.4 kilometre section of sidewalks and pathways along the ministry right-of-way on Gabriola Island.

The yearly UBCM gathering is a valuable chance for our government to come together with local representatives from around B.C. and look at ways we can work collaboratively to meet the unique needs of our province's communities. It is a privilege to find out more about the important progress being made by local leaders like yourself on transportation issues in your community, and I appreciate the opportunity to identify the steps we can take to help build on this work and deliver on our ministry's commitment to providing the safest, most reliable transportation network possible.

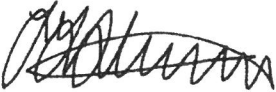
I asked ministry staff to follow up with you directly to arrange a meeting to discuss your interest in a pathway network for Gabriola Island in more detail, and update you on our commitment to discuss the matter with staff at the Ministry of Community, Sport and Cultural Development. Ministry staff will also look into options for pedestrian signs along Wembley Road.

.../2

I look forward to continuing to work together to ensure British Columbians have their voices heard, so that we can make a difference for generations to come.

Thank you again for taking the time to meet with me.

Sincerely,



Todd G. Stone  
Minister

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

Grant Main, Deputy Minister

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Kevin Richter, Assistant Deputy Minister  
Highways Department



**Bowser Seniors Housing Society**  
P.O. Box 155  
Bowser BC V0R 1G0  
Charitable Organization Registration No: 816671879RR0001  
Website: [www.bshts.ca](http://www.bshts.ca)  
Email: [secretary@bowser-seniors-housing-society.org](mailto:secretary@bowser-seniors-housing-society.org)

March 16, 2017

Sean De Pol  
Manager of Wastewater Services, RDN  
6300 Hammond Bay Road  
Nanaimo BC V9T 6N2

Dear Sean:

RE: Lease of Crown Land Lots DL36, PT 1 & 2, PL 2076

With respect to the letter we sent you on January 4<sup>th</sup>, requesting that our lease, between the RDN and the Bowser Seniors Housing Society, be drafted - we wish to revise this request, due to new information received in the interim period. We now respectfully ask that the RDN issue a letter of support to the Society for our new application, acknowledging the need to release half of the allotted land to the Society that is currently leased to the RDN, for the reasons outlined below.

Upon receipt of email directions by both the RDN and the Society from Elizabeth deMunck and Bonita Wallace, Ministry of Forests Lands and Natural Resources Operations (FLNRO), we are now pursuing a new Sponsored Crown Grant (SCG) application. Our potential partnership with BC Housing to assist with funding to enable us to proceed with the development of the Lighthouse Villa for Seniors (non-profit seniors housing), requires us to have a mortgageable building site with a minimum 60 year lease capability. This requirement is outside the scope of the current lease tenure arrangement.

On March 13, 2012, the Province of BC issued the RDN a 20 year lease for the property noted above to be used for senior's supportive living housing complex, sewage treatment facility and waste water management system purposes. We now understand that the area of land the existing lease incorporates will need to be adjusted to allow the Society to apply for an SCG on the north half of the two lots (2.104 hectares), while the RDN retains its current lease arrangement on the south half only (2.106 hectares). The Society intends to build up to 36 units of seniors housing along with the related infrastructure such as parking, onsite sewage disposal, trails, and onsite rainwater management, on the northern portion of the property, as appropriate (revised survey drawing attached).

We have met with Shawn Meisner, Major Projects Manager, FLNRO, who has advised us to submit our new SCG application and the RDN's leased land revision request in conjunction with each other. He also confirmed that your revision would not be amended

until our SCG is approved, to avoid any unnecessary changes to your original lease arrangement.

We have also been informed that the new lot alignment will have to undergo a subdivision process under the Land Act, directly with the Surveyor General and Crown Lands (FLNRO).

We appreciate your efforts to help us bring the Lighthouse Villa project closer to reality. The Village of Bowser will benefit from having seniors remain in the community, maintaining existing social and economic networks of support. The opportunity to age in place is critically important and has broad community support in our area.

Sincerely,



Carol Cannon,  
Secretary/Treasurer

CC Bill Veenhof, RDN Director, Area H  
Jeremy Holm, RDN Manager, Current Planning  
Courtney Simpson, RDN Senior Planner  
Shawn Meisner, Major Projects Mgr, Ministry  
of Forests Lands and Natural Resources Operations



**REGIONAL DISTRICT OF NANAIMO  
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE MEETING  
HELD ON FRIDAY MARCH 17, 2017  
COMMITTEE ROOM**

**MINUTES**

**Present:**

Ian Thorpe	Chair, Director (Nanaimo)	Daniel Hooper	Public (District 68)
Bob Rogers	Director, Electoral Area E	Blake Medlar	Business Community (Dist. 68)
Alec McPherson	Director, Electoral Area A	Peter Law	Public (District 69)
Rosa Telegus	City of Parksville	Fred Spears	District of Lantzville
Bob Weir	Town of Qualicum Beach	Doris Fournier	City of Nanaimo

**Also in Attendance:**

Randy Alexander	GM, Regional and Community Utilities, RDN
Sean De Pol	Manager, Wastewater Services, RDN
Shelley Norum	Wastewater Program Coordinator, RDN
Deanna McGillivray	Wastewater Special Projects Coordinator, RDN

**Regrets:**

Marc Lefebvre	Director (Parksville)	Juanita Rogers	Fisheries and Oceans Canada
John Elliot	City of Nanaimo	Vaughn Figueira	City of Parksville
Doug Muir	Snuneymuxw First Nation	Glenn Gibson	Island Health

**CALL TO ORDER**

The Chairperson called the meeting to order at 12:30 PM and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**ADOPT AGENDA**

MOVED F. Spears, SECONDED Director A. McPherson, that the agenda be adopted.

CARRIED

**DELEGATIONS**

**MINUTES**

MOVED Director B. Rogers, SECONDED F. Spears, that the minutes from the Liquid Waste Management Plan Monitoring Committee meeting held on October 18, 2016 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

Director A. McPherson referenced a discussion from the October 2016 LWMP Monitoring Committee, noting that not all pharmacies that accept returned medication participate in the Medications Return Program. One local pharmacy coats returned medications in a plaster-like substance and sends them to a landfill in Oregon.

**COMMUNICATIONS/CORRESPONDENCE****UNFINISHED BUSINESS****REPORTS****GNPCC Secondary Treatment Update**

S. De Pol gave an update on the Greater Nanaimo Pollution Control Centre (GNPCC) Treatment Plant Upgrade Project. The Secondary Treatment Upgrade Project is the largest project ever undertaken by the RDN and is required to accommodate growth in the community, meet new federal and provincial regulatory requirements and a commitment in the Liquid Waste Management Plan (LWMP). The approved budget of \$82 million includes engineering, permitting, environmental and archaeological studies, construction, and contingency. A report will be taken to the Board in April to award the construction contract. RDN staff are committed to keeping the public informed of all major work. GNPCC neighbours will soon receive a notice regarding planned tree clearing activities. The public are invited to attend an open house at GNPCC on April 19, 2017.

Chairperson I. Thorpe commented that the commitment to communication with the public is one of the strengths of the GNPCC outfall replacement and secondary upgrade projects.

**FCPCC Expansion – Preliminary Design**

S. De Pol presented on the French Creek Pollution Control Centre (FCPCC) Expansion Project. The project will accommodate growth and ensure that the RDN can meet provincial and federal wastewater regulations, including monthly average requirements. The total budget for engineering, permitting, and construction is \$32,960,000. As this project mainly for expansion, 85% of the cost will be covered by DCCs and 15% will be covered by the Northern Communities Sewer Service Area. The RDN recently awarded the contract for pre-design to AECOM.

**Update on Sewer Servicing Studies**

S. De Pol gave updates on the Cedar and Bowser Sewer Servicing Studies. The RDN received \$350,000 in federal Gas Tax grant funds in 2014 for two sewer servicing studies: \$50,000 for a sewer servicing study in Cedar, and \$300,000 sewer servicing study in Bowser.

*Cedar Sewer Servicing*

The Duke Point Pollution Control Centre (DPPCC) Sewer Servicing Study has three parts: a bylaw review, a capacity and cost review, and an update of agreements with the City of Nanaimo. The \$50,000 grant funded the capacity and cost review to determine if it is possible to leverage available capacity to service additional properties in Cedar Village. Associated Engineering conducted the capacity and cost review. Staff are currently reviewing existing sewer use agreements between the City of Nanaimo and RDN. An amended agreement needed to leverage available capacity at the plant.

*Bowser Sewer Servicing*

S. De Pol provided an update on the Bowser Sewer Servicing Study. The \$300,000 grant funded the detailed design of a collection system and treatment plant and pre-design on two disposal options: ground disposal and outfall disposal. Stantec was awarded the contract for the study. S. De Pol explained that the next steps for the project include obtaining grant funding, establishing a service area, completing disposal design, preparing for tendering, obtaining permitting and approvals, developing bylaws, and developing a capital charge program.

**Bay Avenue Pump Station**

S. De Pol presented an update on the Bay Avenue Pump Station (BAPS) Project. The location of the BAPS presents access and operational issues and the station's aging genset is due for replacement. An earlier feasibility study determined that the pump station should be relocated to a higher elevation at the end of Bay Avenue because it is the least expensive option with the lowest environmental impact. The existing public beach access at the BAPS will be maintained or improved as part of project. It is anticipated that an RFP for predesign will be issued in April 2017. Staff will work closely with neighbouring property owners throughout the project. A public meeting will be held following detailed design. Construction is scheduled for 2019, with completion in 2020.

P. Law asked if the existing BAPS station is vulnerable to sea level rise and if any mitigation measure to address effects of sea level rise have been required in the past.

S. De Pol replied that the site is vulnerable to sea level rise as it is below the recommended minimum elevation, but that no mitigation measures to protect the existing station have been required up to this point. Vulnerability to sea level rise was a key concern that was considered in the feasibility study.

**DCC Review**

S. De Pol gave an update on the Wastewater Services DCC Review. DCCs are used by local governments in long term asset management and capital project planning and affect the development community, as costs are related to subdivision. The FCPCC and GNPCC require capital expansion projects and DCCs help fund these projects. The Province's *DCC Best Practices Guide* recommends that DCC program reviews be conducted every 5 years to ensure that they reflect the schedule of capital projects.

The current DCC review was started in 2015. A consulting engineer was hired through an RFP process to conduct the review according to the best practices set out in the province's *Development Cost Charge Best Practices Guide*. RDN met with staff from member municipalities to review municipal DCC programs, growth projections, etc. Presentations were then made to the four municipal councils. The amended bylaws received first and second reading on November 22, 2016. Public consultation proceeded in March 2017.

The proposed Northern Communities DCC rate increase represents a reasonable 4% per year since 2009. The Southern Communities DCC rates increase is slightly lower because GNPCC was oversized when it was originally constructed and there is an economy of scale in the Southern Communities because of the larger population.

**Receiving Environment Monitoring**

S. Norum updated the Committee on the receiving environment monitoring program for the GNPCC outfall. Staff submitted a report to the March Committee of the Whole recommending that the contract for 2017-2019 GNPCC receiving environment monitoring services be awarded to G3.

**Biosolids Update**

S. Norum gave an update on the Biosolids Program. RDN biosolids are currently managed, in partnership with Vancouver Island University (VIU) and SYLVIS, through land application at a woodlot that VIU leases from Timber West. The RDN understands that VIU does not intend to lease the woodlot beyond May 31, 2017 and RDN staff are pursuing alternatives for biosolids management.

B. Medlar asked if the Committee could be updated when a new management strategy is in place and expressed concern that biosolids could potentially end up at the Regional Landfill.

Chairperson I. Thorpe agreed with the importance of the principle of beneficial reuse in the RDN's biosolids management program into the future.

**SepticSmart and Septic Maintenance Rebate Program Update**

S. Norum gave an update on SepticSmart and the Septic Maintenance Rebate Program. A SepticSmart newsletter, mailed to electoral area residents in February 2017, has generated positive feedback. Along with general information about septic system care and maintenance, the newsletter provided information on the 2017 Septic Maintenance Rebate Program and spring SepticSmart workshops. The 2017 rebate program is similar to previous years' programs. A number of applicants have already applied to the 2017 rebate program. Two SepticSmart Workshops will be held this spring, one on April 6<sup>th</sup> in Extension and one on April 10<sup>th</sup> in Parksville.

**Trucked Liquid Waste Bylaw 1732**

S. Norum gave an update on the Trucked Liquid Waste Bylaw 1732. The new bylaw is easier to administer than the old trucked liquid waste bylaw, it improves source control (to meet an LWMP commitment), and introduces tools to make the bylaw enforceable. The user rate of \$0.23/gallon for regular users and \$0.01/gallon for pump and haul users has not changed under the Bylaw 1732. However, the new bylaw contains language to ensure that users are being charged the rate set by the RDN. Rollout of the new bylaw is going well.

**W3C meeting – September 30, 2016**

MOVED Director A. McPherson, SECONDED Director B. Rogers, that the Water & Wastewater Collaborative meeting minutes from September 30, 2016 be received by the Committee.

CARRIED

**Next LWMP MC Meeting**

S. Norum suggested that the next meeting be held in late May or early June, 2017.

S. De Pol added that staff will provide an update on the biosolids program at the next meeting.

MOVED B. Medlar, SECONDED Director A. McPherson, that the Liquid Waste Management Plan Monitoring Committee supports the continued beneficial reuse of biosolids over long term disposal at the Regional Landfill.

CARRIED

**ADDENDUM****BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE****NEW BUSINESS**

D. Fournier gave an update that the City of Nanaimo and RDN have been working on colour-coded maps of the City's sewer catchment areas to be able to react quickly to source control related incidents. This project should be completed by the end of May 2017.

S. De Pol added that he appreciated the good working relationship between RDN Wastewater Services and the Municipalities' public works departments.

**ADJOURNMENT**

MOVED Director B. Rogers, SECONDED B. Medlar that this meeting of the LWMP Monitoring Committee be adjourned.

CARRIED

TIME: 2:36 PM

---

CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE  
MEETING HELD ON FRIDAY March 17, 2017 at 2:00 PM  
IN THE RDN BOARD ROOM**

**Present:**

H. Houle	Chairperson, Director, Electoral Area B
J. Fell	Director, Electoral Area F
N. Horner	Alternate Director, Town of Qualicum Beach
J. Thony	Regional Agricultural Organization
K. Reid	Shellfish Aquaculture Organizations
K. Wilson	Representative District 68
G. Laird	Representative District 68
C. Watson	Representative District 69

**Regrets**

T. Westbroek	Director Town of Qualicum Beach
R. Thompson	Representative District 69
M. Ryn	Regional Agricultural Organization

**Also in Attendance:**

M. Young	Director, Electoral Area C
J. Holm	Manager, Current Planning
K. Marks	Planner, Current Planning
P. Sherman	Recording Secretary

**CALL TO ORDER**

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

The Chairperson welcomed Alternate Director Horner to the meeting.

**DELEGATION**

**Diana Chalmers, Principal and Karin Barker, Office Administrator for Discover Montessori School, re PL2017-013 Non-Farm Use – 3452 Jingle Pot Road – Electoral Area ‘C’**

Diana Chalmers, Principal and Karin Barker, Office Administrator for Discover Montessori School presented an overview on the challenges of finding and maintaining a suitable location for their school and provided a brochure on the philosophy and focus of the school programs along with a draft site plan of 3452 Jingle Pot Road outlining the Discover Montessori Farm School development concept for the subject property.

## MINUTES

### Minutes of the Agricultural Advisory Committee meeting held on Friday, February 17, 2017

MOVED Director Fell, SECONDED K. Wilson, that the minutes of the Agricultural Advisory Committee meeting held on Friday, February 17, 2017 be adopted.

CARRIED

## BUSINESS ARISING FROM THE MINUTES

### COMMUNICATIONS/CORRESPONDENCE

#### Agricultural Land Commission Decision (February 28, 2017) on PL2016-158 – ALR Non-Farm Use Application – 403 Lowry's Road – Electoral Area 'G'

J. Holm provided a summary of the Agricultural Land Commission decision regarding Regional District of Nanaimo Application No. PL2016-158 – ALR Non-Farm Use.

## UNFINISHED BUSINESS

### REPORTS

#### PL2017-013 Non-Farm Use – 3452 Jingle Pot Road – Electoral Area 'C'

MOVED G. Laird, SECONDED, Alternate Director N. Horner, that ALR Application No. PL2017-013 Non-Farm Use – 3452 Jingle Pot Road – Electoral Area 'C' be forwarded to the Agricultural Land Commission with no recommendation from the Agricultural Advisory Committee.

DEFEATED

MOVED Director Fell, SECONDED, K. Wilson, that ALR Application No. PL2017-013 Non-Farm Use – 3452 Jingle Pot Road – Electoral Area 'C' be forwarded to the Agricultural Land Commission with a recommendation to approve the non-farm use with in the Agricultural Land Reserve.

CARRIED

MOVED Alternate Director Horner, SECONDED G. Laird, that the Committee amend the motion to recommend a caveat be placed on the property that the non-farm use be rescinded in the event the Discover Montessori School no longer maintains its interest in operating on the property.

DEFEATED

#### Agricultural Land Commission Final Decisions – Verbal Report from RDN Staff

J. Holm summarized the Agricultural Advisory Committee recommendations in relation to the Agricultural Land Commission decisions since February 2014 when the Agricultural Advisory Committee was able to able to provide comment to the Agricultural Land Commission.

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**Agricultural Advisory Committee Comments Provided to the Agricultural Land Commission**

MOVED C. Watson, SECONDED K. Reid, that a recommendation be submitted to the Board that staff be requested to send a letter to the Agricultural Land Commission to invite them to attend an Agricultural Advisory Committee meeting to discuss the value and impact that the Committee comments have on the Agricultural Land Commission decisions.

CARRIED

MOVED J. Thony, SECONDED Director Fell, that a recommendation be submitted to the Board that Agricultural Advisory Committee members receive mileage reimbursement for site visits they are asked to attend.

CARRIED

**ADJOURNMENT**

MOVED K. Reid, SECONDED Director Fell, that this meeting be adjourned.

CARRIED

TIME: 3:24 PM

---

CHAIRPERSON





Capital projects use a drawdown accounting approach where transfers from reserves and Development Cost Charge revenues are recorded as project expenses are incurred which in turn impacts the Other Revenue category at 56% of budget and Total Revenues recorded at 88% of the budget.

### ***Operating Accounts***

Preliminary year end results show Operating revenues are at 107% of the budget due to higher than expected revenues totaling \$1.5 million across several services including building inspection, solid waste tipping fees, water and sewer services billings, septage receiving fees and garbage and recycling user fees.

Grant Revenues are at 121% as a result of the inclusion of the \$6 million grant for the Marine Outfall.

Operating expenditure accounts are at 90% or more of budget other than Professional Fees (68% impacted by capital as noted above) and Vehicle & Equipment Operating costs at 88%. The Vehicle & Equipment costs reflect the new process undertaken by BC Transit where the RDN is billed for its share of the service based on budget and any difference between actual costs and budget are held in a separate reserve by BC Transit to offset future inflation expense. This results in an \$873,810 adjustment on RDN accounts at year end to reduce our expenses to actual levels and show the \$873,810 reserve as an appropriation of surplus. Because CNG and diesel costs remained low in 2016, BC Transit has been able to build a significant reserve which will be used in the future to reduce operational costs associated with inflation.

Recreation and Parks also incurred cost savings in Vehicle and Equipment Costs related to items such as reduced equipment repair costs and lower expenses for ActiveNet implementation.

Transfers to Reserve (114%) are completed and recorded in August every year with additional transfers made to the Gabriola Island Emergency Wharf reserve for the Federal Government Green's Landing Wharf transfer and the Bulk Water reserve for the Englishman River Joint Venture land sale.

On a consolidated basis total expenditures including capital are \$114 million or 83% of budget which reflects the items discussed above and those in Attachment 1. In addition to the \$18.6 million capital carry forward, a total of \$1.7 million of operating projects such as the Bylaw 500 Review and the \$873,810 BC Transit reserve adjustment are being carried to 2017.

### **Summary of Operating Results by Department (Attachment 3)**

This attachment lists the total year to date revenues and expenditures for services within each organizational division at December 31. The majority of the variances are due to the timing of capital and operating projects and the related revenue accruals. Attachment 1 provides summary variance information by service.

### **ALTERNATIVES**


1. Receive the report on preliminary financial operating results as at December 31, 2016 for information.
2. Provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

The preliminary year end results indicate all services are within budget or under budget as a result of reduced operating costs and carry forward projects. There are no significant changes anticipated at this time pending the completion of the annual audit. All carry forward capital and operational projects have been incorporated in the 2017 to 2021 Financial Plan.

## STRATEGIC PLAN IMPLICATIONS

Quarterly financial progress statements provide information to identify both positive and negative budget trends and to allow for improved financial planning. This directly supports the Board governing principles to “Be Transparent and Accountable” and to “Show Fiscal Restraint” through prudent use of tax dollars and to deliver the services expected by residents of the Region as cost effectively and economically as possible.

  
\_\_\_\_\_  
Manvir Manhas  
Mmanhas@rdn.bc.ca  
March 24, 2017

### Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

### Attachments

1. List of variances for December 31, 2016 quarterly reporting
2. Overall Summary by Division
3. Summary of Operating Results by Service

December 31, 2016 Variance Report:

Service	Revenue/Expenses	Actual Surplus \$	Budgeted Surplus \$	Capital Carryforwards \$	Operating Project Carryforwards \$	Other Variance Explanation
Corporate Administration	104% revenue/95% expenditures	\$1,151,762	\$563,249	\$65,000	\$147,000	Better than projected interest income (\$45,000) + various miscellaneous income items & Federal GIL increase (\$92,000) + changes to Energy & Sustainability including staff changes (\$115,000) + vacant positions (\$37,000) + operating savings on new agreement for phone/WAN (\$23,000) + other operating costs savings over admin departments (\$60,000)
Electoral Areas Administration	108% revenue/94% expenditures	\$212,215	\$103,363			Additional basic provincial grant revenue (\$40,000) + Fire Services position vacant (\$35,000) + lower operating costs over multiple accounts (\$33,000)
Community Planning	101% revenue/86% expenditures	\$451,900	\$176,033		\$85,000	Additional revenue (\$13,000) + staff vacancies + related operating cost savings (\$115,000) + capital underspent as building renos placed on hold (\$15,000) + lower operating costs over multiple accounts (\$45,000)
Building Inspection	114% revenue/93% expenditures	\$670,445	\$351,703			Higher than expected building permit revenues (\$231,000) + staff vacancies for part of the year (\$87,000)
Northern Community Wastewater	98% revenue/82% expenditures	\$1,301,066	\$396,132	\$514,000	\$45,000	Higher septage revenue (\$45,000) + staff vacancies (\$78,000) + reduced biosolids hauling costs from improved dewatering system (\$70,000) + treatment cost savings (\$44,000) + other operating costs savings over multiple accounts (\$108,000)
Nanoose Peninsula Water	95% revenue/88% expenditures	\$244,524	\$121,937		\$102,000	Lower operating costs across multiple accounts (\$20,000)
Drinking Water/Watershed Protection	100% revenue/82% expenditures	\$198,860	\$97,503		\$46,000	Operating & program cost savings (\$54,000)
Fairwinds Sewer/Wastewater Nanoose	101% revenue/74% expenditures	\$286,365	\$73,412	\$70,000	\$30,000	Additional operating revenues (\$6,000) + pump & generator repair allowances not required (\$31,000) + staff vacancies (\$11,000) + reduced operating costs across multiple accounts (\$64,000)
Regional Parks	78% revenue/71% expenditures	\$655,495	\$175,293	\$177,000	\$121,600	Staff vacancies (\$145,000) + operating costs savings (\$35,000)
Community Parks	Revenue 79%-178% Expenditures 68%-167%	\$350,063	\$77,451	\$49,000	\$158,500	Staff vacancies (39,000) + multiple small operating costs savings (\$25,000)

December 31, 2016 Variance Report:

Service	Revenue/Expenses	Actual Surplus \$	Budgeted Surplus \$	Capital Carryforwards \$	Operating Project Carryforwards \$	Other Variance Explanation
Area A Recreation & Culture	100% revenue/61% expenditures	\$188,237	\$114,172		\$55,000	Operating & program cost savings (\$17,000)
Oceanside Place	99% revenue/94% expenditures	\$228,506	\$97,416	\$50,000	\$10,000	Revised operational staff scheduling (\$32,000) + lower CNG costs (\$40,000)
Ravensong Aquatic Centre	102% revenue/98% expenditures	\$236,655	\$106,905		\$15,000	Better than anticipated operating revenues (\$93,000) + lower CNG costs (\$16,000) + multiple small operating costs savings (\$5,000)
Transit Southern Community	95% revenue/94% expenditures	\$2,354,634	\$916,163	\$581,550	\$873,810	BC Transit bills based on budget and is holding difference in an operating reserve, RDN accounting requires accrual or the \$873,810
Transit Northern Community	101% revenue/90% expenditures	\$508,481	\$348,843			Additional operating revenues (\$17,000) + operating cost allocations from Southern Transit lower than budget (\$142,000)
Other Services total		\$3,123,851	\$2,811,296	\$70,700		Multiple smaller variances for operating cost savings and additional revenue (\$240,000)
<b>RDN Total</b>		<b>\$12,163,059</b>	<b>\$6,530,871</b>	<b>\$1,577,250</b>	<b>\$1,688,910</b>	



**GENERAL REVENUE FUND  
As of December 31, 2016**

	CORPORATE			SERVICES			STRATEGIC & COMM			DEVELOPMENT			REGIONAL & COMM UTILITIES		
	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var
<b>REVENUES</b>															
TAX REQUISITION	3,781,836	3,781,837	100%	2,386,528	2,386,528	100%	16,375,461	16,375,461	100%	16,375,461	16,375,461	100%	16,375,461	16,375,461	100%
GRANTS	605,853	158,890	381%	200,056	209,128	96%	6,651,412	1,825,025	364%	6,651,412	1,825,025	364%	6,651,412	1,825,025	364%
OPERATING REVENUE	27,195	19,554	139%	1,428,663	1,213,763	118%	14,856,810	13,650,849	109%	14,856,810	13,650,849	109%	14,856,810	13,650,849	109%
OTHER REVENUE	11,482,104	11,623,380	99%	344,849	382,385	90%	13,754,949	33,547,324	41%	13,754,949	33,547,324	41%	13,754,949	33,547,324	41%
PRIOR YEARS SURPLUS (DEFICIT)	1,244,851	1,244,851	100%	1,206,108	1,206,108	100%	4,832,295	4,832,295	100%	4,832,295	4,832,295	100%	4,832,295	4,832,295	100%
<b>TOTAL REVENUES</b>	<b>17,141,839</b>	<b>16,828,512</b>	<b>102%</b>	<b>5,566,204</b>	<b>5,397,912</b>	<b>103%</b>	<b>56,470,927</b>	<b>70,230,954</b>	<b>80%</b>	<b>56,470,927</b>	<b>70,230,954</b>	<b>80%</b>	<b>56,470,927</b>	<b>70,230,954</b>	<b>80%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	147,532	188,603	78%	370,020	398,735	93%	1,798,492	1,858,319	97%	1,798,492	1,858,319	97%	1,798,492	1,858,319	97%
COMMUNITY GRANTS	65,022	56,528	115%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
LEGISLATIVE	456,128	496,894	92%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
PROFESSIONAL FEES	279,012	375,550	74%	240,504	331,100	73%	1,054,628	1,410,078	75%	1,054,628	1,410,078	75%	1,054,628	1,410,078	75%
BUILDING - OPER & MAINT	325,443	340,947	95%	37,313	40,813	91%	1,439,337	1,568,860	92%	1,439,337	1,568,860	92%	1,439,337	1,568,860	92%
VEH & EQUIP - OPER & MAINT	161,516	175,062	92%	77,717	74,767	104%	1,901,657	1,798,940	106%	1,901,657	1,798,940	106%	1,901,657	1,798,940	106%
OTHER OPERATING COSTS	644,692	761,967	85%	675,660	694,746	97%	9,715,849	10,849,391	90%	9,715,849	10,849,391	90%	9,715,849	10,849,391	90%
WAGES & BENEFITS	4,059,484	4,176,161	97%	2,195,643	2,418,273	91%	7,520,331	7,937,129	95%	7,520,331	7,937,129	95%	7,520,331	7,937,129	95%
PROGRAM COSTS	11,016	21,000	52%	141,537	173,284	82%	157,923	189,300	83%	157,923	189,300	83%	157,923	189,300	83%
CAPITAL EXPENDITURES	256,348	549,500	47%	65,765	72,500	91%	21,396,783	35,251,642	61%	21,396,783	35,251,642	61%	21,396,783	35,251,642	61%
DEBT - FINANCING - INTEREST	3,436,929	3,438,815	100%	0	0	0%	392,239	594,437	66%	392,239	594,437	66%	392,239	594,437	66%
DEBT - FINANCING - PRINCIPAL	3,185,990	3,185,994	100%	0	0	0%	440,773	443,392	99%	440,773	443,392	99%	440,773	443,392	99%
TRSF TO RESERVE FUND	184,140	187,550	98%	171,054	156,375	109%	6,142,851	5,215,586	118%	6,142,851	5,215,586	118%	6,142,851	5,215,586	118%
TRSF TO OTHER GOV'T/AGENCIES	2,559,623	2,207,331	116%	277,350	376,628	74%	0	0	0%	0	0	0%	0	0	0%
<b>TOTAL EXPENDITURES</b>	<b>15,772,875</b>	<b>16,161,902</b>	<b>98%</b>	<b>4,252,563</b>	<b>4,737,221</b>	<b>90%</b>	<b>51,960,863</b>	<b>67,117,074</b>	<b>77%</b>	<b>51,960,863</b>	<b>67,117,074</b>	<b>77%</b>	<b>51,960,863</b>	<b>67,117,074</b>	<b>77%</b>
<b>OPERATING SURPLUS (DEFICIT)*</b>	<b>1,368,964</b>	<b>666,610</b>		<b>1,313,641</b>	<b>660,691</b>		<b>4,510,064</b>	<b>3,113,880</b>		<b>4,510,064</b>	<b>3,113,880</b>		<b>4,510,064</b>	<b>3,113,880</b>	
<b>*SURPLUS APPROPRIATION FOR BC TRANSIT OPERATING RESERVE</b>															



**GENERAL REVENUE FUND**  
As of December 31, 2016

	RECREATION & PARKS SERVICES		EMERGENCY SERVICES		TRANSIT &		TOTAL		FUND		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	%	
	2016	2016	2016	2016	2016	2016	2016	2016	2016	Var	
<b>REVENUES</b>											
TAX REQUISITION	10,701,750	10,701,750	14,243,554	14,243,555	47,489,129	47,489,131	100%	47,489,129	47,489,131	100%	
GRANTS	2,854,619	4,115,245	5,742,590	6,988,710	16,054,530	13,296,998	82%	16,054,530	13,296,998	121%	
OPERATING REVENUE	1,693,321	1,608,515	4,519,346	4,509,487	22,525,335	21,002,168	100%	22,525,335	21,002,168	107%	
OTHER REVENUE	385,869	1,507,942	2,281,558	3,222,459	28,249,329	50,283,490	71%	28,249,329	50,283,490	56%	
PRIOR YEARS SURPLUS (DEFICIT)	1,522,596	1,522,596	3,020,931	2,676,636	11,826,781	11,482,486	113%	11,826,781	11,482,486	103%	
<b>TOTAL REVENUES</b>	<b>17,158,155</b>	<b>19,456,048</b>	<b>29,807,979</b>	<b>31,640,847</b>	<b>126,145,104</b>	<b>143,554,273</b>	<b>94%</b>	<b>126,145,104</b>	<b>143,554,273</b>	<b>88%</b>	
<b>EXPENSES</b>											
OFFICE OPERATING	581,699	597,498	1,321,040	1,347,825	4,218,783	4,390,980	98%	4,218,783	4,390,980	96%	
COMMUNITY GRANTS	0	0	0	0	65,022	56,528	0%	65,022	56,528	115%	
LEGISLATIVE	0	1,500	0	0	456,128	498,394	0%	456,128	498,394	92%	
PROFESSIONAL FEES	104,700	311,200	43,801	94,740	1,722,645	2,522,668	34%	1,722,645	2,522,668	68%	
BUILDING - OPER & MAINT	743,699	806,539	426,142	475,449	2,971,934	3,232,608	92%	2,971,934	3,232,608	92%	
VEH & EQUIP - OPER & MAINT	181,057	236,827	4,624,521	5,593,401	6,946,468	7,878,997	76%	6,946,468	7,878,997	88%	
OTHER OPERATING COSTS	810,151	1,165,284	3,319,168	3,390,217	15,165,520	16,861,605	70%	15,165,520	16,861,605	90%	
WAGES & BENEFITS	4,395,838	4,619,653	11,183,923	11,513,970	29,355,219	30,665,186	95%	29,355,219	30,665,186	96%	
PROGRAM COSTS	585,298	563,286	0	0	895,774	946,870	104%	895,774	946,870	95%	
CAPITAL EXPENDITURES	3,375,043	5,602,994	1,055,417	3,339,737	26,149,356	44,816,373	60%	26,149,356	44,816,373	58%	
DEBT - FINANCING - INTEREST	458,237	459,224	167,776	171,693	4,455,181	4,664,169	100%	4,455,181	4,664,169	96%	
DEBT - FINANCING - PRINCIPAL	1,004,376	1,004,287	153,944	153,954	4,785,083	4,787,627	100%	4,785,083	4,787,627	100%	
TRSF TO RESERVE FUND	1,484,940	1,485,660	1,658,806	1,411,826	9,641,791	8,456,997	100%	9,641,791	8,456,997	114%	
TRSF TO OTHER GOVT/AGENCIES	1,707,332	2,001,992	2,608,827	2,658,462	7,153,132	7,244,413	85%	7,153,132	7,244,413	99%	
<b>TOTAL EXPENDITURES</b>	<b>15,432,370</b>	<b>18,855,944</b>	<b>26,563,365</b>	<b>30,151,274</b>	<b>113,982,036</b>	<b>137,023,415</b>	<b>82%</b>	<b>113,982,036</b>	<b>137,023,415</b>	<b>83%</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>1,725,785</b>	<b>600,104</b>	<b>3,244,614</b>	<b>1,489,573</b>	<b>12,163,068</b>	<b>6,530,858</b>		<b>12,163,068</b>	<b>6,530,858</b>		
<b>*SURPLUS APPROPRIATION FOR BC TRANSIT OPERATING RESERVE</b>			<b>873,810</b>		<b>873,810</b>			<b>873,810</b>			



**SUMMARY OF OPERATING RESULTS**  
For period ending December 31, 2016

	Revenues		Expenditures		Variance	Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget		2016 Actuals	2016 Budget
<b>CORPORATE SERVICES</b>							
Administration	7,459,671	7,194,286	6,307,909	6,631,037	95%	1,151,762	563,249
Community Justice	138,300	138,300	138,300	138,300	100%	0	0
Electoral Area Administration	907,474	843,738	695,259	740,375	94%	212,215	103,363
Regional Library	2,931,817	2,931,822	2,931,817	2,931,822	100%	0	0
Feasibility Studies	17,581	14,930	12,601	14,930	84%	4,980	0
Municipal Debt Transfers	5,682,050	5,683,936	5,682,050	5,683,936	100%	0	0
House Numbering	21,500	21,500	21,500	21,500	100%	0	0
<b>TOTAL</b>	<b>17,158,393</b>	<b>16,828,512</b>	<b>15,789,436</b>	<b>16,161,900</b>	<b>98%</b>	<b>1,368,957</b>	<b>666,612</b>
<b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b>							
EA Community Planning	2,047,792	2,034,828	1,595,892	1,858,795	86%	451,900	176,033
Economic Development South	177,000	177,000	177,000	177,000	100%	0	0
Economic Development North	62,368	57,838	58,107	57,838	100%	4,261	0
VIHA Community Wellness Grant	100,350	154,933	100,350	154,933	65%	0	0
VIHA Health Network Funding	20,903	44,695	20,903	44,695	47%	0	0
Regional Growth Strategy	688,231	710,478	518,168	605,355	86%	170,063	105,123
Building Inspection	1,809,655	1,581,682	1,139,210	1,229,979	93%	670,445	351,703
Bylaw Enforcement							
Bylaw Enforcement	295,621	303,785	295,621	303,785	97%	0	0
Animal Control EA A,B,C,LANTZ	72,006	71,506	64,112	67,463	95%	7,894	4,043
Animal Control EG & H	97,385	96,440	90,822	92,744	98%	6,563	3,696
Animal Control EA F	30,086	30,086	17,947	20,841	86%	12,139	9,245
Unslightly Premises	45,440	59,273	45,271	58,493	77%	169	780
Hazardous Properties	15,481	25,481	36,587	24,867	147%	(21,106)	614
Noise Control	48,895	49,887	37,579	40,432	93%	11,316	9,455
Community Works Fund Projects - Strategic & Community Dev	54,992	0	54,992	0	0%	0	0
<b>TOTAL</b>	<b>5,566,205</b>	<b>5,997,912</b>	<b>4,252,561</b>	<b>4,737,220</b>	<b>90%</b>	<b>1,313,644</b>	<b>660,692</b>
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>							
RCU - Administration	368,257	373,845	368,257	373,845	99%	0	0
Wastewater Management							
Liquid Waste Management Planning	656,191	664,521	451,177	512,652	88%	205,014	151,869
Wastewater Southern Community	22,293,833	30,318,769	21,325,835	29,369,865	73%	967,998	948,904
Wastewater Northern Community	5,883,409	5,995,177	4,582,343	5,599,045	82%	1,301,066	396,132
Wastewater Duke Point	475,515	483,970	313,374	329,137	95%	162,141	154,833
Water Supply							
Water - Surfside	49,095	46,682	47,801	45,565	105%	1,294	1,117
Water - French Creek	165,269	199,006	147,052	181,067	81%	18,217	17,939
Water - Whiskey Creek	130,177	181,022	125,020	169,693	74%	5,157	11,329
Water - Decourcey	12,911	12,566	9,894	10,018	99%	3,017	2,548
Water - San Pareil	240,945	236,432	223,986	232,943	96%	16,959	3,489
Water - Driftwood	5,459	5,459	5,458	5,459	100%	1	0





**SUMMARY OF OPERATING RESULTS**  
For period ending December 31, 2016

	Revenues 2016		Expenditures 2016		Variance	Expenditures 2016		Variance	Surplus 2016	
	Actuals	Budget	Actuals	Budget		Actuals	Budget		Actuals	Budget
Water - Englishman River	136,962	135,237	101%	108,940	112,928	96%	28,022	22,309	28,022	22,309
Water - Melrose Place	41,438	46,233	90%	29,426	38,901	76%	12,012	7,332	12,012	7,332
Water - Nanoose Peninsula	2,013,639	2,128,974	95%	1,769,115	2,007,037	88%	244,524	121,937	244,524	121,937
Water - Bulk Water Nanoose Bay	1,766,918	4,069,226	43%	1,688,717	3,952,298	43%	78,201	116,928	78,201	116,928
Water - Bulk Water French Creek	136,014	61,027	223%	136,229	57,549	237%	(215)	3,478	(215)	3,478
Water - San Pareil Fire	74,211	74,211	100%	74,212	74,211	100%	(1)	0	(1)	0
Water - Westurne Heights	54,494	4,295	1,269%	57,782	4,295	1,345%	(3,288)	0	(3,288)	0
Drinking Water/Watershed Protection	676,105	676,105	100%	477,245	578,602	82%	198,860	97,503	198,860	97,503
Streetlighting	105,858	116,118	91%	95,323	104,744	91%	10,535	11,374	10,535	11,374
Sewer Collection										
Sewer - French Creek	993,685	1,016,609	98%	987,533	1,012,733	98%	6,152	3,876	6,152	3,876
7551 / 2851 Sewer/Fairwinds / Wastewater Nanoose	884,401	877,802	101%	598,036	804,390	74%	286,365	73,412	286,365	73,412
Sewer - Pacific Shores	81,070	80,870	100%	69,668	76,671	91%	11,402	4,199	11,402	4,199
Sewer - Surfside	36,193	36,058	100%	24,684	27,337	90%	11,509	8,721	11,509	8,721
Sewer - Cedar	246,940	230,964	107%	196,689	185,512	106%	50,251	45,452	50,251	45,452
Sewer - Barclay	256,872	253,506	101%	218,201	221,140	99%	38,671	32,366	38,671	32,366
Sewer - Reid Road Debt	3,624	3,624	100%	3,625	3,624	100%	(1)	0	(1)	0
Sewer - Hawthorne Rise Debt	9,941	9,941	100%	9,941	9,941	100%	0	0	0	0
Englishman River Stormwater	11,382	11,382	100%	5,333	6,348	84%	6,049	5,034	6,049	5,034
Cedar Estates Stormwater	11,927	11,927	100%	5,348	7,348	73%	6,579	4,579	6,579	4,579
Pump & Haul	2,039	2,400	85%	2,039	2,400	85%	0	0	0	0
Solid Waste										
Solid Waste Management	13,739,920	16,363,113	84%	13,156,818	15,665,903	84%	583,102	697,210	583,102	697,210
Solid Waste Collection & Recycling	4,810,235	4,750,352	101%	4,549,762	4,580,342	99%	260,473	170,010	260,473	170,010
Community Works Fund Projects - Regional & Community Utili	95,998	753,531	13%	95,998	753,531	13%	0	0	0	0
<b>TOTAL</b>	<b>56,470,927</b>	<b>70,230,954</b>	<b>80%</b>	<b>51,960,861</b>	<b>67,117,074</b>	<b>77%</b>	<b>4,510,066</b>	<b>3,113,880</b>	<b>4,510,066</b>	<b>3,113,880</b>
<b>RECREATION &amp; PARKS SERVICES</b>										
Regional Parks	5,460,433	6,973,997	78%	4,804,938	6,798,704	71%	655,495	175,293	655,495	175,293
Community Parks										
Community Parks - Area A	262,120	258,783	101%	207,775	251,367	83%	54,345	7,416	54,345	7,416
Community Parks - Area B	484,005	272,012	178%	443,330	265,025	167%	40,675	6,987	40,675	6,987
Community Parks - Area C (Extension)	99,778	99,282	100%	59,222	80,494	74%	40,556	18,788	40,556	18,788
Community Parks - Area C (East Wellington)	158,538	158,143	100%	112,571	139,838	81%	45,967	18,305	45,967	18,305
Community Parks - Area E	242,752	285,325	85%	205,210	282,990	73%	37,542	2,335	37,542	2,335
Community Parks - Area F	187,313	184,490	102%	140,022	174,682	80%	47,291	9,808	47,291	9,808
Community Parks - Area G	151,966	191,427	79%	125,673	183,800	68%	26,293	7,627	26,293	7,627
Community Parks - Area H	215,776	214,300	101%	158,382	208,115	76%	57,394	6,185	57,394	6,185
Area A Recreation & Culture	305,447	305,447	100%	117,210	191,275	61%	188,237	114,172	188,237	114,172
Northern Community Recreation	1,820,571	1,807,639	101%	1,791,053	1,778,762	101%	29,518	28,877	29,518	28,877
Oceanside Place	2,734,120	2,768,511	99%	2,505,614	2,671,095	94%	228,506	97,416	228,506	97,416
Ravensong Aquatic Centre	3,563,852	3,504,979	102%	3,327,197	3,398,074	98%	236,655	106,905	236,655	106,905
Gabriola Island Recreation	146,984	120,874	122%	135,701	120,874	112%	11,283	0	11,283	0



**SUMMARY OF OPERATING RESULTS**  
For period ending December 31, 2016

	Revenues		Expenditures		Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget
Southern Community Recreation & Culture	1,258,823	1,249,320	1,232,800	1,249,320	26,023	0
Community Works Fund Projects - Parks & Recreation Services	65,673	1,061,519	65,673	1,061,519	0	0
<b>TOTAL</b>	<b>17,158,151</b>	<b>19,456,048</b>	<b>15,432,371</b>	<b>18,855,934</b>	<b>1,725,780</b>	<b>600,114</b>
<b>TRANSIT &amp; EMERGENCY SERVICES</b>						
Transit						
Transit Southern Community	21,715,717	23,319,307	19,361,083	22,403,144	2,354,634	916,163
Transit - Gabriola Transit Contribution	97,665	97,665	97,665	97,665	0	0
Transit - Gabriola Island Taxi Saver	11,940	11,940	3,946	11,940	7,994	0
Transit Northern Community	2,195,687	2,222,226	1,687,206	1,873,383	508,481	348,843
Gabriola Island Emergency Wharf	205,913	5,914	205,610	5,914	303	0
Fire Protection						
Fire - Meadowood	139,357	139,357	139,358	139,357	(1)	0
Fire - Nanaimo River	17,795	17,795	17,681	17,795	114	0
Fire - Coombs Hilliers	651,006	651,505	651,006	651,505	0	0
Fire - Errington	489,833	512,901	489,833	512,901	0	0
Fire - French Creek	498,446	498,238	442,628	438,286	55,818	59,952
Fire - Nanoose Bay	984,639	976,294	954,852	960,849	29,787	15,445
Fire - Wellington	79,022	79,022	76,224	79,022	2,798	0
Fire - Cassidy Waterloo	173,561	171,538	141,183	171,538	32,378	0
Fire - Dashwood	624,857	574,160	624,857	574,160	0	0
Fire - Extension	200,532	193,515	161,393	193,515	39,139	0
Fire - Parksville Local	176,968	176,968	92,140	92,140	84,828	84,828
Fire - Bow Horn Bay	339,893	737,085	339,893	737,085	0	0
Emergency Planning	328,825	379,460	271,186	361,585	57,639	17,875
D68 Search & Rescue	50,825	50,460	47,475	47,800	3,350	2,660
D69 Marine Search & Rescue	5,000	5,000	5,000	5,000	0	0
D69 Land Search & Rescue	10,000	10,000	10,000	10,000	0	0
D68 E911	147,445	147,445	130,009	147,445	17,436	0
D69 E911	663,052	663,052	613,138	619,245	49,914	43,807
<b>TOTAL</b>	<b>29,807,978</b>	<b>31,640,847</b>	<b>26,563,366</b>	<b>30,151,274</b>	<b>3,244,612</b>	<b>1,489,573</b>
<b>TOTAL ALL SERVICES *</b>	<b>126,161,654</b>	<b>143,554,273</b>	<b>113,998,595</b>	<b>137,023,402</b>	<b>12,163,059</b>	<b>6,530,871</b>
<b>* Surplus Appropriation for BC Transit Operating Reserve</b>						
					<b>873,810</b>	



The following chart shows the voting strength and number of Directors as per the 2011 Census and as per the 2016 Census using the numbers that are expected to be certified by the Minister, should the RDN voting unit remain unchanged at 2,500.

Voting Unit	2,500		2,500			
	Population - 2011 Census (certified)	Number of Directors	Voting Strength	Population - 2016 Census Adjusted	Number of Directors	Voting Strength
Nanaimo	83,810	7	34	90,504	8	37
Parksville	11,977	1	5	12,514	2	6
Lantzville	3,601	1	2	3,605	1	2
Qualicum Beach	8,687	1	4	8,943	1	4
EA A*	7,195	1	3	7,429	1	3
EA B	4,045	1	2	4,033	1	2
EA C*	3,211	1	2	3,168	1	2
EA E*	5,878	1	3	6,355	1	3
EA F	7,422	1	3	7,724	1	4
EA G	7,158	1	3	7,465	1	3
EA H*	3,590	1	2	3,958	1	2
<b>Total</b>	146,574	17	63	155,698	19	68

\*Population includes people residing on Indian Reserves

As per the above calculations, the 2016 Census figures result in five additional votes at the Board table and two additional Directors, one from the City of Nanaimo and one from the City of Parksville.

## ALTERNATIVES

1. That the Board request an amendment to the RDN's letter patent to change the voting unit to 2,750.

Amending the RDN's voting unit to 2,750 keeps the composition on the Board as close to the current composition as possible (see chart below). The Ministry has advised that all voting units are divisible by 250 so, while a voting unit of 2,700 results in identical voting strength and Director representation, such a request would not be accepted by the Ministry.

2. That the Board request an amendment to the RDN's letter patent to change the voting unit to 3,000.

Amending the RDN's voting unit to 3,000 keeps the number of Directors at its current level and potentially keeps the number of Directors consistent for the next census as well.

3. That the Board request an amendment to the RDN's letter patent to change the voting unit to 3,250.

Amending the voting unit to 3,250 reduces the size of the Board and results in cost savings as outlined in Financial Implications below.

4. That the Board receive the report for information only and leave the voting unit at 2,500.

Leaving the voting unit at 2,500 results in two additional Directors on the RDN Board. The financial implications are outlined below. However, there are additional logistical challenges that could result from this change.

The Board has, under their protocol agreement with the Qualicum First Nation, extended an invitation for a representative to attend RDN Board meetings as a participating non-voting member of the Board. With two additional Board members, all 19 seats at the main Board table would be filled and additional seating would be required

Voting Unit	Population - 2016 Census Adjusted	2,750		3,000		3,250	
		Number of Directors	Voting Strength	Number of Directors	Voting Strength	Number of Directors	Voting Strength
Nanaimo	90,504	7	33	7	31	6	28
Parksville	12,514	1	5	1	5	1	4
Lantzville	3,605	1	2	1	2	1	2
Qualicum Beach	8,943	1	4	1	3	1	3
EA A*	7,429	1	3	1	3	1	3
EA B	4,033	1	2	1	2	1	2
EA C*	3,168	1	2	1	2	1	1
EA E*	6,355	1	3	1	3	1	2
EA F	7,724	1	3	1	3	1	3
EA G	7,465	1	3	1	3	1	3
EA H*	3,958	1	2	1	2	1	2
<b>Total</b>	<b>155,698</b>	<b>17</b>	<b>62</b>	<b>17</b>	<b>59</b>	<b>16</b>	<b>53</b>

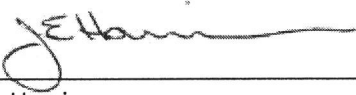
\*Population includes people residing on Indian Reserves

#### FINANCIAL IMPLICATIONS

1. Amending the voting unit to 2,750 has no financial implications.
2. Amending the voting unit to 3,000 has no financial implications.
3. Amending the voting unit to 3,250 results in one less Director on the RDN Board for an annual savings of approximately \$14,248 (\$13,688 –remuneration, \$560 – mileage / expenses) based on the current Directors’ remuneration bylaw.
4. Leaving the voting unit at 2,500 results in an annual increase to the RDN budget of approximately \$28,500 in Directors’ remuneration, mileage and expenses based on the current Directors’ remuneration bylaw.

## STRATEGIC PLAN IMPLICATIONS

Review of the RDN's voting unit is consistent with the Strategic Priority "Focus on Governance – We will review our Board composition as our community changes and grows".



---

Joan Harrison  
[jharrison@rdn.bc.ca](mailto:jharrison@rdn.bc.ca)  
March 20, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer

---

**TO:** Regional District of Nanaimo  
Committee of the Whole

**MEETING:** April 11, 2017

**FROM:** Tyler Brown  
Intergovernmental Liaison

**SUBJECT:** Mount Arrowsmith Biosphere – Memorandum of Understanding

---

### **RECOMMENDATIONS**

1. That the Board authorize the execution of a memorandum of understanding with Vancouver Island University for the purpose of establishing a foundation for regional cooperation in areas of mutual benefit that pertain to the Mount Arrowsmith Biosphere Region.
2. That the Chair represent the Regional District of Nanaimo on the Mount Arrowsmith Biosphere Region Roundtable or appoint another Director to attend on his behalf.

### **SUMMARY**

David R. Witty, Director of the Mount Arrowsmith Biosphere Region (MABR) and Provost and Vice-President Academic at Vancouver Island University (VIU), has approached the Regional District of Nanaimo (RDN) to enter into a memorandum of understanding (MOU) with VIU (Attachment 1 – Letter from Dave Witty). The stated purposed of the MOU is to establish a foundation for regional cooperation between VIU and the RDN in areas of mutual benefit that pertain to the MABR (Attachment 2 – Proposed Regional District of Nanaimo/Vancouver Island University Memorandum of Understanding).

If the RDN is agreeable to the MOU, the Chair, or another Director on his behalf, would be eligible to participate in the MABR roundtable forum. The roundtable is well attended by representatives from First Nations, the City of Parksville and the Town of Qualicum Beach, senior levels of government, forestry companies, and community organizations. The roundtable serves as a forum to share information and coordinate similar activities in the region.

As the objectives of the MOU and roundtable are generally consistent with the 2016 – 2020 Board Strategic Plan, and the MOU does not contain any binding, specific or obligatory financial commitments, the recommendations are for the Board to authorize the signing of the MOU between VIU and the RDN and for the Chair, or another Director on his behalf, to attend MABR roundtable meetings.

## BACKGROUND

David R. Witty, Director of the MABR and Provost and Vice-President Academic at VIU has proposed that the RDN become an official partner of the MABR through a MOU with VIU (Attachment 1). With the exception of minor details and dates, the MOU is identical to those between VIU and the City of Parksville and the Town of Qualicum Beach.

The MABR was designated as a United Nations Educational, Scientific and Cultural Organization (UNESCO) biosphere reserve in the year 2000 and includes land within RDN member municipalities and Electoral Areas (Attachment 3 – Mount Arrowsmith Biosphere Region Boundaries). The MABR was initially coordinated through the Mount Arrowsmith Biosphere Foundation. In 2014, the foundation, which the RDN been previously involved with, was dissolved and VIU and the City of Parksville took responsibility for managing the MABR. In July of 2014, VIU and Parksville signed a Memorandum of Understanding to co-manage the MABR. Subsequently, a MOU was also established between VIU and the Town of Qualicum Beach, and similar verbal agreements exist with Snaw-Naw-As First Nation and Qualicum First Nation.

The current mandate of the MABR is as follows<sup>1</sup>:

Biosphere reserves are considered model regions for sustainable development. They work to promote the conservation of biological and cultural diversity in addition to economic and social development. In each biosphere reserve, community partners work together to find innovative ways to achieve a balance between the needs of humans and nature.

Further, the MABR has three main functions<sup>2</sup>:

**Promoting the conservation of biodiversity:** To contribute to the conservation of landscapes, ecosystems, species and genetic variation.

**Fostering sustainable development:** To foster economic and human development which is socio-culturally and ecologically sustainable.

**Supporting research and education:** To provide support for research, monitoring, education and information exchange related to local, national and global issues of conservation and development.

The stated intention of the formal agreement between the RDN and VIU is to establish a foundation for regional cooperation between VIU and the RDN in areas of mutual benefit that pertain to the MABR. The goals outlined in the MOU are generally consistent with different RDN Strategic Priorities regarding environmental protection, promoting the region, working together and developing sustainable economies. The goals of the MOU are outlined on page 2 of Attachment 2. It should be noted that there are no binding commitments with respect to actions or expenses in the MOU.

In terms of governance, a roundtable involving First Nations, municipal and senior levels of government, private industry, conservation groups, and other regional representatives has been established. The

---

<sup>1,2</sup> Mount Arrowsmith Biosphere Region Mandate (2017, March 23) Retrieved from: <http://www.mabr.ca/mandate/>



roundtable meetings are typically held every three months, are well attended, and serve as a forum to share information and coordinate activities. If the RDN is agreeable to the MOU, the Chair has been invited to attend and participate in the roundtable meetings. The Chair may choose to appoint a Director to attend on his behalf.

### **ALTERNATIVES**

1. Endorse and authorize the signing of the MOU between VIU and the RDN as presented.
2. Endorse the MOU between VIU and the RDN with proposed amendments as directed.
3. Receive this report and provide alternate direction to staff.

### **FINANCIAL IMPLICATIONS**

The MOU does not place any binding, specific or obligatory financial commitments on the RDN. Nor does the agreement impose any financial liability or responsibility on either party with respect to the costs or expenses of the other party. Therefore, any potential costs or expenses that may arise from the agreement will be considered at a future time on an agreed upon initiative between the two parties.

Coordination of the MABR is through a VIU staff member. The position is entirely funded by VIU. Specific activities and initiatives undertaken by the MABR are funded by a variety of sources, typically by grant funding.

### **STRATEGIC PLAN IMPLICATIONS**

The proposed MOU with VIU is consistent with the RDN strategic priority of focusing on relationships as the MOU supports collaboration and cooperation in areas of mutual interest across jurisdictions, improves two-way communication within the Regional District, and is an opportunity to partner with branches of government/community groups to advance the region.



---

Tyler Brown  
[tbrown@rdn.bc.ca](mailto:tbrown@rdn.bc.ca)  
March 23, 2016

#### Reviewed by:

- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

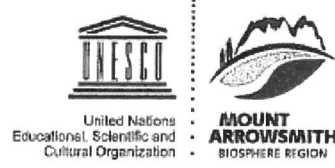
#### Attachments

1. Letter from Dave Witty – Proposed Memorandum of Understanding
2. Proposed Regional District of Nanaimo/Vancouver Island University Memorandum of Understanding

3. Mount Arrowsmith Biosphere Region Boundaries

**Attachment 1**  
**Letter from Dave Witty – Proposed Memorandum of Understanding**

Bill Veenhof, RDN Board Chair  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC, V9T 6N2  
e: bill.veenhof@shaw.ca



March 13, 2017

Dear Mr. Veenhof,

As Director of the Mount Arrowsmith Biosphere Region (MABR), I would like to extend an invitation to the Regional District of Nanaimo (RDN) to become an official partner of the MABR through the signing of a Memorandum of Understanding (MOU) with Vancouver Island University (VIU). The MOU we are proposing would be identical to the MOU that VIU has with the City of Parksville and the Town of Qualicum Beach, and equal in spirit to the verbal agreements we have with Qualicum First Nation and Snaw-Naw-As First Nation. Please find a copy attached here. This MOU reflects our shared interest and commitment to contribute to the mandate of the UNESCO-designated MABR.

We are very pleased with the successful project partnerships that VIU's Mount Arrowsmith Biosphere Region Research Institute has established with the RDN's Drinking Water and Watershed Protection Program, and the MABR looks forward to a more formal association with the RDN's Board of Directors through appointment of the Chair to the MABR Roundtable. Since the 2014 reestablishment of a new governance model for the MABR and the dissolution of the former Mount Arrowsmith Biosphere Foundation, it has been our hope and intent to have the RDN join us in meeting the MABR's international mandate as a UNESCO Biosphere. Once an MOU is in place, I would like to discuss RDN political representation at the MABR Roundtable.

I look forward to your response and to continued and future collaborations.

Sincerely,

A handwritten signature in black ink, appearing to read 'David R. Witty', written over a dotted line.

David R. Witty, PhD, MRAIC, FCIP, RPP  
Director of the Mount Arrowsmith Biosphere Region  
Provost and Vice-President Academic, Vancouver Island University  
900 Fifth Street, Nanaimo BC, V9R 5S5  
david.witty@viu.ca | (250) 740-6104

cc: Monica Shore  
Pam Shaw

mabr@viu.ca | mabr.ca | @MountArrowBR

**Attachment 2**  
**Proposed Regional District of Nanaimo/Vancouver Island University**  
**Memorandum of Understanding**

**MEMORANDUM OF UNDERSTANDING**

**MADE EFFECTIVE** as of this \_\_\_\_ day of \_\_\_\_\_ 2017.

**BETWEEN:**

VANCOUVER ISLAND UNIVERSITY  
("VIU")

**AND:**

REGIONAL DISTRICT OF NANAIMO  
("RDN")

**BACKGROUND**

Whereas the United Nations Educational Scientific and Cultural Organization (UNESCO) has recognized and designated the Mount Arrowsmith Biosphere Region to ensure environmental, economic and social (including cultural and spiritual) sustainability through:

1. the development and coordination of a worldwide network of places acting as demonstration areas and learning sites with the aim of maintaining and developing ecological and cultural diversity, and securing ecosystem services for human well-being;
2. the development and integration of knowledge, including science, to advance our understanding of interactions between people and the rest of nature, and;
3. building global capacity for the management of complex socio-ecological systems, particularly through encouraging greater dialogue at the science-policy interface; environmental education; and multi-media outreach to the wider community.

And whereas VIU and RDN share similar interests, concerns, expertise, and goals in the nature of:

- Supporting the mandate and goals of the UNESCO Mount Arrowsmith Biosphere Region (MABR) designation, and;
- Enhancing the regional benefits that derive from such a designation.

The purpose of this Memorandum of Understanding ("MOU") is to establish a foundation for regional cooperation between VIU and RDN in areas of mutual benefit and interest that pertain to the MABR.

## **GOALS**

- Promote the Mandate and Goals of the UNESCO designation in general and the MABR in particular;
- Explore and promote ways and means of enhancing the role of the MABR within the region;
- Promote the cultural, economic, environmental and social health of the region as they pertain to the MABR;
- Identify community engagement opportunities and associated research that relate to the mandate of the MABR;
- Ensure that the RDN's Plans, Policies and Bylaws frame future discussions of the parties as they relate to the MABR;
- Identify potential sources of funding to undertake MABR-related initiatives, including but not limited to communications, community engagement, events, UNESCO liaison, research and travel;
- Expand the mutual interests of the Parties to include other MABR partners, including but not limited to First Nations, resource users, landowners and other key stakeholders who have an interest in the MABR, and;
- Prepare a Review of Accomplishments and Revised Action Steps by November 30<sup>th</sup> of each year.

## **FINANCIAL CONSIDERATIONS**

Each Party will pay all of its own costs and expenses concerning all activities and matters under this MOU. This MOU does not impose any financial liability or responsibility on either Party with respect to the costs or expenses of the other.

## **CONFIDENTIAL AND PROPRIETARY INFORMATION**

Each Party is responsible for disclosing when information is confidential or proprietary to the other party. Both Parties are responsible for taking reasonable measures to protect the other Party's confidential and proprietary information.

## **PUBLICITY**

All publications and publicity, regardless of media, with respect to this MOU requires the expressed written consent of both Parties prior to being issued.

## **RELATIONSHIP**

The Parties are entering into this MOU as independent entities. Nothing in this MOU constitutes any Party to be an agent or partner of the other party in any respect and neither Party will have any authority whatsoever with respect to the property or business of the other Party.

This MOU does not preclude either Party from seeking or negotiating other similar arrangements with other entities.

## **LICENSING**

No license or conveyance of any rights to either Party under any business contracts, copyrights, or other form of intellectual property is granted or implied by the exchange of any information between the Parties.

## **TERM, TERMINATION and AMENDMENT**

This MOU is effective from the date written above and will continue until either party provides 30 days written notice to the other.

This MOU will be reviewed, amended or terminated as needed. Any amendment of this MOU must be in writing and signed by both parties.

**LEGAL EFFECT**

This MOU specifies general areas of potential exchange and cooperation and merely sets out the general basis upon which we intend to proceed. Except for the sections titled Financial Considerations, Confidential and Proprietary Information, and Publicity, this MOU is a non-binding agreement between the Parties and does not commit the Parties to enter into any binding or legal arrangements. The sections entitled Financial Considerations, Confidential and Proprietary Information, and Publicity will each be binding upon us and will be governed as to their interpretation and effect by the law of the Province of British Columbia, Canada.

The Parties will cooperate fully with each other and, should Projects or Initiatives of mutual interest be identified, the Parties will prepare or have prepared a formal Agreement embodying the covenants, terms and conditions that they have negotiated regarding these Projects or Initiatives, forming separate Agreements outside this MOU.

**ADMINISTRATION AND NOTICES**

We have each assigned an authorized individual to be responsible for the implementation, monitoring and evaluation of this MOU as follows:

**Administration and Legal for VIU:**

DAVID WITTY, Provost  
900 Fifth Street  
Nanaimo BC V9R 5S5  
250-740-6104 | david.witty@viu.ca

**Administration and Legal for RDN:**

Administrative Matters:  
Chief Administrative Officer  
Regional District of Nanaimo  
Administration Department  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2  
Fax: 250-390-4163  
Email: [corpsrv@rdn.bc.ca](mailto:corpsrv@rdn.bc.ca)

Legal Matters:  
Corporate Officer  
Regional District of Nanaimo  
Administration Department  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2  
Fax: 250-390-4163  
Email: [corpsrv@rdn.bc.ca](mailto:corpsrv@rdn.bc.ca)

Any notices required to be given by either Party under this MOU will be sent by registered mail, fax, email, or by personal delivery to the Party to the representative identified above. Each Party may change the representative it has identified above by notifying the other Party in writing.

**IN WITNESS WHEREOF** we have executed this MOU by our duly authorized officers on the effective date above.

SIGNED at British Columbia, Canada on the \_\_\_\_ day of \_\_\_\_\_, 2017.

---

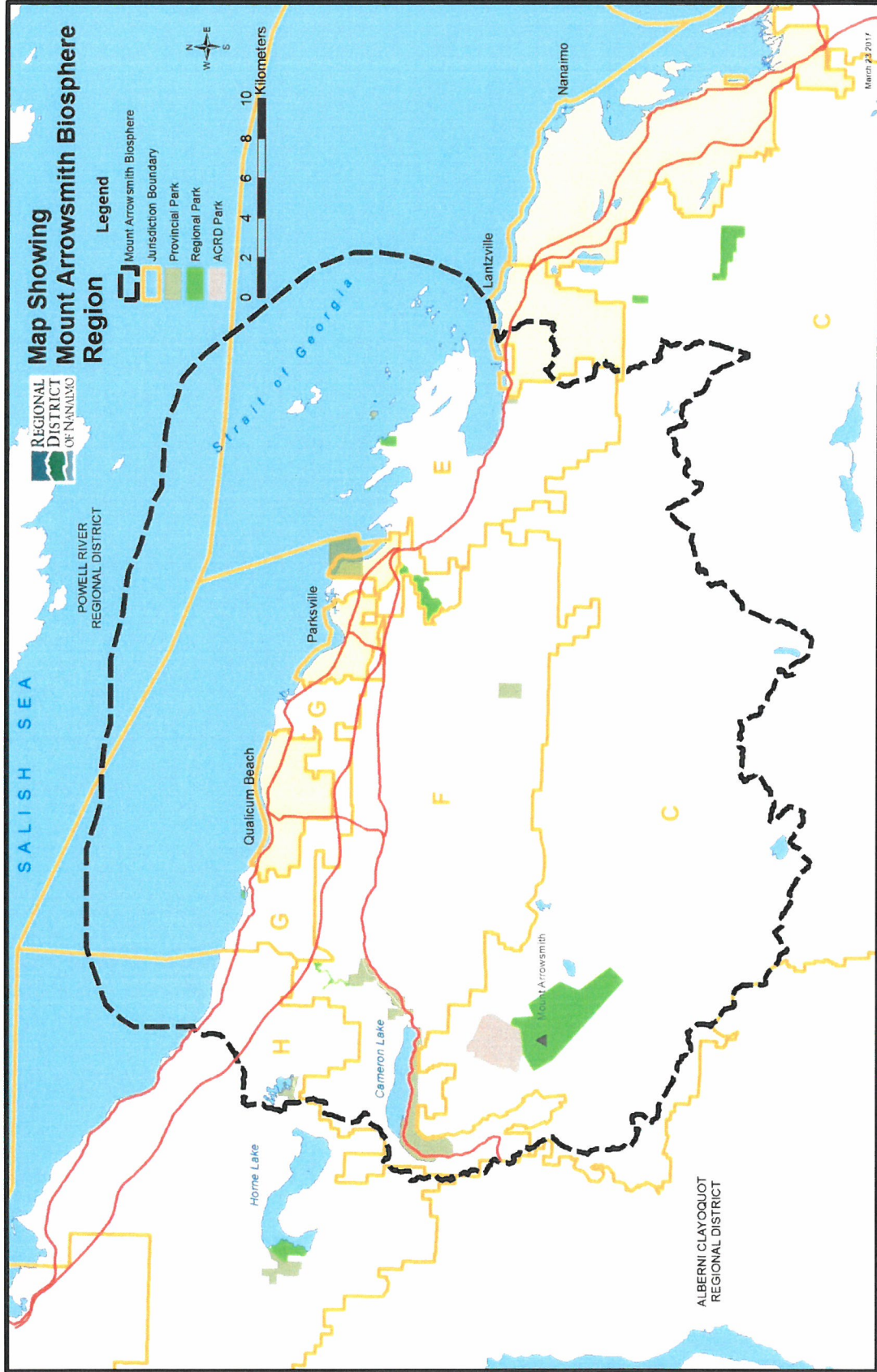
DAVID R. WITTY, Provost  
Vancouver Island University  
900 Fifth Street  
Nanaimo BC V9R 5S5

SIGNED at British Columbia, Canada on the \_\_\_\_ day of \_\_\_\_\_, 2017.

---

BILL VEENHOF, Board Chair  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo BC V9T

**Attachment 3**  
**Mount Arrowsmith Biosphere Region Boundaries**





**TO:** Regional District of Nanaimo  
Committee of the Whole

**MEETING:** April 11, 2017

**FROM:** Tyler Brown  
Intergovernmental Liaison

**SUBJECT:** Qualicum First Nation/Regional District of Nanaimo Collaboration Protocol Update

---

### **RECOMMENDATION**

That the Regional District of Nanaimo submit a grant application to the Union of British Columbia Municipalities to support community-to-community activities with Qualicum First Nation.

### **SUMMARY**

In accordance with the 2016 Cooperation Protocol between the Regional District of Nanaimo and Qualicum First Nation, the Working Group has been creating a 2017 Action Plan. The Action Plan is currently evolving and once finalized, will be presented to both Qualicum First Nation Chief and Council and the Regional District of Nanaimo Board of Directors for endorsement. To support the Working Group meetings and the larger meeting between the two governments, it is recommended that a grant application be submitted to the Union of British Columbia Municipalities community-to-community (C2C) program.

### **BACKGROUND**

The Cooperation Protocol between the Regional District of Nanaimo (RDN) and Qualicum First Nation (QFN) was officially signed on July 26, 2016. Since then, a Working Group, comprised of Chairperson Veenhof and Director Westbroek for the RDN and Chief Recalma and Councillor Kennedy for QFN, have met several times to develop a 2017 Action Plan (Attachment 1 – Draft Qualicum First Nation/Regional District of Nanaimo Action Plan). The Action Plan is based on priorities identified in the appendix of the Cooperation Protocol and establishes project managers or champions, and sets timelines for the completion of tasks (Attachment 1 – Draft 2017 Qualicum First Nation/Regional District of Nanaimo Action Plan). Once the Action Plan is finalized, it will be presented to both Qualicum First Nation Chief and Council and the Regional District of Nanaimo Board of Directors for endorsement. The Working Group is next scheduled to meet on May 10, 2017.

To assist with funding meetings between Qualicum First Nation and the Regional District of Nanaimo in 2016 fiscal year (ending March 31, 2017), Qualicum First Nation submitted an application and successfully received funding from the Union of British Columbia Municipalities (UBCM) C2C program. The maximum grant is \$5,000 and the applicant is required to provide fifty percent (50%) of the total eligible costs for the forum in cash or in-kind contributions. The UBCM is accepting new applications for the 2017 fiscal year. The Working Group has recommended that the RDN make an application to the UBCM for C2C funding to assist with funding Working Group meetings and any meetings between the RDN Board and Qualicum First Nation Chief and Council in 2017.

## ALTERNATIVES

1. Submit a grant application to the Union of British Columbia Municipalities to support community-to-community activities with Qualicum First Nation.
2. Provide alternative direction to staff.

## FINANCIAL IMPLICATIONS

If approval is received from UBCM, the C2C funding would cover 50% of the expenses, to a maximum of \$5,000, associated with Working Group meetings and the meeting between the RDN Board and Qualicum First Nation Chief and Council. Other costs associated with the meetings are accounted for in the 2017 budget.

## STRATEGIC PLAN IMPLICATIONS

The Working Group meetings are consistent with the RDN strategic focus area of focusing on relationships as the meetings support collaboration with another branch of government and integrates First Nations in future planning and service delivery.



---

Tyler Brown  
[tbrown@rdn.bc.ca](mailto:tbrown@rdn.bc.ca)  
March 23, 2016

### Reviewed by:

- P. Thompson, Acting General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Draft Qualicum First Nation/Regional District of Nanaimo Action Plan

**Attachment 1**  
**Draft Qualicum First Nation/Regional District of Nanaimo Action Plan**

Priority Action	Accountability	Timeline
<p>Truth and Reconciliation and Indigenous History/Cultural teachings in RDN recreation programs:</p> <ul style="list-style-type: none"> <li>• RDN Staff to develop program</li> <li>• QFN to review RDN program</li> </ul> <p>Action 1: First Priority: Focus on leadership training directed to teens/young adults, who will be working with the children in the summer camps, with emphasis on truth and reconciliation.</p> <p>There are Culture Kits with 8 different packages that focus on FN culture and traditions. Each package has a theme. Directed to pre-schools, daycares, etc.</p> <p>Action 2: RDN recreation program leaders received cultural sensitivity training in 2016 by Carrie Reid (SD69 employee and QFN member). QFN would like to see this expanded to include more history/cultural teachings in line with the Truth and Reconciliation (TRC) calls-to-action.</p> <p>Ask SD how they incorporate ideas like TRC into their curriculum. Teunis suggested contacting Jodi Waters at Arrowview, he has met with their grade 3 class.</p> <p>Find out what the SD is doing and see if there is any material that can be shared</p> <p><b>NOTE:</b> Future conversation about taking the training to broader audience possibly including staff and Board, after evaluation of first steps. Target 2018.</p>	<p>RDN Recreation Department</p> <p>Action 1 - Recreation Program:                      Champion: Bill Veenhof</p> <p>Program Contact: Tom Osborne</p> <p>Action 2 - SD Pilot:                      Champion: Teunis</p> <p>Program Contact: Jodi Waters</p>	<p>Action 1:                      Implement by summer of 2017 (recreation program)</p> <p>Action 2:                      Implement in 2017-18 school year (SD pilot)</p>

Priority Action	Accountability	Timeline
<p>Solid waste pick-up to reserve households:</p> <ul style="list-style-type: none"> <li>• RDN staff to provide preliminary per household expense quote on solid waste pick-up for reserve households</li> <li>• RDN Staff to assist QFN in reviewing their current solid waste contract and determine if they are receiving the MMBC discount/kick-back. Is there funding available to QFN from MMBC?</li> </ul>	<p>RDN Solid Waste Department and QFN Representatives</p> <p>Champion: Bill Veenhof</p> <p>Key Contact RDN: Larry Gardner</p>	<p>Provide data and information regarding costs and existing contracts. Exchange info by end of Feb 2017. Provide estimate by end of Apr 2017.</p>
<p>Liquid Waste management:                      Action 1: Explore whether federal year end funding is available from INAC this year for a study and design of a sewer system for the QFN reserve, with objective to partner with RDN on a project that would include adjacent RDN land.</p> <p>Federal funding available for infrastructure projects up to 50%, BC up to 30% leaving rest for municipality. Projects that involve FN will be given priority. Projects that are shovel ready are priority.</p> <p>Action 2: How to best go after funding for a joint project? This may be a useful exercise in itself.</p> <p>Prepare a concept paper to do a joint study to manage liquid waste management.</p> <ul style="list-style-type: none"> <li>• Bring idea of concept paper forward to RDN Board</li> <li>• Joint presentation of concept paper to INAC (Chief and Bill)</li> <li>• Bring forward to Province for feasibility funding</li> </ul>	<p>QFN – explore if any funding available remaining in FY 16-17.  <b>NOTE:</b> Answer from INAC is no funding remaining this year.</p> <p>Champion: Geoff Garbutt</p> <p>RDN Contacts: Randy Alexander and Wendy Idema</p> <p>Champion: Bill Veenhof</p> <p>QFN Contact: Michael Recalma</p>	<p>Action 1: Done.</p> <p>Action 2: Geoff to report back at next Working Group meeting</p> <p>Action: Bring to RDN April Board meeting. Need info from QFN within 1.5 weeks.</p>

Priority Action	Accountability	Timeline
<p>Horne Lake Trail:</p> <ul style="list-style-type: none"> <li>• 12 km of trail connecting Horne Lake from Qualicum Bay to Port Alberni.</li> <li>• Trail is ancient. RDN agreed to fund a survey of the trail to get project scope. Trail may be used to celebrate FN heritage.</li> <li>• QFN to be consulted on the trail and potential cultural educational signage</li> <li>• RDN received funding through BC Rural Dividend Program, now doing survey</li> <li>• Objective is to create a BC Heritage Trail</li> </ul>	<p>RDN Parks Department</p> <p>Champion: Bill Veenhof</p> <p>Key Contact: Tom Osborne</p>	<p>Action: Status report back at next meeting of Working Group</p>
<p>LiDAR Data: RDN to provide LIDAR data to QFN.</p> <ul style="list-style-type: none"> <li>• LIDAR data was gathered as part of the Electoral Area 'H' OCP review for determining the flooding potential of coastal lands</li> <li>• QFN experiences flooding issues and data would be useful for sewer and storm water management purposes</li> <li>• Data sharing exercise</li> <li>• RDN has meta data, analysis then mapping is on-going</li> </ul>	<p>RDN Planning Department</p> <p>Key Contact: Geoff Garbutt</p> <p>Key Contact: Luke Sales</p>	<p>Spring/Summer 2017</p> <p>*Tyler to report back to working group on when the data is available for use by QFN</p>
<p>Transit Service: Information on increased conventional transit service to the QFN reserve.</p> <ul style="list-style-type: none"> <li>• Five day a week service will be provided to the QFN reserve starting September 2017</li> <li>• A request was submitted by RDN to provide service from Tues-Saturday, instead of only weekdays</li> <li>• Information should be provided in advance to QFN members about the increased service, service times and connection options</li> </ul>	<p>RDN Transit Department</p> <p>Champion: Bill Veenhof</p> <p>Key Contact: Daniel Pierce</p>	<p>Service expansion is completed.</p> <p>Information sharing on the route and schedule to be provided.</p>

Priority Action	Accountability	Timeline
<p>Qualicum Beach land:                      Qualicum Beach has land inside its urban containment boundary that may be considered for future land claim.</p> <p>Interested in hearing views from QFN on how they would like to see this land developed.</p> <p>In support of FN developing this land for residential use.</p> <p>Now up to government and FN's to determine next steps.</p>		
<p>Update on OCP:                      Status report on OCP, expect to complete draft report in March 2017                      RDN will meet with QFN Council to brief on draft report and identify any interests or concerns</p>	<p>RDN Planning Dept</p> <p>Champion: Bill Veenhof</p> <p>Key contact: Geoff Garbutt</p>	<p>Draft report to be completed in April.                      QFN to be briefed when draft report is completed</p>
<p>Tribal Journey:                      QFN will host the Tribal Journey on August 3, 2017                      QFN seeking volunteers and donations</p>	<p>QFN</p> <p>Champion: Donna Kennedy</p>	<p>Next WG meeting on May 10 will review progress in planning</p>

---

**TO:** Regional District of Nanaimo Board  
Committee of the Whole

**MEETING:** April 11, 2017

**FROM:** Jamai Schile  
Senior Planner

**FILE:** 6780 30 ANN2015

**SUBJECT:** 2016 Regional Growth Strategy Annual Report

---

### RECOMMENDATION

That the Board receive the 2016 Regional Growth Strategy Annual Report.

### SUMMARY

The 2016 Regional Growth Strategy Annual Report (“the Report”) illustrates progress towards the Regional Growth Strategy (RGS) goals by providing highlights of projects and activities undertaken in 2016 by the Regional District of Nanaimo (RDN) and by member municipalities, as well as providing a summary of all actions taken since the RGS was adopted in 2011. The Report also incorporates select performance indicators from the RGS Monitoring Program to track trends over time towards the goals of the RGS.

### BACKGROUND

The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region. The first RGS was adopted in 1997 in response to residents’ concerns about the impacts of rapid population growth and development in the late 1980s and early 1990s. Since then, new concerns such as climate change and affordable housing have arisen resulting in a second major review and update of the RGS. On completion of this review, the current RGS was adopted by the RDN Board on November 22, 2011.

In accordance with the *Local Government Act* Section 452(1)(b) and RGS Policy 5.2.1, the Report accounts for the actual actions and accomplishments of the RDN and member municipalities that advance the goals of the RGS. It is also the second report to measure progress by incorporating indicators from the RGS Monitoring Program to show over time how the region is progressing towards the RGS goals. Of the 22 possible RGS indicators, nine were incorporated into the 2015 RGS Annual Report. Of these nine select indicators, two indicators were updated in the 2016 RGS Annual Report based on the availability of new information.

### ALTERNATIVES

1. To receive the 2016 Regional Growth Strategy Annual Report as presented.
2. To not receive the 2016 Regional Growth Strategy Annual Report and provide staff with alternate direction.

## FINANCIAL IMPLICATIONS

Staff have reviewed the proposed Report and note that there are no implications related to the Board 2016 – 2021 Financial Plan.

## STRATEGIC PLAN IMPLICATIONS

The 2016 RGS Annual Report is consistent with the 2016 - 2020 Board Strategic Plan. The Report outlines how the RDN and the member municipalities are contributing to all five of the RDN Strategic Priorities and the Governing Principles. As well, the Report itself is consistent with the governing principles of 'Be Transparent and Accountable', 'Collaborate and Communicate' and 'Work Effectively as a Team'.



---

Jamai Schile  
[jschile@rdn.bc.ca](mailto:jschile@rdn.bc.ca)  
March 17, 2017

### Reviewed by:

- P.Thompson, Manager, Long Range Planning
- G.Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

- 2016 Regional Growth Strategy Annual Report

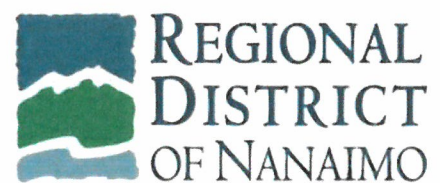


# 2016 Annual Report

## Implementation & Progress



**DRAFT**  
April 11, 2017



## TABLE OF CONTENTS

1	Overview .....	3
2	RGS Role & Purpose .....	4
3	RGS Vision .....	6
4	RGS Principles .....	6
5	RGS Goals .....	7
6	Implementation – 2016 .....	8
6.1	Monitoring the RGS .....	8
6.2	RGS Minor Amendment Process.....	8
7	Progress towards achieving the RGS .....	9
7.1	Goal 1 – Prepare for Climate Change and Reduce Energy Consumption .....	9
7.1.1	RGS Indicator: Total Community Greenhouse Gas Emissions.....	11
7.2	Goal 2 – Protect the Environment .....	12
7.3	Goal 3 – Coordinate Land Use and Mobility .....	14
7.3.1	RGS Indicator: Per Capita Transit Use.....	16
7.4	Goal 4 – Concentrate Housing and Jobs in Growth Centres .....	17
7.5	Goal 5 – Enhance Rural Integrity .....	18
7.6	Goal 6 – Facilitate the Provision of Affordable Housing .....	19
7.7	Goal 7 – Enhance Economic Resiliency .....	20
7.8	Goal 8 – Food Security .....	21
7.9	Goal 9 – Pride of Place .....	23
7.10	Goal 10 – Efficient Services .....	25
7.11	Goal 11 – Cooperation Among Jurisdictions .....	28
8	Implementation – 2017 .....	29
	Appendix:Summary of RGS Implementation Actions .....	30

## MAPS

Map 1:	RGS Application .....	4
Map 2:	RGS Growth Containment Boundary and Land Use Designations .....	5

## 1 OVERVIEW

The Regional Growth Strategy (RGS)<sup>1</sup> is a strategic plan adopted by the Regional District of Nanaimo (RDN) Board that aims to establish a more sustainable pattern of population growth and development in the region over a 25 year period. The RGS encourages and directs most new development in the region within designated Growth Containment Boundaries, thereby keeping urban settlement compact, protecting the integrity of rural and resource areas, protecting the environment, increasing servicing efficiency, and retaining mobility within the region.

The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region. Part of this commitment involves being accountable to residents about how the RGS is being implemented and the level of progress being made towards reaching the goals of the RGS.

The 2011 RGS addresses implementation in Section 5, stating that:

*“Being accountable for progress towards achieving the goals of this RGS requires a commitment to implementation, target-setting, establishing indicators, and monitoring”.*

Reporting on annual progress shows a commitment to implementation and fulfills a requirement under the *Local Government Act* “to prepare an annual report on implementation and progress towards the goals and objectives of the RGS” (RGS Policy 5.2.1).

This Annual Progress Report briefly describes the RGS purpose, vision and goals in order to set the stage for documenting the actions taken in 2016 by the RDN and member municipalities towards implementing the RGS. This report also incorporates performance indicators from the RGS Monitoring Program, where data is available, with the intention of tracking trends over time to achieve the goals of the RGS. In addition, Appendix 1 of this report includes a summary of actions taken to implement the RGS since it was updated and adopted by the RDN Board on November 22, 2011.



<sup>1</sup> On November 22, 2011, the RDN Board adopted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615". This document replaced the 2003 Regional Growth Strategy (RGS) and represents the second time that the RGS has been fully reviewed and updated since it was first adopted in 1997.



## 2 RGS ROLE & PURPOSE

The purpose of the RGS is to:

*"promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources".*

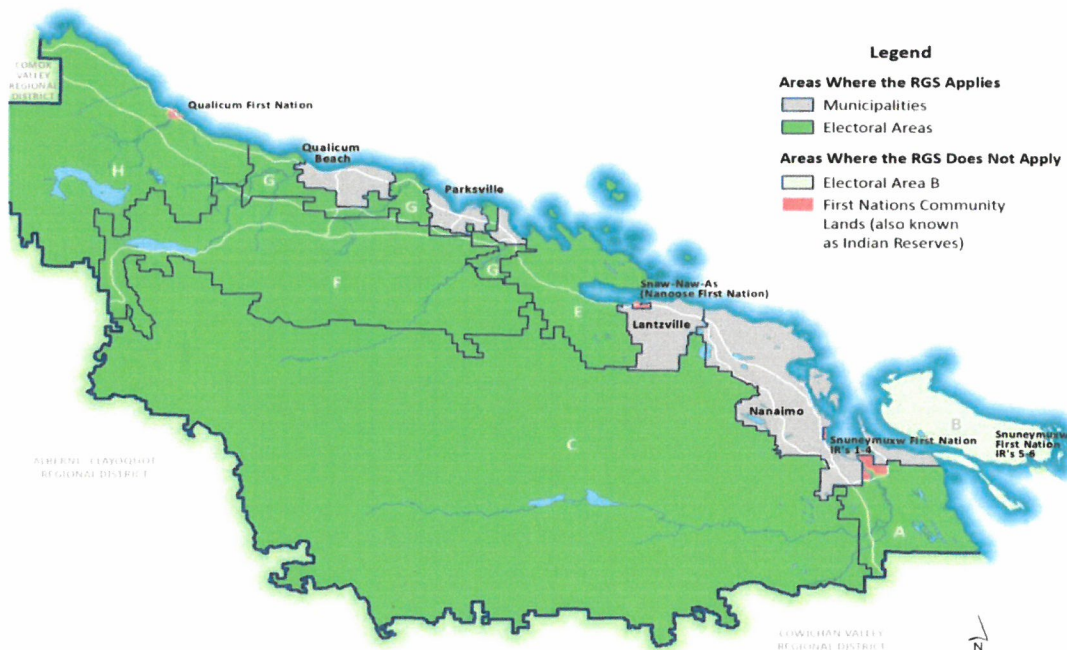
Ultimately, it is a coordinated plan to manage growth in the region in a sustainable manner.

The first RGS was adopted in 1997 in response to residents' concerns about the impacts of rapid population growth and development in the late 1980s and early 1990s. Given that the impacts of growth cross jurisdictional boundaries, it was recognized that a coordinated approach to community planning was necessary to effectively address growth management issues.

The RGS provides a framework for member municipalities and the RDN to coordinate growth management issues that cross local government boundaries. The RGS also provides a mechanism to connect with provincial ministries and agencies who have jurisdiction in areas that impact land use and community planning and whose resources are needed to implement projects and programs. Inter-jurisdictional coordination is essential to protecting our environment and achieving a high quality of life for present and future residents in the region.

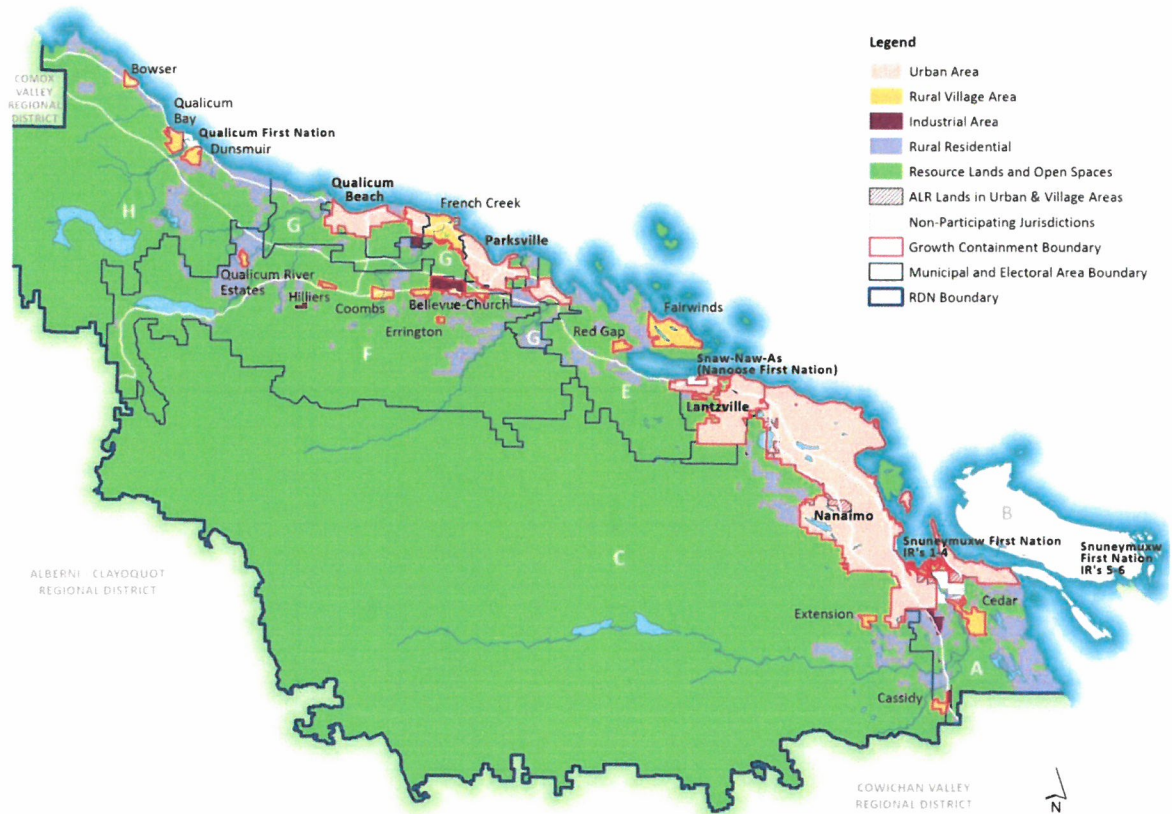
The RGS applies to six electoral areas and four municipalities within the region as shown by the map below. The RGS does not apply to Gabriola, Decourcy and Mudge Islands (Electoral Area B) as they fall under the jurisdiction of the Islands Trust. It also does not apply to lands under the jurisdiction of, First Nations including Qualicum First Nation, Snaw-Naw-As and Snuneymuxw.

**Map 1: RGS Application**



The RGS uses a line on a map called a Growth Containment Boundary (GCB) to separate areas designated for future growth from other areas where environmental protection and resource values are a priority. Lands designated as Urban Area within municipalities are intended to absorb the majority of the region’s future growth. In the RDN’s electoral areas, land designated as Rural Village Areas are intended to accommodate lower levels of growth more compatible with their rural settings. Development within the GCB (Urban and Rural Village Areas) is intended to be diverse and provide places for people to live, work, learn, shop and play. This may also include lands to be conserved to support ecosystem functions or other green space purposes. Land outside of the GCB is intended to support ecosystem functions and rural uses that require only limited infrastructure and services to be viable.

**Map 2: RGS Growth Containment Boundary and Land Use Designations**



### 3 RGS VISION

The vision of the RGS is documented below and represents the foundation for the goals and policies in the RGS.

The region will be recognized for an outstanding quality of urban and rural life that is grounded in a strong commitment to protecting the natural environment and minimizing harm to life-sustaining ecological systems. Working in partnership with interested organizations, the RDN and its member municipalities are committed to achieving:

- High standards of environmental protection that preserve habitat, enhance ecological diversity, and maintain air and water quality;
- Enhanced food security in the region;
- Urban development that is contained and distinct in form and character from rural development;
- Complete, compact communities designed to provide housing that meets the needs of all households, and that provide excellent access to nearby workplaces, goods and services, learning institutions, recreation opportunities, and natural areas;
- Expansion and enhancement of mobility options that reduce automobile dependency;
- A strong and resilient economy based on agriculture, natural resource assets, tourism, and information age industries and services, such as health and education; and
- Efficient, state-of-the-art servicing, infrastructure and resource utilization.

### 4 RGS PRINCIPLES

The goals and policies of the RGS are grounded in the following sustainability principles that are intended to guide how decisions are made regarding the future life of the region:

- Decisions and actions have regard for local and global consequences;
- The interconnectedness and interdependence of natural and human systems are recognized and respected;
- The healthy functioning of ecological systems is nurtured;
- The qualities of place that create pride and a sense of community are nurtured;
- Efficiency, including the concept of zero-waste, is optimized;
- Equity amongst all citizens and across generations, including future generations is ensured;
- Decision-making processes are based on participation, collaboration and cooperation with citizens, other authorities and organizations; and
- We are accountable for our decisions and actions.



## 5 RGS GOALS

The RGS is based upon 11 goals (listed below) that work towards achieving the collective vision of regional sustainability. Policies in the RGS provide the direction to take specific actions to implement the RGS goals.

1. **Prepare for Climate Change and Reduce Energy Consumption** – Reduce Greenhouse Gas (GHG) emissions and energy consumption and promote adaptive measures to prepare for climate change impacts.
2. **Protect the Environment** – Protect and enhance the environment and avoid ecological damage related to human activity.
3. **Coordinate Land Use and Mobility** – Ensure land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency and provide for efficient goods movement.
4. **Concentrate Housing and Jobs in Rural Village and Urban Growth Centres** – Establish distinctive activity centres and corridors within growth containment boundaries that provide ready access to places to live, work, play and learn.
5. **Enhance Rural Integrity** – Protect and strengthen the region’s rural economy and lifestyle.
6. **Facilitate the Provision of Affordable Housing** – Support and facilitate the provision of appropriate, adequate, attainable, affordable and adaptable housing.
7. **Enhance Economic Resiliency** – Support strategic economic development and link commercial and industrial strategies to the land use and rural and environmental protection priorities of the region.
8. **Enhance Food Security** – Protect and enhance the capacity of the region to produce and process food.
9. **Celebrate Pride of Place** – Celebrate the unique natural beauty, culture, history, and arts of the region.
10. **Provide Services Efficiently** – Provide efficient, cost-effective services and infrastructure.
11. **Enhance Cooperation Among Jurisdictions** – Facilitate an understanding of and commitment to the goals of growth management among all levels of government, the public, and key private and voluntary sector partners.

## 6 IMPLEMENTATION – 2016

Section 5.2 of the RGS addresses implementation and identifies specific projects that are intended to work towards achieving RGS goals. Implementation is an important part of being accountable to RDN residents about what is being done to achieve the goals they identified as important.

### 6.1 Monitoring the RGS

In January 2015, the RDN Board approved a final list of 22 indicators and targets to be used as the foundation for the RGS Monitoring Program and made available on the RGS Monitoring website ([www.rdn.bc.ca/rgsmonitoring](http://www.rdn.bc.ca/rgsmonitoring)). This annual report is the second that attempts to measure progress by incorporating select indicators to help gauge the effectiveness of RGS policies and implementation to achieve the goals of the RGS. Comparatively, the 2015 Annual Report included nine select indicators while the 2016 Annual Report includes two indicators. This is due to the limitation of new information to update all nine select indicators.

The measures used for the indicators are intended to be derived from both external agencies' reports and the RDN and member municipalities. Based on the RDN's reporting experience, external agencies generally do not update the applicable data on an annual basis and over time the type of information may be modified. Further to this, information required for indicators is not yet available for the District of Lantzville, Town of Qualicum Beach and the City of Parksville. These variables present a challenge in terms of being able to conduct a trend analysis over time. However, as information becomes available the intent is that it will be utilized in future versions of the RGS Annual Report.

### 6.2 RGS Minor Amendment Process

On October 27, 2015 the RDN Board decided to proceed with an amendment to the RGS to revise the criteria for minor amendments in Section 1.5.1. The purpose of the amendment is to clarify what type of RGS amendments are considered minor amendments. In 2016, the RDN Board gave first and second reading to "Regional District of Nanaimo Regional Growth Strategy Bylaw 1615.01, 2016", which was then referred to all four member municipalities and all three adjacent regional districts.

The Town of Qualicum Beach did not accept the RGS bylaw amendments and proposed an alternative approach. The revised wording, if approved, would mean that if an amendment to an Official Community Plan does not propose any changes that will have a negative impact on lands in the Agricultural Land Reserve and continues to support agriculture then it can still qualify as a minor amendment.



## 7 PROGRESS TOWARDS ACHIEVING THE RGS

In addition to specific implementation projects of the RGS, the RDN and the member municipalities actively make decisions and take actions that affect the goals of the RGS. The following summaries, grouped by each RGS goal, report on the RDN and member municipality actions to achieve the goals of the RGS. Where information is available select indicators have been updated to track progress towards the RGS goals.

### 7.1 Goal 1 – Prepare for Climate Change and Reduce Energy Consumption

#### Regional Actions

##### Action on Greenhouse Gas Reduction

All RDN buses now run on Compressed Natural Gas (CNG); the first fleet in Canada to use this type of fuel. CNG-fuelled buses have a smaller carbon footprint compared to traditional transit vehicles and reduce operating cost as the fuel is less expensive. This action is consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption and Goal 10: Provide Services Efficiently.

##### Green Building Incentives

The RDN and the member municipalities delivered green building incentives to residents who improved the performance of their homes. In 2016, the RDN programs delivered \$46,470 in green building incentives and rebates. The Green Building Incentive Program issued 194 individual rebates for: wood stove exchanges (163), renewable energy systems (2), home energy assessments (20) and oil to pump rebates (5); as well as site-cut timber (4). There was no uptake of the electric vehicle charging station rebate in 2016.

##### Climate Change Actions and Energy Efficiency Measures

During 2016, to achieve climate change and energy efficiency goals, the RDN:

- Conducted the 2016 Green Building Series, including a one-day workshop on Passive House design and construction and an Open House showcasing a range of projects, including energy retrofits, rainwater harvesting and new home construction in the Qualicum Bay area.
- Led a Real Estate Energy Efficiency Project in partnership with the City of Nanaimo, training local realtors in home energy efficiency.
- Secured \$138,000 in funding for corporate energy efficiency initiatives, including rural fire hall efficiency assessments and upgrades, a comprehensive energy study for Ravensong Aquatic Centre, and a heat recovery system at Oceanside Place Arena. The applicable assessments were completed in 2016.
- Entered into a funding agreement (\$15,000) with the Nanaimo Aboriginal Centre to build a multi-family building to Passive House standard. This is consistent with RGS

Goal 1: Prepare for Climate Change and Reduce Energy Consumption and Goal 11: Cooperation Among Jurisdictions.

- Gained 17,500 tonnes CO<sup>2</sup> emissions reduction offsets arising from landfill gas capture in 2015. At the time of reporting, the information is currently not available for 2016.<sup>2</sup>

### Coastal Floodplain Mapping

The RDN commissioned an assessment of coastal areas that may be impacted by sea level rise within the Electoral Areas, Parksville and Lantzville. The data collected will be used to create Light Detection and Ranging (LiDAR) floodplain mapping of coastal areas below 40 meter elevations. This type of mapping uses data collected from an airborne LiDAR system that sends pulses of light to the earth to measure variable distances. When complete, the entire coastal region from Electoral Area 'H' to 'A', including Area 'B' and member municipalities will have LiDAR floodplain mapping, which will be used to better inform decision-making.

### City of Nanaimo

#### Nanaimo's Energy Management Program

Through the City's Strategic Energy Management Program, it has saved over 990,000 kilowatt hours of electricity per year, energy production of over 700,000 kilowatt hours per year, and reductions of 2,200 GJ natural gas and 133 tonnes of Greenhouse Gas (GHG) Emissions as a result of completing a mix of building, lighting and system upgrade projects. The results show the City is exceeding its annual targets of reducing energy consumption by 1% each year.

#### Climate Adaptation/Resilient Strategy

The City commenced a city-wide Climate Adaptation/Resilient Strategy.

### City of Parksville

Parksville continues to participate in the regional Green Building Incentives, including woodstove rebates, of which 26 were issued in Parksville in 2016. In addition, the City has undertaken a number of energy upgrade initiatives, including LED replacement at intersections; LED street light replacements on McMillian Road to Orange Bridge and LED upgrades in City Hall and Public Works buildings. In addition, the City has ordered an electric vehicle charging station, which is to come online in 2017 along with the addition of four electric vehicles.

<sup>2</sup> The Provincial Re-TRAC Connect BC Waste Disposal Calculator is typically available in July each year to determine CO<sup>2</sup> emission offsets.

**Town of Qualicum Beach**

The Waterfront Master Plan was updated based on the public consultation received and applicable topics have been referred to the 2016-2017 Official Community Plan Review process where they will be used to inform the discussion and help to provide guidance on competing priorities and the potential impacts of climate change on the Town’s waterfront.

**District of Lantzville**

Lantzville continued to participate in the provision of green building incentives through the RDN, including incentives for rainwater harvesting, wood stove exchanges, solar hot water, home energy assessments, and electrical vehicle charging stations. These actions are consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption, Goal 2: Protect the Environment and Goal 10: Provide Services Efficiently.

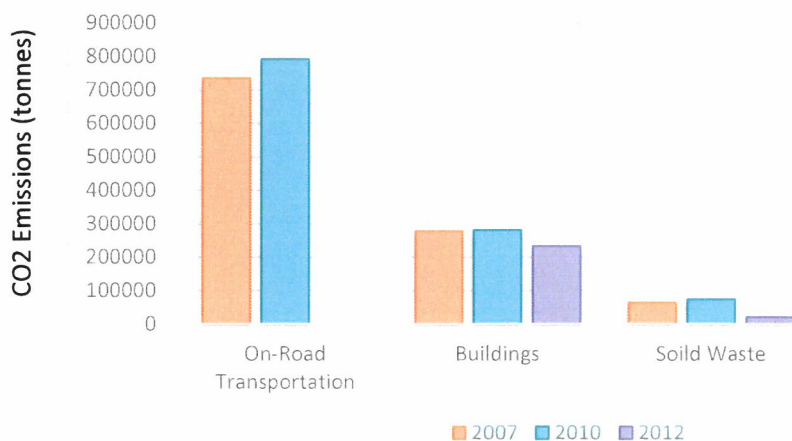
**7.1.1 RGS Indicator: Total Community Greenhouse Gas Emissions**

RGS Target for Emissions Reduction is 80% Below 2050 Levels by 2050

As reported in the 2015 Annual Report, the Community Energy and Emission Inventory (CEEI) for 2010 estimated that the region produced 845,695 tonnes of carbon dioxide, based on road transportation, buildings and solid waste. It is important to note the transportation sector emitted the greatest volume of emissions in 2010, with 66% of the total community emissions.

The Community Energy and Emission Inventory (CEEI) for 2012 has not released the transportation emissions data for areas outside of Metro Vancouver and Fraser Valley. This is a significant change from the previous years because the largest emitter of GHGs is not included. For the purpose of the 2016 report this indicator is still used, but the feasibility of this indicator in future reports will be monitored. As an alternative to total emissions, a comparative of emissions by source for the period 2007-2012 is provided.

Greenhouse Gas Emissions by Source





According to the CEEI for 2012, the region produced an estimated 296,511 tonnes of carbon dioxide derived from the building sector, 87% of emissions, and the solid waste sector produced, 11% of emissions, respectively.

Note that the trend in the reduction of solid waste GHGs between 2010-2012 can be contributed to enhancements to the landfill collection system to reduce GHGs and provide feedstock for the on-site landfill-gas-to-energy facility. These enhancements are part of the Design and Operations Plan for the Regional Landfill approved by the Regional Board in 2009.

## 7.2 Goal 2 – Protect the Environment

### Regional Actions

During 2016, to achieve watershed and environmental protection goals, the RDN:

#### Watershed Protection and Enhancement Measures

- Updated the Wetland Inventory for the region through a mapping exercise conducted in partnership with Vancouver Island University.
- Added two new volunteer observation wells to the Groundwater Monitoring Network<sup>3</sup> in the region.
- Continued collecting groundwater level data through the Volunteer Observation Well Network from 22 wells.
- Launched a hydrometric monitoring station on Haslam Creek in partnership with Department of Fisheries and Oceans and Ministry of Forest, Lands and Natural Resource Operations.
- Supported restoration projects on Departure Bay Creek, Shelly Creek and Walley Creek.

#### Water Quality Program

- Upgraded 8 wellheads to protect aquifers in our region and over 120 well owners received support in testing their water quality through the Rural Water Quality Stewardship Rebate Program.
- Installed 46 residential rainwater harvesting systems through the Rainwater Harvesting Incentive Program.

<sup>3</sup> The Community Watershed Monitoring Network report provides water quality trend analysis on a three-four year cycle. The next report is scheduled to be released in 2017 and the results will be included under Indicator #5: surface Water Quality (Community Watershed Monitoring) in the 2017 RGS Annual Report.

### Public Outreach & Education

- The RDN hosted the first “Water Day” event. These festival-style educational events, included workshops, interactive informational booths, music and kids’ activities. The events were held in Qualicum Beach and in the City of Nanaimo in 2016.
- Continued outreach in the community including school watershed field trips and community displays.

### City of Nanaimo

Nanaimo has been chosen as one of five communities across the country for a Municipal Natural Capital Initiative Study designed to more fully understand the financial value these spaces provide the community as stormwater treatment and flood control assets. Buttertubs Marsh will be the site of a new pilot study on managing natural capital.

### City of Parksville

#### Goose Management Strategy

The implementation of a Goose Management Strategy began with a goose cull for the Englishmen River estuary.

#### Actions to Protect and Enhance Natural Environment

- Erosion protection design using a Green Shores approach for Arbutus & Sutherland stairs.
- Wildlife habitat and native plant restoration works completed for Springwood Park.

#### Actions to Reduce Water Use

Parksville continued to offer rebates to replace existing toilets with low flush models to encourage residents to reduce water use.

- 72 rebates for low flush toilets were issued, totaling \$3,355.
- 65 water barrel rebates issued, totaling \$4,875.

### Town of Qualicum Beach

Council endorsed the Heritage Forest Commission’s proposed nomination of the Heritage Forest to the Mount Arrowsmith Biosphere Region’s “Amazing Places” campaign. The nomination was successful and the Heritage Forest has become known as one of the 10 Amazing Places in the Canadian UNESCO biosphere reserve.

## District of Lantzville

### Actions to Protect the Environment

- Continued to provide educational information to residents concerning water conservation and implemented water restrictions consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption, Goal 2: Protect the Environment and Goal 10: Provide Services Efficiently.
- Continued to participate in the RDN's Drinking Water Watershed Protection Function consistent with RGS Goal 2: Protect the Environment and Goal 11: Enhance Cooperation Among Jurisdictions.
- Continued to provide information to residents concerning outdoor burning.

## 7.3 Goal 3 – Coordinate Land Use and Mobility

### Regional Actions

During 2016, the RDN achieved the following regional transportation goals:

#### Regional Transit

- Transit expansion for Parksville, Qualicum Beach and Electoral Areas 'E', 'G and 'H' scheduled for 2017 with addition of a community bus in Qualicum Beach, more frequent services for Route #99 Deep Bay and improvements to Route #91 intercity.
- RDN contribution agreement adopted in support of Gabriola's Environmentally Responsible Trans-Island Express receiving \$130,000 to help establish bus service.

#### Coombs to Parkville Rail Trail

The 6.7-kilometre Coombs to Parkville Rail Trail opened to the public in late December 2016. The trail is an accessible, active transportation corridor that connects Springwood Park in Parksville to Station Road at Highway 4 in Coombs. The new trail is consistent with RGS Goal 3: Coordinate land Use Mobility and Goal 7: Enhance Economic Resiliency by drawing visitors.

*"The Trail will change people's daily lives. That's really the biggest thing about this Rail Trail, is it's going to make it possible for an awful lot of people to incorporate the use of the trail with their daily activities."*

*Joan Michel, RDN Parks and Trails Coordinator*

#### Interactive Parks and Trail Finder

RDN Parks and Trail Finder mapping was launched. This mobile friendly interactive map enables users to search for and identify parks and recreational trails throughout the RDN through a mobile devices.



### Georeferenced PDF Maps

If hiking without internet or cellular data, residents and visitors can download these georeferenced PDF maps that are compatible for use with various mobile mapping applications. So far, 10 regional trail maps, 1 community park map and 3 recreational trail maps are available with more to be developed as data becomes available.

## City of Nanaimo

### Linley Valley West Access

Following public consultation regarding options to improve access, the City purchased 5290 Rutherford Road to facilitate a new link road from Rutherford Road to Linley Valley Drive.

### Improvements to Departure Bay Beachfront

Departure Bay beachfront improvements for access and safe use of the recreational area were completed in 2016. Improvements include flattening the grade along the seawall walkway; installing new pedestrian access ramps and handrails; installing new LED streetlights and walkway lights; installing new water and electrical services for events and vendors; improvements to parking facilities; and replacement of old storm drains on Loat Street and Departure Bay Road.

### Pedestrian Enhancement

- A new pedestrian trail was opened connecting Buttertubs Marsh with Bowen Park. It extends to many other trails in Nanaimo and was a result of the Millstone Trunk Sewer Replacement project completed earlier in the fall of 2016. As part of the project, efforts were made to minimize stormwater impact into Buttertubs Marsh by creating a bioswale, which will intercept and clean rainwater runoff before entering the marsh. This action is consistent with RGS Goal 2: Protect the Environment and Goal 3: Coordinate Land Use and Mobility.
- Terminal Nicol Re-Imagined Streetscape Project was launched. The project will explore options to improve multi-modal transportation along this key corridor in the City's downtown.

### Passenger Only Foot Ferry

Island Ferry Services has been selected as the preliminary preferred applicant to operate an express foot ferry between downtown Nanaimo and downtown Vancouver. The proposed ferry would be able to carry 376 passengers, have an operating speed of 37 to 38 knots, and complete the Nanaimo to Vancouver crossing in 68 minutes. This action is consistent with RGS Goal 3: Coordinate Land Use and Mobility and Goal 7: Enhance Economic Resiliency.

**City of Parkville**

**Transportation Master Plan**

The update of the plan is currently underway and will be consistent with the Official Community Plan by incorporating alternative modes of transportation.

**Transportation Upgrades**

The Temple Street upgrades were completed including replacement of the roadway, separated sidewalks, grassed boulevards, LED streetlights and bike lanes. Upgrades will provide a safe pedestrian and cycling corridor for residents and visitors looking for an alternative to Highway 19A. In addition, the Jensen & Corfield Street design upgrade commenced.

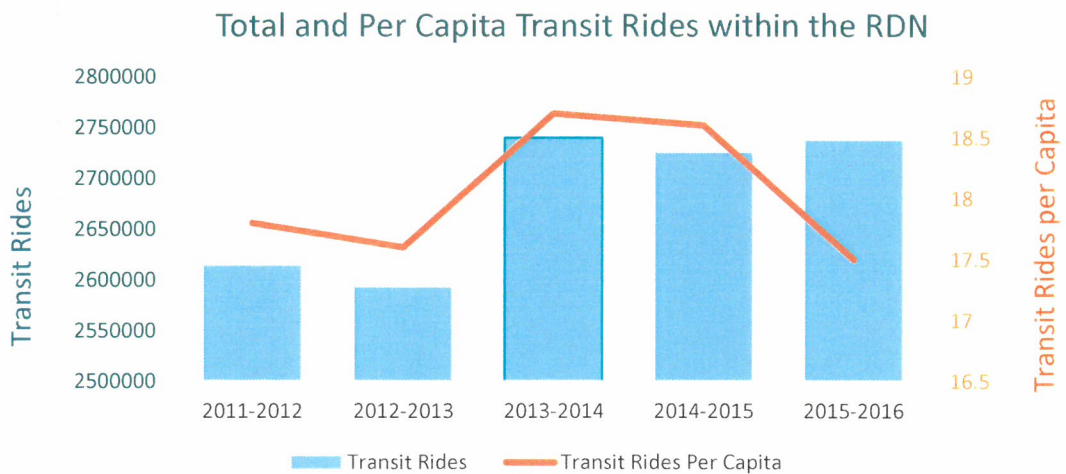
**Town of Qualicum Beach**

The Memorial Avenue Active Transportation and Utility Upgrade Project began. Phase 1 of the upgrades consist of sewer upgrades and a new bike path from Elizabeth Avenue to Crescent Road. Also, upgrades to a multi-purpose pathway between the downtown and the waterfront was initiated.

**7.3.1 RGS Indicator: Per Capita Transit Use**

**RGS Target is to Increase Per Capita Transit Use**

Since 2011, the number of bus rides has increased in the region. In 2011, there were 2,614,421 rides taken in the RDN, while in 2016 the number increased to 2,737,848 rides, including handyDART and Gabriola Island’s Community Bus Services. While the number of rides have increased, the per capita rides have slightly decreased from 17.8 in 2011 to 17.5 in 2016<sup>4</sup>, as illustrated in the following chart.



<sup>4</sup> The population in the RDN increased from 146,574 in 2011 to 155,698 according to Stats Canada, 2016.



## 7.4 Goal 4 – Concentrate Housing and Jobs in Growth Centres

### Regional Actions

#### Electoral Area ‘H’ Official Community Plan Review

The RDN continued a targeted review of the Electoral Area ‘H’ Official Community Plan (OCP). Preliminary topics identified for the review remain focused on the economy, housing, natural environment, transportation, Deep Bay, and Horne Lake. To facilitate this process, nine Working Group meetings, two Community Meetings and two Open Houses were held in 2016. Other supplemental activities included initiating the Active Transportation Plan Study and the Agricultural Land Reserve Preliminary Boundary Analysis Project as well as coordinating the Deep Bay Workshop and facilitating the Community Development Forum.

### City of Nanaimo

Nanaimo continued to develop within the Growth Containment Boundary by advising potential applicants of the Plans’ goals and policies regarding multi-family developments and mixed use corridor zoning. In 2016, there was an increase in development of multi-family infill and single family subdivision, particularly in the Harewood area. In addition, to alleviate pressure on single family residential areas, corridor planning for mixed used development has now being activated.

### City of Parksville

The majority of Parksville is within the GCB and new OCP policies support directing growth to the City and offering a range of densities throughout Parksville. Also, directing growth to municipal areas within the GCB helps to promote and preserve rural integrity. Consistent with these policy objectives in 2016, Parksville received a rezoning application for a 21 unit multifamily development in proximity to downtown Parksville on a presently zoned single family site. A mixed commercial development with a range of housing types and densities on a presently undeveloped site is also underway. These applications support infill, densification, additional housing options, and walkability.

### Town of Qualicum Beach

#### Town-Owned Land Review

The Town of Qualicum Beach completed a review of Town-owned land in the Village Neighbourhood of Qualicum Beach, including the old fire hall on Harlech Road. The review explores the possible use of these sites for initiatives that will advance the Town’s long-term goals. This information will also be used to inform the Town’s OCP Review process.

#### 2016-2017 Official Community Plan Review

The Town launched the 2016-2017 OCP Review. The review provides the community with an opportunity to reconfirm the Town’s long-range vision, goals and priorities while

adapting and responding to current issues. The review will focus on reviewing sections on economic development, housing, natural environment and development of land, which will be informed in part by the recently completed Town-Owned Land Review.

### District of Lantzville

#### Official Community Plan Review & Water Master Plan

The District of Lantzville initiated a targeted review of their OCP to help set direction for the community over the next 20 years. The OCP describes the long-term vision for Lantzville, including objectives to guide land use, servicing and social and economic changes within the community. Preliminary topics identified for the review include the Village Center, housing, public amenities and water services.



At the same time, Lantzville is developing a Water Master Plan to guide decision-making for their water service area. Water continues to be a fundamental topic for Lantzville residents and this planning process will be an opportunity for all residents to explore potential options for the future of water in Lantzville.

## 7.5 Goal 5 – Enhance Rural Integrity

### Official Community Plan Reviews

The RDN is continuing an OCP Review for Electoral 'H', while the Town of Qualicum Beach and the District of Lantzville have initiated OCP reviews as noted under Goal 4. Periodic reviews of a community's OCP is a statutory requirement and are important at the local level and region-wide in terms of advancing the RGS Goals, specifically Goal 4: Concentrate Housing & Jobs in Growth Centres and Goal 5: Enhance Rural Integrity.

The City of Parksville reaffirmed its commitment to the current municipal boundary through the implementation of their current OCP and other land use regulations. \



## 7.6 Goal 6 – Facilitate the Provision of Affordable Housing

### Regional Actions

#### Emergency Shelter and Food Materials

The RDN continued to provide up-to-date information regarding extreme weather shelter locations and other critical service information through the production of an annual brochure and poster, which is carried on RDN buses and is circulated to social service organizations in the region. The brochure gives information for emergency shelters, extreme weather shelters, hot meal programs and food banks in the region. The brochure also provides bus route information to find the services. The poster, displayed at the front of all RDN buses during times of cold and wet weather, provides information for emergency and extreme weather shelters in the region.

**Emergency Shelters**  
Open Every Day

# Need Shelter ?

**Women** - Island Crisis Care Society  
Samaritan House - 355 Nicol St. Nanaimo  
Open 24 hours 250-753-1474

**Men** - The Salvation Army  
New Hope Centre - 19 Nicol St. Nanaimo  
Open 24 hours 250-714-1142

**Youth** - Friendship Lelum Youth Safe House  
12 to 18 years of age. 250-753-8266

**Extreme / Winter Weather Shelters**  
November 1, 2016—March 31, 2017

**Call to Check when Shelters are Open**

**Nanaimo** - First Unitarian Fellowship Church  
595 Townsite Road. Nanaimo  
7 pm to 7 am 250-754-3720

**Parksville** - Island Crisis Care Society  
223 Mills Street, Parksville  
6 pm to 8 am 250-954-3082

**EXTREME / WINTER WEATHER SHELTERS**

If you are in crisis and need more help contact  
**Vancouver Island Crisis Line**  
**1-888-494-3888**

Find more about shelters & other supports  
[www.rdnhousing.ca](http://www.rdnhousing.ca)  
250-390-6510

REGIONAL DISTRICT OF NANAIMO

#### Oceanside Health and Wellness Network Coordinator

The Oceanside Health and Wellness Network (OHWN) was created in 2013 with a shared vision to:

*“respectfully work together to advance the health and wellbeing of the population of Oceanside through addressing those factors that influence health and other complex issues that groups cannot effectively address on their own, and to speak as one voice on these issues”.*

The top priorities of OHWN are currently child wellness, mental health, and network development.

With the leadership and administrative support of the coordinator, OHWN created a strategic plan in 2016 that sets measurable goals to guide its work over the next four years. With an additional Island Health Grant recently awarded, OHWN will host a series of community forums to advance understanding and progress towards goals on the three top priorities.

## City of Nanaimo

### Supported Housing Projects

The City transferred land to the Nanaimo Aboriginal Centre (NAC) Society for the creation of affordable rental housing for urban aboriginals living off Reserve in Nanaimo. NAC has leveraged the City's contribution of land to secure funding from BC Housing to fund the construction of the rental facility that will include a Passive House component.

## City of Parksville

In 2015, the City provided an option to applying for an expedited building permit with a shorter processing time. This new service now also includes affordable housing development.

## 7.7 Goal 7 – Enhance Economic Resiliency

### Regional Actions

#### Northern Community Economic Development Service

The RDN continued to deliver the Northern Community Economic Development (NCED) Program to provide support for economic development initiatives in Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H', to advance the Board's vision for a resilient, thriving and creative regional economy.

*"To date, the Northern Community Economic Development Program has contributed almost \$220,000 toward projects in District 69 supporting emerging entrepreneurs, connecting small business owners, creating new employment opportunities, and providing other measurable economic benefits in our communities."*

*Director Bob Rogers, Chair of the NCED Select Committee*

In 2016, the function disbursed over \$44,684 in economic development grants in District 69 communities. A few of the projects funded include the BladeRunners' Youth Employment Program, Tidal Treasures, Bowser Village Signage Upgrade and the Mid-Island Growers Guide.

## City of Nanaimo

### Food Truck & Trailer Policy

The City endorsed a new food truck and trailer policy to allow mobile food entrepreneurs to operate. As of March 1, 2016 food truck/trailer businesses can apply for a Business Licence as a Mobile Food Vendor to operate food trucks in designated on-street parking areas and city park locations in Nanaimo. Council approved 12 on-street parking spaces for food truck businesses (primarily downtown) and 24 spaces in park locations throughout the city for food truck or food trailer vendors.



## Town of Qualicum Beach

### Airport Business Plan

The Town completed a business plan for the Town of Qualicum Beach Airport. The plan focuses on providing direction toward attaining a self-sustaining, revenue-generating airport that meets local and regional needs. The Plan provides an analysis of the market the airport is operating in; identifies opportunities for the airport; establishes achievable goals and objectives; and includes an action plan for a 1, 5 and 10-year period.

### Social Procurement Policy

Town Council approved Canada's first Social Procurement Policy in 2016. The Town already endorses a triple bottom line approach to procurement. Whereas sustainable and ethical procurement seeks to do no harm, the Town's Social Procurement Policy seeks to proactively leverage the supply chain to achieve positive community objectives.

## 7.8 Goal 8 – Food Security

### Regional Actions

#### Agriculture Area Plan Implementation

The Agriculture Area Plan (AAP) was adopted by the Board in October 2012 to articulate a shared vision for the future of agriculture and aquaculture in the region and the steps needed to achieve this vision. Following the completion of the AAP, the Board endorsed



the 2014 - 2016 Action Plan that identifies 128 action items, grouped into six projects, representing how the RDN will work towards implementing the AAP. Of these six projects, the majority have been advanced or completed, including the AAP Bylaw and Policy Update Project.

#### Agriculture Area Plan Bylaw and Policy Update Project

The RDN Bylaw and Policy Update Project was completed with the adoption of the bylaw amendments on June 28, 2016. The intent of the project (and bylaw amendments) is to remove regulatory barriers and obstacles that hinder agriculture and aquaculture in the region. During the course of the project, the RDN sought feedback from producers, agricultural landowners and the general public regarding the proposed changes to its zoning bylaws. Based on consultation, the proposed changes were incorporated into the RDN's zoning bylaws amendments, including such matters as clarifying minimum setback requirements for agriculture buildings, structure and uses and adding provisions for the keeping of household poultry in residential zones. The completion of this project is

considered to mark a significant milestone in the implementation of the Agricultural Area Plan.

#### Agriculture Area Plan Website Updates

The RDN website for agricultural resources and activities within the region continued to be updated in 2016. The website provides access to the comprehensive information for farming within the RDN, including links to RDN initiatives, provincial agency information, statistics and mapping.

#### Rural Areas Guide

The RDN prepared a guide aimed at new rural residents to outline what they may expect when moving to the countryside in terms of the varied and permitted agricultural activities that may occur. The guide highlights considerations such as land clearing and burning; noise; smell; movement of farm vehicles and conflict between domestic animals and livestock. The guide also outlines the key legislations and the ongoing RDN “Growing Our Future” Initiative. The guide has been distributed to real estate agencies and is available on the RDN website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

#### City of Nanaimo

As part of the Beban Park Master Plan, Nanaimo will enter into a long-term (34 years) lease of land to Island Roots Market Cooperative for the purpose of establishing an indoor/outdoor year-round farmers’ market at Beban Park. Additionally, the Plan includes expanding the area dedicated for the community garden and adding two additional greenhouses.

#### City of Parksville

In support of urban farm practices, the City has initiated a review of the beekeeping regulations. The review will consider if urban beekeeping shall be permitted in all land use zones, and if further regulation for the sale of processed food items is required.

#### Town of Qualicum Beach

In partnership with the School District, the Town has approved a proposal to establish a second community garden consisting of 50 garden plots. The community garden project would significantly expand the popular existing community garden initiative in Qualicum Beach by making more land available to residents to grow their own food. The Town is also preparing to launch a 3-year Backyard Chicken Pilot, which is open to 30 households.



## 7.9 Goal 9 – Pride of Place

### Regional Actions

#### Recreation Programs and Facilities

The RDN's recreation programs and facilities play an ongoing role in furthering RGS cultural goals by providing sports and cultural amenities that boost the attractiveness of the region as a place to live and visit. These include ongoing delivery of recreation programs and maintenance of facilities throughout the RDN. Through 2016, the RDN expanded existing recreation programs and continued to attract sports tournaments for youth, adults and seniors.

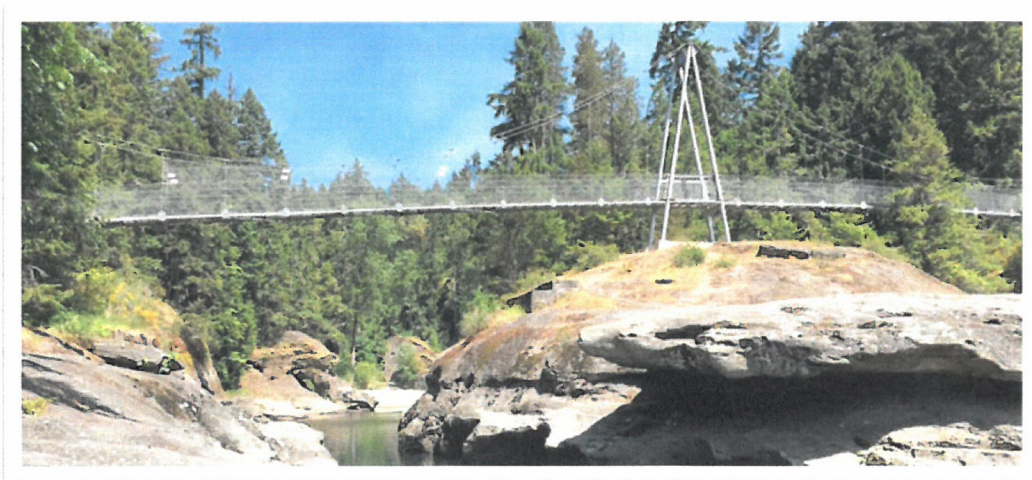
#### Regional and Community Parks

The RDN completed projects to create and undertake improvements to existing trails and other park amenities throughout all regional and community parks. One significant milestone is the Board has given approval for the Horne Lake Regional and Horne Lake Heritage Trail to proceed. The heritage trail is a historic, multi-use trail that once completed will connect the Qualicum Bay with Horne Lake and Port Alberni.

#### Amazing Places Project

The RDN has helped to facilitate the launch of the Amazing Places Project in 2016. The Project was brought to BC through a collaboration between the Mount Arrowsmith Biosphere Region and Parksville Qualicum Beach Tourism and involved a public process to select the top ten places within the Mount Arrowsmith UNESCO biosphere region. Of the ten locations selected, Top Bridge Crossing suspension bridge, part of the Top Bridge Regional Trail was chosen.

The Top Bridge and Trail was opened to the public in 1999 and connects Rathrevor Beach Provincial Park on the Strait of Georgia with the Top Bridge Crossing.



## City of Nanaimo

### Beban Park Master Plan

Following public consultation the Beban Park re-development/Master Plan was completed in 2016. The proposed concept creates a central gathering and recreation hub that incorporates multi-use facilities including: Nanaimo Equestrian Association, Vancouver Island Exhibition, Island Roots Market Cooperative and Indigenous Peoples Place of Culture. The Plan will also improve on/off site pedestrian, cycling and vehicle accessibility and enhance connectivity within the local area.

### Stevie Smith Community Bike Park

The City approved funding for the development of Stevie Smith Community Bike Park. Located in Beban Park, this project will be an addition to the existing BMX park and will include a dirt jump and return trail, pump track and skills park. The park will be named after Stevie Smith, a professional cyclist from the Nanaimo area, who tragically lost his life in May of 2016.

## City of Parksville

### Park Upgrades

The City actioned upgrades to Renz Park/Wolf Park, Mark Park and Springwood Park. Upgrades to Renz Park/Wolf Park and Marks Park include modifying and improved trails, access and visibility. Upgrades to Springwood Park include resurfacing and overall improvements/maintenance to the tennis courts.

### Community Park Master and Operational Plan

Commissioned a Community Park Master and Operational Plan to guide the development and use of the park in a fiscally and environmentally sustainable manner. This is consistent with RGS Goal 9: Pride of Place and Goal 10: Efficient Services.

### Mosaic Project - Canada 150

Parksville has been selected to be part of the Canada 150 Mosaic Project in 2017. Following this announcement



**CANADA 150**  
1867-2017

the City has launched the Parksville's Canada 150 Mural Project. The City's mural will be made up of 400 tiles painted by members through community painting days facilitated by Canada 150 artists and City staff. Once complete, the 8 foot by 8 foot mural will be permanently installed in the Parksville Civic and Technology Centre.



## Town of Qualicum Beach

### Mural Project

A mural project for the Village Theatre was supported by Council. The ECHO Players mural will depict just a hint of the breadth of the productions that they do and will feature local people that have been part of past community theatre productions. The mural will be revealed July 1, 2017 in honour of Canada's 150<sup>th</sup>.

### Playground Upgrades

The Town has contributed \$15,000 towards the Qualicum Beach Elementary School playground enhancement project. Once completed the work will connect two play areas creating a much needed larger usable year-round playground area with additional equipment planned for the future.

## 7.10 Goal 10 – Efficient Services

### Regional Actions

#### Solid Waste

RDN Solid Waste continued to achieve the RGS Goal 10 by pursuing an approach to eliminate the need for waste disposal. Consistent with the RGS direction to achieve 'zero waste', the RDN has a region-wide diversion rate of 68% and continues to have one of the lowest provincial annual per capita disposal rates of 345 kg. During 2016, the RDN Solid Waste Advisory Committee selected preferred options for the update of the RDN Solid Waste Management Plan to be considered for public consultation in order to achieve the region's zero waste goal.

#### Water Services

RDN Water Services continued to achieve RGS Goal 10 by providing community water in the RDN water service areas. Actions in 2016 included the continuation of development of the Englishman River Water Service intake and treatment project along with Parksville.

#### Wastewater Services

RDN Wastewater Services continued to achieve the RGS goal to Provide Efficient Services by providing community wastewater to lands located within the GCB. Actions in 2016:

- Replacement of the Greater Nanaimo Pollution Control Centre (GNPCC) outfall to continue protecting the environment.
- Completed detailed engineering design in 2016 for the GNPCC Secondary Treatment Upgrade Project. Secondary treatment will improve the quality of treated effluent in the receiving environment, replace ageing infrastructure, and provide capacity for a growing service area. Construction will begin in 2017.

- Provided four SepticSmart public information workshops to a total of 171 participants and distributed over \$33,000 in funds for the Septic Maintenance Rebate Program.
- Completion of the study regarding design options for a collection and treatment system for community sewer within the Bowser Village Centre.
- Commencement of the Duke Point Pollution Control Centre capacity review to assess the ability to service the Cedar Village and surrounding areas.
- Approximately 236,200 kWh of electricity was produced at the Greater Nanaimo Pollution Control Centre in 2016 resulting in \$24,044 in revenue through cogeneration, which is the conversion of waste gas into electricity.

## RDN Electoral Areas

### Emergency Planning and Disaster Resiliency

RDN actions for emergency planning and preparedness in 2016 has been consistent with RGS direction to integrate and coordinate on a regional basis among the RDN and member municipalities. In particular, the RDN continued to hold events to improve emergency awareness, such as through community outreach and the Neighbourhood Emergency Preparedness (NEP) program.

## City of Nanaimo

### Solid Waste

Automated curbside collection for recycling and garbage pick up was launched in 2016. The service was phased in over the course of the year; with roll-out initiated in central Nanaimo servicing approximately 10,000 households. Once established the service was expanded city-wide.

### Water Services

#### New Water Treatment Plant

The City announced the grand opening for the new stage filtration plant in 2016. The new plant is highly water efficient and recovers 99% of the water that passes through the plant. This project is consistent with RGS goals to provide cost efficient and cost effective services to meet the needs of the residents.

### Colliery Dam Upgrades

The Colliery Dam Park auxiliary spillway project was initiated in 2012 and completed in 2016. The construction is part of a project to ensure the lower and middle dams located in Colliery Dam Park meet required provincial dam safety standards.



### City of Parksville

#### Englishman River Water Service

Parksville and the RDN continued with a project to upgrade the Englishman River Water Service, including water intake, water treatment, and aquifer storage. Construction of the new intake is to be followed by the design and installation of the water treatment facility scheduled to be completed in the summer of 2018.

#### Parksville Community and Conference Centre

The Business Analysis of Parksville Community and Conference Centre was completed and Council is proceeding with the recommendations to further strengthen operations and to refresh the facilities branding.

#### Mapping

Parksville released updated mapping software available to the public from the City's website. Further Improvements to the publicly accessible online map database were also undertaken, including adding private strata roads on maps, and adding the new 2016 ortho maps.



### Town of Qualicum Beach

Staff completed an internal review resulting in a re-organization and structuring of some service areas to improve service efficiency across departments.

## 7.11 Goal 11 – Cooperation Among Jurisdictions

### Regional Actions

#### First Nations

Throughout 2016, RDN staff and elected officials met with staff and elected officials from First Nations with existing village sites within the region, including Qualicum, Snaw-Naw-As and Snuneymuxw. Discussions involved various planning and implementation projects related to regional growth, development applications, parks, transit, emergency planning and utilities. While some meetings were to address specific matters others were focused on strengthening relationships to facilitate stronger collaboration on issues of mutual concern.

#### Adjacent Regional Districts and Municipalities

The RDN continued to host and participate in meetings to network and liaise with staff at adjacent regional districts and staff at member municipalities. On an ongoing basis, outside of these meetings, RDN staff maintains professional relationships that enable effective communication and collaboration. This allows the RDN to share information on RGS implementation activities in order to support adjacent jurisdictions with actions consistent with the direction of the RGS.

#### Regional Growth Strategy Minor Amendment

The RDN continued with the Regional Growth Strategy Minor Amendment process in 2016. The revised RGS bylaw amendment is intended to clarify what is considered a minor amendment, particularly in relation to an OCP review process and lands within the Agricultural Land Reserve. It is anticipated that the bylaw amendment will be adopted in spring 2017.

## 8 IMPLEMENTATION – 2017

For 2017 the RDN will continue to make progress on the following implementation items:

1. Continue to monitor, evaluate and periodically report on regional economic, population, social and environmental trends and progress towards achieving RGS goals through RGS Monitoring, as set out in Policy 4.
2. Adopt the revisions to the RGS minor amendment criteria.
3. Complete the Electoral Area 'H' Official Community Plan Review process, and adopt a new bylaw.
4. Complete public consultation for the Rural Area Signage and present results to the Board.
5. Continue to build strong relationships and pursue protocol agreements with First Nations.
6. Strengthen relationships with major institutions such as Island Health, Vancouver Island University, School Districts 68 and 69 and organizations key to furthering RGS goals (e.g. Chambers of Commerce, Economic Development Groups, non-governmental/community organizations).



## APPENDIX: SUMMARY OF RGS IMPLEMENTATION ACTIONS

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2017
<b>Section 5.0</b>	Establish Targets & Indicators to monitor progress.	The RDN launched a website for monitoring the RGS project at <a href="http://www.rdn.bc.ca/rgsmonitoring">www.rdn.bc.ca/rgsmonitoring</a> . Monitoring of the RGS will be ongoing.
<b>Section 5.0</b>	Corporate Implementation Strategy to show how RDN activities are consistent with RGS.	To be initiated
<b>1. Climate Change</b>	Complete Community Energy & Emissions Plan.	Completed 2013
<b>2. Environmental Protection</b>	Advocate for provincial and federal government support to update and maintain SEI databases.	Ongoing
	Encourage the Province to regulate groundwater, require reporting on water use and protect water resources on a watershed basis.	Under the new <i>Water Sustainability Act</i> , licenses for groundwater are now required for larger water users. The RDN will continue to advocate for regulations that come out of the <i>Act</i> to protect water resources on a watershed basis.
<b>3. Coordinate Land Use &amp; Mobility</b>	Initiate discussions with provincial and federal transportation authorities to share data collection and analysis and prepare mobility strategy.	Participated in the City of Nanaimo's Transportation Master Plan. Adopted in 2014. Parksville initiated a Transportation Plan in 2016.
	Prepare industrial land supply and demand study and strategy (also applies to Goal 7).	Industrial Lands Study completed Spring 2013.
<b>4. Concentrate Housing &amp; Jobs</b>	Prepare region-wide study of Rural Village Centres.	Rural Village Centres Study completed Spring 2013.
<b>5. Rural Integrity</b>	Policy 5.13: Implementation - Study of options for more sustainable forms of subdivision - to limit sprawl and fragmentation on rural residential land.	Completed October 2012
<b>6. Affordable Housing</b>	Identify next steps to addressing affordable housing issues.	Housing Action Plan Completed 2011.



RGS GOAL / SECTION	ACTION	STATUS JANUARY 2017
		Secondary Suites Bylaw Amendments completed in Spring 2014.
<b>7. Vibrant, Resilient Economy</b>	7.2 Support and encourage economic development.	Northern Community Economic Development Program Established 2012 with ongoing implementation.  Southern Community Economic Development Service Agreement completed 2012 with ongoing implementation.
	7.6 Collaborate in the preparation of a regional industrial land supply strategy and ensure that the region remains competitive in its ability to attract industrial development.	Industrial Lands Study completed Spring 2013.
	7.9 Collaborate in the preparation of a commercial (retail and office) land strategy to ensure that the supply, location, distribution, form and type of commercial development is consistent with sustainability and growth management objectives of the RGS and supports the continued vitality of the sector.	To be initiated.
<b>8. Food Security</b>	Prepare study of agriculture in the region to identify issues of and present and future needs of the agricultural sector.	Agricultural Area Plan (AAP) completed in 2012.  Bylaw and Policy Update project completed in 2016.  Rural Areas Guide completed in 2016.
		Agricultural Area Plan 2014-2016 Action Plan completed November 2013.  Emergency Livestock Evacuation Plan approved in 2013.



RGS GOAL / SECTION	ACTION	STATUS JANUARY 2017
<p><b>9. Pride of Place</b></p>	<p>Ongoing activities through implementation and development of parks plans and OCPs.</p>	<p>Cedar Main Street Plan adopted 2013.</p> <p>Nanaimo Cultural Plan, adopted in 2014 and now being implemented.</p> <p>RDN Community Parks and Trails Guidelines approved 2014.</p> <p>RDN Community Parks and Trails Strategy for Electoral Areas 'E', 'F', 'G' and 'H' approved 2014</p> <p>Qualicum Beach Cultural Plan completed 2012 with ongoing implementation.</p>
<p><b>10. Efficient Services</b></p>	<p>Prepare strategy for servicing Rural Village Centres (See Goal 4).</p>	<p>Will be pursued for different Rural Village Centres as funding permits. Designs for a treatment system are currently being considered for Bowser Village Centre and capacity analysis for Duke Point.</p>
<p><b>11. Cooperation Among Jurisdictions</b></p>	<p>Continue outreach initiatives to First Nations including signing of protocol agreements.</p>	<p>New cooperation protocol signed between RDN and Qualicum First Nation in 2016.</p> <p>First handyDART servicing agreement signed between Snaw-Naw-As and RDN in 2013.</p>





The Coombs to Parksville Rail Trail is a regional active transportation corridor intended to move a large volume of residents and visitors between Parksville and Coombs. Although designed as multi-use, it was assumed that the large volume of non-equestrian users including many dog walkers would effectively discourage equestrians from the Rail Trail. For the few who were not discouraged, particularly local equestrians, it was expected that their impact on the trail and other users could be managed. Aside from cost, estimated at \$700,000, paving was not considered because the Agricultural Land Commission prohibits non-permeable trail surfacing.

The new Rail Trail is still drying out and settling after a wet autumn and cold winter. This has exacerbated the impact a small number of horses are having on the trail surface. The Rail Trail contractor will return to the trail in March 2017 to complete outstanding works delayed because of weather and address identified deficiencies. A final assessment of the state of trail gravels and surface condition will be made in early April, with reference to compaction standards specified in the Rail Trail construction contract. A 'grate and roll' of the entire trail will be undertaken to clean-up after the initial trail use period.

Development of the 7 km Rail Trail involved importing a large amount of fill, rock and gravel to create a raised course through the drainage corridor running alongside the rail. It will take time for the materials to settle and compact, and perhaps years yet to achieve target compaction. Regardless of when a firm surface is achieved though, non-equestrian users are clear: they do not want to share the trail with large and possibly unpredictable animals.

To manage shared use of the Rail Trail as structured, it would be necessary to separate the users. The 3 m wide trail could be split into two lanes, with a 1 m wide lane for equestrians and a 2 m wide lane for everyone else. Lanes could be demarcated by use of flexible delineators or a string of concrete wheel stops. Additional signage and enforcement would be required to manage use of the divided trail. Maintaining two lanes at the controlled public and private road crossings would be difficult to achieve, and it will not be possible to create two lanes through the narrow Hwy 19 underpass. Without a doubt, reducing the Rail Trail width from 3 m to 2 m for all walkers, runners, cyclists and wheelchair/medis-scooter users would diminish their trail experience and introduce crowding.

RDN Parks and Planning staff have been working on an amenity contribution related to the rezoning of a large industrial property abutting the north side of the E&N across from the Rail Trail. This development located about half way between Coombs and Parksville could produce community parkland that includes horse trailer parking and access to the large Highway 4A Crown Woodlot. The Crown Woodlot is a key destination for local equestrians. As the Central Vancouver Island Chapter of the BC Backcountry Horsemen emphasized in its presentation to the Regional Board January 24, 2017, securing horse trailer parking and hence meaningful access to scarce Crown lands is a high priority for Island equestrians.

As an alternative to trying to make shared use of the Rail Trail work, a separate trail for equestrian use could be considered on the north side of the rail corridor under the community park function. Applicable design guidelines would still require development of a substantial trail product of at least 2 m in width. To avoid costly road crossings, the trail could be limited to the corridor between Virginia Road and the driveway into the Crown Woodlot.

The RDN manages over 70 km of regional trail including the Coombs to Parksville Rail Trail. It is all multi-use with the exception of 2.5 km of the Lighthouse Country Regional Trail developed specifically to serve accessible users. Multi-use is the desired standard for regional trail. As the RDN pursues full development of the multi-use Morden Colliery Regional Trail, a trail long popular with equestrians, a

two-track approach can be taken to resolve the difficulty of meeting user groups' different trail experience expectations. One track can be designed and maintained to suit equestrians, and the other track to suit those who are not interested in sharing trail with horses.

### **ALTERNATIVES**

1. That horses be prohibited from the Coombs to Parksville Rail Trail, and staff continue to pursue equestrian parking in relation to equestrian use of Highway 4A Crown Woodlot.
2. That detailed design and costs be obtained to divide the Coombs to Parksville Rail Trail into two lanes to separate equestrians from other users.
3. That alternative direction be provided.

### **FINANCIAL IMPLICATIONS**

Assuming no horses, surface maintenance of the Coombs to Parksville Rail Trail will include a 'grate and roll' every spring to groom the trail and ensure good condition for the high use summer season. The cost, estimated at \$5,000, will be covered under the Regional Parks maintenance budget. Every 10-15 years, it is expected that the surfacing gravel will need to be reapplied, and \$150,000 for this task has been budgeted for in long-term capital plans.

Calculation of the initial cost of dividing the trail into two lanes will require additional time and resources. Placement of lane dividers for the 7 km trail could be installed for around \$25,000. However, the introduction of lanes to this highly engineered trail course would require some redesign and the impact on controlled crossings and the many drainage structures could be substantial. The annual cost of trail maintenance would rise substantially insofar as access to the trail and its structures would be impeded, and trail sides would become subject to much increased and unforeseen user impact as passage is directed away from the centre of the trail, particularly in the horse lane.

In the presence of horses and at least for the next five years, surface condition standards could be relaxed, however this would contribute to reduced use by others. It is likely the frequency with which the trail will need resurfacing would increase. The cost of managing a Rail Trail that includes horses may best be measured in terms of foregone tourism development, diminished regular use by the majority of the community and possible cessation of use by the accessible community. To continue with a multi-use approach to the Coombs to Parksville Rail Trail will result in an under-used asset and failed active transportation corridor.

### **STRATEGIC PLAN IMPLICATIONS**

The primary reason visitors come to Vancouver Island is to enjoy the outdoors, and demand for places to walk, cycle and run is high. Residents of the RDN support healthy lifestyles and seek the ability to stretch out on a relaxing and safe walk, cycle or run without having to tangle with vehicles. The Coombs to Parksville Rail Trail provides the RDN with an active transportation corridor and recreational amenity that will power tourism growth and provide a daily exercise course for residents that all can achieve and enjoy.

The continuing operation and use of the Coombs to Parksville Rail Trail supports the RDN Board Strategic Plan by recognizing community mobility and recreational amenities as core services, advocating for active transportation, and recognizing eco-tourism as a key economic opportunity for the region.



---

Joan Michel  
jmichel@rdn.bc.ca  
March 15, 2017

Reviewed by:

- M. Dobbs, Superintendent of Parks Operations and Capital Projects
- W. Marshall, Manager of Parks Services
- T. Osborne, General Manager of Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer



Canadians have become dependent on the convenience of mass produced and inexpensive plastic products including packaging, shopping bags, water bottles, food containers, and utensils. The unique attributes of plastics (including how light weight it is, its processability, and its durability) have led to the proliferation of new products. These new plastic products have displaced paper, glass and metal from traditional applications.

In 2008, UBCM endorsed a resolution (2008-B88) calling on the Provincial Government to Ban thin film plastic bags. In 2016, UBCM endorsed a resolution (2016-B28) calling on the provincial government to prohibit the distribution of thin film plastic shopping bags by businesses. In March 2016, the FCB Board of Directors passed a motion “that FCM urge the government of Canada to prohibit, through the list of toxic substances (*Canadian Environmental Protection Act*), the manufacture, use and sale of personal care and cleaning products containing plastic microbeads”.

British Columbia, through the MMBC program, has a robust recycling system in place for carry out plastic bags, overwrap, and single-use takeout containers. By participating in the MMBC program, the RDN collects a number of single use plastic in the curbside bins and single use plastic bags at depots. MMBC depots and private haulers are able to extend this service to multifamily buildings in the region as well.

A number of mechanisms are employed by governments to restrict the use of throw-away plastics (not all of which are available to the RDN) including:

- Bans: to prevent the use and sale of single use plastics;
- Fees or levies: applied to the sale or manufacture of single use plastic items;
- Advocacy: lobbying of senior governments to implement programs to restrict and reduce use;
- Voluntary action: business and governments working on a voluntary basis to reduce use; and
- Education: raising awareness of consumers and business of issues and alternatives.

### ***Legal Authorities***

Regional districts in British Columbia do not have authority to ban the use of single use plastics under the powers delegated to them by the *Local Government Act* and *Community Charter*. Municipalities may be able to implement plastic bag bans under their powers to regulate in relation to businesses. Regional districts may seek delegation of authority from the province to regulate plastics through powers related to the regulation of businesses (similar to Municipal authorities).

Several BC municipalities are considering banning or restricting the use of plastic grocery bags, however the extent of municipal legal authorities have not been tested in the courts, and initiatives may face legal challenges.

The Regional District could attempt to regulate or prohibit the disposal of single use plastics at our landfill, however such a program would be impractical to implement or enforce, would face strong opposition, and encourage export of waste to other jurisdictions. Regional districts also have administrative tools to influence the use of plastics in their own facilities, and through education and voluntary initiatives.



The Province is best equipped from the perspective of regulatory authority to impose bans on single use plastics that may end up in the environment and waste stream, and lead to pollution, or excessive waste. Historically, the Province has chosen a product stewardship approach to regulate waste production (harm response), rather than bans on products (harm reduction). In 2008 and 2016, UBCM endorsed resolutions calling on the provincial government to prohibit the distribution of thin film shopping plastic bags.

At present, the federal government does not play a significant role in regulation of single use plastics. The federal government is best equipped to deal with the discharge of plastics into waterways at a national level. The federal government can also influence international efforts through its participation in multilateral treaties & conventions designed to address matters of global concern. Within Canada, the Canadian Council of Ministers of the Environment (which includes Federal and Provincial ministers) could develop Canada wide standards for the use of single use plastics. The federal government also has authority over matters of environmental/public health regulation in various regulatory areas including species at risk, pesticide and food production. Federal regulatory tools include the *Fisheries Act*, *Canadian Environmental Protection Act*, *Disposal at Sea Regulation*, and *Oceans Act*.

## DISCUSSION

A number of mechanisms are employed by governments to restrict or reduce the use of throw away plastics, including regulatory and voluntary approaches. The regional district has limited authority to impose regulatory approaches, but can play a key role in voluntary approaches including advocacy, voluntary partnerships with business and institutions, and raising awareness through education.

**Bans:** The RDN does not have the authority to ban the use of plastic products. A number of municipalities in British Columbia are considering imposing plastic bag bans, including Victoria and Vancouver. Nationally, a number of communities have implemented bans with varying success (Attachment 1). International efforts to reduce throw away plastics are gaining momentum, with a variety of bans (particularly with respect to plastic bags) in place and planned in countries in Europe, Africa, South America and Asia. It is reported that in 2014 in the USA, 20 states and over 120 cities had bag bans in place or pending. The imposition of bans and restrictions can be a controversial and dividing issue among industry, advocacy groups and residents. Arguments for restrictions cite the ecological and economic costs of these long life materials. Arguments against bans include the high rate of plastic recycling, environmental footprint relative to alternatives, low cost and economic benefits, and health protection benefits with respect to food and medical products.

**Fees:** The regional district does not have the authority to impose fees on the production and use of plastic products. Fees for the use of plastic materials are intended to deter use, and recognize the life cycle costs of the materials. They can be imposed on producers, or on consumers at the point of sale. There are currently limited examples of government imposed fees in Canada. Bylaws imposing fees were in place for a short time in Toronto, and a fee program has been successfully implemented by the Northwest Territories. Several international jurisdictions have imposed fees successfully. Locally, a growing number of retailers are voluntarily imposing fees on the use of plastic bags.

**Advocacy:** The RDN can lobby for reduction of single-use plastics bags and other single use plastics directly with senior governments, and through organizations such as the Association of Vancouver Island Communities, Union of BC Municipalities and Federation of Canadian Municipalities to encourage provincial and federal action to manage single-use plastics. The Province is best equipped from the perspective of regulatory authority to impose bans on single use plastics. The RDN has already taken steps to reduce the amount of plastic bags it uses at its own facilities. Recreation facilities use paper bags or vinyl bags when residents purchase items and the Solid Waste Department provides residents with a thick reusable yellow plastic bag for recycling paper.

**Voluntary Action:** Voluntary programs have the potential to realize significant reduction in the use of throwaway plastics. They can be implemented more easily than regulatory programs, and are more local in scope. Currently, a number of local retailers are strong examples of voluntary action, and voluntary fees or bans are seeing success in a number of BC communities (Attachment 1). Local and regional government support could help generate the required momentum to deliver meaningful reduction to plastic usage, especially if coupled with education and awareness programs. The regional district could play a coordinating role with public and business groups, as well as an education and communication role to facilitate development of voluntary initiatives.

**Education and Awareness:** Effective education and awareness programs are key to the success of any regulatory or voluntary program aimed at reducing the disposal of single use plastics. The Regional District is uniquely positioned to effectively deliver education programs, through its established outreach programs and expertise, and regional role in the management of waste.

## ALTERNATIVES

1. That the Board refer this report to the Solid Waste Management Select Committee for further consideration of appropriate advocacy, voluntary, and education actions.
2. That the Board provides alternate direction to staff.

## FINANCIAL IMPLICATIONS

Detailed planning and resource estimates have not been undertaken, pending further Board direction.

## STRATEGIC PLAN IMPLICATIONS

Considering the environmental impacts of single-use plastic bags and other items aligns with the RDN Strategic Priority of protecting and enhancing our environment in all decisions as part of the 2016-2020 RDN Strategic Plan Strategic Focus Area on the Environment.



---

Sonam Bajwa  
March 22, 2017

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Imposed restrictions on plastics and outcomes.

**Attachment 1: Imposed restrictions on plastics and outcomes.**

Jurisdiction	Level of Government	Year	Restriction Type	Comments	Status
Leaf Rapids, Manitoba	Municipal	2007	Ban on single use plastic bags	City donated 5,000 reusable bags to residents.	In place
Huntingdon, Quebec	Municipal	2008	Ban on single use plastic bags and bags used for newspapers and flyers	Ban did not include biodegradable bags.	In place
Toronto, Ontario	Municipal	2009	Fee on single use plastic bags but this was later revoked (see below)	When the fee was imposed, plastic bags in the waste stream went down 53% and when the fee was later removed, the use of plastic bags increased by 26%.	Revoked
Deux – Montagnes, Quebec	Municipal	2009	Ban on single use plastic bags	In 2010 residents avoided sending 1.5 million single use bags to the landfill.	In place
Regional Municipality of Wood Buffalo, Alberta	Specialized Municipality	2010	Ban on single use plastic bags	No active enforcement of the ban. Reactive enforcement only – Bylaw Officers will respond if a complaint about a retailer handing out plastic bags is received.	In place
Thompson, Manitoba	Municipal	2010	Ban on single use plastic bags	Manitoba Municipal Act allows cities to pass bylaws with provisions for safe and clean conditions, giving them the authority to pass a bag ban.	In place
Northwest Territories	Provincial	2010	Fee on single use bags	A 25 cent fee is charged to all single use plastic, paper and biodegradable bags. The fee goes to an Environmental Fund. The fund is used to cover program expenses and helps create new waste reduction and recovery programs.	In place
Toronto, Ontario	Municipal	2012	Ban on single use plastic bags	A number of lawsuits filed against the city after the ban was passed.	Revoked
Whistler, BC	Voluntary action	2015	Voluntary fee on single use plastic bags	Retailers offer reusable shopping bags as a paid option. Voluntary fee came after decision to ban plastic bags did not go forward.	In place

Brossard, Quebec	Municipal	2016	Ban on single use plastic bags including compostable bags	Industry backlash, stating that there was not sufficient consultation with residents or Industry.	In place
Tofino, Vancouver Island, BC	N/A		Voluntary single use plastic straw ban  Voluntary single use plastic reduction certification	Initiated by Surfrider Pacific Rim and Surfrider Vancouver volunteers. Surfrider also certifies businesses that are committed to reducing their overall plastic footprint.	In place
Montreal, Quebec.	Municipal	2018	Ban on single use plastic bags	Ban has been approved and will begin January 1, 2018 despite much industry backlash.	Approved
Victoria, BC	Municipal	TBA	Possible restrictions on plastics bags.	May not have the authority to implement ban. Will be holding public hearings with different groups on how to restrict single use plastic bags.	Pending





Incorporating the Subject Property in the NBPWSA requires an amendment to the service area boundary as established in the *Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005*. Including the Subject Property in the NBPWSA also requires that it be brought into the Nanoose Bay Bulk Water Supply Local Service Area (NBBWLSA). The following amendment bylaws to include the Subject Property in these service areas are attached to this report for consideration:

- *Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.08, 2017*, and
- *Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.09, 2017*.

A Capital Charge amount of \$2,346 is payable as a condition of joining NBBWLSA pursuant to *Nanoose Bay Bulk Water Supply Local Service Area Capital Improvement Charge Bylaw No. 1323, 2002*.

A 150mm diameter (6-inch) water main is located at the corner of Hathaway Road and Seahaven Road. The owners have agreed to extend this infrastructure at their expense in order to service the Subject Property. Extension of the water main will be subject to the preparation of engineering drawings at the owners' expense; review and acceptance by the RDN Project Engineer for Water Services; construction supervision; and submission of as-built drawings.

If the Subject Property is not included in the service areas, the property owners will be required to locate an alternative water supply.

## **ALTERNATIVES**

1. Amend the boundaries of the Nanoose Bay Peninsula Water Service Area and the Nanoose Bay Bulk Water Service Area to include 2038 Hathaway Road in these service areas.
2. Do not amend the boundaries of the Nanoose Bay Peninsula Water Service Area or the Nanoose Bay Bulk Water Service Area to include 2038 Hathaway Road in these service areas.
3. Provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

If the Subject Property is approved for inclusion, the water main extension and related infrastructure to be paid for by the owners will become an RDN asset through a legal transfer agreement. In addition, by adding this property to both service areas without increasing administration, operation and maintenance costs, the overall efficiency of the service areas is improved.

A \$300 Boundary Amendment Fee is payable pursuant to *Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002*. This fee has already been paid by the owners of the Subject Property. The owners have also paid the \$2,346 Capital Charge pursuant to *Nanoose Bay Bulk Water Supply Local Service Area Capital Improvement Charge Bylaw No. 1323, 2002*. The Boundary Amendment Fee is non-refundable, but the Capital Charge can be refunded if the bylaws are not amended.

## STRATEGIC PLAN IMPLICATIONS

Including the Subject Property in the NBPWSA and NBBWLSA advances the following Board Strategic Priorities under the Key Focus Area of *Service and Organizational Excellence*:

- We will fund infrastructure in support of our core services employing an asset management focus.
- As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.

The provision of water is a core service provided by the RDN. The addition of one property in the NBPWSA will result in better quality water for this property when compared to groundwater wells, and will increase the efficiency with which the service is delivered by sharing the same costs for operations and maintenance over a greater number of parcels.



---

Deb Churko  
dchurko@rdn.bc.ca  
March 14, 2017

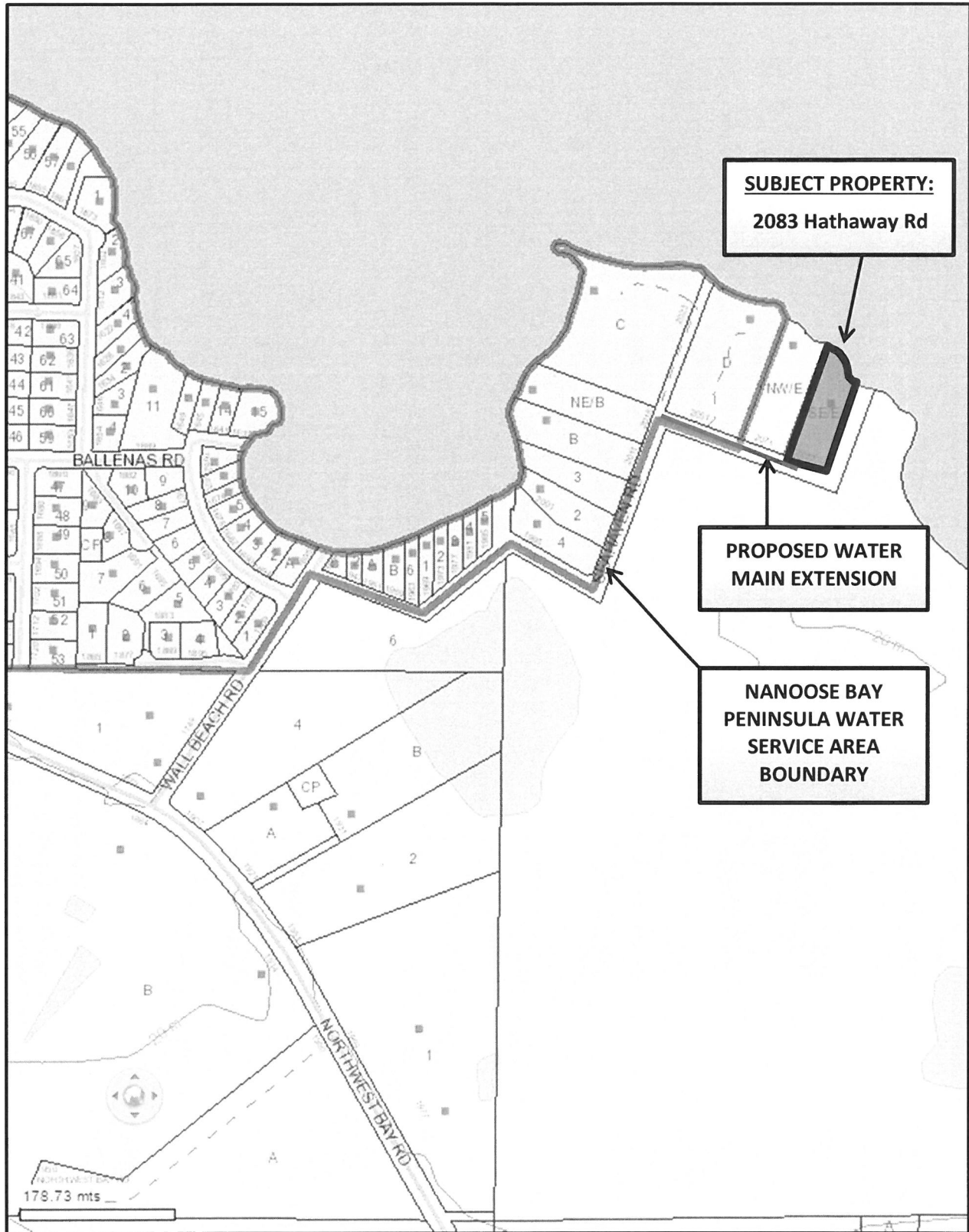
Reviewed by:

- C. Midgley, Manager, Water Services & Asset Mgmt.
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Location Plan
2. Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.08, 2017
3. Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.09, 2017

Attachment 1: Location Plan



Attachment 2: Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.08, 2017

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 867.08**

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

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Peninsula Water Service pursuant to Bylaw No. 867, cited as "Nanoose Bay Peninsula Water Service Area Bylaw No. 867, 2005";

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

- THAT PART OF LOT E, DISTRICT LOT 51, NANOOSE DISTRICT, PLAN 7705, LYING TO THE SOUTH EAST OF A BOUNDARY BEARING NORTH 19 DEGREES, 45 MINTUES EAST FROM A POINT ON THE SOUTH WESTERLY BOUNDARY OF SAID LOT E DISTANT 170 FEET FROM THE MOST SOUTHERLY CORNER OF SAID LOT E;

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

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

**1. Amendment**

"Nanoose Bay Peninsula Water Service Area Bylaw No. 867, 2005" is amended as follows:

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

**2. Citation**

This bylaw may be cited for all purposes as "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.08, 2017".

Introduced and read three times this \_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

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





Attachment 3: Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.08, 2017

**REGIONAL DISTRICT OF NANAIMO**  
**BYLAW NO. 1049.09**  
**A BYLAW TO AMEND THE BOUNDARIES**  
**OF THE NANOOSE BAY BULK WATER SUPPLY**  
**LOCAL SERVICE AREA**

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

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

- THAT PART OF LOT E, DISTRICT LOT 51, NANOOSE DISTRICT, PLAN 7705, LYING TO THE SOUTH EAST OF A BOUNDARY BEARING NORTH 19 DEGREES, 45 MINTUES EAST FROM A POINT ON THE SOUTH WESTERLY BOUNDARY OF SAID LOT E DISTANT 170 FEET FROM THE MOST SOUTHERLY CORNER OF SAID LOT E;

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

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

**1. Amendment**

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

- a) By amending Schedule 'A' of Bylaw No. 1049 to add the lands outlined in black on Schedule 'A' attached to this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.09, 2017".

Introduced and read three times this this \_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

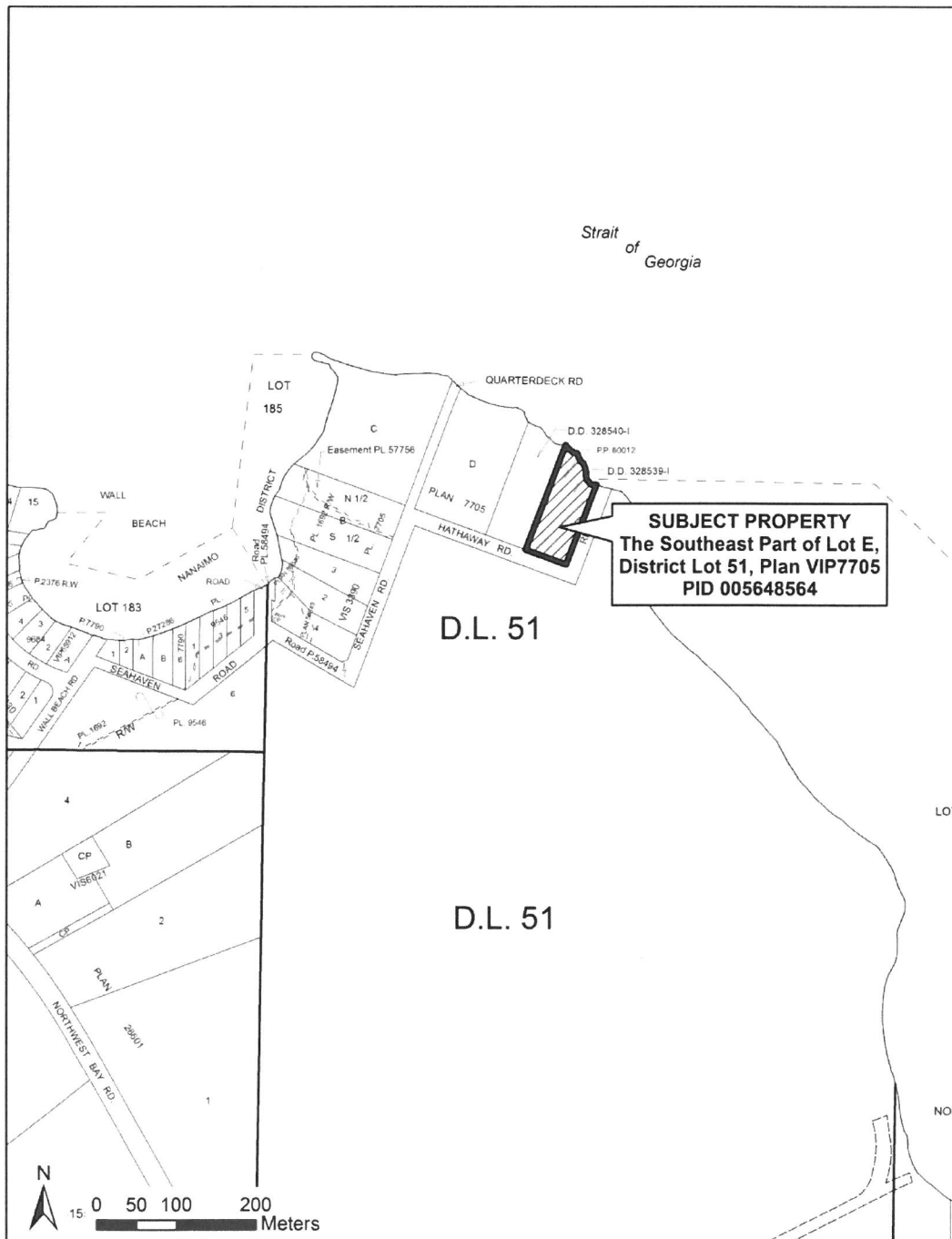
\_\_\_\_\_  
CHAIRPERSON

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

Schedule 'A' to accompany "Nanoose Bay Bulk Water Supply  
Local Service Area Amendment Bylaw No. 1049.09, 2017"

\_\_\_\_\_  
Chairperson

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





### *Northern Communities Consultation*

A public information meeting regarding “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016” was held March 2, 2017 at the Parksville Community and Conference Centre. Notice of the meeting was sent to the local development community, including construction and business associations, chambers of commerce, land surveyors and public sector developers, as well as local community groups and neighbourhood associations. The meeting was also advertised in the local newspaper and posted on the RDN website. No comments regarding Bylaw No. 1442.03, 2016 were received following the posting of the notices or during the March 2 meeting to warrant additional review of the proposed amendments.

In addition to the public meeting, a presentation on Bylaw No. 1442.03, 2016 was scheduled by request for the Oceanside Development and Construction Association’s Board of Directors. This presentation was held March 15, 2017 at the Timberlake-Jones Engineering office in Parksville. Comments voiced during the meeting regarding the proposed amendments were clarified and addressed. No comments or concerns were received during the presentation to warrant additional review or consultation on the proposed amendments.

### *Southern Communities Consultation*

A public information meeting regarding “Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016” was held March 1, 2017 in the RDN Board Chambers. Notice of the meeting was sent to the local development community, including construction and business associations, chambers of commerce, land surveyors and public sector developers, as well as local community groups and neighbourhood associations. The meeting was also advertised in the local newspaper and posted on the RDN website. No comments regarding Bylaw No. 1547.01, 2016 were received following the posting of the notices or during the March 1 meeting to warrant additional review of the proposed amendments.

Public consultation as directed by the Board is now complete and no additional review or amendments to the proposed amendment bylaws were found to be required. Northern Communities DCCs amendment Bylaw No. 1422.03, 2016 and Southern Communities DCCs amendment Bylaw No. 1547.01, 2016 are attached and are ready to receive third reading, after which they will be forwarded to the Inspector of Municipalities for approval.

### **ALTERNATIVES**

1. Give third reading to Bylaw Nos. 1442.03, 2016 and 1547.01, 2016 and forward them to the Inspector of Municipalities for approval.
2. Do not approve Bylaw Nos. 1442.03, 2016 and 1547.01, 2016 in their current form and direct staff to make amendments prior to third reading.

### **FINANCIAL IMPLICATIONS**

There are no changes to the financial implications as outlined in the initial report to the Committee of the Whole dated November 22, 2016. The proposed DCC rates are contained within the respective Schedules “A” of Bylaw Nos. 1442.03, 2016 and 1547.01, 2016.



## STRATEGIC PLAN IMPLICATIONS

The proposed Northern and Southern Communities wastewater DCC bylaw amendments support the key focus area of service excellence by funding core capital upgrades with a long-term asset management approach and reduce financial burden on taxpayers by allocating expansion costs to those who are increasing pressure on wastewater infrastructure.

## LIQUID WASTE MANAGEMENT PLAN IMPLICATIONS

Preparing for growth, including the collection of DCCs, is a priority identified in the RDN's 2014 Liquid Waste Management Plan (LWMP). Revising the DCC Bylaw Nos. 1442 and 1547 for the FCPCC and GNPCC will achieve this LWMP commitment. The LWMP further identifies that the RDN will review the DCC plan every year and to revise the bylaws where necessary to fund anticipated projects.



---

Sean De Pol  
sdepol@rdn.bc.ca  
March 21, 2017

### Reviewed by:

- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016
2. Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016

**ATTACHMENT 1**

**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 6th day of December, 2016.

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 <sup>2</sup> of gross floor area
Commercial		\$43.14 per m <sup>2</sup> of gross floor area
Industrial		\$43.14 per m <sup>2</sup> of gross floor area
Airport Industrial		\$4.79 per m <sup>2</sup> of gross floor area
Institutional		\$52.73 per m <sup>2</sup> of gross floor area



SALISH SEA

Strait of Georgia

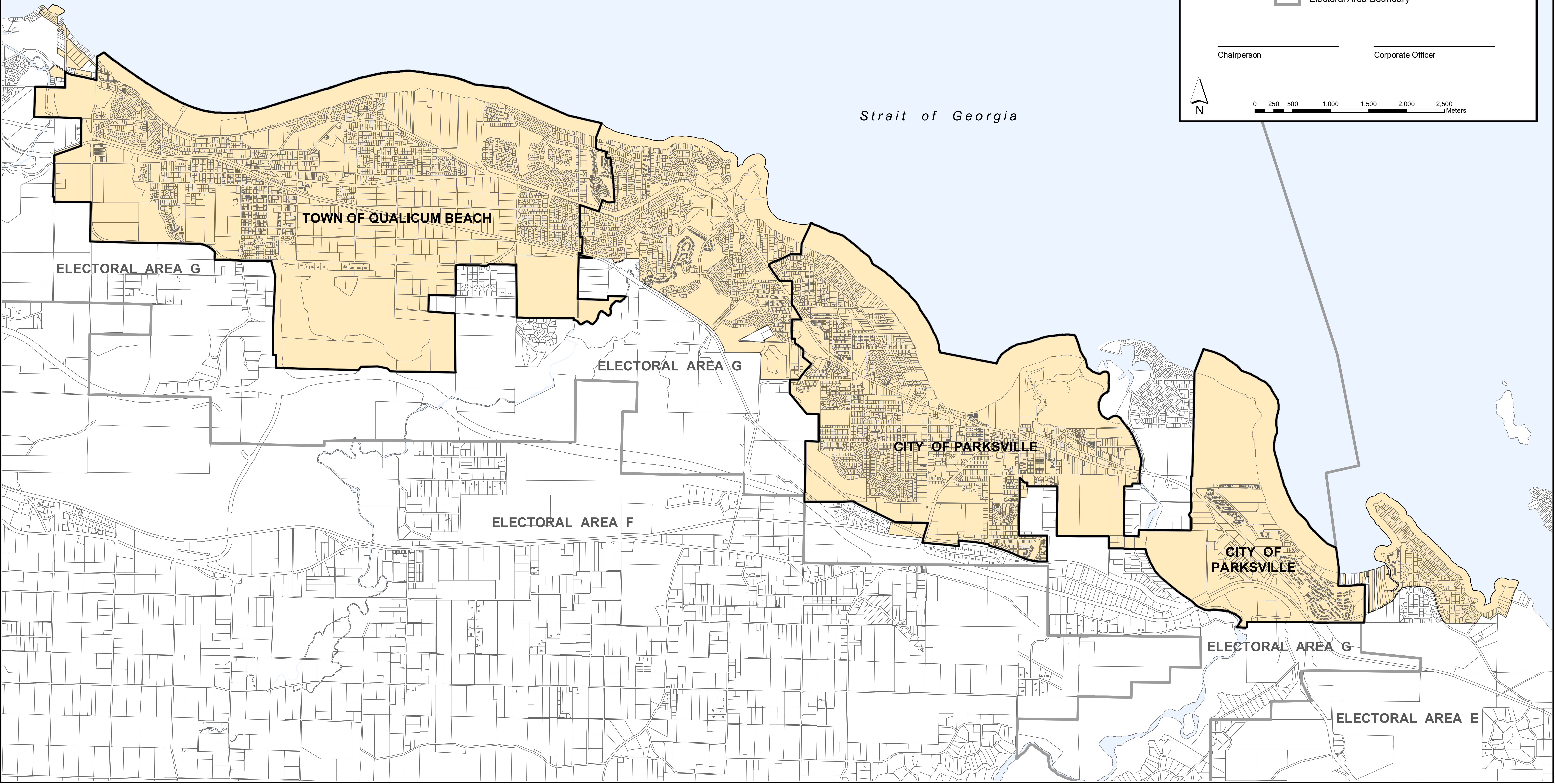
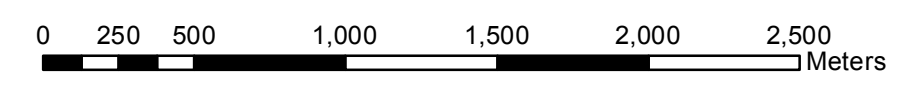


Schedule 'B' to accompany "NORTHERN COMMUNITY SEWER SERVICE AREA DEVELOPMENT COST CHARGES AMENDMENT BYLAW NO. 1442.03, 2016".

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

Chairperson

Corporate Officer





**ATTACHMENT 2**

**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 6th day of December, 2016.

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 LOCAL SERVICE AREA  
DEVELOPMENT COST CHARGES BYLAW NO 1547.01, 2016."

Legend

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

Chairperson

Corporate Officer



0 250 500 1,000 1,500 2,000 2,500 Meters

