

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, MARCH 28, 2017  
7:00 PM**

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

**A G E N D A**

**Pages**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
- 14       **2.1 David Bligh, re Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area.**
- 3. BOARD MINUTES**
- 15-22     **3.1 Regular Board Meeting – February 28, 2017 (All Directors – One Vote).**  
  
*That the minutes of the Regular Board Meeting held February 28, 2017 be adopted.*
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**
- BYLAW ADOPTION**
- 23-25     **6.1 Bylaw No. 1170.05 - San Pareil Water Service Area Expansion, Electoral Area 'G' (All Directors - One Vote).**  
  
*That "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017" be adopted.*
- 26-43     **6.2 Board Procedure Bylaw (All Directors – One Vote – 2/3 Majority).**  
  
*That "Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017" be adopted.*

44-45      **6.3      2017 Service Area Tax Requisition Amendment Bylaws** (All Directors - One Vote).

1. *That “Pacific Shores Sewer Local Service Requisition Limit Amendment Bylaw No. 1021.12, 2017” be adopted.*
2. *That “Coombs-Hilliers Fire Protection Service Requisition Limit Amendment Bylaw No. 1022.08, 2017” be adopted.*

46            **6.4      Trucked Liquid Waste Servicing Bylaw** (All Directors – One Vote).

*“That Horne Lake Pump and Haul Service Establishment Repeal Bylaw No. 1753, 2017” be adopted.*

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

**7.1        ELECTORAL AREA SERVICES COMMITTEE**

47-52      **7.1.1    Minutes of the Electoral Area Services Committee Meeting – March 14, 2017** (All Directors – One Vote).

*That the minutes of the Electoral Area Services Committee meeting held March 14, 2017 be received for information.*

53-60      **7.1.2    Development Permit Application No. PL2017-008 – 560 Wain Road, Electoral Area ‘G’** (Electoral Area Directors, except EA ‘B’ – One Vote).

*That the Board approve Development Permit No. PL2017-008 to permit the construction of a garage subject to the conditions outlined in Attachments 2 to 4.*

61-66      **7.1.3    Development Permit Application No. PL2016-182 – 3030 Graham Road and 2715 Yellow Point Road, Electoral Area ‘A’** (Electoral Area Directors, except EA ‘B’ – One Vote).

*That the Board approve Development Permit No. PL2016-182 to permit riparian restoration works subject to the conditions outlined in Attachments 2 and 3.*

- 67-76            **7.1.4    Development Permit with Variance Application No. PL2016-104 – 908 McFeely Drive, Electoral Area 'G'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Permit with Variance Application No. PL2016-104 – 908 McFeely Drive, Electoral Area 'G'.**

*That the Board approve Development Permit with Variance No. PL2016-104 to address the placement of fill and permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.*

- 77-85            **7.1.5    Development Permit with Variance Application No. PL2017-019 – 1100 Pepper Place, Electoral Area 'G'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Permit with Variance Application No. PL2017-019 – 1100 Pepper Place, Electoral Area 'G'.**

*That the Board approve Development Permit with Variance No. PL2017-019 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.*

- 86-92            **7.1.6    Development Variance Permit Application No. PL2017-021 – 1067 Paradise Place, Electoral Area 'E'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2017-021 – 1067 Paradise Place, Electoral Area 'E'.**

*That the Board approve Development Variance Permit No. PL2017-021 to reduce the setback from the interior side lot line for a garage subject to the terms and conditions outlined in Attachments 2 to 4.*

- 93-111           **7.1.7    Zoning Amendment Application No. PL2016-110 – 1682 and 1686 Cedar Road, Electoral Area 'A' – Amendment Bylaw 500.408, 2017 – First and Second Reading** (Electoral Area Directors, except EA 'B' – One Vote).

*1. That the Board receive the Summary of the Public Information Meeting held on January 30, 2017.*

*2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.408 being considered for adoption.*

*3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017", be introduced and read two times.*

*4. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017" be waived in accordance with Section 464(2) of the Local Government Act.*

5. *That staff be directed to proceed with notification in accordance with Section 467 of the Local Government Act of the Board's intent to consider third reading of "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017" at a regular Board meeting to be held on April 25, 2017.*

112-117      **7.1.8 Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2016-178 – 833 Reid Road, Electoral Area 'G'** (Electoral Area Directors, except EA 'B' – One Vote).

*That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-178 subject to the terms and conditions outlined in Attachments 2 and 3.*

118-122      **7.1.9 RDN/VIHA Grant** (All Directors – One Vote).

*That the use of Island Health Community Wellness Grant Electoral Area 'A' funds to purchase items for the Farm to School Program, Weight Room and Smoking Cessation Program be supported as requested by the Cedar School Coordinator.*

123-124      **7.1.10 Cedar Plaza** (All Directors – One Vote).

*That staff review possible alternatives to potentially allow water service at Cedar Plaza from the North Cedar Improvement District and report back to the Electoral Area 'A' Parks, Recreation and Culture Commission.*

**7.1.11 Jack Bagley Field** (All Directors – One Vote).

*That \$10,000 of Electoral Area 'E' Community Works Funds be allocated to School District 69 (Qualicum) for Jack Bagley field improvements.*

125-126      **7.1.12 Nanoose Playground Report** (All Directors – One Vote).

*That staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.*

**7.1.13 Parks and Open Space Plans** (All Directors – One Vote).

*That the Parks and Open Space Plan for Nanoose Bay (2001) be rescinded and the Community Parks and Trails Strategic Plan for Electoral Areas E, F, G & H (2014) be the guiding document for community parks in Electoral Area 'E'.*

**7.1.14 Stanhope Trail Planning** (All Directors – One Vote).

*That park staff seek bids to construct a gravel trail to connect Wally's Way with Ackerman Road and forego the option to pave the trail in the near future.*

127-136 **7.1.15 Little Qualicum Hall** (All Directors – One Vote).

*That the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.*

137-139 **7.1.16 McColl Road Beach Access** (All Directors – One Vote).

*That staff not proceed with water access signage installation or public access development at the McColl Road water access.*

**7.1.17 Electoral Area Services Committee Meetings in the Community** (All Directors – One Vote).

*That Electoral Area Services Committee meetings in the Electoral Areas will be by exception and when there is an identified need.*

**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

140-145 **7.2.1 Minutes of the Regular Committee of the Whole Meeting – March 14, 2017** (All Directors – One Vote).

*That the minutes of the Regular Committee of the Whole meeting held March 14, 2017 be received for information.*

146-248 **7.2.2 Regional District of Nanaimo 2017 Operational Plan** (All Directors – One Vote).

*That the Board endorse the Regional District of Nanaimo 2017 Operational Plan.*

249-253 **7.2.3 Celebrating the Regional District of Nanaimo's 50th Anniversary** (All Directors – One Vote).

*That the Board endorse the communication and outreach activities to celebrate the Regional District of Nanaimo's 50th Anniversary as outlined in Attachment 1.*

254-255 **7.2.4 Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring** (All Directors – Weighted Vote).

*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.*

256-261      **7.2.5 Marine Litter Resolution – Federation of Canadian Municipalities Annual Conference** (All Directors – One Vote).

*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.*

262-272      **7.2.6 Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area** (All Directors – One Vote).

*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.*

273-276      **7.2.7 Bylaw No. 1655.06 – Water User Rate Amendments 2017** (Electoral Areas ‘A’, ‘E’, ‘F’, ‘G’ – Weighted Vote).

*That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.06, 2017” be introduced and read three times.*

277-284      **7.2.8 Island Timberlands Licence for Underground Fire Water Tank** (All Directors – Weighted Vote).

*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.*

**7.2.9 District 69 Recreation Grants** (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

- 1. *That the District 69 Youth Recreation Grant applications be approved as follows:*

<b>Youth Organization</b>	
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>

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

<b>Community Organization</b>	
Arrowsmith Community Recreation Association - Coombs Community Picnic	\$909
Bow Horne Bay Community Club - Lighthouse Fall Fair	\$1200
Family Resource Association - Special Needs Program family retreat	\$1200
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>

- 285-300 **7.2.10 Amended Arrowsmith Community Recreation Association Recreation Services Report** (All Directors – Weighted Vote).

*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.*

- 301-302 **7.2.11 ‘A Plastic Ocean’ Documentary Screening at Vancouver Island University** (All Directors – Weighted Vote).

*That the Regional District of Nanaimo provide \$250 in funding to Vancouver Island University so they can screen the ‘A Plastic Ocean’ documentary.*



**7.5 SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES**

**7.5.1 Northern Community Economic Development Select Committee.**

- 303-305            **7.5.1.1 Minutes of the Northern Community Economic Development Select Committee Meeting – March 9, 2017** (All Directors – One Vote).

*That the minutes of the Northern Community Economic Development Select Committee meeting held March 9, 2017 be received for information.*

- 306                **7.5.1.2 Coombs Farmers' Institute, re Parksville-Qualicum Beach Growers Guide Magazine – 2016 Initiative – Surplus Funding** (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

*That staff be requested to review the Terms of Reference for the Northern Community Economic Development Select Committee regarding the use of surplus funds in Northern Community Economic Development projects.*

**7.5.1.3 Regional Economic Development** (All Directors – One Vote).

*That staff be requested to write a report on establishing a regional economic development function.*

**7.5.2 Emergency Management Select Committee.**

- 307-308            **7.5.2.1 Minutes of the Emergency Management Select Committee Meeting – March 14, 2017** (All Directors – One Vote).

*That the minutes of the Emergency Management Select Committee Meeting held March 14, 2017 be received for information.*

**7.5.3 Solid Waste Management Select Committee.**

- 309-310            **7.5.3.1 Minutes of the Solid Waste Management Select Committee Meeting – March 15, 2017** (All Directors – One Vote).

*That the minutes of the Solid Waste Management Select Committee Meeting held March 15, 2017 be received for information.*

311-320                    **7.5.3.2 Joint Venture Proposals to Extend Organics Processing Contract for 20 Years** (All Directors – Weighted Vote).

1. *That the Board direct staff to negotiate with the Joint Venture for a long term contract for organic waste processing and report back to the Board with recommended contract terms.*
2. *That the Board approve up to \$50,000 be allocated from the Solid Waste Services budget to undertake financial, legal and due diligence activities with the negotiations.*

321-330                    **7.5.3.3 Charitable and Non-Profit Organizations – Waived Tipping Fees** (All Directors – Weighted Vote).

1. *That the Charitable and Non-Profit Organizations – Waived Tipping Fees report be received for information.*
2. *That staff be directed to prepare a supplementary report providing a recommendation for future administration for the waiving of tipping fees for charitable organizations.*

**7.5.4 Transit Select Committee.**

331-333                    **7.5.4.1 Minutes of the Transit Select Committee Meeting – March 16, 2017** (All Directors – One Vote).

*That the minutes of the Solid Waste Management Select Committee meeting held March 16, 2017 be received for information.*

334-339                    **7.5.4.2 Fare Review** (All Directors, except Electoral Areas ‘B’ and ‘F’ – Weighted Vote).

*That the Fare Review report be referred back to staff to provide further information on the impact of the proposed fare options.*

340-341                    **7.5.4.3 BC Transit Custom Registration Process** (All Directors, except Electoral Areas ‘B’ and ‘F’ – Weighted Vote).

*That the Board direct staff to work with BC Transit to implement the enhanced Custom Transit Registration Process for new handyDART applications.*

- 342-344                    **7.5.4.4 Nanaimo 150 Celebration - Request for Extra Transit** (All Directors, except Electoral Areas 'B' and 'F' – Weighted Vote).

*That the Board approve the Nanaimo 150 Celebration's request for additional transit service for the Canada Day 150 Celebration event and direct staff to provide four (4) conventional buses from 9:00 am to 12:00 pm, for the event on July 1st, 2017.*

- 345-350                    **7.5.4.5 Duke Point Transportation Service Request** (All Directors, except Electoral Areas 'B' and 'F' – Weighted Vote).

*That staff provide a report back to the Transit Select Committee on the request for transportation services to Duke Point.*

## **8.        REPORTS**

- 351-357                    **8.1        Zoning Amendment Application No. PL2016-108 – Midora Road and Virostko Road, Electoral Area 'C' – Amendment Bylaw 500.406, 2017 – Third Reading** (Electoral Area Directors, except EA 'B' – One Vote).

- 1. That the Board receive the report of the Public Hearing held on March 7, 2017 for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".*
- 2. That the Board give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".*

- 358-365                    **8.2        Zoning Amendment Application No. PL2016-161 – Pratt Road, Electoral Area 'F' – Amendment Bylaw 1285.27, 2017 – Third Reading** (Electoral Area Directors, except EA 'B' – One Vote).

- 1. That the Board receive the report of the Public Hearing held on March 15, 2017 for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017".*
- 2. That the Board give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017".*

366-369      **8.3      2017 to 2021 Financial Plan Revised Bylaw No. 1755.**

(All Directors – Weighted Vote)

1. *That third reading of “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be rescinded.*
2. *That “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be amended to replace Schedule A as shown on Attachment 1.*
3. *That “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be read a third time as amended and as outlined in Attachment 1.*

(All Directors – Weighted Vote – 2/3 Majority)

4. *That “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be adopted.*

**9.      ADDENDUM**

**10.     BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**11. NEW BUSINESS**

**11.1 Amendment to Resolution to AVICC - Restriction on Single Wide Mobile Homes as Second Dwellings on ALR Properties (All Directors – One Vote).**

*That the following amended resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their annual meeting:*

*WHEREAS the Agricultural Land Reserve Use, Subdivision and Procedure Regulation has established the standards for a second dwelling on ALR land and the Agricultural Land Commission's Policies L-08 and L-18 specify that manufactured homes must normally conform to the CSA Z240 series standards unless a property owner makes a non-farm application to the Commission;*

*AND WHEREAS construction of factory built, movable dwellings has progressed significantly with technology and the CSA Standard is not flexible enough to accommodate the needs of farmers to provide accommodation on their properties without an application;*

*AND WHEREAS these new movable dwellings incorporate innovative energy-efficient, green building technology and can be sited to reinforce the farmland protection objectives of the ALC;*

*THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities requests that the Ministry of Agriculture amend the Agricultural Land Reserve Use, Subdivision and Procedure Regulation to provide more certainty for types of manufactured homes that are permitted as residential uses and request that the Agricultural Land Commission amend their policies to allow for the siting of other types of factory built, movable dwellings outside of the CSA Z240 series standards.*

**12. IN CAMERA**

*That pursuant to sections 90 (1), (a), (c), (e), (i), (j), and (m) of the Community Charter the Board proceed to an In Camera Meeting for discussions related to Board appointments, labour relations, land issues, solicitor-client privilege, third-party business interests, and intergovernmental relations.*

**13. ADJOURNMENT**

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

**Summary:** I would like to attend the next BOD meeting as a delegation (28 Mar 2017) to address the same topic that I did at the COW meeting last week; 'Application for Water Leak'

My reason for requesting a second appearance is because I don't feel all members who voted were clear on the subject matter.

Specifically, I would like to address the following:

- questions before the vote on the motion indicated some misunderstanding eg NOT connected to an irrigation system and 'buyer beware comment' totally inappropriate (to be explained)

- my system relies on rainwater only (city water only gets used in an emergency drought)

- amount of public water saved by using RWCS.

- both applications for adjustment were for the same reason - particulate in the public water supply

- Policy for 'Adjustment for Water Leak' para 4:

  - the rationale for allowing only one application in 5 years is not clear and individual circumstances should be considered

  - the rationale for the mention of toilets, sinks and irrigation systems not clear and individual circumstances should be considered.

- the need for more frequent meter readings

Time permitting I would like to explain that I personally have to pay for metered water at the traffic island in my neighbourhood ( 4 bills a year, meter read every quarter) a decision that needs review.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, FEBRUARY 28, 2017 AT 7:00 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
Alternate	
Director J. McLean	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 W. Pratt	City of Nanaimo
Alternate	
Director K. Oates	City of Parksville
Director B. Colclough	District of Lantzville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director J. Fell	Electoral Area F
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville

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.

The Chairperson welcomed Alternate Directors McLean and Oates to the meeting.

## **DELEGATIONS**

### **Rob Christopher, Nanaimo Search and Rescue Society, re Society Activities 2016-2017.**

Rob Christopher thanked the Board for the funding received in 2016 and provided a slide presentation to complement his overview of how funding was utilized, society activities, ongoing training, public events, and the acquisition of a mobile Command Centre Vehicle.

### **Stephanie Tipple, INfilm, re Request for Funding.**

Stephanie Tipple presented a slide show outlining the services and positive economic benefit INfilm has contributed to the region, shared the upcoming plans for 2017, and asked the Board to provide funding towards INfilm's operations and marketing costs.

### **Bill Dawson, BC Assessment, re Changes in Assessment Values for 2017.**

Bill Dawson presented the 2017 Assessment Roll Information highlighting market and non-market changes in assessments for single family dwellings, business and other market changes for the Regional District electoral areas and municipalities.

## **BOARD MINUTES**

### **Minutes of the Regular Board meeting held Tuesday, January 24, 2017.**

17-090 MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the Regular Board meeting held Tuesday, January 24, 2017, be adopted.

CARRIED

### **Minutes of the Special Board meeting held Tuesday, February 14, 2017.**

17-091 MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the Special Board meeting held Tuesday, February 14, 2017, be adopted.

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

### **Ellen Bartlett, re Development Permit with Variance Application No. PL2016-184 – 2739 Van Isle Road, Electoral Area 'H'.**

17-092 MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Ellen Bartlett regarding Development Permit with Variance Application No. PL2016-184 – 2739 Van Isle Road in Electoral Area 'H' be received.

CARRIED



**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**ELECTORAL AREA SERVICES COMMITTEE**

**Minutes of the Electoral Area Services Committee meeting held Tuesday, February 14, 2017.**

- 17-093 MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the Electoral Area Services Committee meeting held Tuesday, February 14, 2017, be received for information.

CARRIED

**Development Permit Application No. PL2016-168 – 20 Nile Road, Electoral Area 'H'.**

- 17-094 MOVED Director Stanhope, SECONDED Director Young, that the Board approve Development Permit No. PL2016-168 to permit demolition of an existing cabin and the establishment of a building envelope for a new dwelling unit and accessory buildings and structures subject to the conditions outlined in Attachments 2 and 3.

CARRIED

**Development Permit and Site Specific Exemption Application No. PL2016-181 – 6919 Island Highway West, Electoral Area 'H'.**

- 17-095 MOVED Director Stanhope, SECONDED Director Young, that the Board approve Development Permit No. PL2016-181 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit with Variance Application No. PL2016-176 – 2005 Hemer Road, Electoral Area 'A'.**

- 17-096 MOVED Director McPherson, SECONDED Director Rogers, that the Board approve Development Permit with Variance No. PL2016-176 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit with Variance Application No. PL2016-184 – 2739 Van Isle Road, Electoral Area 'H'.**

Ellen Bartlett voiced her concerns regarding the height and proximity to the water of the planned location of the two-story structure.

Peter Jorgensen spoke in support of the application.

- 17-097 MOVED Director Stanhope, SECONDED Director Rogers, that the Board approve Development Permit with Variance No. PL2016-184 to permit the demolition of an existing dwelling unit and construction of a new dwelling unit and raised patio subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED

**Development Variance Permit Application No. PL2016-191 – 2225 Alberni Highway, Electoral Area 'F'.**

- 17-098 MOVED Director McLean, SECONDED Director Rogers, that the Board approve Development Variance Permit No. PL2016-191 to reduce the front lot line setback from 4.5 metres to 3.0 metres to accommodate a kiosk subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

**Zoning Amendment Application No. PL2016-108 – Midora Road and Virostko Road, Electoral Area 'C'  
– Amendment Bylaw 500.406 – First and Second Reading.**

17-099 MOVED Director Young, SECONDED Director Stanhope, that the Board receive the Summary of the Public Information Meeting held on November 17, 2016.

CARRIED

17-100 MOVED Director Young, SECONDED Director Stanhope, that the conditions set out in Attachment 2 of the staff report be completed prior to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" being considered for adoption.

CARRIED

17-101 MOVED Director Young, SECONDED Director Stanhope, that the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".

CARRIED

17-102 MOVED Director Young, SECONDED Director Stanhope, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" be chaired by Director Young or her alternate.

CARRIED

**Zoning Amendment Application No. PL2016-060 – 4775 & 4785 Anderson Avenue, Electoral Area 'H'  
– Amendment Bylaw 500.407 – First and Second Reading.**

17-103 MOVED Director Stanhope, SECONDED Director Young, that the Board receive the Summary of the Public Information Meeting held on December 12, 2016.

CARRIED

17-104 MOVED Director Stanhope, SECONDED Director Young, that the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017".

CARRIED

17-105 MOVED Director Stanhope, SECONDED Director Young, that the Board direct that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017", be chaired by Director Veenhof or his alternate.

CARRIED

17-106 MOVED Director Stanhope, SECONDED Director Young, that the Board direct that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.407, 2017 being considered for adoption.

CARRIED

**Southern Community Economic Development.**

17-107 MOVED Director Houle, SECONDED Director Stanhope, that the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism promotion for Electoral Area 'B' for a period not exceeding six months at a rate of \$1,000 per month.

CARRIED

17-108 MOVED Director Houle, SECONDED Director Young, that the Regional District of Nanaimo provide the Gabriola Island Chamber of Commerce with up to \$10,000 to conduct a strategic planning process for Gabriola Island as proposed by the Gabriola Island Chamber of Commerce utilizing the services of Community Futures Central Island.

CARRIED

17-109 MOVED Director Houle, SECONDED Director Young, that following completion of the strategic planning process for Gabriola Island the Regional District of Nanaimo undertake a strategic planning process for the entire service area that considers the results of the process for Gabriola Island.

CARRIED

17-110 MOVED Director Houle, SECONDED Director Young, that a meeting be held with the City of Nanaimo, Tourism Vancouver Island and other tourism marketing providers to discuss options for tourism promotion of Electoral Areas 'A', 'B' and 'C'.

CARRIED

17-111 MOVED Director Houle, SECONDED Director Young, that the requisition for the Southern Community Economic Development Service be maintained for 2017.

CARRIED

**Request for Storage Space at Rollo McClay Community Park.**

17-112 MOVED Director Houle, SECONDED Director Young, that staff be directed to investigate the feasibility of the Gabriola Island Lions Club building a storage shed at Rollo McClay Community Park.

CARRIED

**Bells Landing Water Access.**

17-113 MOVED Director Houle, SECONDED Director Young, that staff be directed to investigate the feasibility of constructing a boat launch and associated parking lot at the Bells Landing Ministry of Transportation and Infrastructure water access on Gabriola Island.

CARRIED

**New Society Act Workshop.**

17-114 MOVED Director Rogers, SECONDED Director Stanhope, that the Regional District of Nanaimo with the support of the fire services societies, facilitate an expert workshop on both the *New Societies Act* and the *Privacy Acts* for all the societies within 2017.

CARRIED

**COMMITTEE OF THE WHOLE**

**Minutes of the Special Committee of the Whole meeting held Tuesday, February 14, 2017.**

17-115 MOVED Director Houle, SECONDED Director Stanhope, that the minutes of the Special Committee of the Whole meeting held Tuesday, February 14, 2017 be received for information.

CARRIED

**Minutes of the Regular Committee of the Whole meeting held Tuesday, February 14, 2017.**

17-116 MOVED Director Houle, SECONDED Director Stanhope, that the minutes of the Regular Committee of the Whole meeting held Tuesday, February 14, 2017 be received for information.

CARRIED

**Bylaw No. 1170.05 - San Pareil Water Service Area Expansion, Electoral Area 'G'.**

17-117 MOVED Director Stanhope, SECONDED Director Young, that the Board give three readings to "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

CARRIED

**Engineering Services for Preliminary Design of the French Creek Pollution Control Center Stage 4 Expansion Project.**

17-118 MOVED Director Stanhope, SECONDED Director Houle, that the Board award AECOM the Preliminary Design of the Stage 4 Expansion to the French Creek Pollution Control Centre (FCPCC).

CARRIED

17-119 MOVED Director Stanhope, SECONDED Director Rogers, that the Board approve a total budget of \$429,277 to complete the Preliminary Design phase of the Project.

CARRIED

**EXECUTIVE STANDING COMMITTEE**

**Minutes of the Executive Committee meeting held Tuesday, February 7, 2017.**

17-120 MOVED Director Houle, SECONDED Director Stanhope, that the minutes of the Executive Committee meeting held Tuesday, February 7, 2017 be received for information.

CARRIED

**Board Procedure Bylaw.**

17-121 MOVED Director Stanhope, SECONDED Director Houle, that the Board give three readings to the Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017, with the following amendments:

- Section 4. - Add requirement for Members to be respectful to staff, the public and other Members.
- Section 10. - Electronic Meetings - Re-word first line as "Provided the conditions set out in Regional District Electronic Meeting Regulations are met and in exceptional circumstances:"
- Section 14. - Delete Section 14(2)(b) and re-number (c) to (b)
- Section 17. - Add requirement for delegations to be respectful
- Schedule B - Correct name to Nanaimo Parks, Recreation and Wellness

CARRIED

**SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES**

**Englishman River Water Service Management Board.**

**Minutes of the Englishman River Water Service Management Board meeting held on Tuesday, January 24, 2017.**

17-122 MOVED Director Stanhope, SECONDED Director Young, that the minutes of the Englishman River Water Service Management Board meeting held on Tuesday, January 24, 2017 be received for information.

CARRIED

**Regional Parks and Trails Select Committee.**

**Minutes of the Regional Parks and Trails Select Committee meeting held on Tuesday, February 7, 2017.**

17-123 MOVED Director Houle, SECONDED Director Oates, that the minutes of the Regional Parks and Trails Select Committee meeting held on Tuesday, February 7, 2017 be received for information.

CARRIED

## REPORTS

### **Amendment Agreement - Biosolids Management Program.**

- 17-124 MOVED Director Houle, SECONDED Director Rogers, that the Regional District of Nanaimo extend the term of the original Biosolids Management Program Agreement for two months; from March 31, 2017 to May 31, 2017.

CARRIED

### **Request for Funding from INfilm.**

- 17-125 MOVED Director Stanhope, SECONDED Director Colclough, that the Regional District of Nanaimo provide \$5,000 in funding from Grants-in-Aid to INfilm for 2017.

CARRIED

- 17-126 MOVED Director Stanhope, SECONDED Director Rogers, that the Regional District of Nanaimo meet with INfilm and the member municipalities to discuss a coordinated funding model that includes all of the regional district members to start in 2018.

CARRIED

### **2017 Service Area Tax Requisition Amendment Bylaws.**

- 17-127 MOVED Director Thorpe, SECONDED Director McPherson, that "Southern Community Restorative Justice Program Service Requisition Limit Amendment Bylaw No. 1490.03, 2017" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

- 17-128 MOVED Director Rogers, SECONDED Director McPherson, that "Pacific Shores Sewer Local Service Requisition Limit Amendment Bylaw No. 1021.12, 2017" be introduced and read three times.

CARRIED

- 17-129 MOVED Director McLean, SECONDED Director Westbroek, that "Coombs-Hilliers Fire Protection Service Requisition Limit Amendment Bylaw No. 1022.08, 2017" be introduced and read three times.

CARRIED

### **Regional District of Nanaimo 2017 to 2021 Financial Plan - Bylaw No. 1755.**

- 17-130 MOVED Director Stanhope, SECONDED Director Rogers, that "Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017" be introduced and read three times.

CARRIED

## IN CAMERA

- 17-131 MOVED Director Stanhope, SECONDED Director Houle, that pursuant to sections 90 (1), (a), (c), (e), (g), (i), (j), (k) and (m) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to board appointments, labour relations, land issues, litigation, solicitor-client privilege, third-party business interests, a proposed service and intergovernmental relations.

CARRIED

TIME: 8:24 PM

**RISE AND REPORT**

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

17-132 MOVED Director Houle, SECONDED Director Kipp, that Derek Kilbourn be appointed to the Electoral Area 'B' Parks and Open Space Advisory Committee as the Gabriola Recreation Society Representative for a term expiring December 31, 2018.

CARRIED

**Nomination of Board Appointee to the Island Corridor Foundation.**

Director McPherson was nominated as the Regional District of Nanaimo Board Appointee to the Island Corridor Foundation.

**ADJOURNMENT**

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

CARRIED

TIME: 9:18 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1170.05**

**A BYLAW TO AMEND THE BOUNDARIES OF THE  
SAN PAREIL WATER SUPPLY LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo established the San Pareil Water Service pursuant to Bylaw No. 1170, cited as “San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999”;

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 ‘B’ of this bylaw and legally described as:

- Lots 1 and 2, District Lot 1, Nanoose Land District, Plan 21190;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with Section 349 of the *Local Government Act*;

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

**1. Amendment**

“San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999” is amended as follows:

- a) By deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as the “San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017”.

Introduced and read three times this 28th day of February, 2017.

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

\_\_\_\_\_  
CHAIRPERSON

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







BOARD PROCEDURE BYLAW - I N D E X

**BYLAW NO. 1754**

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## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1754

#### A BYLAW TO ESTABLISH PROCEDURES TO GOVERN THE PROCEEDINGS OF THE REGIONAL DISTRICT OF NANAIMO BOARD AND COMMITTEE MEETINGS

WHEREAS under the *Local Government Act* the Board must establish the procedures to be followed for the conduct of its business and, in particular, must, by bylaw,

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the date, time and place of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of the *Community Charter* to the Regional District.

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

#### 1. TITLE

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017”.

#### 2. DEFINITIONS

In this bylaw, unless the context requires otherwise:

“**Advisory Committee**” means an Advisory Committee appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

“**Chair**” means the Chair of the Board who is elected under the *Local Government Act*, and may include the Vice Chair and an acting chair acting where authorized under the *Local Government Act*.

“**Chief Administrative Officer**” and “**CAO**” means the person assigned chief administrative responsibility for the Regional District under the *Local Government Act*.

“**Committee**” means the Committee of the Whole or a Committee, Commission, Board or Panel of the Regional District, as listed in Schedule A to this bylaw.

“**Commission**” means a commission established by the Board under the *Local Government Act*.

“**Corporate Officer**” means the person responsible for corporate administration under the *Local Government Act*.

“**Director**” means a member of the Board whether a municipal director or an electoral area director.

“**In Camera Meeting**” means a meeting that is closed to the public in accordance with the provisions of *Community Charter* made applicable to Regional Districts under the *Local Government Act*.

**“Member”** means a Director of the Board or a member of any Board or Committee of the Regional District, and includes their alternate if acting in the place of a Member.

**“Public Notice Posting Place”** means the notice board at the Regional District of Nanaimo Administration office.

**“Quorum”** means the number of Members who must be present to conduct business, being a majority of the Board or Committee.

**“Regional District”** means the Regional District of Nanaimo.

**“Select Committee”** means a Select Committee appointed under the *Local Government Act* comprised solely of Directors.

**“Standing Committee”** means a Standing Committee appointed by the Chair under the *Local Government Act* comprised solely of Board members.

**“Vice Chair”** means the Vice Chair of the Board, who is elected under the *Local Government Act*.

### 3. APPLICATION

- (1) The provisions of this bylaw govern the proceedings of the Board and all Committees, except as otherwise provided in this bylaw.
- (2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Section 23 (Bylaws).
- (3) In cases not provided for under this bylaw and where the *Community Charter* and the *Local Government Act* are silent, the current edition of Roberts’ Rules of Order Newly Revised applies to the proceedings of the Board and all Committees.

### 4. RULES OF CONDUCT AND DEBATE

- (1) Every Member must address himself or herself to the Chair before speaking to any question or motion.
- (2) Members will address the Chair as “Chair \_\_\_\_\_” and refer to each other as “Director \_\_\_\_\_”.
- (3) Members speaking at a Board meeting must:
  - (a) use respectful language;
  - (b) not use offensive gestures or signs;
  - (c) speak only in connection with the matter being debated; and
  - (d) adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board regarding the rules and points of order.
- (4) A Member’s interaction with staff, the public and other Members must be respectful at all times.
- (5) If the Chair considers that a Member is acting contrary to subsection (3) or (4), or is otherwise acting improperly, the Chair may order the Member to leave the meeting.
- (6) Members who are in the room must promptly take their seats when a vote is called and must not leave until the vote has been taken.

**5. INAUGURAL MEETING**

- (1) The Board will meet on the second Tuesday in November of each year for its Inaugural meeting.
- (2) The meeting will be chaired by the CAO until such time as the Chair has been elected.
- (3) The CAO will call the meeting to order and advise the Board of the appointment of municipal directors from the member municipalities.

**6. CHAIR AND VICE CHAIR**

- (1) General Provisions
  - (a) Annually at the Inaugural meeting, the Board must elect a Chair and Vice Chair.
- (2) Election of the Chair
  - (a) The CAO will call for nominations for the position of Chair.
  - (b) Each nomination must be seconded and the nominee must consent to the nomination.
  - (c) If only one candidate is nominated for the position of Chair, that candidate will be declared elected by acclamation.
  - (d) If more than one candidate is nominated for an office, each candidate will be given three minutes to speak.
  - (e) At the conclusion of candidates' speeches, an election will be held and voting will be conducted by secret ballot.
  - (f) The distribution and collection of ballots, the counting of the votes and the subsequent destruction of ballots is the responsibility of the Corporate Officer or such other person as may be designated by the Corporate Officer.
  - (g) Immediately after reviewing the voting results the Corporate Officer will provide the results to the CAO who will announce the name of the candidate who has been elected, as determined under subsection (h). The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.
  - (h) The candidate with the most votes will be declared elected as Chair, provided that the candidate has received a majority of votes of the entire Board. In the event of a tie vote for the highest number of votes, subsection (3)(a) applies. In the case of more than two candidates in the election, the candidate with the lowest number of votes is removed from the election and the vote must be held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (3)(a). In the event of a tie vote for the lowest number of votes, subsection (3)(b) applies.
- (3) Tie vote
  - (a) In the event of a tie vote for the highest number of votes, those candidates remain in the election. If a definitive election result cannot be declared after an additional three elections have been held, the Board may elect an acting Chair for those portions of the agenda not related to the election of the Chair or Vice Chair, then return the chair to the CAO to recess the meeting to a date and time

as determined by the CAO. Should an acting Chair not be elected, the CAO may recess the meeting immediately to a date and time as determined by the CAO.

- (b) In the event of a tie vote for the lowest number of votes, all candidates remain in the election, unless there would be two or more candidates remaining, in which case the lowest tied candidates are removed from the election and the vote is held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (a).

(4) Election of Vice Chair

The election for the position of Vice Chair will be conducted by the Chair immediately following the election of the Chair and the same rules as apply to the election of the Chair will apply in the case of the election of the Vice Chair.

(5) Role of the Chair and Vice Chair

- (a) The Chair will act as the Board's official spokesperson and will chair all Board meetings except where the Chair is absent due to illness, disability or other reason, and must maintain order and preserve decorum by enforcing the rules of the Board.
- (b) The Vice Chair has, during the absence, illness or other disability of the Chair, all the power of the Chair and is subject to all rules applicable to the Chair.
- (c) Subject to being overruled by a majority vote of the Members, which vote must be taken without debate, the Chair:
  - i. must decide points of order without debate or comment, other than to state the rule governing;
  - ii. must determine which Member has a right to speak;
  - iii. must ascertain that all Members who wish to speak on a motion have done so, that the Members are ready to vote and then put the question to the vote;
  - iv. must rule when a motion or an amendment is out of order, and cite the rule or authority applicable, subject to an appeal to the Board, and decline to put any motion before the Board which the Chair considers to be clearly out of order or contrary to law;
  - v. may call a Member to order in accordance with Section 4.
- (d) Should the Chair desire to leave the Chair for the purpose of taking part in the debate, or otherwise, the Chair must call on the Vice Chair, or if the Vice Chair is absent, one of the Directors to take the Chair's place until the Chair resumes the Chair.

**7. LOCATION AND TIME OF REGULAR BOARD MEETINGS**

- (1) Regular meetings of the Board take place at the Regional District Board Chambers unless the location is changed by resolution of the Board.
- (2) Regular meetings of the Board are held on the fourth Tuesday of each month commencing at 7:00 p.m. unless decided otherwise by resolution of the Board.

- (3) Regular meetings of the Board must be adjourned before 11:00 p.m. on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

## **8. NOTICE OF REGULAR BOARD AND COMMITTEE MEETINGS**

- (1) At least 72 hours before a regular meeting of the Board or a Committee, the Corporate Officer, must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least 24 hours before a regular meeting of Board, the Corporate Officer must give further public notice of the meeting by:
  - (a) posting a copy of the agenda outline at the Public Notice Posting Place; and
  - (b) having a copy of the agenda available at the reception counter at the Regional District Administration Office for the purpose of viewing by members of the public.
  - (c) posting a copy of the agenda on the RDN website, unless prevented due to technical issues.
- (3) At least 24 hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each Member in the manner which the Member has directed it be sent.

## **9. SPECIAL MEETINGS**

- (1) A special meeting of the Board may be called in accordance with the *Local Government Act* on the request of the Chair or any two Directors.
- (2) Except where notice of a special meeting is waived by a unanimous vote of all Members under the *Local Government Act*, at least 24 hours before a special meeting of the Board, the Corporate Officer must:
  - (a) give notice of the general purpose, date, hour and place of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - (b) give notice of the special meeting in accordance with the *Local Government Act*.
- (3) In the case of an emergency, notice of a special meeting may be given in accordance with the *Local Government Act*.

## **10. ELECTRONIC MEETINGS**

- (1) Provided the conditions set out in Regional District Electronic Meeting Regulation are met and in exceptional circumstances:
  - (a) A special Board meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities; or
  - (b) A Member who is unable to attend a Board or Standing Committee meeting may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities.
- (2) A Member participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.

- (3) A Member participating by audio means only must indicate their vote verbally.

**11. ATTENDANCE OF PUBLIC AT MEETINGS**

- (1) Except where the Board has resolved to close a meeting or a portion of a meeting to the public in accordance with the *Community Charter* or an enactment requires a meeting to be closed to the public, all Board meetings must be open to the public.
- (2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with the *Community Charter*.
- (3) This section applies to meetings of bodies referred to in section 93 of the *Community Charter*, including, without limitation:
  - (a) Advisory Committees
  - (b) Board of Variance
  - (c) Commissions
  - (d) Parcel Tax Review Panel
  - (e) Select Committees
  - (f) Standing Committees
- (4) Despite subsection (1), the Chair may expel a person from a Board meeting or meeting of a body referred to in subsection (3) if the Chair considers that the person at the meeting is acting improperly.

**12. IN CAMERA MEETINGS**

- (1) In Camera subject matters must be restricted to matters set out in the *Community Charter*.
- (2) No items may be added to a closed (in camera) meeting agenda while such a meeting is in progress unless authorized by resolution at an open meeting.
- (3) The Board may, by motion passed by a majority vote of the Members present, bring forward to the open meeting, any of the motions and/or written material received in a closed meeting.
- (4) Board Members or Alternate Directors in a Board Member's absence are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chair.
- (5) An Alternate Director is permitted to attend an In Camera meeting when the Board member is present but may not participate in discussion unless subsection (4) applies.

**13. AGENDA**

- (1) Prior to each Regular Meeting of the Board, the Corporate Officer must prepare an agenda, approved by the CAO or the CAO's designate, setting out all items for consideration at that meeting.
- (2) The deadline for the public to submit items of correspondence to the Corporate Officer for inclusion on the agenda is 11:00 a.m. on the Monday of the week preceding the meeting.
- (3) Only those matters included on the agenda may be considered or dealt with at a regular meeting of the Board, unless a new matter for consideration is properly introduced as a late item, as outlined in Section 14.



- (4) Whenever practical, the agenda for a meeting of the Board will have attached to it, copies of all communications, reports and resolutions to be considered at that meeting.
- (5) In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the agenda and instead refer to those items in short form on the agenda and keep the document on file in the Corporate Officer's office for reference purposes.
- (6) The order of business for Regular Board meetings will ordinarily be as follows, and this order may be modified at any Regular Board meeting by a majority vote:
  - Call to Order
  - Approval of the Agenda
  - Adoption of Minutes
  - Invited Presentations
  - Delegations – Agenda Items (Includes all delegations if not a Board meeting)
  - Correspondence
  - Unfinished Business
  - Committee Minutes and Recommendations
  - Staff Reports
  - Bylaws
  - Delegations - Items not on the Agenda (This heading used for Board agenda only)
  - Business Arising from Delegations
  - Motions for Which Notice Has Been Given
  - New Business
  - In Camera
  - Adjournment

#### **14. LATE ITEMS**

- (1) An item not included on the agenda must not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Approval of the Agenda), by way of a motion carried by a majority vote of the Members.
- (2) Items that may be considered as late items include:
  - (a) Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.
  - (b) Requests to appear as a delegations on an item already on the Agenda, received at least 24 hours prior to the meeting, or in accordance with Section 17(11).
- (3) Information pertaining to late items for possible consideration at any meetings of the Board will be distributed to the Directors prior to the meeting.

#### **15. OPENING PROCEDURES**

- (1) At the hour set for a meeting to convene, and provided that a quorum is present, the Chair will call the meeting to order.

- (2) If the Chair does not attend at the time appointed for a meeting, the Vice Chair must take the chair.
- (3) In the absence of both the Chair and Vice Chair, the Members present may elect an acting Chair to preside during the meeting, or until the arrival of the Chair or Vice Chair.
- (4) Such person appointed as acting Chair will have all the powers and be subject to the same rules as the Chair.
- (5) Should there be no quorum present within fifteen (15) minutes after the time appointed for a meeting to convene, the Corporate Officer must record the names of the Members present and the meeting will stand adjourned until the next meeting date or until another meeting has been called in accordance with this bylaw.

## **16. MINUTES**

- (1) Minutes of the proceedings of the Board must be legibly recorded in the format established by the Corporate Officer, and signed by the Corporate Officer and the Chair or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of proceedings of Committees must be legibly recorded in the format established by the Corporate Officer and signed by the Chair, or Member presiding.
- (3) Subject to subsection (4), and in accordance with the *Community Charter*, minutes of the proceedings of the Board or Committee must be open for public inspection at the Regional District Administration Office during regular office hours.
- (4) Subsection (3) does not apply to minutes of a Board meeting or Committee or that part of the meeting from which persons were excluded under Section 12.

## **17. DELEGATIONS**

- (1) A person or group of persons wishing to appear as a delegation before the Board, on a matter within the jurisdiction of the Board or within the terms of reference of the Committee for which the delegation wishes to appear, must:
  - (a) Submit a request to appear as a delegation to the Corporate Officer or designate, including: the date of the meeting at which the person or persons wish to appear, the subject matter to be discussed, the name of the spokesperson, the telephone number or email where the representative of the delegation can be reached during the day, and the specific action which is being requested of the Board or the Committee.
  - (b) Submit an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable Board or Committee agenda package.
  - (c) Provide any audio/visual presentation to the Corporate Officer or designate by 11:00 a.m. on the day of the meeting.
- (2) Delegations wishing to speak to items not on the agenda must be received at least seven working days prior to the meeting.
- (3) Requests to appear as a delegation on an agenda item must be received no later than 24 hours prior to the scheduled meeting.

- (4) Each delegation will be provided up to five (5) minutes to make a presentation to the Board or a Committee, unless otherwise determined by the Chair.
- (5) Disruptive or disrespectful conduct by a Delegation is prohibited.
- (6) Delegations speaking to items on the agenda will be placed at the start of the agenda. Delegations speaking to items not on the agenda will be placed at the end of the agenda as per Section 13(6).
- (7) Subsection (6) does not apply to Committee meetings.
- (8) A delegation wishing to speak on a Development Permit with Variance or a Development Variance Permit will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation.
- (9) An owner wishing to speak on an Unsightly Premises or a Building Bylaw Contravention will be afforded that opportunity at the time the item is being considered on the agenda.
- (10) No person, persons or organization may appear as a delegation more than once to the same item except to introduce new and material information.
- (11) Notwithstanding subsection (3), the Chair may grant individuals or groups not listed on the agenda, an opportunity to be heard on matters related to agenda items in circumstances where the Chair is satisfied that circumstances prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board or Committee. Such delegation may be afforded a maximum of five (5) minutes to make their presentation.
- (12) After initial presentation, the Chair may grant other persons or a spokesperson for a group of persons in gallery attendance, permission to address the Board on the subject matter.
- (13) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (14) Additional time will be allowed for Members to question the individuals making the presentation in order to seek clarification.

## **18. VOTING**

- (1) Voting rules will be in accordance with the *Local Government Act*.
- (2) All votes pertaining to Board business must be taken by a show of hands of all members, including the Chair, and the Chair must declare the motion carried or defeated as the case may be.
- (3) Subsection (2) does not apply to the election of Chair and Vice Chair, or to a member participating electronically by audio means only.
- (4) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising their hand, will be recorded as voting in the affirmative.
- (5) On any motion where the number of votes, including the vote of the person presiding, are equal, the motion is defeated.

- (6) The names of the members who moved and seconded a motion presented to the Board will not be recorded in the minutes.
- (7) All votes on motions will be recorded as either:
  - (a) Carried unanimously;
  - (b) Defeated unanimously; or,
  - (c) In cases where unanimity is not reached, carried or defeated, with the names of those who voted against the motion recorded in the minutes.

## **19. MOTIONS GENERALLY**

- (1) The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another.
- (2) Any Member may move a motion unless the Member would not be entitled to vote on the motion. Any Member may second a motion.
- (3) If a motion is not seconded, the motion is “lost for lack of a seconder”.
- (4) A motion must be worded in affirmative terms.
- (5) No Member may speak on any motion for longer than three minutes without leave of the Chair.
- (6) Subsection (5) does not apply to Committees.
- (7) No Member may speak a second time to the same motion as long as any Member who desires to speak has not spoken to that motion.
- (8) When any motion is under consideration, no other main motion or input from a delegation may be received.
- (9) After a motion has been made, it is deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.
- (10) Any Member, once recognized by the Chair, may move to “Call the question” if they believe that debate on a motion has continued beyond that required. If seconded, the Chair must ask for the vote on closing debate. A motion to “Call the question” requires two-thirds of the votes cast to pass. If carried, the Chair must immediately close debate and call for a vote on the question.
- (11) Any Member may bring before the Board any new matter, other than a point of order or of privilege, by way of a written motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and be dealt with as provided by Section 21.

## **20. AMENDMENTS TO A MOTION**

- (1) Any Member may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- (2) When a Member moves to amend a motion, the Chair will state the original motion, followed by the amendment and then put the question of the amendment to the Board.
- (3) A proposed amendment must be decided or withdrawn before the main motion is put to a vote.

- (4) An amendment may only be amended once.

**21. NOTICE OF MOTION**

Any Member may serve a notice of motion on the Board:

- (1) during the new business portion of a meeting, or with the Chair's consent, at any other time during consideration of a related matter;
- (2) by providing the Corporate Officer with a written copy of such motion, no later than seven (7) working days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting; or
- (3) A copy of the motion under subsection (1) must be given to the Corporate Officer for inclusion on the next regular meeting agenda.

**22. RECONSIDERATION**

- (1) After a vote has been taken on any motion, except one of tabling or postponing a subject, a Member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.
- (2) Despite subsection (1), a Member who is absent from a meeting at which a vote was taken on a motion, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- (3) A motion to reconsider requires two-thirds of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the *Local Government Act*.
- (4) The Board must not reconsider any motion that:
  - (a) has been acted upon by any officer or employee of the Regional District;
  - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
  - (c) has been reconsidered under the *Local Government Act* or subsection (1) of this Bylaw.
- (5) After a motion has been reconsidered, it must not be reintroduced for a period of six months except by unanimous consent of all Members.

**23. BYLAWS**

- (1) A bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Director before the meeting, or if it has been duly added as a late item under Section 14.
- (2) A bylaw is deemed to be read when its title or bylaw number is stated.
- (3) A bylaw other than a bylaw referred to in subsection (4) (Zoning / Official Community Plan (OCP) / Regional Growth Strategy (RGS) Bylaws) may be voted upon by way of a motion to give it first, second and third reading.
- (4) A zoning, OCP or RGS bylaw may be voted upon by way of a motion to give it first and second reading.

- (5) The Corporate Officer is empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw will have the same status as if the Board had corrected same.

## 24. COMMITTEES

### (1) Standing Committees

The Committee of the Whole, Electoral Area Services Committee, and Executive Committee are Standing Committees of the Board whose broad terms of reference are as follows:

#### (a) Committee of the Whole

To consider any matters of the Board, in an environment that provides for less formal discussion and debate. The Committee of the Whole comprises all members of the Board.

#### (b) Electoral Area Services Committee

To consider matters pertaining to:

- Current Planning Approvals and Long Range Planning
- Community Parks
- Emergency Preparedness
- Fire Protection
- Bylaw Enforcement
- Building Inspection
- Other matters relating to Electoral Areas only

The Electoral Area Services Committee comprises all Electoral Area Directors.

#### (c) Executive Standing Committee

To consider matters pertaining to employment contracts, Board procedures or other matters as determined by Board resolution. The Executive Committee comprises of eight members and includes the Chair, Vice Chair and the Chair of the Electoral Area Services Committee.

The Executive Committee will review annually the list of Advisory Committees, Commissions and external organizations to which Board members are appointed, as identified in Schedules A and B to this bylaw for the purpose of recommending any appropriate changes.

### (2) Select Committees

Select Committees are those established by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board.

### (3) Advisory Committees and Commissions

Advisory Committees and Commissions are those established and appointed by the Board which include members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters, as determined by the Committee's Terms of Reference.

- (4) Appointment to Committees and Commissions
- (a) The Board delegates to the Chair the power to appoint Directors to a Select Committee.
  - (b) The Chair must review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31<sup>st</sup>, the list of Standing Committee members and Chairs.
  - (c) As soon as possible after the inaugural meeting, and not later than December 31<sup>st</sup>, the Board will consider recommendations of the In Camera Committee of the Whole and appoint persons to fill vacancies on Advisory Committees and Commissions.
  - (d) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees, Commissions and the Board of Variance may, regardless of the designated termination date of their respective position as a Committee, Commission or Board of Variance member, continue to serve until such time as a replacement has been appointed, or until such time as the said Member's term is officially extended.
- (5) Voting at Committees
- (a) Notwithstanding the number of votes assigned to Directors of the Board, under the *Local Government Act* any Director appointed to a Committee has only one vote on matters under consideration by the said Committee.
  - (b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
  - (c) The Chair is an ex-officio, a voting member of all Committees and when in attendance, possesses all the rights, privileges, powers and duties of other Committee members.
  - (d) The Chair, when in attendance in accordance with subsection (c), may be counted as one member for the purpose of constituting a quorum.
- (6) Committee Recommendations
- All Committee recommendations are subject to the approval of the Board, except where the Committee has, by bylaw, been delegated a power, duty or function of the Board.

## 25. EXTERNAL APPOINTMENTS

- (1) Board members may be appointed annually to represent the Board on external organizations, as listed in Schedule 'B' to this bylaw.
- (2) The Board delegates to the Chair the power to appoint Directors to external organizations.

**26. SEVERABILITY**

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction the section, subsection or clause may be severed from the bylaw and the decision will not affect the validity of the remaining portions of this bylaw.

**27. REPEAL**

“Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006” and any amendments thereto are hereby repealed.

Introduced and read three times this 28th day of February, 2017.

Adopted (by at least 2/3 of the vote) this            day of March, 2017.

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CHAIR

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CORPORATE OFFICER



Schedule 'A' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

## SCHEDULE A

### 1. STANDING COMMITTEES

Committee of the Whole

Electoral Area Services Committee

Executive Committee

### 2. SELECT COMMITTEES

D69 Community Justice Select Committee

Emergency Management Select Committee

Northern Community Economic Development Select Committee

Regional Parks and Trails Select Committee

Solid Waste Management Select Committee

Sustainability Select Committee

Transit Select Committee

### 3. ADVISORY COMMITTEES

Agricultural Advisory Committee

Fire Services Advisory Committee

Grants-in-Aid Advisory Committee

Parks and Open Space:

- East Wellington/Pleasant Valley Parks and Open Space Advisory Committee
- Electoral Area 'B' Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee

Liquid Waste Management Plan Monitoring Committee

Regional Solid Waste Advisory Committee

4. COMMISSIONS

District 69 Recreation Commission

Electoral Area 'A' Parks, Recreation and Culture Commission

5. BOARDS

Board of Variance

6. PANELS

Parcel Tax Review Panel

Schedule `B' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

## SCHEDULE B

### 1. EXTERNAL APPOINTMENTS

Arrowsmith Water Service Management Committee

AVICC Special Committee on Solid Waste

Central South RAC for Island Coastal Economic Trust

Englishman River Water Service Management Board

Island Corridor Foundation

Municipal Finance Authority

Municipal Insurance Association

Nanaimo Parks, Recreation and Wellness Committee

North Island 911 Corporation

Oceanside Homelessness Task Force

Oceanside Tourism Association

Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group

Te'Mexw Treaty Negotiations Committee

Vancouver Island Regional Library Board

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1021.12**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
PACIFIC SHORES SEWER LOCAL SERVICE  
ESTABLISHMENT BYLAW NO. 1021, 1997**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Pacific Shores Sewer Local Service Establishment Bylaw No. 1021, 1997";

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

**1. Citation**

This Bylaw may be cited as "Pacific Shores Sewer Local Service Requisition Limit Amendment Bylaw No. 1021.12, 2017".

**2. Amendment**

"Pacific Shores Sewer Local Service Establishment Bylaw No. 1021, 1997" is amended as follows:

(1) By deleting Section 6 and substituting it with the following:

"In accordance with the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

(a) \$74,030 (Seventy Four Thousand and Thirty Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$1.787 per thousand dollars of assessment."

Introduced and read three times this 28th day of February, 2017.

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

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1022.08**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
COOMBS-HILLIERS FIRE PROTECTION SERVICE  
CONVERSION AND BOUNDARY AMENDMENT BYLAW NO. 1022, 1996**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Coombs Hilliers Fire Protection Service Conversion and Boundary Amendment Bylaw No. 1022, 1996”;

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

**1. Citation**

This Bylaw may be cited as “Coombs-Hilliers Fire Protection Service Requisition Limit Amendment Bylaw No. 1022.08, 2017”.

**2. Amendment**

“Coombs-Hilliers Fire Protection Service Conversion and Boundary Amendment Bylaw No. 1022, 1996” is amended as follows:

(1) By deleting Section 5 and substituting it with the following:

“In accordance with the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

- (a) \$578,800 (Five Hundred and Seventy Eight Thousand and Eight Hundred Dollars), or;
- (b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$1.373 per thousand dollars of assessment.”

Introduced and read three times this 28th day of February, 2017.

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

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1753**

**A BYLAW TO REPEAL HORNE LAKE PUMP AND HAUL  
SERVICE ESTABLISHMENT BYLAW NO. 1217, 2001**

WHEREAS the Board of the Regional District of Nanaimo wishes to repeal “Horne Lake Pump and Haul Service Establishment Bylaw No. 1217, 2001”;

AND WHEREAS the consent of the participant has been obtained 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. Repeal of Bylaw**

“Horne Lake Pump and Haul Service Establishment Bylaw No. 1217, 2001” is repealed in its entirety.

**2. Citation**

This bylaw may be cited for all purposes as “Horne Lake Pump and Haul Service Establishment Repeal Bylaw No. 1753, 2017”.

Introduced and read three times this 24th day of January, 2017.

Received the approval of the Inspector of Municipalities this 3rd day of March, 2017.

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

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, MARCH 14, 2017 AT 4:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

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

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
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
T. Armet	Mgr. Building & Bylaw Services
J. Hill	Mgr. Administrative Services
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
B. Ritter	Recording Secretary

**CALL TO ORDER**

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

**ELECTORAL AREA SERVICES COMMITTEE MINUTES**

**Minutes of the Electoral Area Services Committee Meeting – February 14, 2017.**

MOVED Director Veenhof, SECONDED Director Fell, that the minutes of the Electoral Area Services Committee meeting held February 14, 2017 be adopted.

CARRIED

## **PLANNING**

### **DEVELOPMENT PERMIT**

#### **Development Permit Application No. PL2017-008 – 560 Wain Road, Electoral Area 'G'.**

MOVED Director Rogers, SECONDED Director Veenhof, that the Board approve Development Permit No. PL2017-008 to permit the construction of a garage subject to the conditions outlined in Attachments 2 to 4.

CARRIED

#### **Development Permit Application No. PL2016-182 – 3030 Graham Road and 2715 Yellow Point Road, Electoral Area 'A'.**

MOVED Director McPherson, SECONDED Director Fell, that the Board approve Development Permit No. PL2016-182 to permit riparian restoration works subject to the conditions outlined in Attachments 2 and 3.

CARRIED

### **DEVELOPMENT PERMIT WITH VARIANCE**

#### **Development Permit with Variance Application No. PL2016-104 – 908 McFeely Drive, Electoral Area 'G'.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Permit with Variance No. PL2016-104 to address the placement of fill and permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-104.

CARRIED

#### **Development Permit with Variance Application No. PL2017-019 – 1100 Pepper Place, Electoral Area 'G'.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Permit with Variance No. PL2017-019 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-019.

CARRIED



## **DEVELOPMENT VARIANCE PERMIT**

### **Development Variance Permit Application No. PL2017-021 – 1067 Paradise Place, Electoral Area 'E'.**

MOVED Director Rogers, SECONDED Director Fell, that the Board approve Development Variance Permit No. PL2017-021 to reduce the setback from the interior side lot line for a garage subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director Rogers, SECONDED Director Fell, that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-021.

CARRIED

## **ZONING AMENDMENT APPLICATION**

### **Zoning Amendment Application No. PL2016-110 – 1682 and 1686 Cedar Road, Electoral Area 'A' – Amendment Bylaw 500.408, 2017 – First and Second Reading.**

MOVED Director McPherson, SECONDED Director Young, that the Board receive the Summary of the Public Information Meeting held on January 30, 2017.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.408 being considered for adoption.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017”, be introduced and read two times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” be waived in accordance with Section 464(2) of the *Local Government Act*.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that staff be directed to proceed with notification in accordance with Section 467 of the *Local Government Act* of the Board’s intent to consider third reading of “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” at a regular Board meeting to be held on April 25, 2017.

CARRIED

**REQUEST FOR FRONTAGE RELAXTION IN RELATION TO A SUBDIVISION**

**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2016-178 – 833 Reid Road, Electoral Area 'G'.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-178 subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED

**OTHER**

**Electoral Area 'H' Official Community Plan Review.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Electoral Area 'H' Official Community Plan Review report be received for information.

CARRIED

**ADVISORY, SELECT COMMITTEE, AND COMMISSION MINUTES AND RECOMMENDATIONS**

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

**Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - February 15, 2017.**

MOVED Director McPherson, SECONDED Director Fell, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 15, 2017 be received for information.

CARRIED

**RDN/VIHA Grant.**

MOVED Director McPherson, SECONDED Director Young, that the use of Island Health Community Wellness Grant Electoral Area 'A' funds to purchase items for the Farm to School Program, Weight Room and Smoking Cessation Program be supported as requested by the Cedar School Coordinator.

CARRIED

**Cedar Plaza.**

MOVED Director McPherson, SECONDED Director Young, that staff review possible alternatives to potentially allow water service at Cedar Plaza from the North Cedar Improvement District and report back to the Electoral Area 'A' Parks, Recreation and Culture Commission.

CARRIED

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

**Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting - February 22, 2017.**

MOVED Director Rogers, SECONDED Director Fell, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held February 22, 2017 be received for information.

CARRIED

**Jack Bagley Field.**

MOVED Director Rogers, SECONDED Director Fell, that \$10,000 of Electoral Area 'E' Community Works Funds be allocated to School District 69 (Qualicum) for Jack Bagley field improvements.

CARRIED

**Nanoose Playground Report.**

MOVED Director Rogers, SECONDED Director Fell, that staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.

CARRIED

**Parks and Open Space Plans.**

MOVED Director Rogers, SECONDED Director Veenhof, that the Parks and Open Space Plan for Nanoose Bay (2001) be rescinded and the Community Parks and Trails Strategic Plan for Electoral Areas E, F, G & H (2014) be the guiding document for community parks in Electoral Area 'E'.

CARRIED

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

**Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee Meeting - March 1, 2017.**

MOVED Director Veenhof, SECONDED Director Young, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held March 1, 2017 be received for information.

CARRIED

**Stanhope Trail Planning.**

MOVED Director Veenhof, SECONDED Director Young, that park staff seek bids to construct a gravel trail to connect Wally's Way with Ackerman Road and forego the option to pave the trail in the near future.

CARRIED

**Little Qualicum Hall.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.

CARRIED

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

**Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting - March 1, 2017.**

MOVED Director Veenhof, SECONDED Director Young, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held March 1, 2017 be received for information.

CARRIED

**McColl Road Beach Access.**

MOVED Director Veenhof, SECONDED Director Young, that staff not proceed with water access signage installation or public access development at the McColl Road water access.

CARRIED

**DIRECTORS' FORUM**

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

**NEW BUSINESS**

**Electoral Area Services Committee Meetings in the Community.**

MOVED Director Veenhof, SECONDED Director Rogers, that Electoral Area Services Committee meetings in the Electoral Areas will be by exception and when there is an identified need.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 4:49 PM

\_\_\_\_\_  
CHAIRPERSON

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



underside of the floor system of any habitable area to be above the flood construction level, including accessory buildings unless they are not used for the storage of goods damageable to flood waters. The applicant proposes to construct the finished floor elevations of the accessory building to comply with the 200 year flood construction level of 12.0 metre GSC (Geodetic Survey of Canada datum).

### ***Land Use Implications***

The Hazard Lands DPA requires the applicant to provide a report by a professional engineer to confirm that the proposed construction is considered safe for its intended use and the adjacent properties. The applicant has submitted a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd., dated February 17, 2017 to satisfy this requirement. The report recommends that the minimum finished floor height of the garage be above the 200 year flood level of 12.0 metres GSC. The report confirms that the floor elevation of the construction will have an elevation of 12.5 metre GSC. Consistent with DPA guidelines, the report states that the construction is safe for its intended purpose and that the proposed development will not result in a detrimental impact on the subject property or adjoining properties, provided the recommendations of the report are followed.

An existing covenant (G46133) from 1978 requires buildings to be greater than 30 metres from the natural boundary of Englishman River, and any area for habitation or storage of goods damageable by floodwaters to be elevated 3.0 metres above the natural boundary of Englishman River. The covenant includes a save harmless clause for the Province of British Columbia and the RDN in the event of any damage being caused by flooding to any building, improvement or structure built upon the land. As a condition of the development permit, the report will be registered on the property title as a NEW covenant, saving the Regional District of Nanaimo harmless from all loss or damages to life or property as a result of the hazard.

### **ALTERNATIVES**

1. To approve Development Permit No. PL2017-008 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Permit No. PL2017-008.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan. The strategic priority labelled “Focus on the Environment” states that the Board will prepare for and mitigate the impact of environmental events. The DPA guideline requirements for a Geotechnical Hazard Assessment and recommendations for the protection of life and property meets this priority by ensuring that the potential impact of environmental events are assessed on a site-by-site basis and measures are imposed to mitigate that impact.



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Report Writer's Name  
sboogaards@rdn.bc.ca  
February 23, 2017

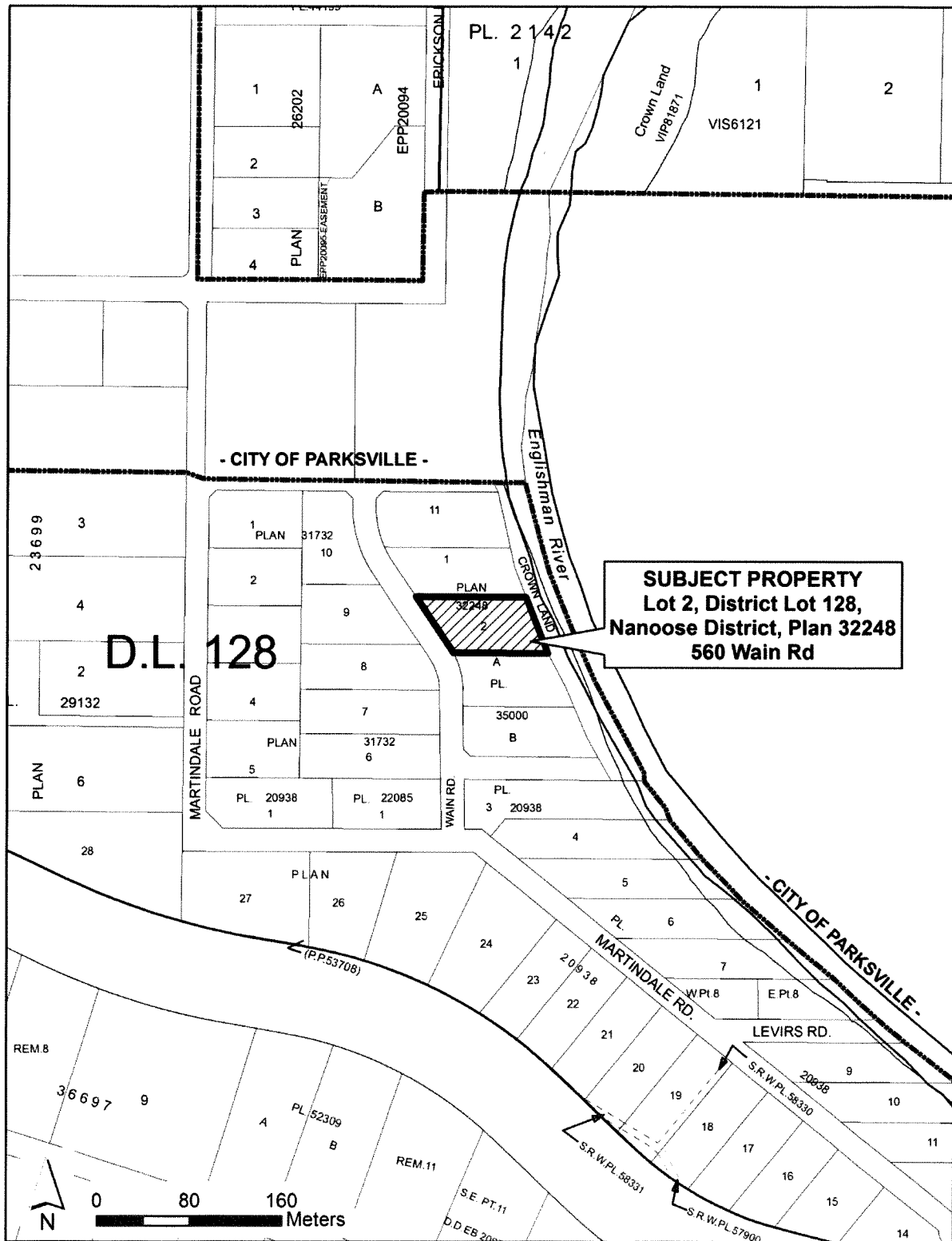
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Plot Plan
4. Building Elevations

**Attachment 1**  
**Subject Property Map**





**Attachment 2**  
**Conditions of Permit**

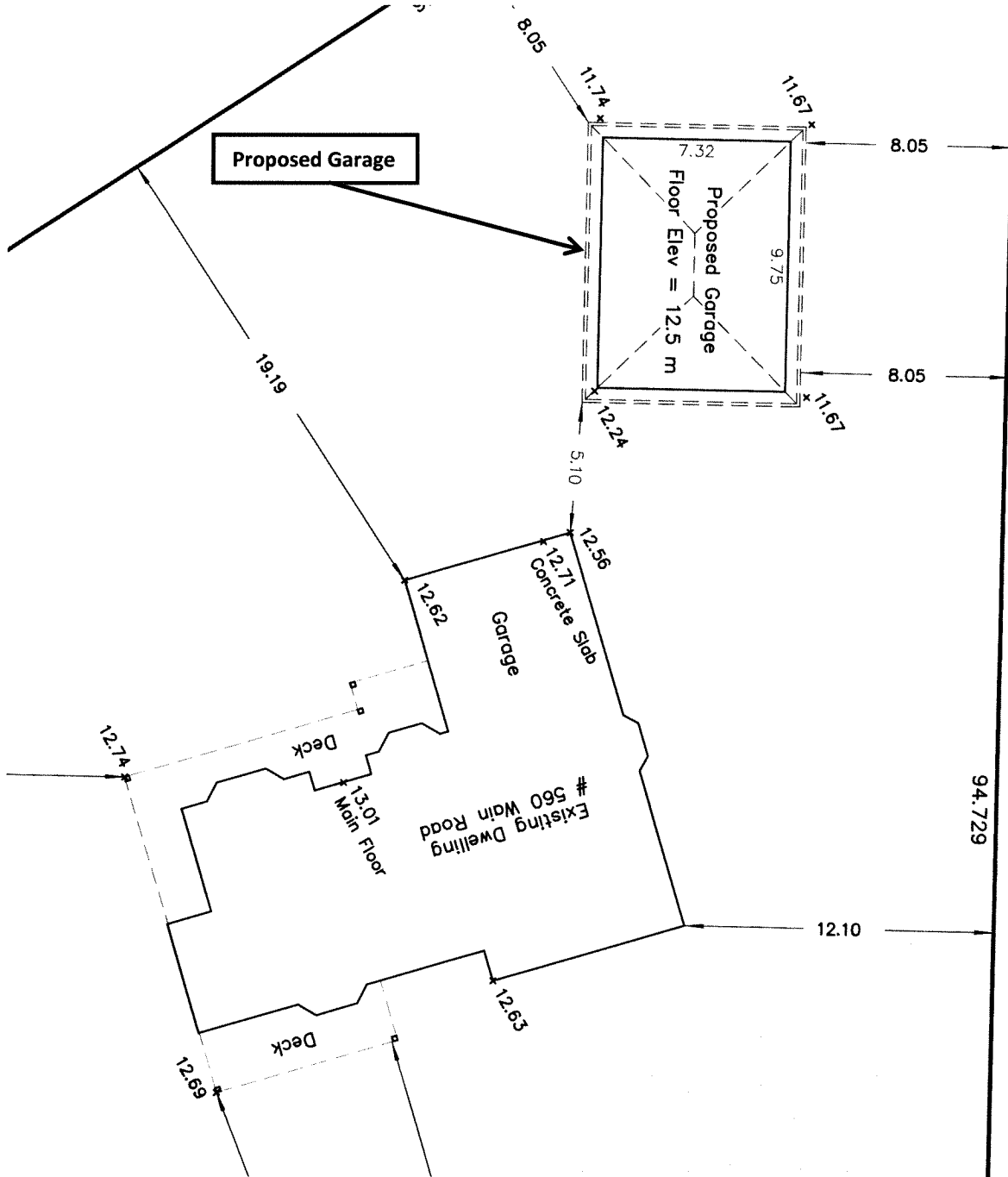
The following sets out the conditions of Development Permit No. PL2017-008:

Conditions of Approval

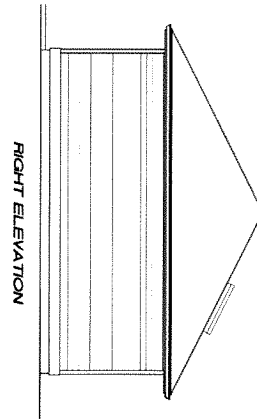
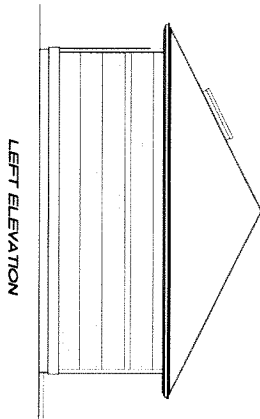
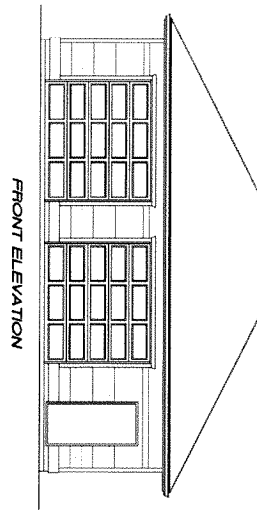
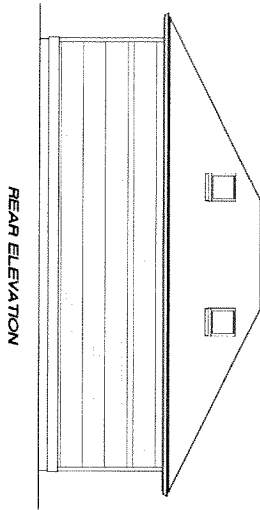
1. The site is developed in accordance with the Plot Plan prepared by JE Anderson & Associates dated January 24, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the building elevations prepared by Lindberg CAD Services, dated January 17, 2017 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Review prepared by Lewkowich Engineering Associates Ltd., dated February 17, 2017.
4. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Hazard Review prepared by Lewkowich Engineering Associates Ltd., dated February 17, 2017, and includes a save harmless clause that releases the Regional District of Nanaimo (RDN) from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.



**Attachment 3**  
**Proposed Plot Plan (Page 2 of 2)**



**Attachment 4**  
**Building Elevations**





### ***Proposed Development***

Vegetation was removed on the subject properties as well as an abutting property within the development permit area, without a permit. The property owner proposes to mitigate damage done to the SPEA on the subject properties, in order to come into compliance with the DPA Guidelines.

### ***Environmental Implications***

Aquaparian Environmental Consulting Services Ltd. attended the site October 26, 2016 and November 9, 2016 to assess the extent of the removal, alteration, disruption, and destruction of vegetation within the DPA. It was found that several mature trees were removed, the majority of which were within the SPEA. A significant portion of the effected SPEA is located on a neighbouring property; staff are working with that property owner to affect similar restoration works.

Aquaparian determined that a 15.0 metre SPEA applies to the wetland, which is connected to Quennell Lake. The Lake supports coho salmon, steelhead, cutthroat trout, pumpkinseed, sculpin and stickleback. The eastern extent of the wetland is bound by a cliff, which generally runs along the property lines of the subject properties. The SPEA extends approximately 5.0 metres from the top of the cliff. Trees were removed along the base and top of the cliff, within the SPEA.

The assessment lists the quantity and species of trees removed, some of which are considered significant. Species are big leaf maple (5), Douglas fir (4), red alder (5), and arbutus (1). In compensation, the biologist recommends the following:

- 10 big leaf maple – below top of cliff
- 10 red alder – below top of cliff
- 15 Douglas fir – below top of cliff
- 5 arbutus OR Garry oak – on top of cliff
- 30 shrubs – on top of cliff (oceanspray, nootka rose, snowberry)
- 5 Douglas fir – on top of cliff

In order to ensure the riparian restoration works are successful, the biologist has made a series of recommendations. Included is the recommendation to monitor the works for a two year maintenance period. Fencing is recommended to permanently demarcate the SPEA along the top of the cliff. Also included are recommendations for watering, the timing of installation, and site preparation.

An estimate of \$830 for plant materials and labour was provided, which the property owner has submitted as a landscape deposit. Staff recommends withholding this security for a period of two years from the date of receipt of confirmation that the restoration works have been installed according to the biologist's recommendations.

### ***Intergovernmental Implications***

Staff have reviewed the proposed development and note that the proposal has no implications related to intergovernmental relations.

### **ALTERNATIVES**

1. To approve Development Permit No. PL2016-182 subject to the conditions outlined in Attachments 2 and 3.
2. To deny Development Permit No. PL2016-182.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The Plans “Focus on the Environment” states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a biological assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated.



---

Sarah Preston  
spreston@rdn.bc.ca  
February 21, 2017

### **Reviewed by:**

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### **Attachments**

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan





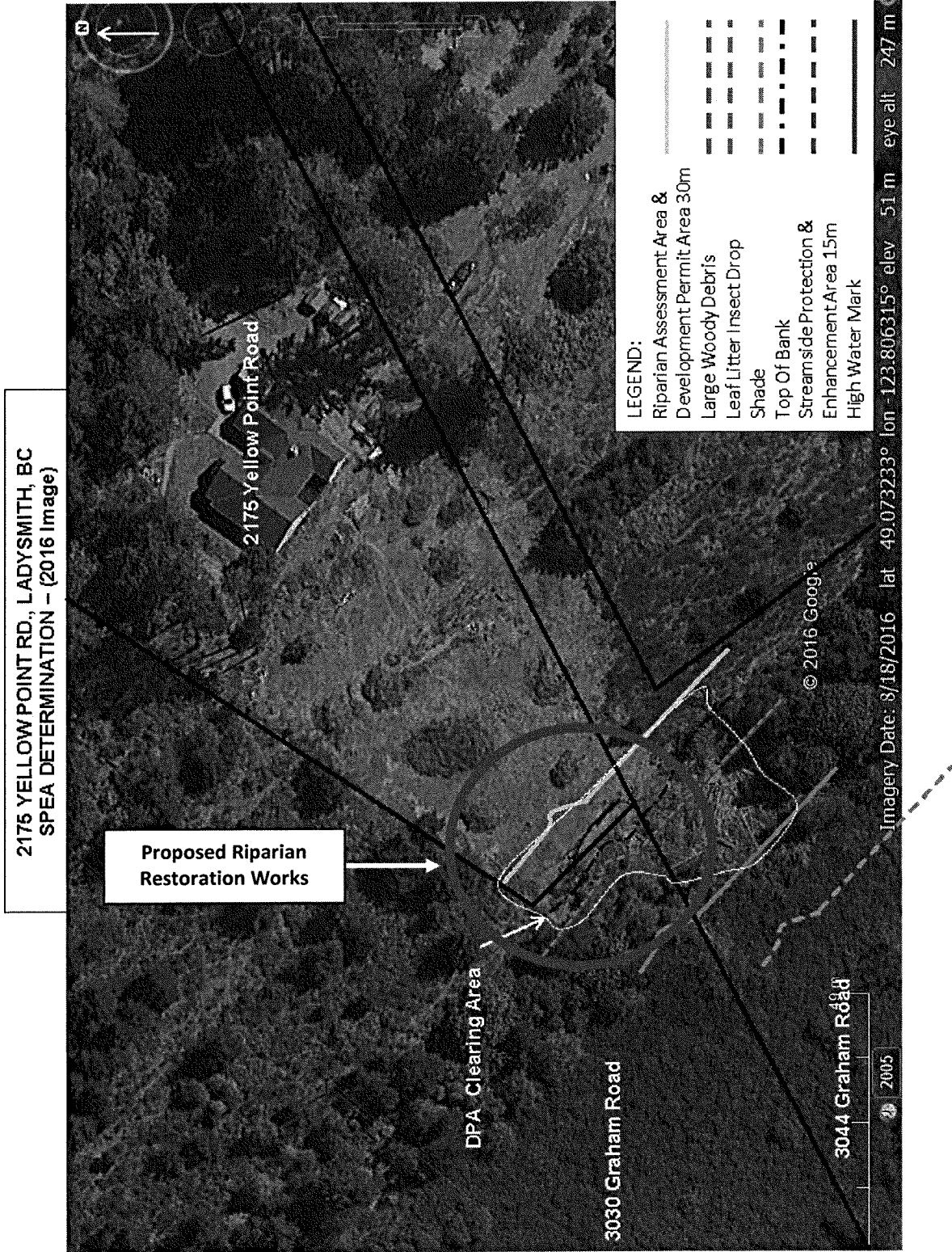
**Attachment 2  
Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2016-182:

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Aquaparian Environmental Consulting Ltd. dated November 14, 2016 and attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Riparian Area Assessment prepared by Aquaparian Environmental Consulting Ltd. dated November 14, 2016, which includes:
  - a. revegetation of the SPEA;
  - b. the installation of fencing demarcating the SPEA boundary.
3. The property owner shall provide confirmation in the form of a report prepared by a Qualified Environmental Professional, to the satisfaction of the General Manager of Strategic and Community Development, that the required riparian restoration works have been installed in accordance with the recommendations contained within the Riparian Area Assessment.
4. The landscape deposit shall only be considered for release where the following conditions have been met:
  - a. Condition of Approval No. 3 has been met;
  - b. a two year monitoring and maintenance period from the date of installation confirmation has passed;
  - c. the RDN is in receipt of correspondence prepared by a Qualified Environmental Professional, confirming that the riparian restoration works have been maintained in accordance with the Riparian Area Assessment and achieved an adequate level of success to ensure restoration of canopy cover over time;
  - d. a satisfactory site visit has been completed by RDN staff.
  - e. Where restoration works have not been maintained and the Qualified Environmental Professional does not find adequate success over time, the property owner shall be required to replant and maintain the revegetation works, as advised by the Qualified Environmental Professional. The security deposit shall continue to be held until Condition of Approval No. 4 has been met.

**Attachment 3  
 Proposed Site Plan**





as a result DP No. PL2013-067 was not registered on title and is no longer valid. Therefore, a new DP is required to address the fill that had previously been approved by DP No. PL2013-067.

The proposed works are subject to the Hazard Lands Development Permit Area as per "Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008".

### ***Proposed Development and Variance***

The proposed development includes recognizing the fill that has been previously placed on the subject property and approved under expired DP PL2013-067 and the construction of an 9.61 metre high, two-storey dwelling unit on the subject property.

In order to meet the FCL recommended by the applicant's Geotechnical Engineer, the applicant is requesting a 1.61 metre height variance. The applicant proposes to vary the following regulation from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum dwelling unit height from 8.0 metres to 9.61 metres for the proposed dwelling unit.

### ***Land Use Implications***

According to the applicant's Geotechnical Engineer, the depth of fill ranges from 0.6 metres to 1.0 metres with an average depth of 0.8 metres. In this case, the property is designated within the Hazard Lands DPA to address flood risk and a Hazard Lands Development Permit is required to address the placement of fill. The applicant has supplied a letter of rationale and a geotechnical hazard assessment prepared by Lewkowich Engineering Associates Ltd. and dated June 7, 2013 in support of the fill placement. The applicant has indicated that the intention of placing fill on the property is to raise the grade of the parcel in an effort to mitigate flood risk for future development of the property.

The applicant has also submitted a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. and dated May 5, 2015 in support of the proposed dwelling unit. The report was prepared for Lots 7 - 13 of Plan 11816 and designates a 2015 FLC of 4.2 metres Geodetic (GSC). The report includes provisions for sea level rise and recommends that an additional 0.8 centimeters be added to the recommended 2015 FCL in each year following the publication of the report until the year 2025. This recommendation provides flexibility with regard to the timing of construction in relation to the impact of sea level rise on FCL. Since it is now more than one year since the report was published, the recommended FCL has increased by 0.8 centimeters and is rounded to 4.21 metres GSC.

The report indicates that from a geotechnical perspective, the subject property is safe and suitable for the intended use and the proposed development will not result in detrimental impact on the environment, subject properties, or adjoining properties provided the recommendations of the hazard assessment are followed.

To ensure that the subject property is developed in accordance with the recommendations contained in the Geotechnical Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. and dated June 7, 2013 and May 5, 2015, staff recommends that prior to the issuance of this permit, the applicant be required to register a Section 219 covenant which registers the geotechnical reports on title and includes a save harmless clause which protects the RDN from all losses or damages to life or property as a result of the potential hazard (see Attachment 2 — Terms and Conditions of Approval).

Board Policy B1.5 "Development Variance Permit, Development Permit with Variance & Floodplain Application Evaluation" for the evaluation of variance applications requires that there be an adequate demonstration of an acceptable land use justification prior to the Board's consideration of a variance proposal. Staff have reviewed the applicant's requested variances and do not anticipate any negative impacts to adjacent properties. In addition, the subject property is significantly constrained by the required FCL. The applicant has minimized the requested height variance by proposing a modest-sized two-bedroom dwelling unit that would comply with the maximum dwelling unit height requirement if it did not need to be elevated to meet the minimum FCL.

Given that the applicant has provided sufficient rationale and the variance will not result in negative view implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5 guidelines.

#### ***Public Consultation Implications***

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

#### **ALTERNATIVES**

1. To approve Development Permit with Variance No. PL2016-104 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2016-104.

#### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

#### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan. The strategic priority labelled "Focus on the Environment" states that the Board will prepare for and mitigate the impact of environmental events. The DPA guidelines requirements for a Geotechnical Hazard Assessment and recommendations for the protection of life and property meets this priority by ensuring that the potential impact of environmental events are assessed on a site-by-site basis and measures are imposed to mitigate that impact.



---

Greg Keller  
gkeller@rdn.bc.ca  
February 10, 2017

Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations



**Attachment 2**  
**Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2016-104:

Bylaw No. 500, 1987 Variances

With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

**Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum dwelling unit height from 8.0 metres to 9.61 metres for the proposed dwelling unit.

Conditions of Approval

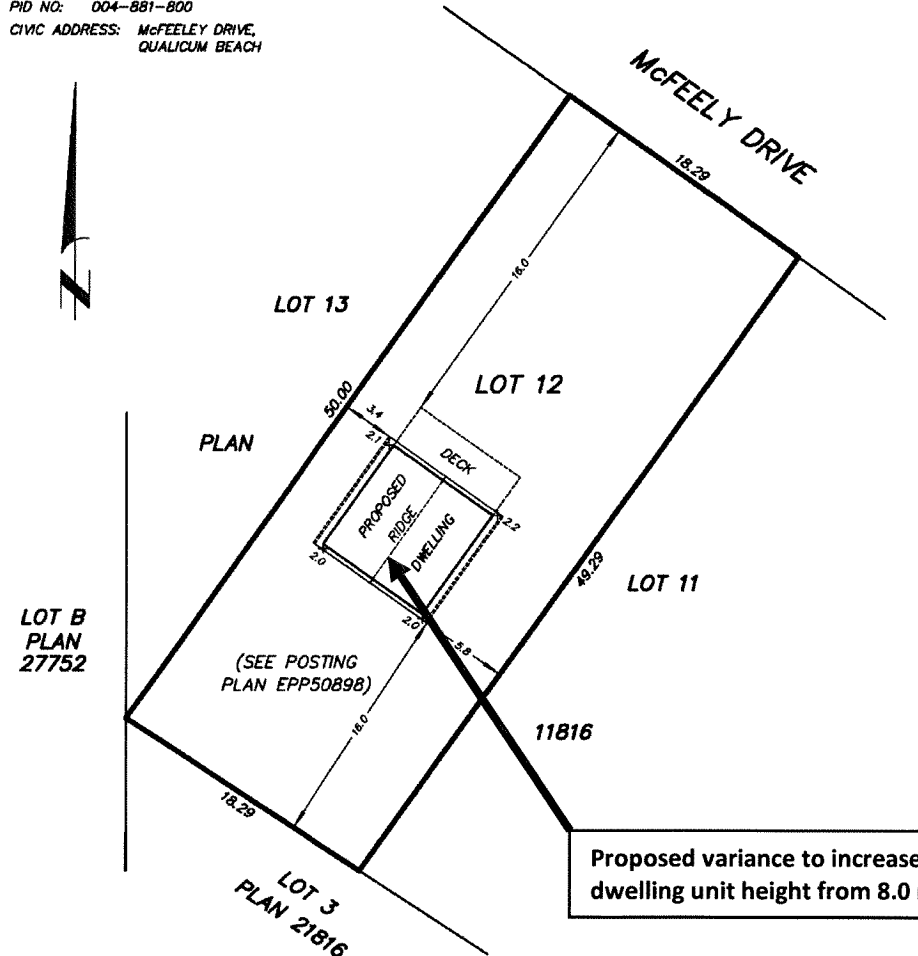
1. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Engineering Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. dated June 7, 2013 and May 5, 2015 and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
2. The site is developed in accordance with the Survey Plan prepared by Sims Associates Land Surveying, dated September 12, 2016 and attached as Attachment 3.
3. The proposed development is in general compliance with the plans and elevations prepared by Weinmaster Home Design and attached as Attachment 4.
4. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Engineering Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. dated June 7, 2013 and May 5, 2015.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.



**Attachment 3  
 Proposed Site Plan and Variances**

**PLAN OF LOT 12, DISTRICT LOT 9, NEWCASTLE DISTRICT, PLAN 11816.  
 SHOWING PROPOSED BUILDING THEREON (FOR DEVELOPMENT PERMIT WITH VARIANCE).  
 SCALE 1:300**

ALL DISTANCES ARE IN METRES.  
 FOR BUILDING INSPECTION ONLY.  
 AS PER BUILDING PLANS SUPPLIED BY CLIENT.  
 JURISDICTION: REGIONAL DISTRICT OF NANAIMO  
 PID NO: 004-881-800  
 CIVIC ADDRESS: McFEELEY DRIVE,  
 QUALICUM BEACH



**Proposed variance to increase the maximum dwelling unit height from 8.0 m to 9.61 m**

**LEGEND**  
 ——— DENOTES EAVE AND RIDGE LINES.  
 + 2.0 DENOTES NATURAL GRADE AT BUILDING CORNER.  
 ELEVATIONS ARE IN METRES AND ARE GEODETIC.

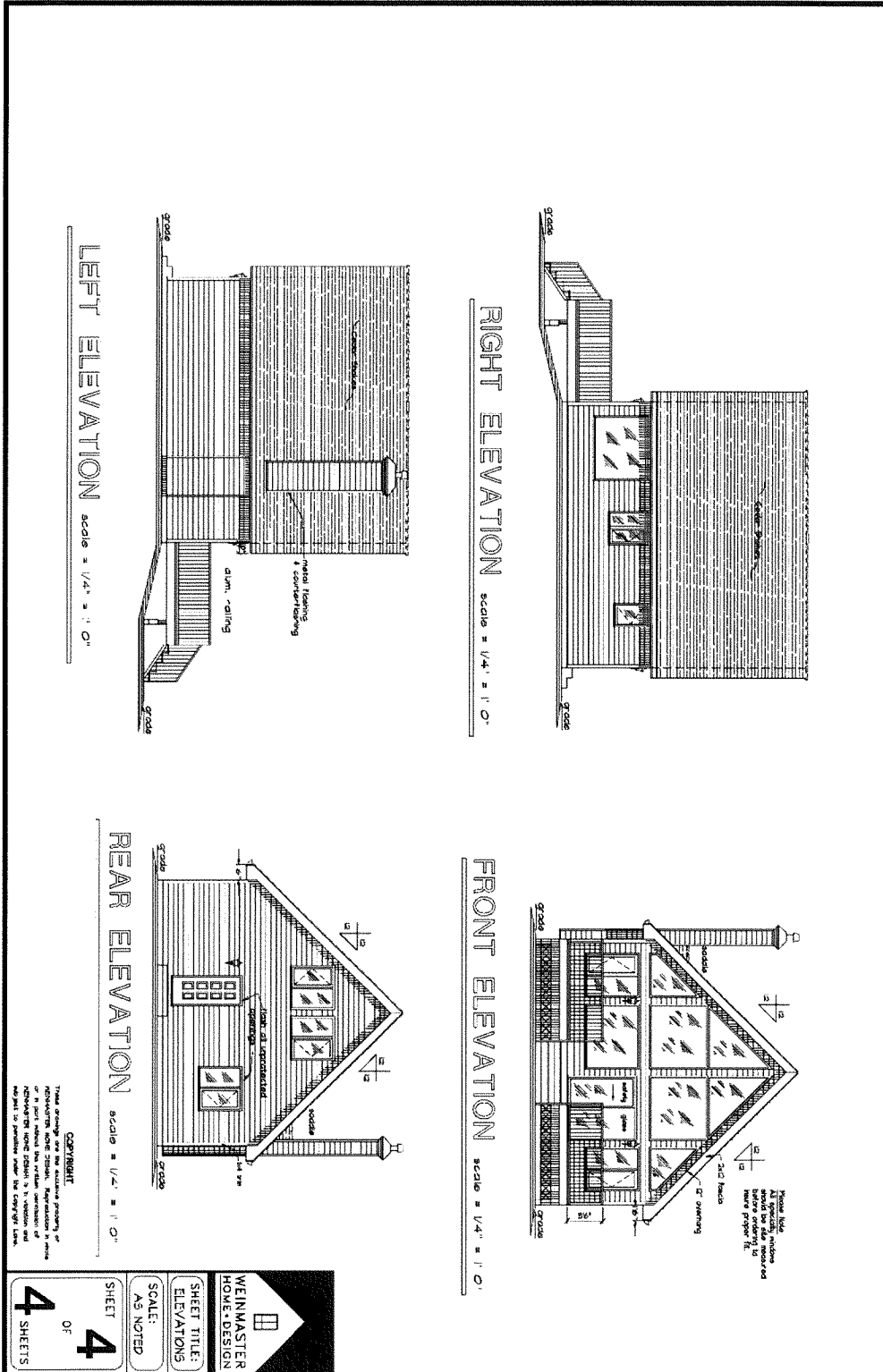
<u>HEIGHTS</u>	HIGHEST RIDGE
UNDERSIDE OF FLOOR JOIST ELEVATION:	4.21
HEIGHT FROM UNDERSIDE OF FLOOR JOIST TO RIDGE:	7.4
ELEVATION OF RIDGE:	11.61
MAXIMUM BUILDING ELEVATION ALLOWED ACCORDING TO BYLAW 500:	10.0
VARIANCE REQUIRED:	1.61

**MICHAEL SIMS XXJIDU**  
 Digitally signed by MICHAEL SIMS XXJIDU  
 DN: cn=CA, o=MICHAEL SIMS XXJIDU  
 c=BC, ou=Surveyor, ou=Surveyor, ou=Surveyor  
 www.sims.ca, email=ms@simscanada.com  
 Date: 2016.09.12 08:26:06 -0700

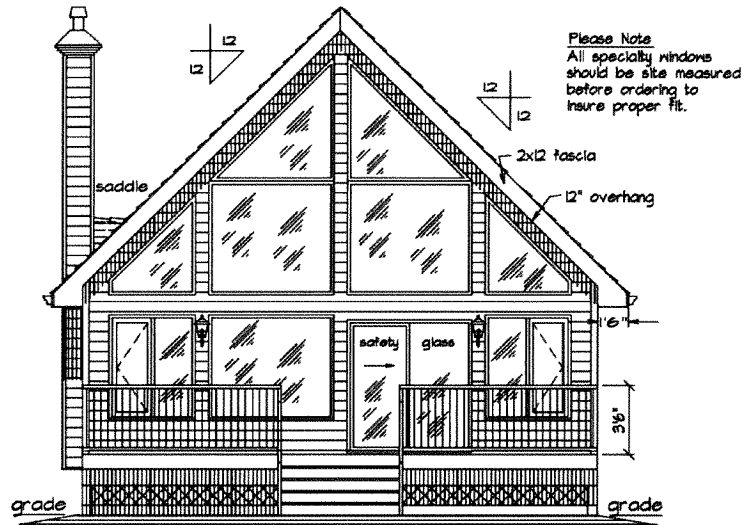
INSPECTED THIS 12TH DAY OF SEPTEMBER, 2016.

**SIMS ASSOCIATES**  
LAND SURVEYING LTD.  
 223 FERN ROAD W.  
 QUALICUM BEACH, B.C. V9K 1S4  
 PHONE: 250-752-9121  
 FAX: 250-752-9241  
 FILE NUMBER: 16-349-BL  
 DRAWING FILE: 16-349 BL1.dwg  
 DATE: 2016-09-12

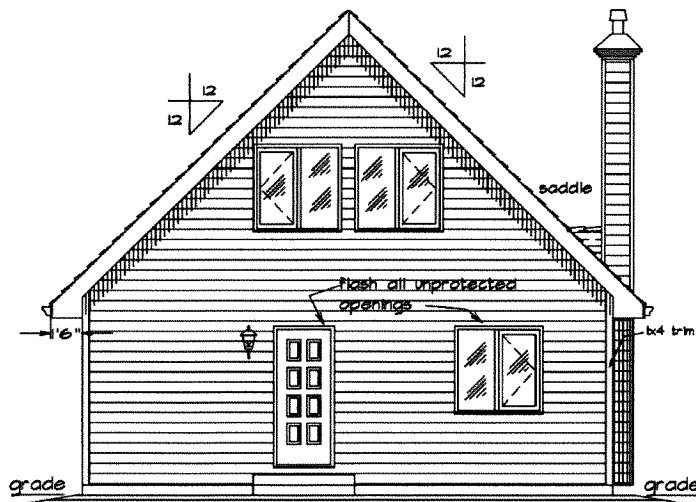
Attachment 4 (page 1 of 3)  
Building Elevations



Attachment 4 (page 2 of 3)  
Building Elevations

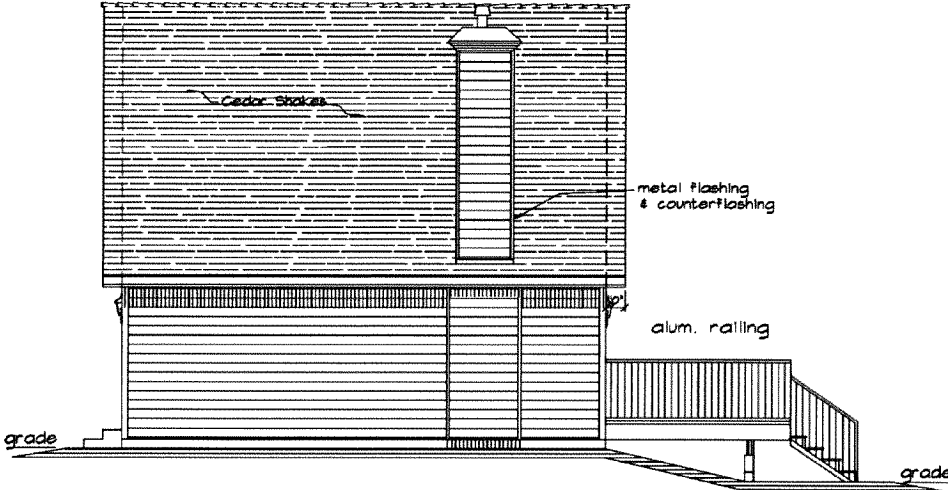


FRONT ELEVATION scale = 1/4" = 1' 0"

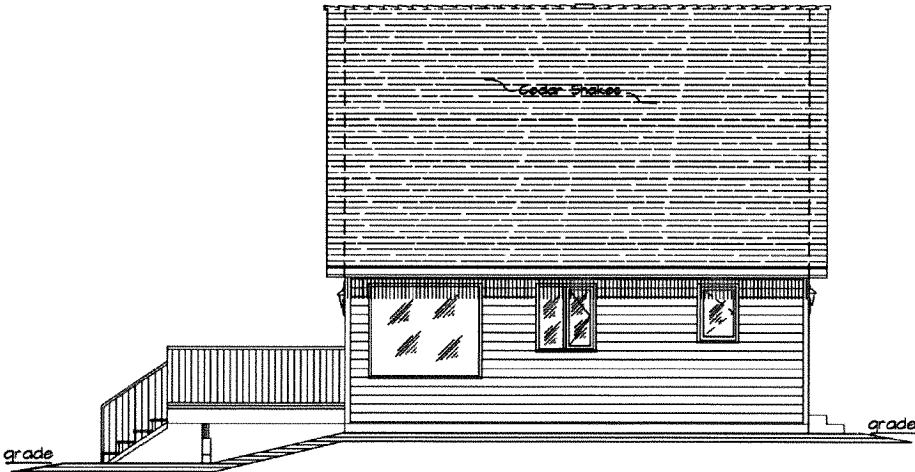


REAR ELEVATION scale = 1/4" = 1' 0"

**Attachment 4 (page 3 of 3)**  
**Building Elevations**



LEFT ELEVATION scale = 1/4" = 1' 0"



RIGHT ELEVATION scale = 1/4" = 1' 0"



The proposed development is subject to the following Development Permit Areas per the “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008”:

- Fish Habitat Protection Development Permit Area; and
- Environmentally Sensitive Features Development Permit Area for Sensitive Ecosystems.

### ***Proposed Development and Variance***

The applicant proposes to construct a dwelling unit within the minimum required front lot line setback. The minimum required setback under the RS1 zone is 8.0 metres. The applicant proposes to vary the following regulation from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.61 – Minimum Setback Requirements** to reduce the minimum front lot line setback from 8.0 metres to 7.0 metres for a proposed dwelling unit.

### ***Land Use Implications***

Board Policy B1.5 for evaluation of development permit with variance applications requires that there is an adequate demonstration of land use justification prior to the Board’s consideration. Similar to the previous variance approval, the subject property is a constrained lot due to the SPEA and registered statutory right-of-way. As the closest point of the building would be 7.0 metres to the front property line, the garage will be set back far enough to allow for clear driveway access and adequate space for off-street parking. Further, a Section 219 covenant (CA5084104) was registered on the property as part of PL2015-115 to restrict secondary suite and home based business use as a means to reduce the potential traffic and parking impacts on Pepper Place.

The current proposal is not consistent with the building scheme (S104970) registered on the property in 1987 by the original developer, which requires a 7.0 metre setback from the golf course. The proposal includes construction within the building scheme setback area. As the RDN does not enforce private building schemes, the RDN is not prevented from approving the requested variance. The property owner must satisfy themselves with regard to the legal implications of the building scheme in relation to their proposal.

Given the constraints on the lot and minor nature of the requested variance, the proposed variance would comply with Board Policy. The current conditions of approval reflect the previous conditions of approval and no negative land use impacts are anticipated as a result of the proposed variance.

### ***Environmental Implications***

As part of Development Permit with Variance No. PL2015-115, the previous property owner submitted a Riparian Area Regulation Assessment report prepared by Aquaparian Environmental Consulting Ltd., and dated October 15, 2015, which established a SPEA of 16.0 metres. This assessment was registered as a Section 219 covenant on the property title as part of the development permit with variance approval. The proposed dwelling unit is substantially consistent with the previous dwelling unit and therefore the previous assessment can be used for the current development permit with variance application. The QEP confirmed that development of the property can proceed in compliance with DPA guidelines and Riparian Area Regulations using Department of Fisheries and Oceans Best Management Practices for working near water.

### ***Intergovernmental Implications***

The building envelope is constrained by a statutory right-of-way along the northern property boundary, held by the Ministry of Transportation and Infrastructure for drainage. The Ministry has stated that they cannot support any encroachment into the right-of-way and the applicant has designed the dwelling to ensure there is no encroachment into the statutory right-of-way.

### ***Public Consultation Implications***

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

### **ALTERNATIVES**

1. To approve Development Permit with Variance No. PL2017-019 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2017-019.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
February 15, 2017

### **Reviewed by:**

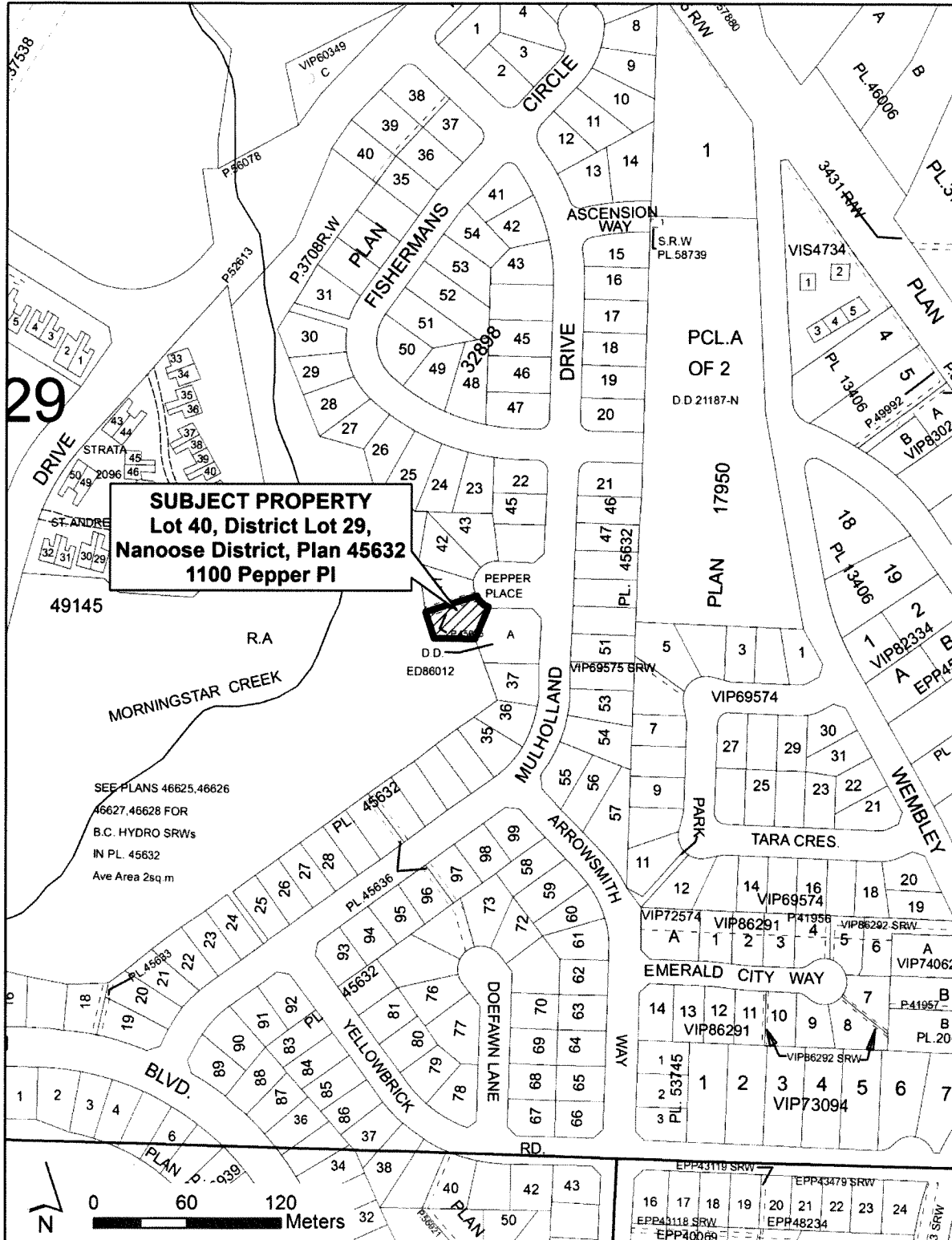
- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

**Attachments**

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations and Plans



**Attachment 1**  
**Subject Property Map**



## **Attachment 2 Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2017-019:

### Bylaw No. 500, 1987 Variances

With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

- **Section 3.4.61 – Minimum Setback Requirements** to reduce the minimum front lot line setback from 8.0 metres to 7.0 metres for a proposed dwelling unit.

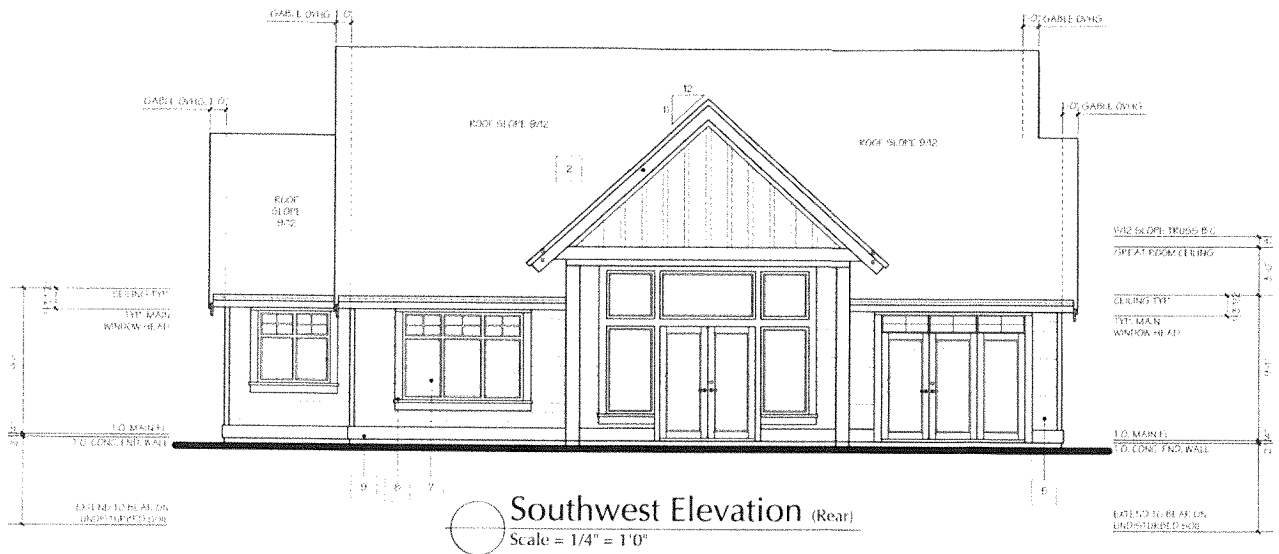
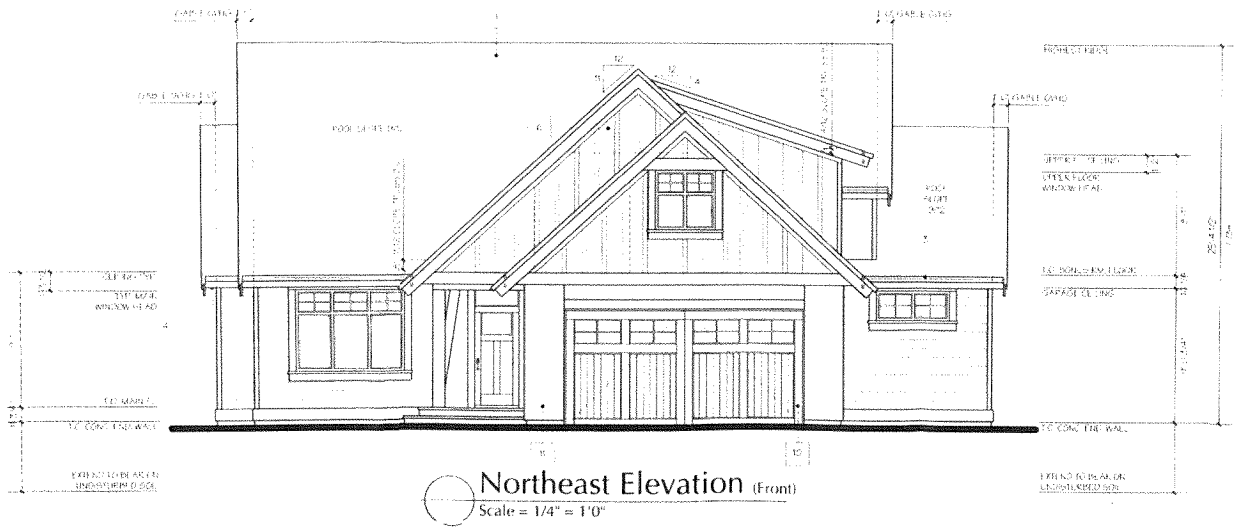
### Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by C.A. Design, dated February 13, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by C.A. Design, dated October 10, 2016 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessment prepared by Aquaparian Environmental Consulting Ltd., dated October 15, 2015.
4. The subject property shall be developed in accordance with Section 219 Covenant CA5084104.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.





**Attachment 4**  
**Building Elevations**



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**TO:** Electoral Area Services Committee                      **MEETING:** March 14, 2017

**FROM:** Kristy Marks  
Planner    **FILE:** PL2017-021

**SUBJECT:** **Development Variance Permit Application No. PL2017-021**  
**Strata Lot A, District Lot 44, Nanoose District, Strata Plan VIS5824 Together with an**  
**Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot**  
**As Shown on Form V**  
**1067 Paradise Place – Electoral Area ‘E’**

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**RECOMMENDATIONS**

1. That the Board approve Development Variance Permit No. PL2017-021 to reduce the setback from the interior side lot line for a garage subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-021.

**SUMMARY**

This is an application to legalize the siting of a garage that is currently under construction within the minimum setback. Given that that no negative impacts are anticipated as a result of the requested variance, staff recommends that the Board approve the variance pending the outcome of public notification and subject to the terms and conditions outlined in Attachment 2.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Wayne Rideout of Rideout Construction Services on behalf of Peter and Nancy Jelinek to legalize the siting of a garage that is currently under construction on the subject property. The applicant obtained a building permit in September 2016 prior to commencing construction of the garage, however due to a misinterpretation of where setbacks are measured from and that the existing fence is not on the property line the garage is within the minimum setback.

The subject property is within a building strata and the parent parcel is 2.01 hectares in area and is zoned Rural 5 (RU5) Zone, Subdivision District ‘D’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located on the north side of Paradise Place and is surrounded by developed rural residential lots to the north, east, and west (see Attachment 1 – Subject Property Map). The property contains two dwelling units that have been subdivided via building strata and accessory buildings.

### ***Proposed Development and Variance***

The applicant is requesting to legalize the siting of a garage that is currently under construction and within the setback from the interior side lot line. The applicant is requesting to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.85 – Minimum Setback Requirements** to reduce the setback from the interior side lot line for a garage from 8.0 metres to 7.15 metres.

### ***Land Use Implications***

The applicant has provided a site plan prepared by McElhanney Associates dated January 10, 2017 and building plans prepared by Island TimberFrame Ltd. dated August 23, 2016. See Attachment 3 – Site Plan and Variance and Attachment 4 – Building Elevations.

The applicant obtained a building permit for the garage in September 2016 (PR2016-438) and indicated that the proposed garage would meet the minimum 8.0 metre setback. Due to a misinterpretation by the applicant of how setbacks are measured in the RDN and that the setback was measured from an existing fence, the garage projects into the setback 0.85 metres. The applicant was under the belief that the existing fence was located on the property line and the setback encroachment was discovered when a survey was provided to the Building Department at the framing stage of construction.

Staff have reviewed the application in relation to “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” and note that the applicants sited the garage on the west side of the dwelling unit adjacent to the existing driveway and parking area to provide access to the garage. Given that the dwelling unit on the adjacent property is located closer to Paradise Place and the garage is approximately 70.0 metres from the front lot line and is currently buffered by vegetation, there are no negative impacts anticipated for adjacent properties related to the requested variance.

Staff are of the opinion that the applicants have provided sufficient rationale to address Policy B1.5 and do not anticipate that the variance will result in negative implications for adjacent properties.

### ***Public Consultation Implications***

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005”, property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

### **ALTERNATIVES**

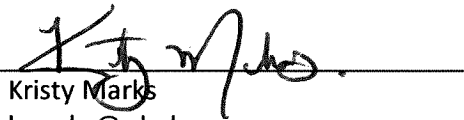
1. To approve Development Variance Permit No. PL2017-021 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2017-021.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016-2020 Board Strategic Plan.



Kristy Marks

[kmarks@rdn.bc.ca](mailto:kmarks@rdn.bc.ca)

February 24, 2017

Reviewed by:

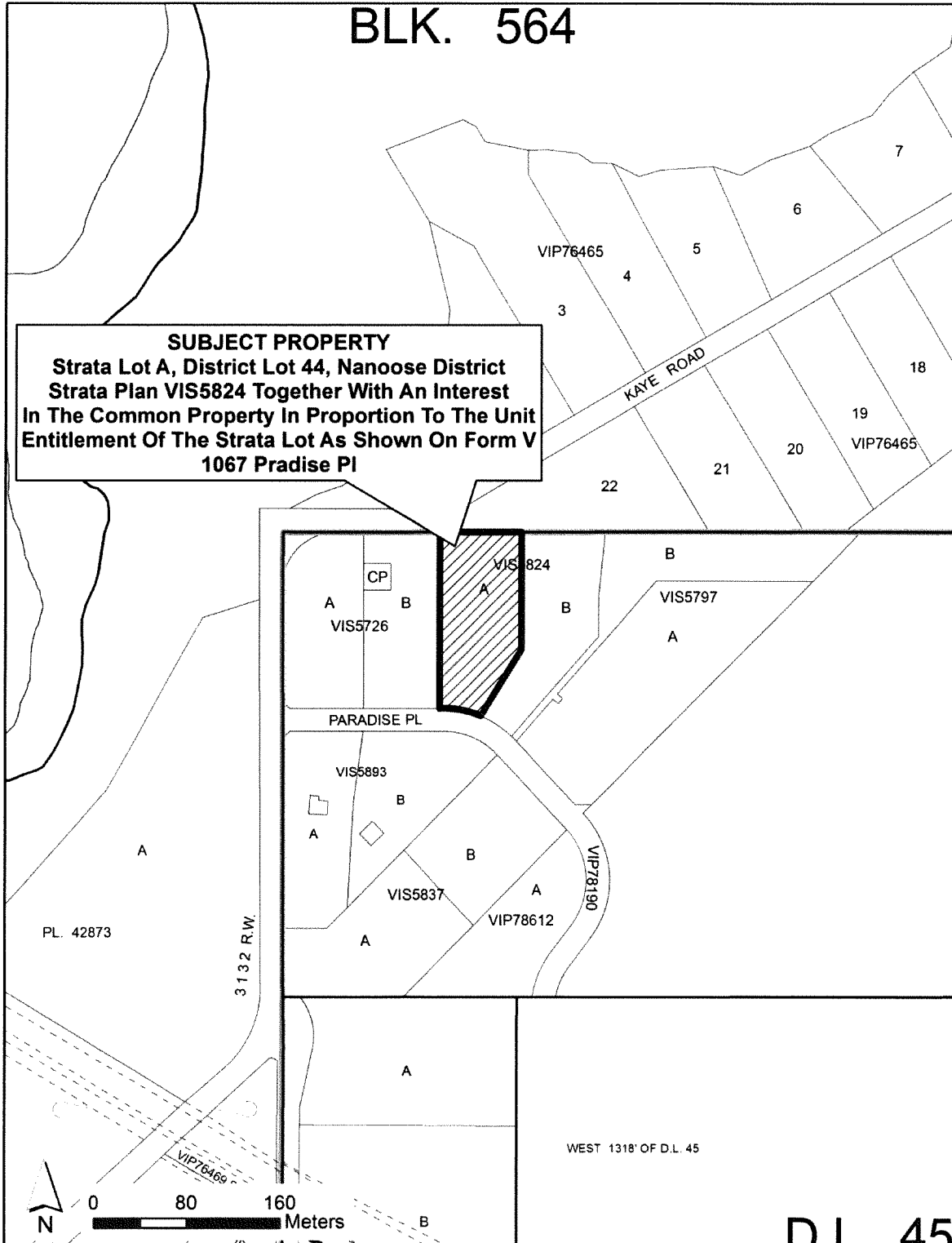
- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variance
4. Building Elevations



**Attachment 1**  
**Subject Property Map**



**Attachment 2**  
**Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Variance Permit No. PL2017-021:

Bylaw No. 500, 1987 Variance

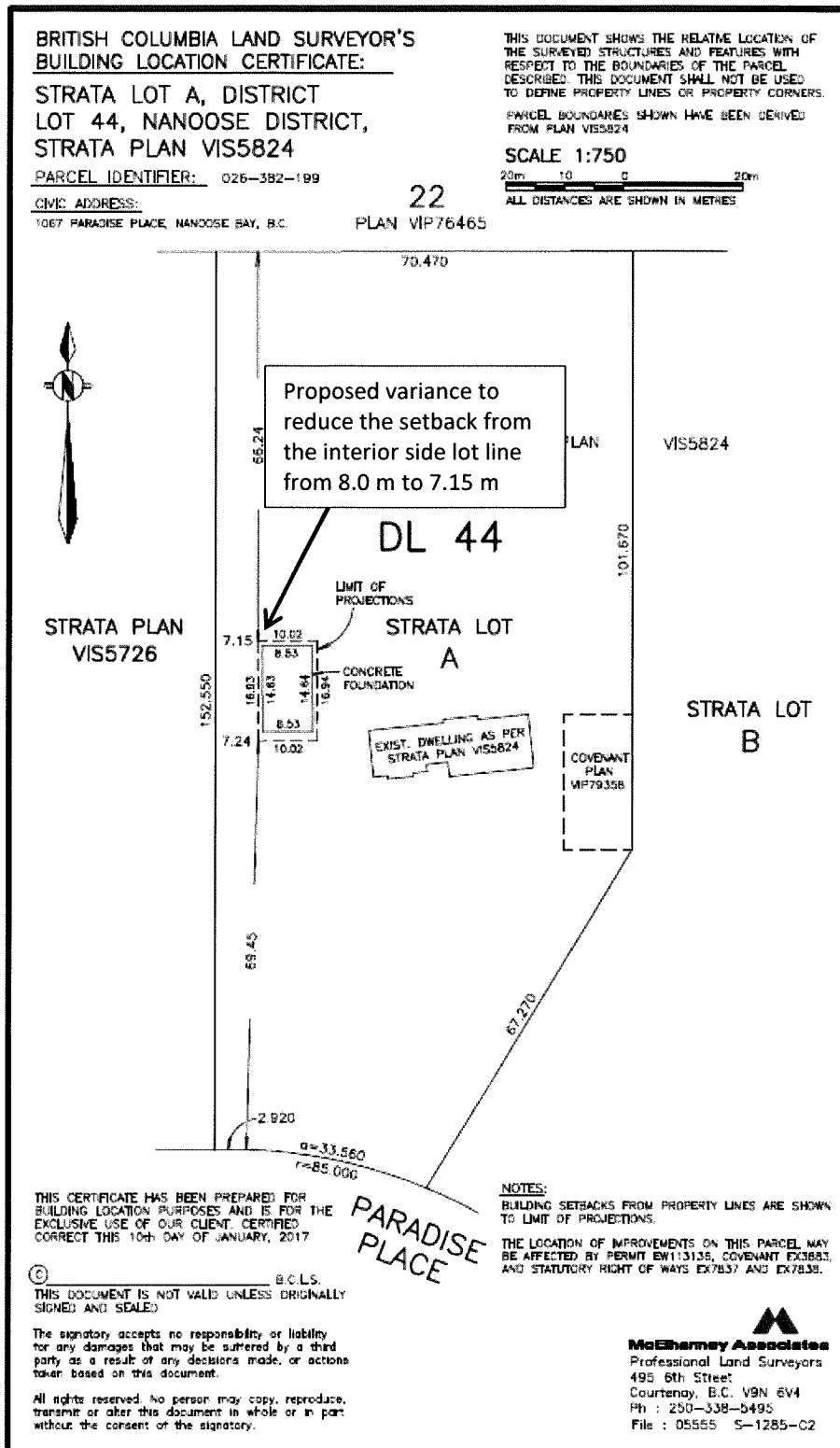
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

Section 3.4.85 – Minimum Setback Requirements to reduce the setback from the interior side lot line for a garage from 8.0 metres to 7.15 metres.

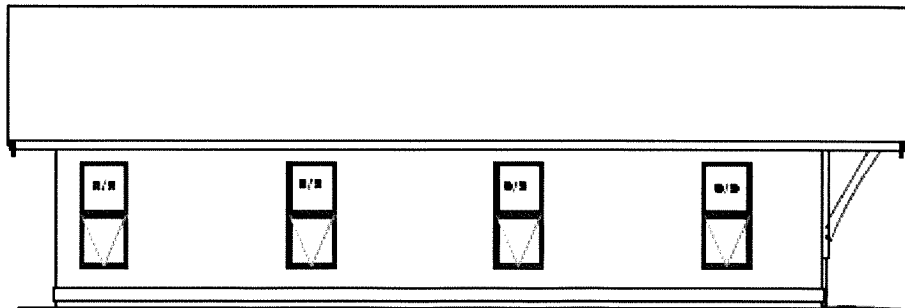
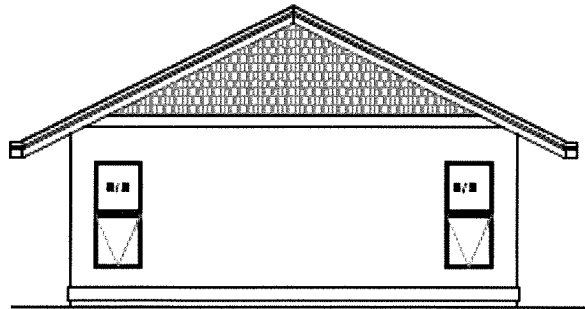
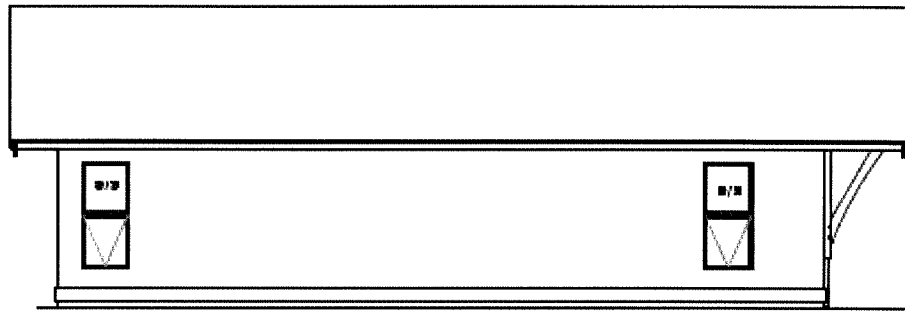
Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by McElhanney Associates, dated January 10, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Island TimberFrame, dated August 23, 2016 and attached as Attachment 4.

**Attachment 3  
Site Plan and Variance**



**Attachment 4**  
**Building Elevations**



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**TO:** Electoral Area Services Committee      **Meeting:** March 14, 2017

**FROM:** Greg Keller  
Senior Planner      **FILE:** PL2016-110

**SUBJECT:** **Zoning Amendment Application No. PL2016-110**  
**Lots 3 and 4, Section 16, Range 8, Cranberry District, Plan 2049**  
**1682 and 1686 Cedar Road – Electoral Area ‘A’**  
**Amendment Bylaw 500.408, 2017 – First and Second Reading**

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#### RECOMMENDATIONS

1. That the Board receive the Summary of the Public Information Meeting held on January 30, 2017.
2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.408 being considered for adoption.
3. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017”, be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” be waived in accordance with Section 464(2) of *The Local Government Act*.
5. That staff be directed to proceed with notification in accordance with Section 467 of *The Local Government Act* of the Board’s intent to consider third reading of “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” at a regular Board meeting to be held on April 25, 2017.

#### SUMMARY

The applicant proposes to rezone the subject properties from Commercial 2 (CM2) to Commercial 2.1 (CM2.1) in order to permit automotive repair and accessory vehicle sales. The proposed zone was drafted to reflect the policies and design guidelines of the Cedar Main Street Village Plan (CMVP). A Public Information Meeting (PIM) was held on January 30, 2017. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the Bylaw for adoption (see Attachment 2). Given its compliance with the CMSVP, staff recommends that Amendment Bylaw No. 500.408, 2017 be granted first and second reading. Staff also recommends that the public hearing for the Bylaw be waived in accordance with Section 464(2) of the *Local Government Act* given that the proposal is consistent with the applicable Official Community Plan (OCP) policies and no members of the public expressed an interest in the proposal at the PIM.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Anderson Greenplan Ltd. on behalf of Daniel Kern and Michelle Walders to rezone the subject properties in order to permit automotive repair and accessory vehicle sales. The subject properties are approximately 1,248.6 m<sup>2</sup> in combined area and are currently vacant (see Attachment 1 – Subject Property Map). The properties are located on the east side of Cedar Road just north of MacMillan Road and are adjacent to a commercial parcel to the southeast and residential parcels to the northwest. There is an unconstructed Ministry of Transportation and Infrastructure (MOTI) road right-of-way located to the northeast of the subject properties. (see Attachment 1 – Subject Property Map). The subject properties generally slope down away from Cedar Road.

### ***Proposed Development***

The applicant proposes to rezone the subject properties to a new CM2.1 zone. No changes to the Subdivision District are proposed (see Attachment 3 – Proposed Zoning Map). A zoning amendment is required to permit automotive repair and accessory vehicle sales. The proposed zone is drafted to reflect the policies and design guidelines of the CMSVP.

The proposal includes the following works within Cedar Road which are subject to MOTI approval: an asphalt curb, approximately three on-street parking spaces, a lawn area between the proposed curb and subject properties, and a gravel-surfaced walkway 1.5 metres in width.

The properties are subject to the Cedar Main Street Development Permit Area (DPA) per the “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Bylaw No. 1620, 2011” (OCP), a development permit application will be required prior development of the properties.

The development is proposed to be serviced with community water from the North Cedar Improvement District and RDN community sewer. Access to and from the subject property will primarily be from Cedar Road with secondary access from an unconstructed MOTI road right-of-way located to the northeast of the subject properties.

Based on the relatively small size of the subject parcels, both parcels are required to support the proposed development. In order to accommodate the proposed site plan (see Attachment 5), the applicant will consolidate the subject parcels under one title. Staff recommend that parcel consolidation be included as a condition of approval in Attachment 2 to be completed prior to the Board’s consideration of adoption of Bylaw 500.408.

### ***Official Community Plan Implications***

The subject properties are located within the CMSVP and are designated Commercial Mixed Use pursuant to the OCP. The Commercial Mixed Use designation supports local commercial, professional office use, personal service, mixed residential and commercial buildings and sites, and intensive residential. The proposed zoning amendment is consistent with the OCP policies contained by the CMSVP.

The CMSVP also includes “design ideas” and policies that support improvements within Cedar Road. The CMSVP identifies a number of action items which are required to achieve these improvements. The

identified action items were intended to be addressed in the short term and include participation from MOTI and School District 68. These include:

1. the preparation of a Transportation Master Plan;
2. pursuing the authority to regulate sidewalks/roadside trails;
3. establishing a local service area for the purpose of constructing, operating, and maintaining sidewalks, roadside trails, and landscape boulevards; and,
4. negotiating for sidewalk improvements at the time of rezoning.

The Board has not directed staff to proceed with implementation of above action items 1-3. As a result, there are currently no design or sidewalk standards that could be applied consistently throughout the CMSVP Area and the necessary authorities and regulatory tools have not been established. In this context, staff will negotiate for pedestrian infrastructure improvements at the time of rezoning based on the particulars of an application as has been done in this case. In the absence of detailed design for streetscape improvements within the CMSVP, staff is of the opinion that the streetscape design proposed by the applicant meets the general intent of the Plan.

#### ***Land Use Implications***

The existing CM2 zoning allows Funeral Parlour, Gas Bar, Nursery, Office, Personal Service Use, Recreational Facility, Restaurant, Retail Store, and an accessory Residential Use. The proposed CM2.1 zone would allow all of the above uses along with the addition of Automotive Repair and Accessory Vehicle Sales, which would be limited to a maximum of two vehicles for sale on a parcel at any one time (see Attachment 7 – Proposed Amendment Bylaw 500.408, 2017). In addition, Accessory Vehicle Sales would not be permitted within the minimum setback requirements and would require a minimum of one additional off-street parking space.

The proposed CM2.1 zone would allow a reduced front and other lot line minimum setback requirement of 4.5 metres for buildings and structures and a reduced front and other lot line minimum setback of 2.0 metres for unenclosed covered entryways, roof overhangs, and canopies. This is intended to encourage development that is pedestrian-oriented, has an aesthetically pleasing street-level appeal, and provides opportunities for pedestrian weather protection. The proposed zone would also increase the maximum height applicable to all buildings and structures from 8.0 metres to 11.0 metres. The proposed zoning provides for development that will be consistent with the Cedar Main Street DPA guidelines.

In recognition of the increased development potential that would be achieved through rezoning the subject properties, the applicant is offering a community amenity contribution in the form of works within Cedar Road including an asphalt curb, on-street parking, and a gravel pathway. The proposed works are subject to MOTI approval. The proposed improvements within Cedar Road are consistent with CMSVP policies and help to secure the location for future sidewalk. This approach also reflects the small scale of the proposed development, the location of the subject properties within the periphery of the CMSVP area, and a reasonable alternative given the implementation work that has not been initiated. While MOTI is not supportive of the installation of sidewalks in Cedar Road at this time, MOTI is supportive of parking, a curb, and a soft surfaced pedestrian feature in Cedar Road as proposed through this application. Therefore, staff is recommending that the Board accept the proposed community amenity contribution (see Attachment 2 - Conditions of Approval).

In support of this application, the applicant has submitted a site plan and building elevations illustrating the proposed automotive repair shop (see Attachment 5 Proposed Site Plan and Attachment 6 Proposed Building Elevations). The applicant has also provided an assessment of vehicular turning prepared by JE Anderson & Associates to demonstrate that tow trucks entering the site would be able to maneuver towed vehicles into the service bay area. Although a development permit application has not been submitted by the applicant at this time, staff's preliminary review of the supporting information provided for this zoning amendment suggests that the proposed development would be able to achieve general consistency with the DPA guidelines. A detailed review to determine consistency with the applicable DPA guidelines would be conducted following the submission of a development permit application.

The proposed amendment is the first zoning amendment which has been received for a parcel located within the CMSVP area since its adoption. In staff's assessment, the proposed development is consistent with the CMSVP.

### ***Environmental Implications***

To address groundwater protection and the sensitive ecosystems in relation to York Lake, the applicant has provided a rainwater management plan prepared by JE Anderson & Associates dated January 23, 2017 prepared in accordance with OCP Policy 4.5.6. The plan demonstrates how drainage is to be treated and controlled. The plan proposes to store a portion of the rainfall from the hard surface areas on site for infiltration, and control the two-year flow to pre-development levels. The report indicates that higher flows can be allowed to flow to York Lake without detention as the flows will be insignificant compared to the area of York Lake. The plan includes a number of recommendations including the installation and maintenance of an oil water separator. Overall, the plan demonstrates that drainage for the proposed amendment and resulting development can be managed without negatively impacting groundwater quality.

### ***Intergovernmental Implications***

The application was referred to MOTI, North Cedar Improvement District (NCID), and Snuneymuxw First Nation for review and comment. As of the date of this report no comments have been received.

The Fire Chief from NCID initially raised concerns regarding fire protection and access for fire apparatus. Through further discussions, the applicant has addressed the Fire Chief's concerns.

The proposal includes works within Cedar Road and an unconstructed MOTI road right-of-way which are under MOTI's jurisdiction. The proposed works within Cedar Road include the installation of a curb running parallel to the subject properties along Cedar Road, the creation of a 1.5 metre gravel walkway, demarcation of approximately three parallel on-street parking spaces, and the establishment of a lawn area between the proposed curb and subject property. The proposed works within the undeveloped MOTI road right-of-way located on the northeast of the subject properties are to provide a secondary access.

Staff has referred the proposed amendment bylaw to MOTI for review and comment and have received a written response indicating that MOTI has no objection to the proposed bylaw amendment. MOTI has indicated that it will require access permits prior to the access from Cedar Road being operated or the business opening. As the proposed works within Cedar Road are an integral component of the proposed



development and are critical to achieving the community vision identified in the CMSVP, staff recommends that the applicant be required to obtain the necessary permits from MOTI prior to bylaw adoption. It is anticipated that completion of the works authorized by the MOTI permits would be required as a condition of development permit application.

### ***Public Consultation Implications***

A PIM was held on January 30, 2017 (see Attachment 4 – Summary of Minutes of the PIM). There were no members of the public in attendance and no written submissions were received prior to the meeting.

In accordance with Section 464 of *The Local Government Act*, the Board may waive the holding of a Public Hearing if the proposed amendment bylaw is consistent with the OCP. In staff's assessment, the proposed development is consistent with the OCP and no interest has been expressed by the community with respect to the proposed amendment. Therefore, staff recommends that the Board waive the Public Hearing and direct staff to proceed with the notification requirements outlined in Section 467 of the *Local Government Act*.

### **ALTERNATIVES**

1. To proceed with Zoning Amendment Application No. PL2016-110, consider first and second reading of the Amendment Bylaw and waive the Public Hearing.
2. To proceed with Zoning Amendment Application No. PL2016-110, consider first and second reading of the Amendment Bylaw and proceed to Public Hearing.
3. To not proceed with the Amendment Bylaw readings.

### **FINANCIAL IMPLICATIONS**

Staff has reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff has reviewed the proposed development and note that the proposal will help foster economic development in keeping with the 2016 – 2020 Board Strategic Plan. The proposed development will also help work towards the stated objectives related to focus on environment primarily through a separate development permit application which will address environmental protection.



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Greg Keller  
gkeller@rdn.bc.ca  
February 28, 2017

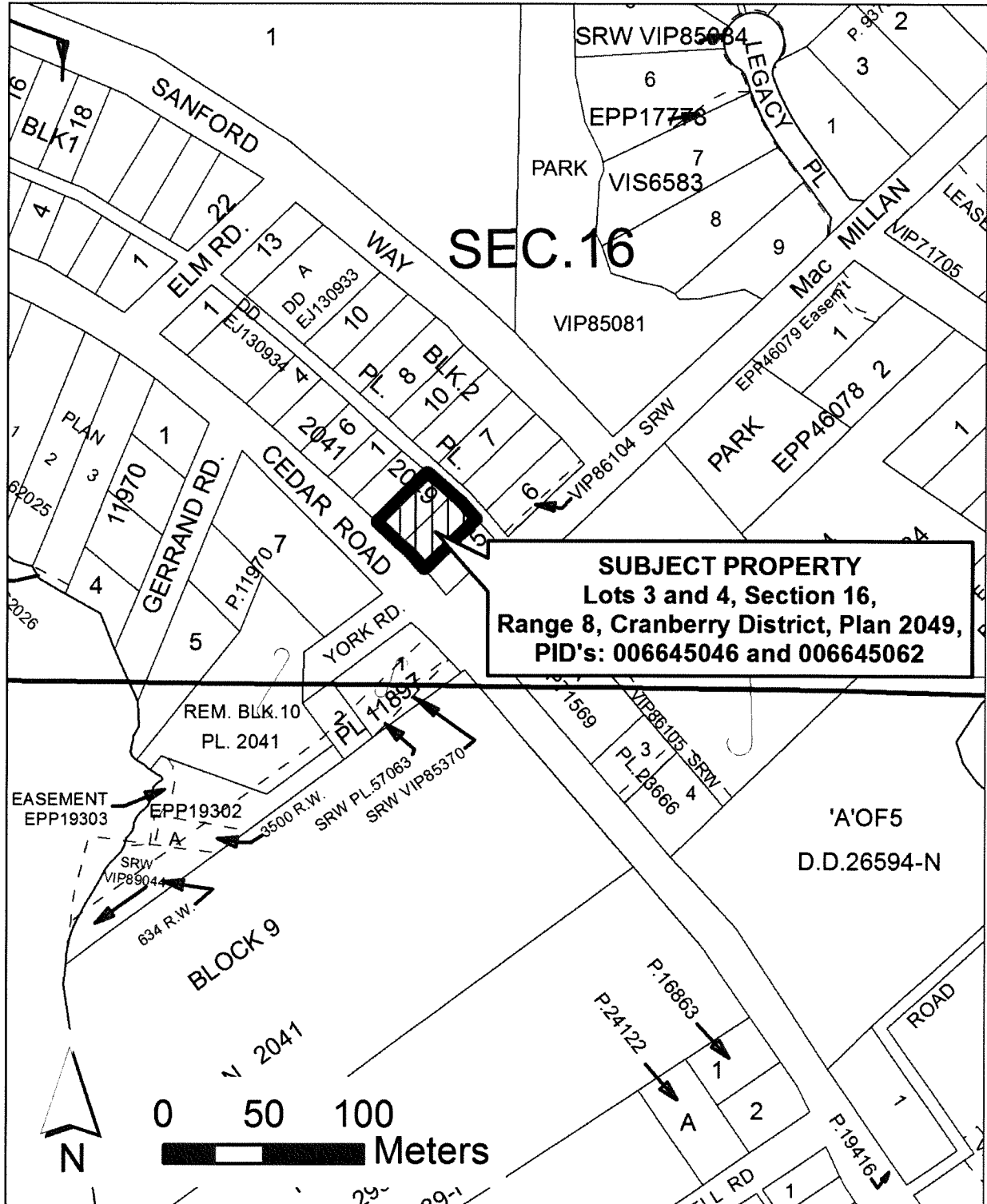
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Current Zoning Map
4. Summary of the Public Information Meeting
5. Proposed Site Plan
6. Proposed Building Elevations
7. Proposed Amendment Bylaw No. 500.408, 2017

**Attachment 1**  
**Subject Property Map**

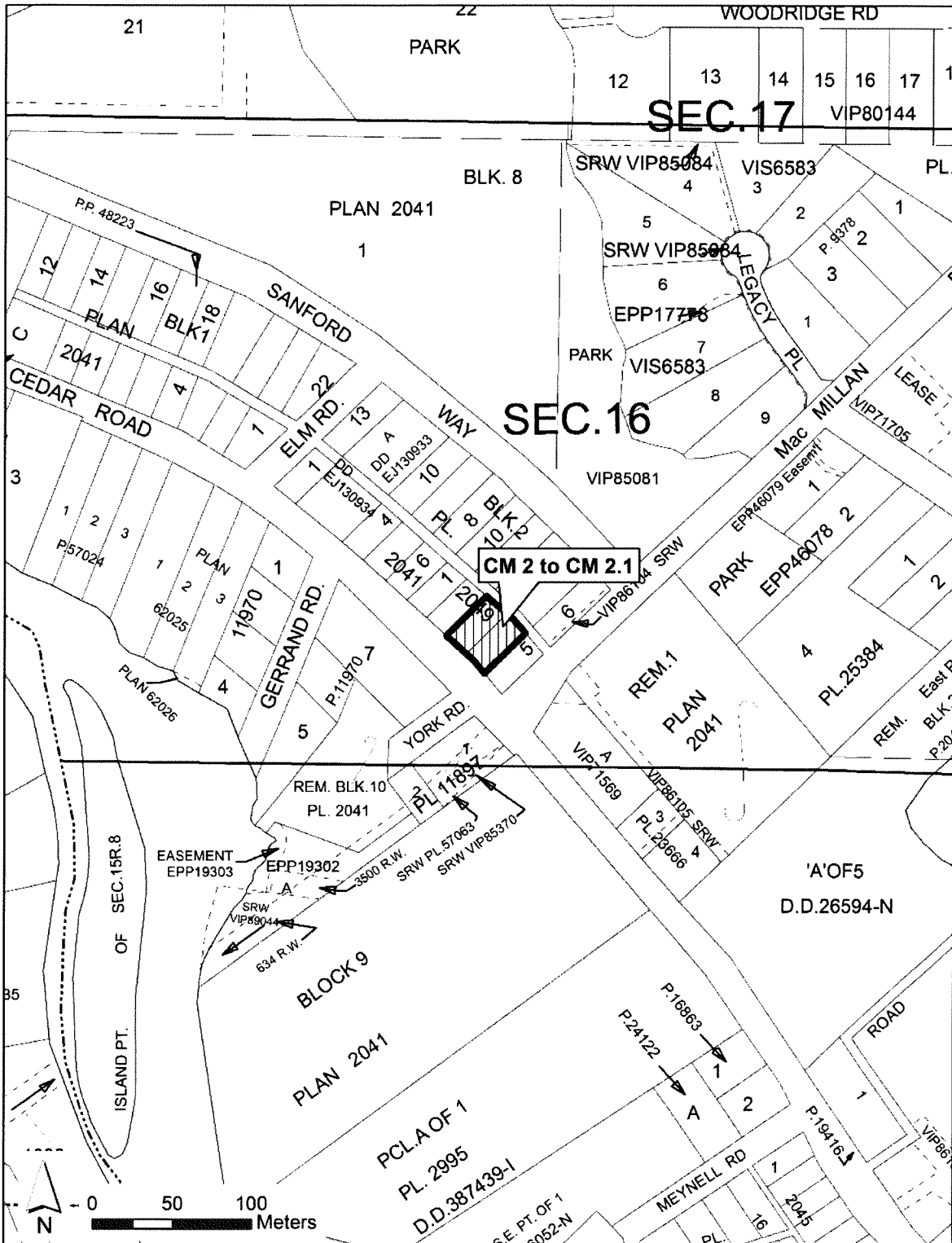


**Attachment 2**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” being considered for adoption:

1. The applicant shall consolidate Lots 3 and 4, Section 16, Range 8, Cranberry District, Plan 2049.
2. That the applicant shall obtain all necessary permits from the Ministry of Transportation and Infrastructure for the proposed works within the Cedar Road right-of-way and the unconstructed right-of-way.

**Attachment 3**  
**Current Zoning Map**



**Attachment 4**  
**Summary of the Public Information Meeting**  
**Held at Cedar Heritage Centre**  
**6144 MacMillan Road**  
**Monday, January 30, 2017 at 6:30 pm**  
**RDN Application PL2016-110**

*Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.*

There were zero (0) members of the public in attendance at this meeting.

**Present for the Regional District of Nanaimo:**

Director Alec McPherson, Electoral Area 'A' (the Chair)  
Greg Keller, Senior Planner

**Present for the Applicant:**

Jack Anderson, Agent, Greenplan  
Daniel Kern, Subject Property Owner

The Chair postponed the opening of the meeting until 6:45 pm as there were no members of the public in attendance.

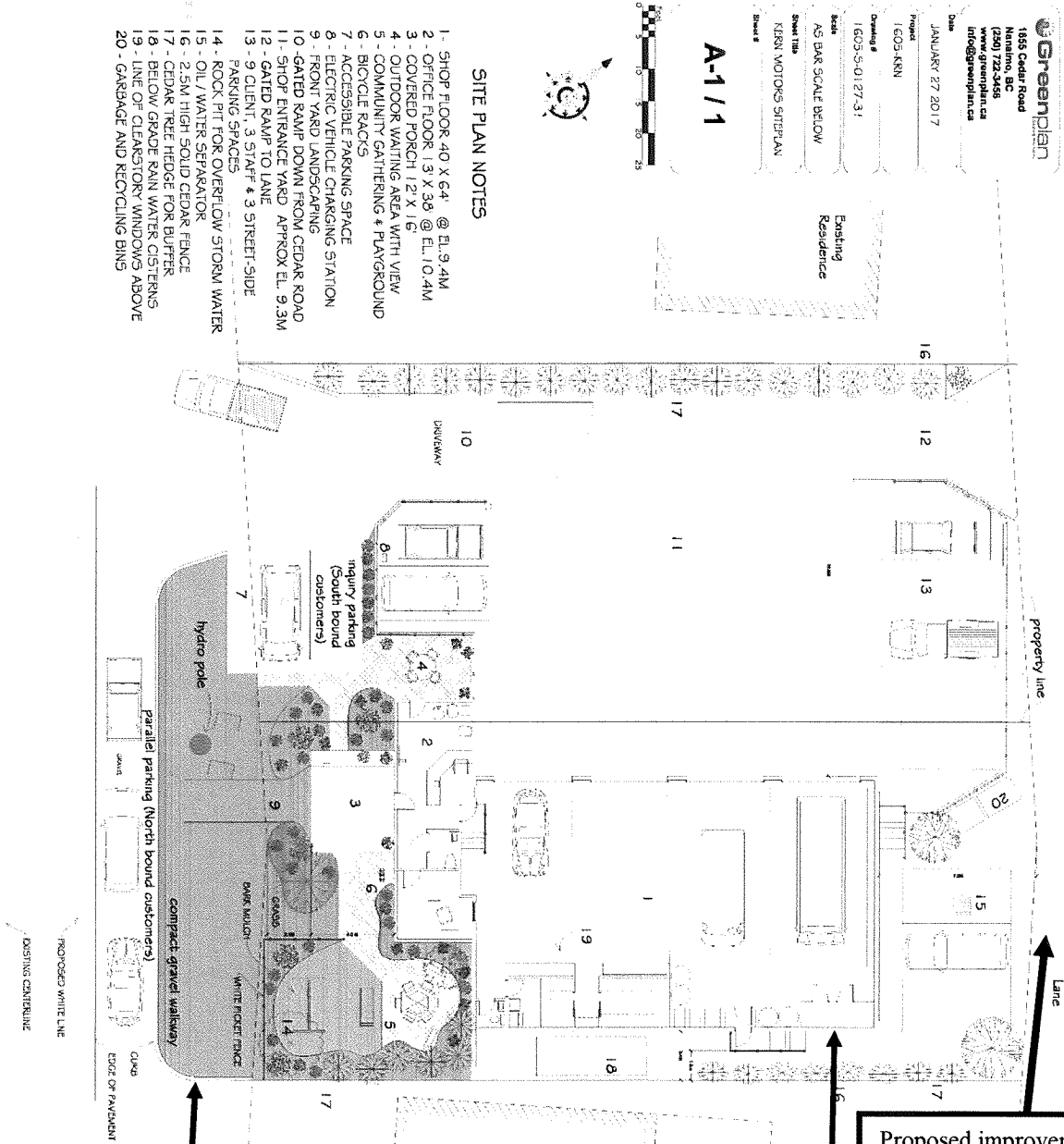
The Chair opened the meeting at 6:45 pm and there were no members of the public in attendance.

The meeting was concluded at 6:46 pm.

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Greg Keller  
Recording Secretary

**Attachment 5  
 Proposed Site Plan**



**SITE PLAN NOTES**

- 1 - SHOP FLOOR 40 X 64' @ EL. 9.4M
- 2 - OFFICE FLOOR 13 X 38 @ EL. 10.4M
- 3 - COVERED PORCH 12 X 16
- 4 - OUTDOOR WAITING AREA WITH VIEW
- 5 - COMMUNITY GATHERING & PLAYGROUND
- 6 - BICYCLE RACKS
- 7 - ACCESSIBLE PARKING SPACE
- 8 - ELECTRIC VEHICLE CHARGING STATION
- 9 - FRONT YARD LANDSCAPING
- 10 - GATED RAMP DOWN FROM CEDAR ROAD
- 11 - SHOP ENTRANCE YARD APPROX EL. 9.3M
- 12 - GATED RAMP TO LANE
- 13 - CLIENT 3 STAFF & 3 STREET-SIDE PARKING SPACES
- 14 - ROCK PIT FOR OVERFLOW STORM WATER
- 15 - OIL / WATER SEPARATOR
- 16 - 2.5M HIGH SOLID CEDAR FENCE
- 17 - CEDAR TREE HEDGE FOR BUFFER
- 18 - BELOW GRADE RAIN WATER CISTERN
- 19 - LINE OF CLEARSTOREY WINDOWS ABOVE
- 20 - GARBAGE AND RECYCLING BINS

**A-1/1**

Proposed improvements within the unconstructed road right-of-way subject to MOTI approval.

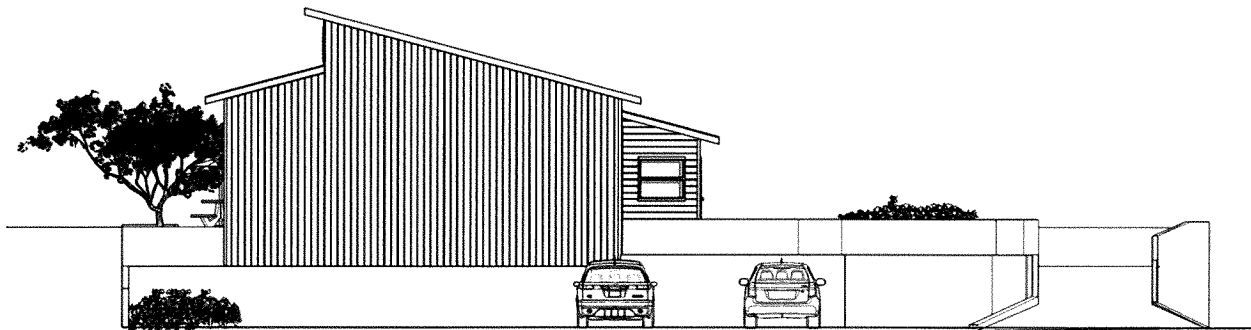
Proposed curb, 1.5-metre-wide gravel walkway, and lawn within Cedar Road subject to MOTI approval.

Proposed Automotive Repair Shop. Final design to be confirmed through future development permit.

**Attachment 6 (page 1 of 2)**  
**Proposed Building Elevations – To be finalized through future Development Permit Application**



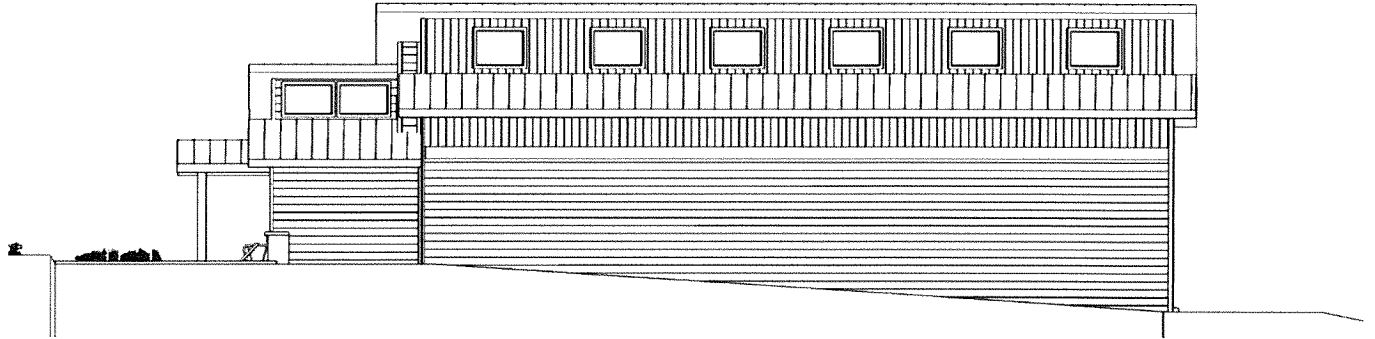
**Above: View From Cedar Road**



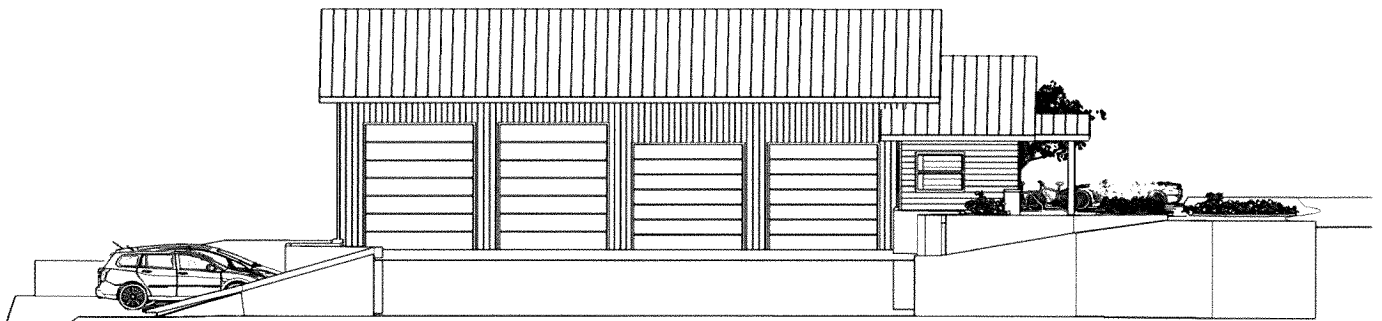
**Above: View From Rear of Building**



**Attachment 6 (page 2 of 2)**  
**Proposed Building Elevations – To be finalized through future Development Permit Application**



**Above: East Elevation**



**Above: View West Elevation**

**Attachment 7**  
**Proposed Amendment Bylaw No. 500.408, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.408**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  1. Under **PART 2 INTERPRETATION, Section 2.1 Definitions** by adding the following definition after asphalt batch plant:

***automotive repair*** means an establishment which provides mechanical repairs and routine maintenance services to vehicles and vehicle parts within a building.
  2. Under **PART 2 INTERPRETATION, Section 2.1 Definitions** by adding the following definition after vehicle:

***vehicle sales*** means the use of land or buildings for the sale of vehicles.
  3. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Commercial 2 Zone:

Commercial 2.1 (CM2.1)
  4. By adding Section 3.4.12.1 Commercial 2.1 (CM2.1)

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.
  5. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

Lot 3, Section 16, Range 8, Cranberry District, Plan 2049 and

Lot 4, Section 16, Range 8, Cranberry District, Plan 2049

from Commercial 2 to Commercial 2.1

6. Under **SCHEDULE 3B – OFF STREET PARKING & LOADING SPACES** by adding the following use and required parking spaces to the Commercial use section after Agri-tourism Accommodation

<b>Use</b>	<b>Required Parking Spaces</b>
Automotive Repair	1 per 70 m <sup>2</sup> gross floor area plus 1 per service bay

Introduced and read two times this \_\_\_ day of \_\_\_\_\_ 20XX.

Public Hearing waived in accordance with Section 464(2) of *The Local Government Act*.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_ day of \_\_\_\_\_ 20XX.

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Chairperson

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Corporate Officer

\_\_\_\_\_  
Chairperson

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

### Schedule '1'

Section 3.4.12.1

## COMMERCIAL 2.1

CM2.1

### Permitted Uses and Minimum Site Area

Required Site Area with:

Permitted Uses	Community Water & Sewer System	Community Water System	No Community Services
a) Funeral Parlour	2000 m <sup>2</sup>	4000 m <sup>2</sup>	6000 m <sup>2</sup>
b) Gas Bar	1000 m <sup>2</sup>	1600 m <sup>2</sup>	2000 m <sup>2</sup>
c) Nursery	4000 m <sup>2</sup>	5000 m <sup>2</sup>	8000 m <sup>2</sup>
d) Office	500 m <sup>2</sup>	1000 m <sup>2</sup>	1500 m <sup>2</sup>
e) Personal Service Use	800 m <sup>2</sup>	1600 m <sup>2</sup>	2400 m <sup>2</sup>
f) Recreation Facility	4000 m <sup>2</sup>	5000 m <sup>2</sup>	8000 m <sup>2</sup>
g) Restaurant	2000 m <sup>2</sup>	4000 m <sup>2</sup>	6000 m <sup>2</sup>
h) Retail Store	1000 m <sup>2</sup>	1600 m <sup>2</sup>	2000 m <sup>2</sup>
i) Automotive Repair	1000 m <sup>2</sup>	1600 m <sup>2</sup>	2000 m <sup>2</sup>

### Accessory Uses

a) Residential Use	n/a	n/a	n/a
b) Vehicle Sales	n/a	n/a	n/a

### Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Floor area ratio	0.75
Height	11.0 m
Parcel coverage	50%

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**Minimum Setback Requirements**

Front and Other lot lines                      4.5 m

except where:

- a) in the case of unenclosed covered entryways, roof overhangs, and canopies the Front and Other lot lines may be reduced to 2.0 metres;
  - b) the adjoining parcel is zoned industrial or commercial then the setback from the common interior side lot line may be reduced to zero;
  - c) any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.
- 

**Other Regulations**

For the purpose of this zone:

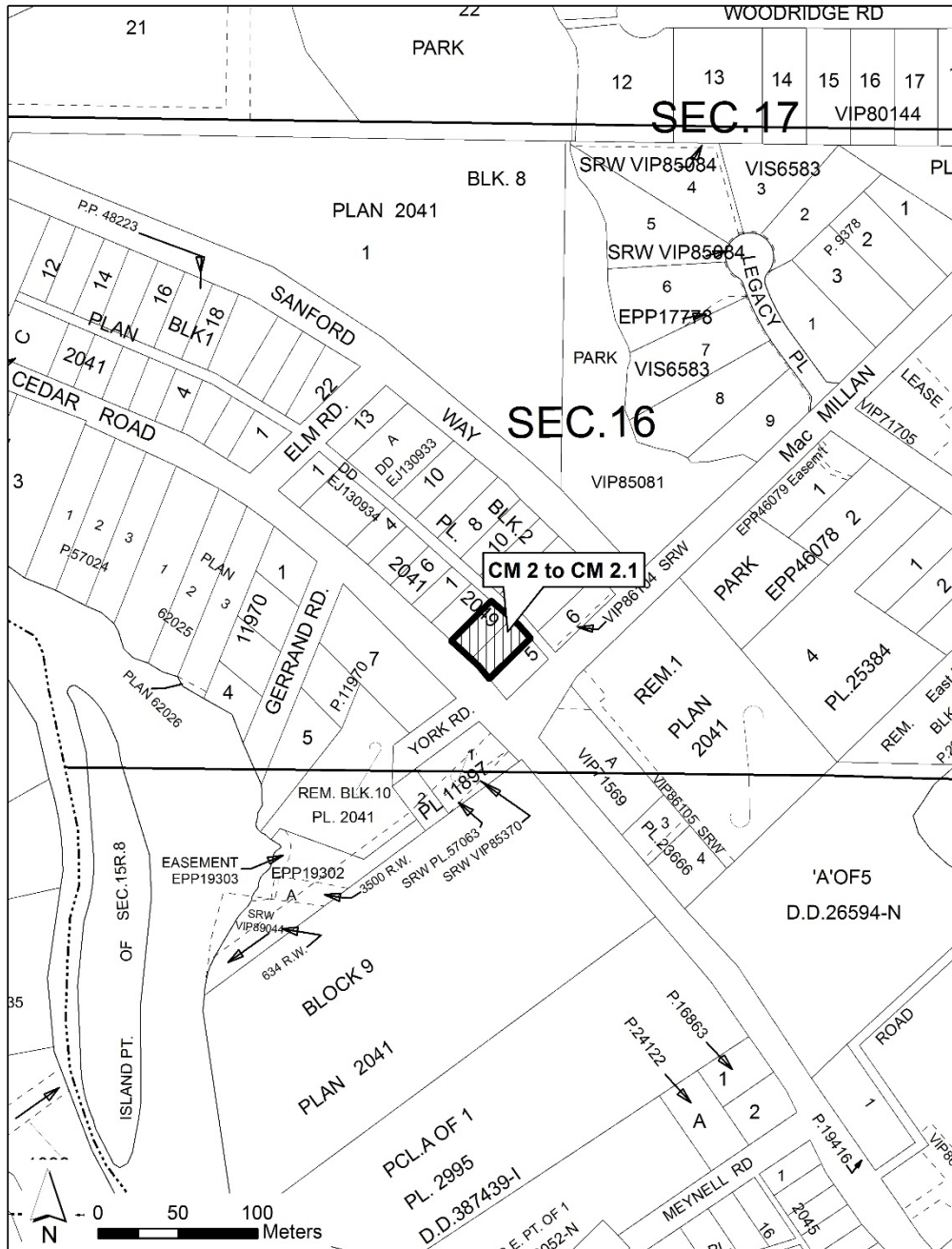
- a)        Vehicle sales:
  - i           shall be limited to a maximum of two vehicles for sale on a parcel at any one time;
  - ii          shall not be located within the minimum setback requirements of this zone; and,
  - iii         shall require a minimum of 1 additional off-street parking space.
  
- b)        Despite any other regulation in this bylaw, parking and loading spaces:
  - i.         shall be permitted within the applicable minimum setback requirements;
  - ii.        despite (i.) above, shall not be located within the minimum setback requirement adjacent to Cedar Road or within the minimum setback requirement adjacent to any parcel which is zoned residential.

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017".

Chairperson

Corporate Officer

**Schedule '2'**



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**TO:** Electoral Area Services Committee                      **MEETING:** March 14, 2017

**FROM:** Angela Buick  
Planner    **FILE:** PL2016-178

**SUBJECT:** Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2016-178  
Lot 22 District Lot 29 Nanoose District Plan 13406  
833 Reid Road – Electoral Area ‘G’

---

### **RECOMMENDATION**

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-178 subject to the terms and conditions outlined in Attachments 2 and 3.

### **SUMMARY/CONCLUSIONS**

The applicant has requested a relaxation of the minimum 10% perimeter frontage requirement for proposed Lot 2 within a proposed three lot subdivision of the subject property. All proposed lots will exceed the minimum parcel size requirements and provide adequate site area for the intended residential use with sufficient buildable site area. Despite the reduced frontages, no negative land use implications are anticipated, and Ministry of Transportation and Infrastructure staff have confirmed that they have no concerns with the requested frontage relaxation. The proposed subdivision meets the criteria outlined in “Board Policy B1.4 Frontage requirements for rural Lots” and is consistent with the zoning bylaw requirements for panhandle lots, therefore staff recommends that the requested frontage relaxation be approved.

### **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Ken Kyler, of J.E. Anderson and Associates on behalf of 0766111 B.C Ltd, Inc. No. BC0766111 to relax the minimum 10% perimeter frontage requirement in relation to a proposed 3 lot subdivision (Application No. PL2016-178). The subject property is approximately 0.257 ha in area and is zoned Residential 1 Zone (RS1), Subdivision District ‘Q’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located to the east of Wembley Road, west of Reid Road and has residential RS1 zoned lots to the south and east (see Attachment 1 – Subject Property Map).

#### ***Proposed Development***

The applicant proposes to subdivide the parent parcel into 3 fee simple lots (see Attachment 3 – Proposed Site Plan and Variance). All parcels exceed the minimum parcel size (700 m<sup>2</sup>) and will be serviced by community water and sewer systems.



**Minimum 10% Perimeter Frontage Requirement**

Proposed Lot 2 does not meet the minimum 10% perimeter frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

<i>Proposed Lot No.</i>	<i>Required Frontage (m)</i>	<i>Proposed Frontage (m)</i>	<i>% of Perimeter</i>
2	17.55	6.02	3.34

**Land Use Implications**

The applicant has submitted a site plan with lot area calculations detailing the proposed subdivision and requested frontage relaxation.

As the subject property is rectangular in shape, the applicant was limited with respect to road frontage based on maintaining an interest in maximizing the subdivision potential of the subject property into three lots. The applicant is proposing that Lots 1 and 2 front on Reid Road and Lot 3 front on Wembley road. In order to maximize subdivision potential and not create two long narrow lots fronting Reid Road, the applicant is proposing that Lot 2 be a panhandle Lot adjacent to lot 1 (see Attachment 3 – Proposed Site Plan and Variance). As a result, Proposed Lot 2 would not meet the 10% road frontage requirement as set out in Section 512 of the *Local Government Act*. Pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw 500, 1987" Part 4, Subdivision Regulations, no panhandle lot shall be created with less than 6 metres road frontage where further subdivision is not possible. As Proposed Lot 2 would not have future subdivision potential this application meets this regulation and is supported as submitted.

Based on the shape of the lot it would be impossible to maximize subdivision potential without achieving a road frontage relaxation. The pan handle configuration results in the plan of subdivision having three reasonably uniform shaped lots with reasonable buildable site area. In this case staff believes the applicant meets the criteria outlined in "Board Policy B1.4 Frontage Requirements for Rural Lots". The proposed development is anticipated to have no negative impacts on the surrounding lands.

**Intergovernmental Implications**

The Ministry of Transportation and Infrastructure (MOTI) has reviewed the application and has issued a Preliminary Layout Approval for the proposed subdivision. Ministry staff have confirmed that they have no concerns with the proposed frontage relaxation.

**ALTERNATIVES**

1. To approve the request for relaxation of the minimum 10% perimeter frontage requirement for proposed Lot 2 as shown on Attachment 3
2. To deny the request for relaxation of the minimum 10% perimeter frontage requirement.

## **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016-2020 Board Strategic Plan.



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Angela Buick  
abuick@rdn.bc.ca  
February 23, 2017

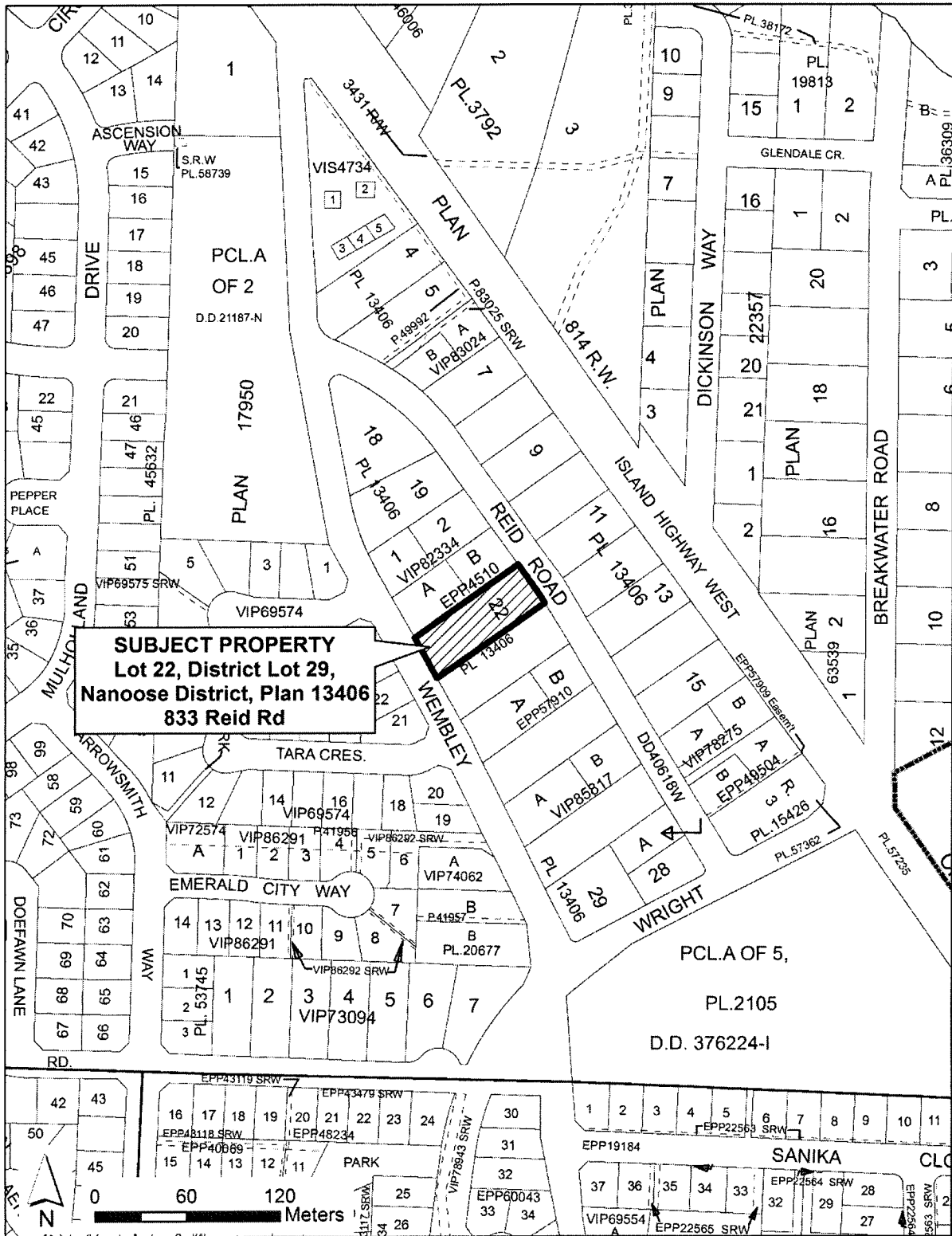
### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan and Variance

**Attachment 1**  
**Subject Property Map**



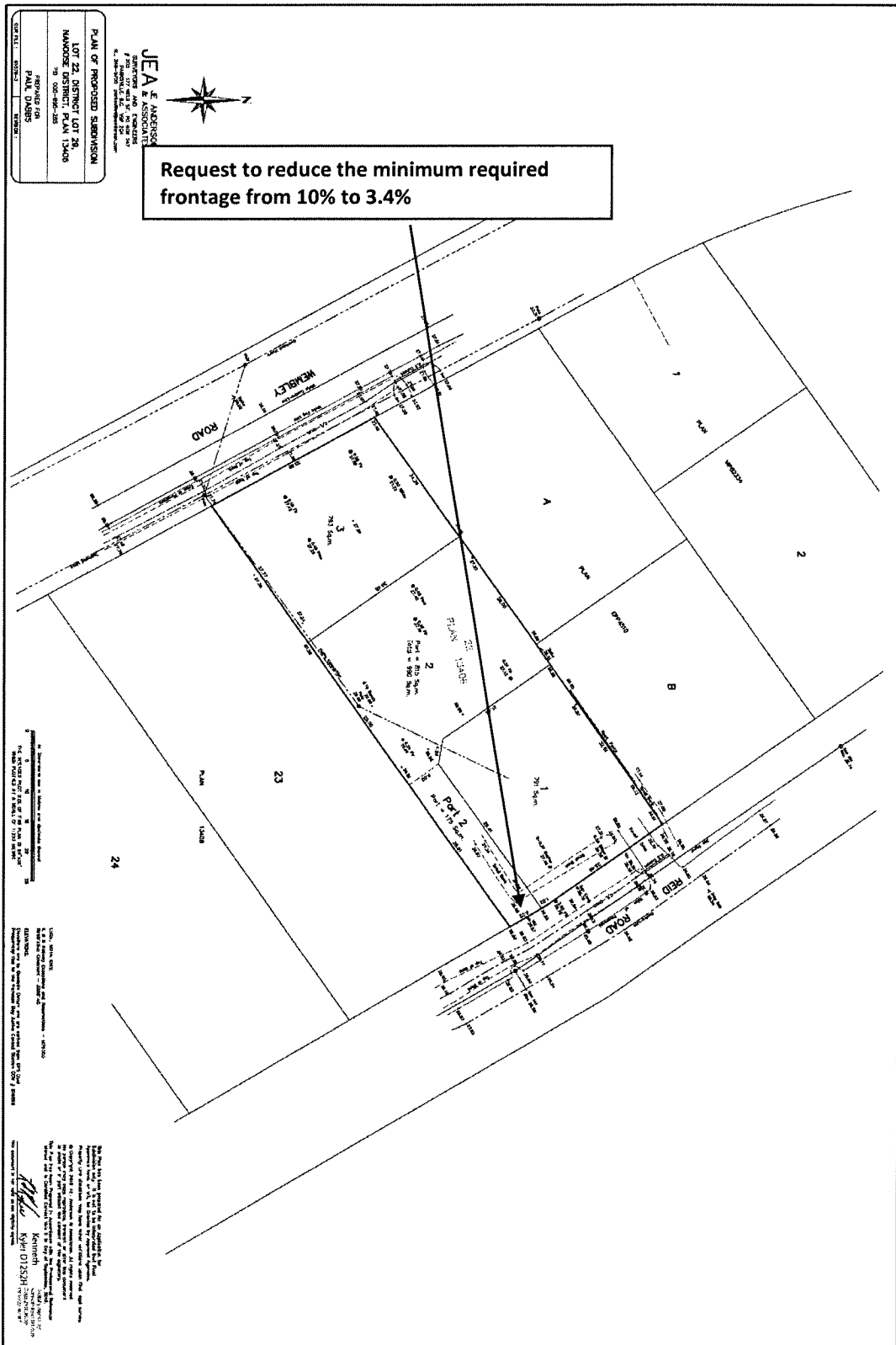
**Attachment 2**  
**Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2016-178:

Conditions of Approval

1. The site is developed in accordance with the Plan of Proposed Subdivision prepared by Kenneth Kyler, BCLS of J.E. Anderson and Associates, dated September 9, 2017 and attached as Attachment 3.
2. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 3**  
**Proposed Site Plan and Variance**





## CEDAR COMMUNITY SECONDARY SCHOOL

School District No.68  
1640 MacMillan Road  
Nanaimo, BC V9X1L9  
Tel: (250) 722-2414  
Fax: (250) 722-3516

January 18, 2017

Dear Hannah King

Thank you for approaching me with the possible opportunity in collaborating with RDN/VIHA and School District 68 Community School programs for Area A. Briefly, as a community school coordinator, my role is to provide resources, and low cost programming that directly affect children youth and their families. I work in three schools, Cedar Community Secondary School, Cedar Elementary and North Oyster Elementary.

Research has shown that programs combining behavior change, physical activity and healthy eating with support for families are more likely to produce long-lasting health benefits. I have outlined some of my programs that are in existence as well as some projects/programs that I am trying to get started that I believe will fit the criteria and mandate of both the RDN Recreation and Culture and Vancouver Island Health Authority. I have chosen three programs under my umbrella of Health and Wellness Programming. I have outlined the programs briefly with the proposal of where I would spend the grant money to give you a better understanding of the cost breakdown for the particular grant money that VIHA has given to the RDN

### **Farm to School Program**

**Proposal:** To purchase 3 Tower Gardens one with circular grow lights. These tower gardens are highly efficient aeroponic growing systems, which allows you to grow massive amounts of produce in a tiny amount of space in about half the time of traditional soil, based agriculture, using just a fraction of the water and soil. It is efficient, eco-friendly and cost effective. It is UV-stabilized, food grade plastic. The produce grown will augment a weekly salad bar. We are connecting with our local farmers and buying directly from them at fair market prices. Students will learn about hydroponics and growing fresh vegetables and herbs to integrate with the cafeteria program, science classes, and entrepreneurship classes. See quote and photo attached. **Cost: \$2775.00**

**Background:** The Community Schools' vision is to increase students' access to healthy, local foods in their school meal programs as well as increase students' knowledge of where and how local foods are grown and harvested in the community. Our goal is to build on existing and expansion of food programs to ensure students have access to healthy, nutritious, locally grown foods. The key proponents are

1. A weekly salad bar service within our schools (partners with Food share, community schools and local farmers)...in place presently
2. Establish direct connection with farmers to procure fresh foods and fair market prices. (win-win) ie connection with blueberry farm, egg farm, herb farm and local greenhouse and compost farm

3. The school will participate in a food growing projects ie grow tower-all year growing
4. Expansion of program: Once the program has been successful, it will expand to other community schools. (Update) grow boxes are being made by community members for CEDAR ELEMENTARY.

### **Weight room**

**Proposal:** to purchase hand weights, shelf and a bench- **Cost: \$2394.08** Spin bike **Cost: \$1443.75**  
See attached quotes. **Total Cost \$ 3839.00**

Background: With the closing of Cedar High school three years ago, our weight room was dismantled and all equipment dispersed. We are unable to get any of it back and are expected to come up with the funds ourselves. We are now in the position of trying to get another weight room/fitness area in place. We have a number of fundraising activities already happening, however, we would like to get this started ASAP even if it is with minimal equipment and add as we go. The students REALLY are in need of a weight room not only to augment our PE program but also for it being a good outlet for aggression, stress, depression etc. In the past the weight room also held a number of before and after school community school programs such as Girls Fitness, Adult Boot camp, boys fitness, Boys to Men Program.. Another good example would be the smoking Cessation program- students can access this as a break activity while working on quitting smoking. . Weight rooms are great additions to any health and wellness programs put forth in the community.

### **Smoking Cessation Program**

**Proposal:** Smoking Cessation Program -costs to cover honorarium/wages for a qualified smoking cessation counsellor to come in once a week for 6 weeks, supplies and ongoing activities for the room...i.e weight room, activities such as adult colouring books, arts and crafts, jewelry making etc. (things that involve concentration and using hands and fitness) **Cost: \$500.00**

Background: I have been approached by a group of teens who were asking about getting help to quit smoking. They wanted to set up a room that had activities they could do instead of going out to the edge of the school parking lot during breaks to light up. We are working on a games room/mindful meditation activities but I also wanted to run six week Smoking Cessation Program in this room during school time to support those teens who wish to stop smoking. This is also to be available to the community at large. Perhaps an evening program for youth and adults.

Thank you once again for this opportunity in providing our community with Health and Wellness Programs. Please feel free to contact me if you have further questions or you have some other ideas that would be appropriate for the needs of our Area A community.

Sincerely,

Karen St.Cyr - Community School Coordinator South Zone 2  
250-722-2414 ext 249 kstcyr@sd68.bc.ca

# Aloyd Fitness Equipment Ltd.

101-6560 North Island Hwy.  
 Nanaimo, B.C., V9V 1K8  
 Ph. 250-390-1200  
 Fax 250-390-1297

# Estimate

Date	Estimate #
12/01/2017	5575

Name / Address
SD#68 395 Wakesiah Ave. Nanaimo, BC, V9R 3K6 ph. 250-754-5521 fax 250-753-0641

Rep	Project
GAR	

Description	Qty	Rate	Total
Inspire IC2 Spin Bike	1	1,549.99	1,549.99
Discount		-349.99	-349.99
Delivery rpeffers@sd68.bc.ca	1	95.00	95.00
GST On Sales		5.00%	64.75
PST On Sales		7.00%	84.00
<b>Total</b>			\$1,443.75

Phone #	Fax #	E-mail	Web Site
250-390-1200	250-390-1297	aloydfitness@shaw.ca	www.aloyd.com

GST/HST No. 868808759



# Aloyd Fitness Equipment Ltd.

101-6560 North Island Hwy.  
 Nanaimo, B.C., V9V 1K8  
 Ph. 250-390-1200  
 Fax 250-390-1297

# Estimate

Date	Estimate #
12/01/2017	5574

Name / Address
SD#68 395 Wakesiah Ave. Nanaimo, BC, V9R 3K6 ph. 250-754-5521 fax 250-753-0641

Rep	Project
GAR	

Description	Qty	Rate	Total
Bodysolid GDR60 - 62" 2-Tier Dumbbell Rack	1	395.00	395.00
Bodysolid GDRT6 - Optional Third Tier for GDR60 Dumbbell Rack	1	115.00	115.00
Bodysolid SFID325 Commercial Adjustable Bench	1	720.00	720.00
Rubber Hex Dumbbell 5lb	2	10.00	20.00
Rubber Hex Dumbbell 8lb	2	16.00	32.00
Rubber Hex Dumbbell 10lb	2	20.00	40.00
Rubber Hex Dumbbell 12lb	2	24.00	48.00
Rubber Hex Dumbbell 15lb	2	30.00	60.00
Rubber Hex Dumbbell 20lb	2	40.00	80.00
Rubber Hex Dumbbell 25lb	2	50.00	100.00
Rubber Hex Dumbbell 30lb	2	60.00	120.00
Rubber Hex Dumbbell 35lb	2	70.00	140.00
Rubber Hex Dumbbell 40lb	2	80.00	160.00
Rubber Hex Dumbbell 45lb	2	90.00	180.00
Rubber Hex Dumbbell 50lb	2	100.00	200.00
Subtotal			2,410.00
15% Discount		-15.00%	-361.50
Delivery rpeffers@sd68.bc.ca	1	95.00	95.00
GST On Sales		5.00%	107.18
PST On Sales		7.00%	143.40
		<b>Total</b>	<b>\$2,394.08</b>

Phone #	Fax #	E-mail	Web Site
250-390-1200	250-390-1297	aloydfitness@shaw.ca	www.aloyd.com

GST/HST No. 868808759



# North Cedar Improvement District

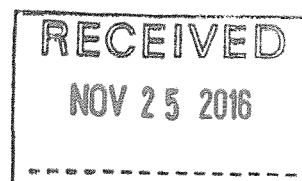
2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

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November 21, 2016



Regional District of Nanaimo Recreation and Parks Dept.  
Ocean Side Place  
Attention: Wendy Marshall, Manager of Parks Services  
830 West Island Highway  
Parksville, BC V9P 2X4

Dear Ms. Marshall:

**RE: Cedar Plaza Planting and Irrigation**

Your letter dated September 9, 2016, which was received on October 3, 2016 was presented to the Trustees at their Development Committee Meeting on October 12<sup>th</sup>, and reconsidered at their Board meeting on November 10<sup>th</sup>.

I have been directed to advise in order to receive a water service connection the Board would require the Regional District of Nanaimo to build a washroom facility for the public. This facility would need to be connected to the existing sewer system. The RDN must also pay all pertinent fees as per district bylaws, this includes the districts Capital Expenditure Charges then the RDN can have the water connection as requested. The Regional District of Nanaimo would be invoiced quarterly for water and would be required to pay one base rate as well as the cubic meter charge.

Please advise if you wish to proceed and complete the attached water service connection form.

Yours truly,

A handwritten signature in cursive script that reads "Heather Sarchuk".

Heather Sarchuk  
Administrator

:hs

# North Cedar Improvement District

2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

## NEW SERVICE APPLICATION FOR WATER SERVICE

(Please complete and return to our office)

**PROPERTY DESCRIPTION:** Lot \_\_\_\_\_ Section \_\_\_\_\_  
Range \_\_\_\_\_ Plan \_\_\_\_\_ District \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**REGISTERED OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DATE SERVICE IS REQUESTED TO BEGIN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

THE APPLICANT AGREES TO PAY ALL COSTS INCURRED FOR THE INSTALLATION OF THE WATER SERVICE. A DEPOSIT OF \$875.00 IS TO BE MADE BEFORE WORK COMMENCES, IF COSTS EXCEED THIS AMOUNT THE REGISTERED OWNER IS RESPONSIBLE FOR THESE ADDITIONAL COSTS. IF COST IS LESS THE DISTRICT WILL REFUND THE BALANCE AS SOON AS PRACTICAL. (Only applicable if service not installed)

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

Folio # \_\_\_\_\_

### FOR OFFICE USE ONLY

Parcel Tax Account: \_\_\_\_\_ Water Tolls Account: \_\_\_\_\_

Connection Fee/CEC: \_\_\_\_\_ Updated: WT \_\_\_\_\_ PT \_\_\_\_\_

Meter Make: \_\_\_\_\_ Check Valve Installed: \_\_\_\_\_

Meter Number: \_\_\_\_\_ Installed: \_\_\_\_\_

I.D. Number: \_\_\_\_\_ Turned On: \_\_\_\_\_

Meter Size: ¾ inch \_\_\_\_\_ 1 inch \_\_\_\_\_ 2 inch \_\_\_\_\_

Meter Location: \_\_\_\_\_

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**TO:** Nanoose Parks and Open Space Advisory Committee    **MEETING:** February 22, 2017  
**FROM:** Travis Oman    **FILE:**  
Parks Technician  
**SUBJECT:** Nanoose Road Community Park Play Equipment

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**RECOMMENDATION**

That staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.

**SUMMARY**

The play structure at Nanoose Road Community Park is 23 years old and needs repairs to stay safe. The structure is decaying which will continue as the structure is past its 20-year lifespan.

This play structure should be removed because of its age, general condition, and areas of non-compliance with the Canadian Standards Association's Children's Play Spaces and Equipment Standards (CSA Standards). Play equipment is also available nearby to community members at Nanoose Bay Elementary School of which the Regional District provided funding assistance towards.

**BACKGROUND**

The play equipment, located at Nanoose Road Community Park in Electoral Area E, was installed in 1994 by the local Lions Club. This play structure consists of one 8 foot log ramp, one triple rail slide, an 8-foot wobble bridge, one sliding pole, step ups, and a fun wheel. There is also one swing bay with two swings.

Play equipment at this site is regularly inspected by RDN staff who are trained to carry out inspections to CSA standards. The most recent inspection, conducted in the fall of 2016, concludes the following:

- This play structure is intended for children 5-12 years old and is not recommended for children between the ages of 18 months to 5 years of age.
- The wooden structure is showing decay.
- The protective ground surface is not compliant with CSA standards because it is not thick enough. Play structures requires a minimum of 300mm (12 inches) depth of surfacing material.
- The wobble bridge has crush points between some of the deck pieces.
- The average lifespan of a wooden play structure is 20 years. This play structure is beyond that.

The protective surfacing can be brought up to CSA standards by adding more pea-gravel and repairs carried out on the rest of the structure. The repairs will address the most urgent issues only. The play structure will still be old and require increased inspection and maintenance levels to remain in service. The ongoing decay will create a greater risk of liability for the RDN.

If the equipment is removed, the site can be used for a different activity or new play equipment can be installed. Play equipment is available nearby to the community at Nanoose Bay Elementary School. In 2009, Electoral Area 'E' Community Park's funds totaling \$20,000 were provided to the school for the purchase of the equipment.

#### **ALTERNATIVES**

1. That staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.
2. That the Board provide alternative direction on the removal of the play structure.

#### **FINANCIAL IMPLICATIONS**

The cost to remove the play structure is \$2,500. Parks staff can remove all the recyclable material from the site. A backhoe or tractor is needed to remove the wood support structure and surface material. If the structure is not removed the cost for immediate repairs is estimated at \$2,000 along with increased staff time for on-going repairs and maintenance.

Removal costs can be covered from maintenance funds in the Electoral Area 'E' Community Parks Budget.

The cost for a small replacement play structure without swings is between \$20,000 and \$35,000, depending on the components installed, and can be covered by reserve funds or through Community Works Funds for Electoral Area 'E'. For other uses of the site, costs would be determined through a planning process.

#### **STRATEGIC PLAN IMPLICATIONS**

The removal of the play structure at Nanoose Road Community Park is a focus on service and organizational excellence for community safety.



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Per/ Travis Oman  
[toman@rdn.bc.ca](mailto:toman@rdn.bc.ca)  
February 1, 2017

Reviewed by:

- W. Marshall, Manager of Parks Services
- T. Osborne, General Manager of Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

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**TO:** Electoral Area 'G' Parks & Open Space Advisory Committee    **MEETING:** March 1, 2017

**FROM:** Mark Dobbs    **FILE:**  
Superintendent of Parks Operations and Capital Projects

**SUBJECT:** Little Qualicum Hall at Dashwood Community Park – Electoral Area 'G'

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**RECOMMENDATION**

That the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.

**SUMMARY**

The Little Qualicum Hall requires substantial repair to correct structural and safety deficiencies and to meet minimum safety code requirements. If not addressed, deteriorating conditions will require the closure of the hall.

Rental demand for the hall is low, and operating costs exceed revenue. Repair or replacement of the building requires an investment of funds, and the need for a hall is not supported by rental demand alone. Dashwood community members have supported the hall through volunteer efforts.

Cost estimates for the options presented in this report range from \$30,000 for removal of the building to \$450,000 as a base estimate for a similar replacement.

**BACKGROUND**

The Little Qualicum Hall, located in Dashwood Community Park, Electoral Area 'G', provides rental space for community-oriented events, meetings, and private functions. The hall is regarded as an important community facility by some residents, who have expressed their opinions to the POSAC. Overall community support for any of the alternatives presented in this report has not been established.

The 1,350 square foot hall was built in the 1940s and operated as the Little Qualicum Women's Institute until acquired by the RDN in 1995 along with the Community Park. The site acquisition provided an opportunity to provide land for public use with excellent park potential.

The condition and future of the building was discussed at the November 4, 2015 Electoral Area 'G' Parks and Open Space Advisory Committee meeting. The following motion was then forwarded to the Regional Board for consideration and was approved at the January 26, 2016 Regional Board meeting.

*"That staff be requested to prepare a report outlining the options and costs for the upgrade or rebuild of the Little Qualicum Hall"*

### Building Condition

In 2013 Bayview Engineering Ltd. was retained to conduct a cursory structural evaluation of the building (Attachment 1). This evaluation revealed structural deficiencies of the roof and floor systems, failure of the floor in the rear section, and substandard foundation supports. The report recommended that unless the building had any historical or other significant value, no substantial efforts be made to renovate or upgrade the building. The RDN Building Department Supervisor reviewed the report and concurred with the engineer's findings.

In 1993 an inspection was carried out by the Chief Building Inspector, who identified issues with the roof structure, accessibility, and other items of non-conformity with the Building Code.

### Hazardous Materials

In 2016 Lewkowich Engineering Associates conducted a Hazardous Materials Inventory of the building (Attachment 2). Flooring materials containing asbestos and lead paint throughout the building were found. The associated risk is categorized as low provided the materials are not disturbed.

### Functionality and Code Compliance

The above reports, and inspections by parks staff, have identified several issues relating to structural, health, and occupant safety. Further deterioration will render the building unusable in the near future and continued use without corrective actions increases the health and safety risk to occupants.

A summary of the key issues is as follows:

- The floor structure in the kitchen and women's washroom is sinking and soft spots are evident; the water closet in women's washroom is breaking through the floor; and localized failure affecting use of the washroom and kitchen are imminent.
- The roof and floor systems have structural deficiencies. There are substandard foundation supports.
- Emergency exiting does not comply with Building Code requirements. The hall area requires a second compliant exit that includes an exterior landing and stairs (or ramp) to grade.
- New plumbing and septic systems are required.
- The building is not accessible to persons with disabilities. Minimum corrective measures would require the construction of an access ramp, and an accessible washroom.

### Facility Usage

The RDN arranges rental bookings and tracks the hall usage. Bookings from September 2015 to September 2016 include:

- The TOPS group book every Tuesday night for an hour.
- The Little Qualicum Water Works book the hall about seven times a year.
- The Women's University Institute books every Thursday for one and a half hours.
- There were five private rentals for birthdays, memorials, craft fairs, and parties.



The table below summarizes the rentals during 2012 to 2016.

Year	Hours Available	Total of Bookings	Total Revenue
Jan - Dec 2016	6,581	141	\$1,478.46
Jan - Dec 2015	6,563	195	\$2,112.54
Jan - Dec 2014	6,563	178	\$1,769.60
Jan - Dec 2013	6,563	191	\$1,812.48
Jan - Dec 2012	6,581	220	\$1,857.73

RDN Emergency Planning confirms the building has no emergency designation; it is not intended to function as an Emergency Operations Centre or Reception Centre in the event of an emergency.

Options and Estimated Costs

Costs for various options are listed below with more detail provided in Attachment 3.

1. Removal  
 The estimated cost for removal of the hazardous material and demolition of the building is \$30,000 to \$40,000.
  
2. Upgrade the existing building  
 Based on the Engineer's report, and to meet minimum requirements for occupant health, safety, and accessibility, the estimated cost for an upgrade is \$375,000. On completion, the upgraded building would still not meet current seismic, energy, or post-disaster standards.
  
3. Rebuild to similar size with wood-frame construction  
 The baseline estimated cost of a new wood framed building is estimated in the range of \$450,000 including removal of the existing hall, and replacement planning. A new building would provide compliance with all current seismic, building code, accessibility, and energy code standards. Design elements, amenities, and finishes all have an effect on the final cost.

**ALTERNATIVES**

1. That the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.
  
2. That the existing Little Qualicum Hall be upgraded while recognizing it will not meet current seismic, energy, or post disaster standards.
  
3. That the Little Qualicum Hall be closed and removed and staff proceed with planning to determine the Community's requirements for a new building, based on a budget of \$450,000.
  
4. That alternative direction be provided on the future use of the Little Qualicum Hall.

**FINANCIAL IMPLICATIONS**

The cost estimates for the options presented range from \$30,000 for removal to \$450,000 for replacement.

The Electoral Area 'G' Community Parks Operating reserve fund has \$130,088 at the end of 2016. There is enough funding to remove the building but not adequate funding to carry out repairs or to rebuild.

Community Works Funds can also be used for community halls. The amount available at the end of 2016 for Electoral Area 'G' is \$1,498,828. There are sufficient funds in the Community Works Fund to carry out any of the options.

In 2016 the Hall generated \$1,478 in revenue offset by expenses of about \$2,000 for utilities and maintenance. Local volunteers take care of the cleaning of the hall. It is not anticipated that hall rentals will increase as a result of the building upgrades.

Staff examined two other local halls as examples to compare with the Little Qualicum Hall. The two halls are operated by Societies that promote events and offer programs to increase use and generate additional revenues. The information on these halls is summarized below.

- Gabriola Arts Council (Formerly Women's Institute Hall) - 2016 Rental Revenue \$4,625; Operating Expenses (wages adjusted out) \$3,700.
- Qualicum Bay Lions Club – Rental Revenue \$4,889; Event Profit \$10,881; Operating Expenses \$9,474.

There is no formal society or community group to operate this hall; however, community volunteers contribute to hall operations by keeping the hall clean and in the past provided some maintenance. A renovated hall is not expected to generate sufficient revenue to be self-supporting and will rely on a tax subsidy estimated at \$4,000 for ongoing operations and maintenance costs.

### STRATEGIC PLAN IMPLICATIONS

The strategic priority is Service and Organizational Excellence and this report has focused on the following values:

- Considered the asset management perspective of the existing building.
- Looked at both cost and benefit of the expenditure.
- Recognized the need to plan for the impact of our aging population



---

Mark Dobbs  
mdobbs@rdn.bc.ca  
February 21, 2017

### Attachments

1. Bayview Engineering Ltd. Report 2013
2. Lewkowich Engineering Associates, Hazardous Materials Inventory 2016
3. Option Cost Tables

### Reviewed by:

- W. Marshall, Manager of Park Services
- T. Osborne, General Manager of Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

## **Attachment 1**

**Engineering Report**  
Bayview Engineering Ltd. 2013

# Bayview Engineering Ltd.

Report Approx. November 14, 2013 (Letter had Auto Date)

Regional District of Nanaimo  
Parks Department  
830 W. Island Highway  
Parksville, B.C.  
V9P 2X4

Att: Dave Wheldon

Re: Dashwood Community hall

Dear Dave:

At your request I have undertaken a preliminary structural evaluation of the above noted building. It is my understanding that the Parks Department Board has requested that this building be evaluated in order to determine if it can be reasonably upgraded in order to extend it's useful life. Drawings of the building are attached for our information.

The Dashwood community Hall is an approximately 1350 sq. ft.( 24' x 56') single story wood frame building it is not known when the building was constructed, but it apparently was built in at least two phases, with the Entry/Storage area added after the initial building. The roof structure consists of clear span roof trusses over the Entry/Storage area and 2 x 6 rafters over the Main Auditorium and sloped rafters over the kitchen and washroom area. The walls are 2x4's, with plywood interior finish and stucco on the exterior. The floor structure varies according to two different areas; in the Entry/Storage area 2x8 floor joists spaced at 18" on centre are supported on beams in turn supported on blocks extending to concrete pads on grade. In the main Auditorium the floor structure consists of 2x6 joists at 24" on centre supported on log beams, which are in turn supported on blocks supported on concrete pads placed on the ground. The Roof over the Entry/Storage area is supported by what appear to be "engineered" wood trusses, the roof structure over the Main Auditorium consists of 2x6 rafters with substandard "collar ties" located at the ceiling level.

A visual evaluation of the building is summarized as follows:

- the roof trusses over the Entry/Storage area appear to have been manufactured in a truss plant and were visually in good condition, therefore they are considered to be acceptable.
- the roof rafters over the Main Auditorium are structurally inadequate for current "Code" snow loads. Potential upgrading would consist of either replacing the entire roof structure or reinforcing the existing rafters (adding rafters), plus improving the existing "collar ties".
- no obvious signs of roof leaks were noted.
- the walls were not evaluated because any evaluation would have involved extensive demolition, the lintels over the doors and windows should be evaluated when they are exposed, most reasonably while the building is being renovated, however, no obvious signs of structural distress were noted.
  
- the floor joists are not adequate for the Code mandated 100 psf. floor loading for an "Assembly Occupancy", in order to bring them up to "Code" additional joists would be required (this would probably consist of "doubling" the joist).
- the floor structure was apparently failing one corner "soft", rot ?) in one area in the kitchen.
- The support beams are adequate, however, the foundation supports (concrete blocks set on the surface) are considered substandard and should be upgraded. (footings are not buried below "frost level", normally approx.. 18")
- Currently there is no cross bracing between the support posts, in the event of an Earthquake it is possible that the building supports may fail.
- a perimeter foundation has been "recently" added, this appears to be adequate. insulation in the floor walls and ceiling inadequate compared to current standards

- interior wall and ceiling finishes are in poor condition.
- the other building "systems" were not reviewed, although it was noted that heat is provided by electrical "baseboard" units. The washrooms do not conform to current "accessibility" requirements, and upgrading within the existing building envelope will be difficult.

An "Order of Magnitude" cost estimate is attached for your information. It is estimated that total costs to upgrade the structure and improve the interior finishes will be in the order of \$75,000.00. this estimate does not include the costs associated with upgrading the electrical and mechanical components of the building and providing "accessible" washroom facilities.

I understand that the RDN are exploring the practicality of renovating this building for future use. Unless the building is considered to have historical or "sentimental" value it is not recommended that substantial efforts be made to renovate or upgrade the building. Our relatively cursory review of the structure has revealed a number of serious deficiencies. Electrical and heating were not part of our review and it is likely that a substantial amount of money would be required to upgrade these components.

If you have any questions after you have reviewed this report, or require additional information regarding either of these buildings please call.

Sincerely,  
Robin Chapman, P. Eng.  
Bayview Engineering Ltd.

# Bayview Engineering Ltd.

Regional District of Nanaimo, Parks Branch.

Preliminary "Order of Magnitude" Cost estimate" Dashwood Community Hall

- replace the entire roof structure and re-roof	\$30,000.00
- upgrade floor structure	\$30,000.00
- replace subflooring and install new laminate flooring	\$15,000.00
- install drywall to interior	\$11,500.00
- replace exterior finishes with "Hardi-plank siding"	\$17,000.00
- install new insulation (floor, walls and ceiling)	\$7,000.00
- "Detailed" engineering, prepare contract documents	<u>\$10,000.00</u>
- Prel. Cost estimate	\$120,500.00

Note: this cost estimate does not include any allowance for upgrading washrooms , or mechanical/electrical systems.

## Attachment 2 – Hazardous Materials Inventory Lewkowich Engineering Associates,

Site Name/ID	Build Date	Area (m <sup>2</sup> )	General Condition
Little Quabicum Hall – 1210 Center Road	Unknown	125±	Fair

### Site Description:

The structure is a single story, wood-frame constructed community hall. The building HVAC consists of electric baseboards. Floors are finished with vinyl products. Walls and ceilings are finished with plywood. The exterior finish is stucco and wood. Soffits and exterior detail are wood construction. Roofing is a mix of asphalt shingles and roll on products. Windows are metal frame. The building is connected to municipal hydro. At the time of our inspection some areas of the building were inaccessible. Areas not inspected include the Women's Institute room, the crawlspace and the attic.

### Asbestos Containing Materials:

Material	Location & Area	Type & % Asbestos	Accessibility	Condition	Friability	In Bldg. Airstream	Risk Level*
Sink Insulation	Kitchen	Chrysotile 1-5%	Limited	Good	Low	No	Low
Vinyl Floor Tile (Beige)	Main Room & Storage	Chrysotile 1-5%	Exposed	Good	Low	No	Low

### Lead Containing Materials:

Material	Location	Lead Content (ppm)	Accessibility	Condition	Leachable	Risk Level*
Cream Field	Lower Walls	2000-5000	Exposed	Good	N/E	Low
White Field	Main Hall - Upper Walls and Ceiling	600-2000	Exposed	Good	N/E	Low
Cream Field	Baseboards	600-2000	Exposed	Good	N/E	Low
Beige Trim	Windows and Doors	<600	Exposed	Good	N/E	Low
Light Beige Field	Kitchen Cabinet Interior	<600	Exposed	Good	N/E	Low
Green Field	Main Doors	2000-5000	Exposed	Good	N/E	Low

N/E = Not Established

### Other Hazardous Materials:

Type	Form & Location(s)	Risk Level*
Arsenic	NONE	N/A
Mercury	Thermostats and Fluorescent Light Tubes	Low
PCEs	NONE	N/A
Petroleum	NONE	N/A
Controlled Products	NONE	N/A
UFFI	NONE	N/A
Ozone-Depleting	Possibly Present in Older Model Fridge	Low
Silica	NONE	N/A
Radioactive	NONE	N/A
Bio-Hazard	NONE	N/A



## Attachment 3 - Option Cost Tables

### 1. Removal

Work Component	Order of Magnitude Cost
Updated and full Hazmat Report	\$ 1,000
Removal of Hazardous Materials and Demolition	\$29,000
Removal of underground services and capping site	\$ 2,500
Contingency	\$ 2,500
<b>Total Estimated Cost</b>	<b>\$35,000</b>

### 2. Upgrade Existing Building

Work Component	Order of Magnitude Cost
Hazmat and ACM removal	\$9,000
Structural repairs and replace interior finish	\$150,000
Cladding and roof replacement	\$24,000
Accessibility, Health & Safety upgrades	\$35,000
Plumbing & Ventilation systems - renovation and upgrade	\$23,000
Electrical system - renovation and upgrades	\$18,000
Septic system replacement	\$28,000
Professional services, permits, insurance	\$26,000
Contingency 20%	\$62,000
<b>Total Estimated Cost</b>	<b>\$375,000</b>

Order of magnitude estimated cost is \$375,000. Cost per square foot is \$278.00 (1350 sq. ft.). These costs are based on preliminary information and the cursory structural review only. On completion, the building should provide a service life in excess of 20 years with routine maintenance.

### 3. Replace with Site-built Wood Frame Building

Work Component	Order of Magnitude Cost
Hazmat removal and demo of existing hall	\$35,000
Professional services, planning, permits, insurance	\$40,000
Site/Civil works and new septic system	\$39,000
Foundations and interior concrete flatwork	\$36,000
Wood framed building, cladding, and roofing	\$165,000
Energy efficiency requirements NRCC 54435, or ASHRAE 90.1	\$15,000
Interior build-out, finishes, millwork	\$60,000
Mechanical-HVAC and Electrical Installations	\$60,000
<b>Total Project Cost</b>	<b>\$450,000</b>

Order of magnitude estimated cost is \$450,000. Cost per square foot excluding demo and planning costs is \$300.00 (1350 sq. ft.). Estimated service life is 40 years. These costs are projections for information only, based on a simple hall design and layout. Design elements, amenities, and finishes will have a substantial effect on the final costs.



**From:** [McCulloch, Elaine](#)  
**To:** [Guy & Tammy Jellis](#)  
**Cc:** [Bill Veenhof](#); [Dobbs, Mark](#); [Marshall, Wendy](#)  
**Subject:** McColl Rd Beach Access  
**Date:** Tuesday, January 31, 2017 10:58:57 AM

---

Hi Guy,

The McColl Road water access is one of many undeveloped road right-of-ways which are owned by the Crown and managed by the Ministry of Transportation and Infrastructure. The RDN holds a number of permits with MOTI for the development and installation of trails and signs on these accesses that provide the public with improved access to the water. The Area H Parks and Open Space Advisory Committee (POSAC) has requested that RDN Parks look at the feasibility of installing water access identification signage and “minor trail improvements” on a number of these accesses. Parks staff will be undertaking water access assessments within the next couple of weeks and will make a recommendation to the POSAC regarding which sites are suitable for improvements.

Once Parks staff has assessed the McColl Rd site, a recommendation will be provided to the POSAC regarding development possibilities for the site. However, if my memory serves me correctly, the McColl Rd water access is very steep which would make the construction of a new trail a bit more complicated than at other sites. Is the community requesting a trail be constructed down the bank or are they looking to have a viewpoint developed at this location? Or perhaps the issue is the trees on the right-of-way which impede neighbours’ views to the ocean?

Regarding your comment regarding the existing driveway on the ROW – in my experience I have noticed that this is not at all uncommon and that MOTI frequently issues permits for this purpose. I would note that if the RDN were to undertake any trail improvements at this site it would be with the understanding that it would not impact the existing driveway.

Please feel free to contact me if you have any further questions or concerns regarding the RDN’s involvement in this matter.



Cheers,

**Elaine McCulloch**

Parks Planner

RDN Recreation & Parks  
Oceanside Place  
830 West Island Highway, Parksville BC V9P 2X4

Office 250-248-4744 Ex. 3656  
Cell 250 927-0387  
Fax 250-248-3294  
[www.rdn.bc.ca](http://www.rdn.bc.ca)

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**From:** Bill Veenhof [mailto:Bill.Veenhof@shaw.ca]  
**Sent:** Tuesday, January 17, 2017 5:05 PM  
**To:** McCulloch, Elaine  
**Cc:** Guy & Tammy Jellis  
**Subject:** Re: Area H Update - Building Permits - Chinese New Year - Emergency Preparedness Awareness - Feb Recreation Opportunities

Elaine/Wendy:

Can you give both of us a status update on the McColl Rd beach access?

Bill Veenhof  
Chairperson, Regional District of Nanaimo  
Director, Area H  
778-424-2810

On Jan 17, 2017, at 4:42 PM, Guy Jellis wrote:

How's the headway on the beach access?.....are they just waiting for a permit lol?  
If they are ignoring the issue I was thinking of contacting the media.(CHEK news  
maybe)

STORY:

Vancouver island subdivision homes sold on information and pricing (appears on  
legal drawings) of beach access which has now been illegally appropriated and  
altered by the developer of the subdivision into his own personal home property.

The RDN and BC are promoting tourism, conservation, and access for all to our  
natural beauty of this province which is proving to be completely contrary to this  
situation.

Bowser is part of the RDN and taxed as such....how is it we are being ignored on  
this issue?

Your thoughts?

I'm completely serious and not trying to stir the pot, but am also frustrated and not  
one to sit idly and wait for "someone else to do the lifting"

One of our new acquaintances are thinking of selling their lot and are also  
frustrated as to how this will negatively effect their price and sales strategy. (They  
have also started a dialogue with the church about jointly trimming and  
maintaining the trees to open EVERYONES views within sight in our area. (My  
kind of people)

They are also onboard.

Let me know if you need their info.

Thank you.

Sent from my iPhone

**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
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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 Westbroek:

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

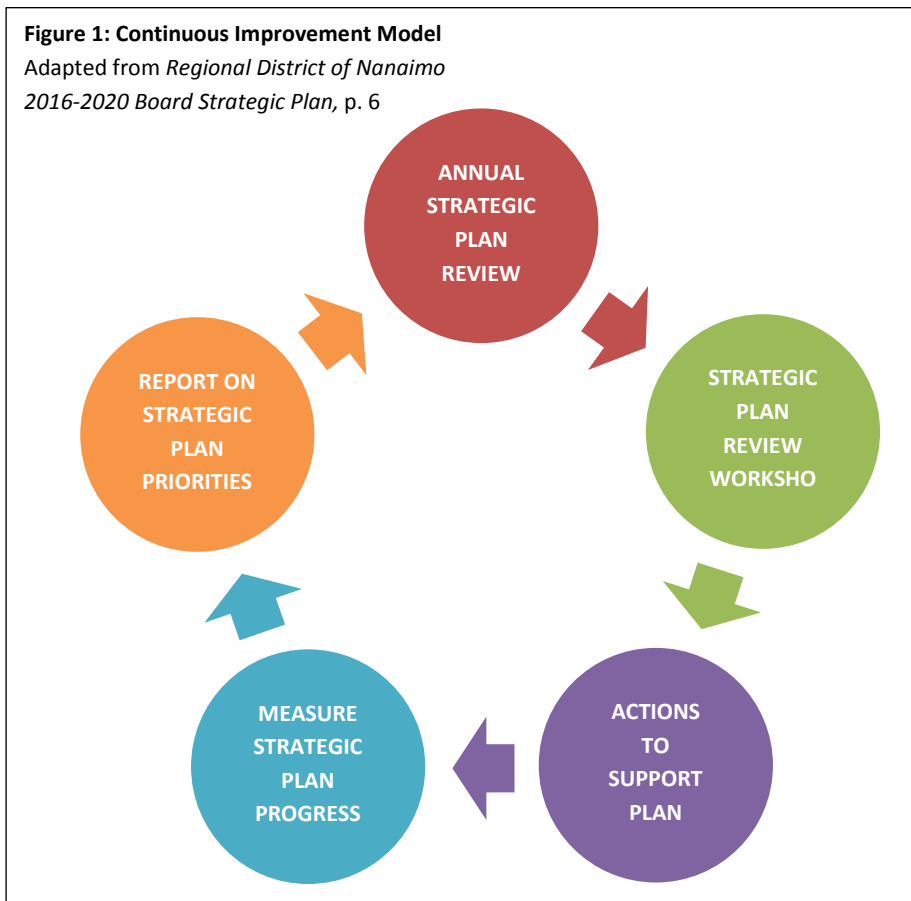
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CHAIRPERSON

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CORPORATE OFFICER





progresses as planned over 2017. The action items arise from RDN Board resolutions, Board policies and adopted plans, legislative and regulatory requirements; departmental work plans; and internal reviews to improve service delivery. The action items identified in the 2017 Operational Plan are those identified as high priority through strategic planning seminars involving Directors and senior staff, and represent a small fraction of all the work plan items necessary to meet 2017 service delivery expectations for the RDN as a whole.

To illustrate how actions listed in the 2017 Operational Plan support the Board Strategic Plan, each action has been attributed to one of the Strategic Plan’s five Key Focus Areas:

- Focus on Governance
- Focus on Service and Organizational Excellence
- Focus on Relationships
- Focus on Economic Health
- Focus on the Environment.

Within each focus area, several Strategic Priorities are listed. Each action has been assigned a primary strategic priority – the one that is most clearly advanced as a result of the action. To account for the fact that many actions advance multiple strategic priorities, ‘related strategic priorities’ are also identified where applicable. The end result is a comprehensive overview of high priority organizational activities planned for 2017 that advance the Board Strategic Plan.

Finally, it is important to note that many of the high priority actions captured in the 2017 Operational Plan may take several years to complete. To account for this, the plan only lists key implementation items and activities to be completed in 2017. To capture multi-year projects, as well as evolving priorities over time, a 2018-2022 Operational Forecast will be developed. This forecast will enable the Board to examine progress and priorities over a longer time frame, and ensure that appropriate resources are available for important projects into the future.

This is the first effort of its kind at the RDN to produce an annual Operational Plan explicitly linked to the Board Strategic Plan. To ensure that departmental work plans, the annual budget and the Five-Year Financial Plan remain aligned to the Board's Strategic Plan, an annual Operational Plan and Operational Forecast will become key deliverables in the cyclical review designed to improve the Board Strategic Plan over time. Staff will provide an update to the Board on the status of Operational Plan action items bi-annually.

### ALTERNATIVES

1. That the Board endorse the Regional District of Nanaimo 2017 Operational Plan.
2. That the Board provide alternate direction to staff.

### FINANCIAL IMPLICATIONS

Action items captured in the 2017 Operational Plan are accounted for in the 2017 Budget and 2017-2021 Financial Plan. There are no unaccounted for financial implications associated with the Operational Plan.

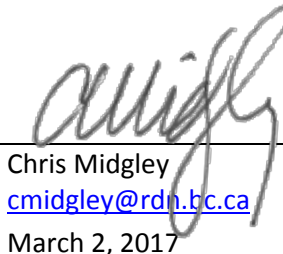
### STRATEGIC PLAN IMPLICATIONS

The Board Strategic Plan is the highest-level plan for the Regional District of Nanaimo, establishing overall strategic priorities for the organization and guiding the Board's consideration of actions, financial plans and departmental work plans. It is envisioned that the Operational Plan and the Operational Forecast are closely integrated with the RDN Strategic Plan and the Financial Plan. Both will guide the work of RDN Staff and ensure it is in line with the Board's strategic direction. Further, the Operational Plan and Operational Forecast are intended to serve as tools to measure organizational progress and report on Strategic Plan priorities.

 for

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Tiffany Moore  
[tmoore@rdn.bc.ca](mailto:tmoore@rdn.bc.ca)  
March 2, 2017



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Chris Midgley  
[cmidgley@rdn.bc.ca](mailto:cmidgley@rdn.bc.ca)  
March 2, 2017

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Tyler Brown  
[tbrown@rdn.bc.ca](mailto:tbrown@rdn.bc.ca)  
March 2, 2017

Reviewed by:

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

Attachments

1. Regional District of Nanaimo 2017 Operational Plan

**Attachment 1**  
**Regional District of Nanaimo 2017 Operational Plan**

VERSION 2017.1.04

MARCH 14, 2017



# 2017 OPERATIONAL PLAN

# 2017 OPERATIONAL PLAN

Version 2017.1.04

Updated: March 14, 2017

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## Traditional Territory Acknowledgement

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The Regional District of Nanaimo respectfully acknowledges and recognizes the Coast Salish Nations whose traditional territory we live, work and play on.

## 2016-2020 Strategic Plan Direction

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The following is the Vision for the Regional District of Nanaimo (RDN):

*Our Region is environmentally, socially, and economically healthy; resilient and adaptable to change. Residents of the Region meet their needs without compromising the ability of future residents to do the same.*

## The Purpose of Operational Planning

---

Operational planning is the process of linking the strategic focus areas and priorities of the organization with service delivery goals and objectives. Service delivery goals and objectives in this Plan arise from RDN Board resolutions, Board policies and adopted plans; items identified as high priority in strategic planning seminars, legislative and regulatory requirements; Staff identified work plans items; and internal processes reviews. The operational plan outlines milestones and key activities required for organizational success, and how RDN staff aim to implement the Board's strategic vision.

## Plan Process

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### PURPOSE OF THE PLAN

The Operational Plan summarizes service delivery initiatives and outlines strategically important services and projects that will serve as a focal point for RDN Staff. In addition, it sets out a reporting cycle to provide timely information on the status of Operational Plan items for the Board to consider when reviewing the RDN 2016-2020 Strategic Plan and future Financial Plans.

The action items identified in this Plan have been selected by a committee of RDN Staff from a much larger list of work plan items intended for 2017 delivery. Action items included in this Plan are those that are critically important to progressing the Board's vision of a region that is environmentally, socially, and economically healthy; resilient and adaptable to change.

The Plan does not capture the vast amount of day-to-day operational work that contributes to the Regional District of Nanaimo's success. Nor does it preclude all the risks and challenges to the RDN's many projects or initiatives that may emerge in 2017. It does, however, recognize the importance of ongoing dialogue with the Board about adjustments to the Plan to meet changing environmental conditions and the evolving needs of the RDN's many communities and citizens.

AN OPERATIONAL PLAN ADDRESSES  
FOUR KEY QUESTIONS:

- 1) WHERE ARE WE NOW?
- 2) WHERE DO WE WANT TO BE?
- 3) HOW DO WE GET THERE?
- 4) HOW DO WE MEASURE OUR PROGRESS?

## PLAN MONITORING AND PROGRESS UPDATES

An annual Operational Plan will provide focus to ensure efficient processes and project delivery. Staff will update the Board bi-annually on the activities outlined in the Operational Plan. The Operational Plan is deeply integrated with the RDN Strategic Plan and the Financial Plan.

To ensure organizational work plan items are in line with the Board’s strategic direction, the Operational Plan for each year will be developed after the Board has reviewed the Strategic Plan and produced a preliminary Financial Plan. Staff will provide an update on the status of Operational Plan items bi-annually for the Board’s consideration when reviewing the Strategic Plan and developing the following year’s Financial Plan.

### REPORTING CYCLE:

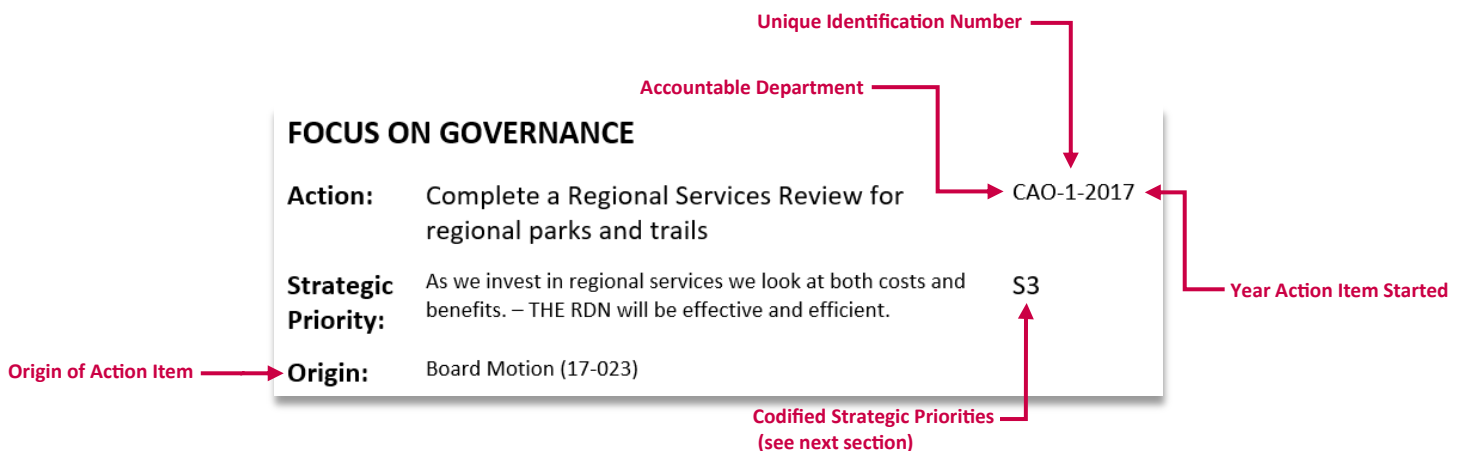
MARCH	SEPTEMBER
<b>Focus: Adopt annual Operational Plan</b>	<b>Focus: Operational Plan update</b>
<ul style="list-style-type: none"> <li>✓ Develop Departmental work plans based on Strategic Plan updates and Financial Plan</li> <li>✓ Consider legal and legislative updates, regulatory requirements</li> <li>✓ Consider resource capacity</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide a status update to the Board on Plan action items for consideration of Strategic Plan review and financial planning</li> <li>✓ Prioritize plan items as necessary for remainder of the year</li> </ul>

## Plan Overview

### UNDERSTANDING THE PLAN

The Plan has been developed to follow the five Key Focus Areas of the 2016-2020 Strategic Plan: Governance, Service and Organizational Excellence, Relationships, Economic Health and Environment. Each Operational Plan action item is categorized under a specific Focus Area and has been assigned a primary strategic priority. If applicable, related strategic priorities are also identified. Each action item has a unique signifier that is comprised of the RDN Department responsible for the action, a number for identification and the year the action was started. The origin of each action is also noted so any action item can be easily tracked. For multi-year projects, the plan only contains activities that are to be completed in 2017.

### EXAMPLE:



## STRATEGIC FOCUS AREAS AND PRIORITIES

### Focus on Governance

*The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community*

- G1** We will develop our governance structure to reflect our unique municipal/ electoral area demographics.
- G2** We will create an electoral area caucus to enhance regional governance.
- G3** We will review our Board composition as our community changes and grows.

### Focus on Service and Organizational Excellence

*The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. The RDN will focus on organizational excellence in all aspects of our daily actions and service delivery to our customers*

- S1** We view our emergency services as core elements of community safety.
- S2** We will fund infrastructure in support of our core services employing an asset management focus.
- S3** As we invest in regional services we look at both costs and benefits – The RDN will be effective and efficient.
- S4** We recognize community mobility and recreational amenities as core services.
- S5** We recognize and plan for the impact of our aging population.
- S6** We will advocate for transit improvements and active transportation.
- S7** We will ensure our processes are as easy to work with as possible.

### Focus on Relationships

*The RDN will continue to develop and encourage meaningful relationships*

- R1** We value our First Nations relationships and will integrate their input in future planning and service delivery.
- R2** We will focus on improved two-way communication within the Regional District and with our communities.
- R3** We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.
- R4** We look for opportunities to partner with other branches of government/ community groups to advance our region.
- R5** We will facilitate/ advocate for issues outside of our jurisdiction.

### Focus on Economic Health

*The RDN will look at all our activities through an economic lens*

- EC1** We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing; Knowledge Based; and Technology Based industries.
- EC2** We recognize the importance of water in supporting our economic and environmental health.
- EC3** We will foster economic development.
- EC4** We see ecotourism as a key economic opportunity in our region.
- EC5** We recognize the importance of agriculture and aquaculture in our region.

## Focus on Environment

*The RDN recognizes that a healthy environment is key to economic development and a healthy community*

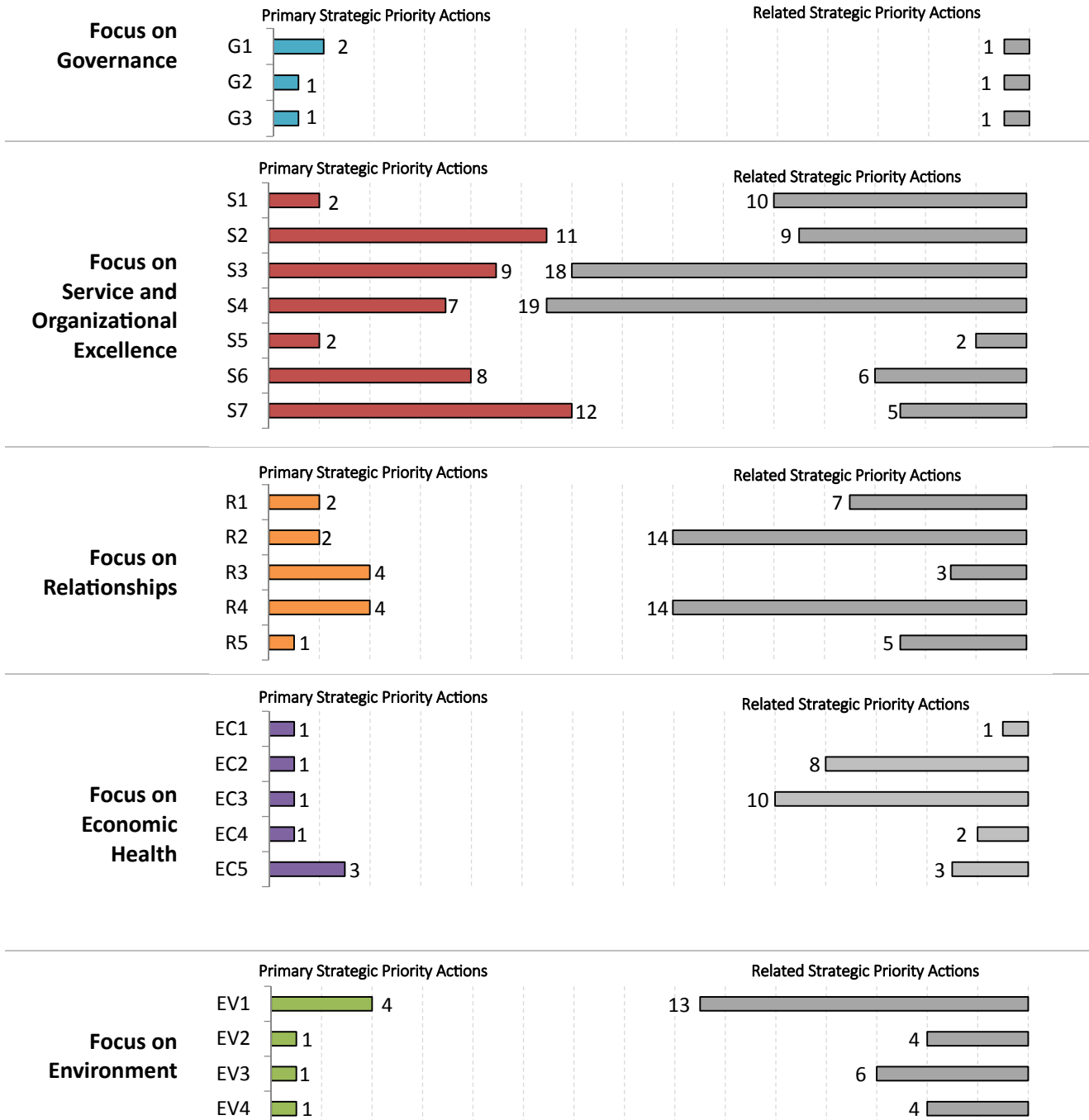
- EV1** We will have a strong focus on protecting and enhancing our environment in all decisions.
- EV2** We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.
- EV3** We will prepare for and mitigate the impact of environmental events.
- EV4** We will include conservation of resources as a planning factor.

### ACTION ITEMS BY STRATEGIC PRIORITY

Table 1 below provides an overview of the number of actions planned for 2017 associated with each Board Strategic Priority. For each action, staff identified one primary Strategic Priority that is clearly advanced by the action, and any related Strategic Priorities that are also addressed. Considering primary as well as related Strategic Priorities, Table 1 illustrates how 2017 projects are advancing the Board Strategic Plan as a whole.

TABLE 1: TOTAL ACTION ITEMS BY STRATEGIC PRIORITY

#### Key Focus Area Number of Actions By Strategic Priority



## 2017 ACTION ITEMS

### Focus on Governance

#### Section Contents

*The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community*

Action #	Action Description	Strategic Priority	Page
CAO-3-2016	Develop a plan/process for ensuring the Strategic Plan is implemented and kept up to date	G1	8
SCD-90A-2016	Review the Boundary between Electoral Area F and G in the vicinity of Church Road	G1	9
CorpSrv-98A-2017	Host Electoral Areas Services Committee Meetings in Electoral Areas	G2	10
CorpSrv-99A-2017	Determine appropriate voting unit in light of 2016 Census figures	G3	11

## FOCUS ON GOVERNANCE

**Action:** Develop a plan/process for ensuring the Strategic Plan is implemented and kept up to date

CAO-3-2016

**Strategic Priority:** We will develop our governance structure to reflect our unique municipal/ electoral area demographics

G1

**Origin:** Board Motion 14-485

### 2017 Implementation Items

- 1) Develop an Operations Plan
- 2) Review Strategic Plan
- 3) Make necessary updates to Strategic Plan

### Key Activities

- 1) Organize staff committee to conceptualize operations plan
- 2) Create Operations Plan
- 3) Update Operations Plan prior to 2017 Strategic Plan review session
- 1) Hold Board seminar to review Strategic Plan prior to 2018 Budget preparation

**Related Strategic Priorities:** All

<b>FOCUS ON GOVERNANCE</b>		
<b>Action:</b>	Review the Boundary between Electoral Area F and G in the vicinity of Church Road	SCD-90A-2017
<b>Strategic Priority:</b>	We will develop our governance structure to reflect our unique municipal/ electoral area demographics	<b>G1</b>
<b>Origin:</b>	Board Motions 16-722; 16-723	
<b>2017 Implementation Items</b>		
		<b>Key Activities</b>
1)	Prepare Terms of Reference	
2)	Collect background information	1) Prepare Board report
3)	Community engagement	
<b>Related Strategic Priorities:</b>	EC3	S3



<b>FOCUS ON GOVERNANCE</b>				
<b>Action:</b>	Host Electoral Areas Services Committee Meetings in Electoral Areas			CorpSrv-98A-2017
<b>Strategic Priority:</b>	We will create an electoral area caucus to enhance regional governance.			<b>G2</b>
<b>Origin:</b>	Board Motion 16-530			
<b>2017 Implementation Items</b>		<b>Key Activities</b>		
Schedule two Electoral Areas Services Committee (EASC) Meetings in District 68 and two in District 69 per year.		<ol style="list-style-type: none"> <li>1) Select appropriate dates to host EASC meetings in District 68.</li> <li>2) Select appropriate dates to host EASC meetings in District 69.</li> <li>3) Prepare Board report with proposed schedule of EASC Meetings in Districts 68 and 69.</li> <li>4) Schedule and host meetings as directed by Board.</li> </ol>		
<b>Related Strategic Priorities:</b>		G1	S3	S7
				R2

<b>FOCUS ON GOVERNANCE</b>		
<b>Action:</b>	Determine the appropriate voting unit in light of 2016 Census figures	CorpSrv-99A
<b>Strategic Priority:</b>	We will review our Board composition as our community changes and grows.	<b>G3</b>
<b>Origin:</b>	2016 Census	
<b>2017 Implementation Items</b>		
	<b>Key Activities</b>	
1) Review population statistics	1) Contact Ministry to confirm adjusted population figures. 2) Calculate number of Directors and votes based on current and adjusted voting unit numbers.	
2) Revise voting unit as necessary	1) Prepare Board report outlining implications of maintaining current voting unit and changing the voting unit. 2) Proceed with request for change to voting unit if such direction is provided by the Board.	
<b>Related Strategic Priorities:</b>	R1	R2

## Focus on Service and Organizational Excellence

### Section Contents

*The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. The RDN will focus on organizational excellence in all aspects of our daily actions and service delivery to our customers*

Action #	Action Description	Strategic Priority	Page
T&ES-84A-2017	Implement an automated mass notification system in the Regional District of Nanaimo	S1	15
T&ES-71-2017	Implement the identified Emergency Planning Services priority projects in 2017	S1	16
T&ES-85A-2017	Review the feasibility of constructing and operating a public barge and boat landing at Flat Fish Road on Mudge Island	S2	17
Finance-87A-2017	Asset Appraisal RFP for Property Insurance and Asset Management	S2	18
R+P-29-2017	Little Qualicum Regional Park Bridge Upgrade	S2	19
R+P-27-2015	Morden Colliery Detail Design of Bridge and Trail	S2	20
R+P-33-2017	Plan and carry out studies for facilities at Benson Creek Falls	S2	21
R+P-34-2016	Carry out Huxley Park Designs and Upgrades	S2	22
R+P-35-2016	Determine direction for Little Qualicum Hall	S2	23
R+P-40-2016	Regional Parkland Acquisition – RDN South	S2	24
RCU-61-2017	Wastewater DCC updates	S2	25
RCU-55-2017	Water System Capital Projects	S2	26
RCU-57-2017	Organization Wide Asset Management Plans	S2	27
Finance-50-2017	Property Insurance brokerage contract required for April 1, 2018	S3	28
RCU-59-2017	Implement the Liquid Waste Management Plan as required under Wastewater regulatory authorization	S3	29
RCU-60-2017	Solid Waste Management Plan Amendment	S3	30
RCU-62-2017	Investigate potential acquisition of the Epcor Water System	S3	31

Action #	Action Description	Strategic Priority	Page
T&ES-66-2017	Explore the option of providing transit service to Electoral Area 'F'	S3	32
CAO-1-2017	Complete a Regional Services Review for Regional Parks and Trails	S3	33
R+P-30-2015	Development of new Regional Parks and Trails Master Plan	S3	34
CAO-6-2017	Compensation Review	S3	35
CAO-96A-2017	Explore items for future Regional services review	S3	36
R+P-26-2016	Complete Recreation Services Master Plan for the Oceanside Area	S4	37
R+P-28-2016 / 2017	District 69 Recreation Commission review for the potential expansion of the Ravensong Aquatic Centre	S4	38
R+P-43-2017	Community Park Acquisition – RDN North	S4	39
R+P-44-2017	Determine the feasibility of a partnership in the development and operation of an outdoor multi-sport complex in District 69.	S4	40
R+P-31-2016	Horne Lake Regional Planning and Heritage Trail Designation	S4	41
R+P-32-2017	Issue a Design-Build RFP for the design and construction of a community recreation centre for the Meadowood community	S4	42
R+P-42-2017	Community Park Acquisition – RDN South	S4	43
R+P-100A-2014	Develop an inter-connected system of parks and trails that supports active transportation, recreation and nature appreciation that is accessible to all community residents	S5	44
R+P-101A-2017	Promote healthy seniors' through active living and social engagement.	S5	45
T&ES-68-2017	Prepare a detailed route analysis to assess the viability of community buses on conventional routes	S6	46
T&ES-69-2017	Provide information and options for route 7 -Cinnabar/Cedar"	S6	47
T&ES-78A-2017	Implement a 5000 annual transit hour expansion in September 2017	S6	48
T&ES-79A-2017	Upgrade the Transit Fleet to 100 percent CNG - Work with BC Transit to ensure smooth transition into service	S6	49
T&ES-80A-2017	Implement GPS bus tracking system	S6	50
T&ES-81A-2017	Review transit fare structure with focus on increasing commuter market	S6	51
T&ES-82A-2017	Work with BC Transit to activate on board video surveillance system for RDN Buses	S6	52

Action #	Action Description	Strategic Priority	Page
T&ES-83A-2017	Develop a cancellation policy to reduce the number of at the door cancellations in Custom Transit (handyDART)	S6	53
SCD-7-2016	Improve efficiency and reduce development approval times through increased delegation of permits to staff	S7	54
SCD-8-2017	Modernize Zoning Bylaw No. 500 through targeted amendments and consolidation	S7	55
CorpSrv-20-2016	Review the existing Board Procedure Bylaw and develop options for amendments to the Bylaw	S7	56
CorpSrv-21-2017	Improve the consistency of the RDN Brand within the website and refresh the website to celebrate the 50th anniversary	S7	57
CorpSrv-23-2017	Develop a plan for implementing an Electronic Documents Records Management System	S7	58
CorpSrv-24-2017	Develop an Open Data Portal for GIS related information for Public consumption	S7	59
Finance-45-2017	Improve Purchasing and Procurement Procedures	S7	60
Finance-46-2016	Improve process for communicating budget information to the Public	S7	61
Finance-86A-2017	Grants in Aid Process Alignment	S7	62
SCD-91A-2017	Decrease building permit processing times	S7	63
SCD-92A-2017	Maintain Building inspection scheduling benchmark	S7	64
SCD-93A-2017	Prompt response to bylaw enforcement complaints (meet 24 hour benchmark)	S7	65

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Implement an automated mass notification system in the Regional District of Nanaimo	T&ES-84A-2017
<b>Strategic Priority:</b>	We view our emergency services as core elements of community safety.	<b>S1</b>
<b>Origin:</b>	Board Motion 14-799	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Implement mass notification system in the Regional District of Nanaimo	1) Research options and enroll in system 2) Develop terms and policies for system use 3) Develop and launch alert website	
<b>Related Strategic Priorities:</b>	<b>S7</b>	

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Implement the identified Emergency Planning Services priority projects in 2017	T&ES-71-2017
<b>Strategic Priority:</b>	We view our emergency services as core elements of community safety.	<b>S1</b>
<b>Origin:</b>	Board motion 17-055	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Perform gap analysis of Emergency Planning Services	1) Develop priorities list 2) Determine action plan 3) Prepare Board report	
<b>Related Strategic Priorities:</b>		

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Review the feasibility of constructing and operating a public barge and boat landing at Flat Fish Road on Mudge Island T&ES-85A-2017

**Strategic Priority:** We will fund infrastructure in support of our core services employing an asset management focus. S2

**Origin:** Board Motion 13-825

### 2017 Implementation Items

- 1) Determine the feasibility of constructing and operating a public barge and boat landing on Mudge Island

### Key Activities

- 1) Site visit Mudge Island to view potential locations
- 2) Determine potential concept
- 3) Determine potential costs
- 4) Bring forward report to the Board

**Related Strategic Priorities:** S4





## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Little Qualicum Regional Park Bridge Upgrade R+P-29-2017

**Strategic Priority:** We will fund infrastructure in support of our core services employing an asset management focus. S2

**Origin:** Board Motion 15-201

### 2017 Implementation Items

- 1) Hire consultant team
- 2) Work with consultants on design
- 3) Tender construction contract
- 4) Award construction contract

### Key Activities

- 1) Issue RFP
- 2) Hire consultant
- 1) Produce design
- 2) Estimate construction costs
- 1) Bring report to the Board

**Related Strategic Priorities:**

S3

S4

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Morden Colliery Detail Design of Bridge and Trail	R+P-27-2015
<b>Strategic Priority:</b>	We will fund infrastructure in support of our core services employing an asset management focus.	<b>S2</b>
<b>Origin:</b>	Board Motions 16-124; 16-478	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Awaiting ALC decision	1) After receipt of ALC Decision, prepare Board report.	
<b>Related Strategic Priorities:</b>	S4	S6

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Plan and carry out studies for facilities at Benson Creek Falls	R+P-33-2017
<b>Strategic Priority:</b>	We will fund infrastructure in support of our core services employing an asset management focus.	S2
<b>Origin:</b>	2017 Regional Parks Business Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Design Weigles Road Parking Lot	1) Survey Area 2) Commission design	
2) Design stairs and bridge	1) Issue tender for studies and design work	
<b>Related Strategic Priorities:</b>	S4	EC5

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Carry out Huxley Park Designs and Upgrades R+P-34-2016

**Strategic Priority:** We will fund infrastructure in support of our core services employing an asset management focus. S2

**Origin:** Board Motion 15-369

### 2017 Implementation Items

- 1) Design Skate park
- 2) Design and Construction of Playground
- 3) Upgrade Sport Courts

### Key Activities

- 1) Work with retained designer on detailed plan
- 2) Present design to users and EA B POSAC
- 3) Refine design for final costing and approval
- 1) Retain consultant
- 2) Consultants design playground in consultation with POSAC and users
- 3) Issue tender for playground
- 4) Construct playground
- 1) Develop tender for Sport Court Upgrade.
- 2) Issue tender
- 3) Evaluate and retain contractor.
- 4) Commence construction

**Related Strategic Priorities:** S4

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Determine direction for Little Qualicum Hall R+P-35-2016

**Strategic Priority:** We will fund infrastructure in support of our core services employing an asset management focus. S2

**Origin:** Board Motion 16-059

### 2017 Implementation Items

- 1) Determine costs for upgrades/removal
- 2) Prepare Report on Options to Upgrade, Replace or Remove Hall

### Key Activities

- 1) Work with contractors and consultants on costing and construction and removal cost
- 1) Present report to EA G POSAC
- 2) EA G POSAC makes recommendation to Board
- 3) Implement Board direction

**Related Strategic Priorities:** S4

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Regional Parkland Acquisition – RDN South	R+P-40-2016
<b>Strategic Priority:</b>	We will fund infrastructure in support of our core services employing an asset management focus.	S2
<b>Origin:</b>	Board Motion 16-IC-136	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Carry out as per Board direction	1) Prepare Board report on acquisitions	
<b>Related Strategic Priorities:</b>	S4	S3

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Wastewater DCC updates	RCU-61-2017
<b>Strategic Priority:</b>	We will fund infrastructure in support of our core services employing an asset management focus.	S2
<b>Origin:</b>	Wastewater Services Financial Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Update DCC Bylaw	1) Develop draft bylaw 2) Hold public Information meetings	
2) Adopt updated DCC Bylaw	1) Bring forward Board report 2) Bylaw adoption	
<b>Related Strategic Priorities:</b>	S3	



## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Implement Water System Capital Projects RCU-55-2017

**Strategic Priority:** We will fund infrastructure in support of our core services employing an asset management focus. S2

**Origin:** Nanoose Water System Capital Upgrade Report and Referendum  
Island Health Operating Permits

### 2017 Implementation Items

2017 Implementation Items	Key Activities
1) UV Treatment At San Pareil	1) UV Equipment Procurement 2) Detailed Design 3) Construction 4) Commissioning
2) Nanoose Water Main Replacements	1) Marine Drive Water Main Upgrade 2) Anchor Way Water Main Upgrade
3) Nanoose Bulk Water Transmission Main and Pump Station	1) Land Acquisition from City of Parksville 2) Detailed Design
4) Whiskey Creek Groundwater Source	1) Test Wells (timing of Items 2-5 dependent on viable well site) 2) Clearing and Road Construction 3) Preliminary Design 4) Site Approval 5) Construction
5) French Creek Well Upgrades and Treatment Design	1) Complete Well 1 Upgrades 2) Complete Well 2 Upgrade 3) Detailed Design of Treatment System

**Related Strategic Priorities:** EC2 S3

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Organization Wide Asset Management Plans	RCU-57-2017
<b>Strategic Priority:</b>	We will fund infrastructure in support of our core services employing an asset management focus.	S2
<b>Origin:</b>	Asset Management Business Plan Asset Management Resource Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Complete departmental Asset Registries	1) Develop complete asset lists for each department 2) Identify current replacement costs for all listed assets	
2) Complete preliminary asset lifecycle cost analysis	1) Import current replacement cost data into financial modelling tools	
3) Condition assessment planning	1) Establish current state of condition assessment practices 2) Develop RFP for condition assessment framework	
4) Consolidate relevant information into preliminary asset management plans	1) Coordinate and assemble information gathered from prior Implementation Items	
<b>Related Strategic Priorities:</b>		S3

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Property Insurance brokerage contract required for April 1, 2018	Finance-50-2017
<b>Strategic Priority:</b>	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
<b>Origin:</b>	Finance Work Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Review existing Policy coverages and property insurance brokerage options	1) Review Policy Coverages 2) Seek Management Direction	
2) Develop RFP as required	1) Review & Adapt RFP 2) Tender 3) Score and make recommendation 4) Prepare Board report	
3) Implement Board recommendation	1) Notify incumbent/successor broker (Allow time before April 2018 policy renewal)	
<b>Related Strategic Priorities:</b>	S2	

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Implement the Liquid Waste Management Plan as required under Wastewater regulatory authorization RCU-59-2017

**Strategic Priority:** As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient. S3

**Origin:** Liquid Waste Management Plan

### 2017 Implementation Items

1) Bowser Sewer Servicing

2) Duke Point Wastewater

3) SepticSmart workshops/rebate programs

4) Implement Liquid Waste Management Programs

5) Implement the Trucked Liquid Waste Rates and Regulations Bylaw No. 1732

### Key Activities

1) Detailed design collection and treatment, pre-design disposal

1) Amend servicing agreement with City of Nanaimo to allow additional properties to connect to the DPPCC

1) Offer four SepticSmart workshops  
2) Provide Septic Maintenance Rebates

1) Wastewater and Water Collaborative group  
2) LWMP Monitoring Committee meetings

1) License Septic Haulers

**Related Strategic Priorities:**

EC2

EV4

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Solid Waste Management Plan Amendment	RCU-60-2017
<b>Strategic Priority:</b>	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
<b>Origin:</b>	Board Motion 13-240	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Regional Board adoption of Solid Waste Management Plan	1) Consultation on Stage 2 Plan Report 2) Board Approval of Stage 2 Plan Report 3) Complete Draft Plan 4) Consultation on Draft Plan 5) Board Approval of Plan 6) Minister Approval of Solid Waste Management Plan	
<b>Related Strategic Priorities:</b>	EV1	

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Investigate potential acquisition of the Epcor Water System	RCU-62-2017
<b>Strategic Priority:</b>	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
<b>Origin:</b>	Board Motion 16-466	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Complete Financial Valuation of EPCOR Water West	1) Develop and Post RFP 2) Select consultant and initiate valuation project 3) Determine Fair Market Value of Epcor Water West	
2) Determine public support for acquiring utility	1) Initiate public consultation on the purchase of Epcor Water West based on agreed fair market value of the Utility	
<b>Related Strategic Priorities:</b>	S2	EC2

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Explore the option of providing transit service to Electoral Area 'F'	T&ES-66-2017
<b>Strategic Priority:</b>	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
<b>Origin:</b>	Board Motion 16-696	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Inform the Board regarding feasibility of transit service to Electoral Area 'F'	1) Determine hours and costs 2) Provide a report to the Board	
<b>Related Strategic Priorities:</b>	S4	S6

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Complete a Regional Services Review for Regional Parks and Trails	CAO-1-2017
<b>Strategic Priority:</b>	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
<b>Origin:</b>	Board Motion 17-023	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Bring back Board report on options for funding the service in the future	1) Generate potential funding models	
<b>Related Strategic Priorities:</b>	S3	



<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Compensation Review	CAO-6-2017
<b>Strategic Priority:</b>	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
<b>Origin:</b>	Board Motion 16-596	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Hire consultant to obtain salary benchmarks from other jurisdictions	1) Present information to Executive Committee	
2) Present information to the Board	2) Bring report to the Board	
<b>Related Strategic Priorities:</b>		

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Development of new Regional Parks and Trails Master Plan	R+P-30-2015
<b>Strategic Priority:</b>	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	<b>S3</b>
<b>Origin:</b>	Regional Parks and Trails Master Plan (expired 2015)	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Develop Terms of Reference	1) Draft terms of reference 2) Bring terms of reference forward for Board approval	
2) Tender for consultant	1) Develop RFP 2) Hire consultant	
3) Select Consultant	1) Score proposals and select consultant	
<b>Related Strategic Priorities:</b>	EV1	R1

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Explore items for future Regional services review CAO-96A-2017

**Strategic Priority:** As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient. S3

**Origin:** Board Motion 17-023

### 2017 Implementation Items

- 1) Identify items for Review
- 2) Hold Board seminar
- 3) Prepare Board report on proposed items for regional services review

### Key Activities

- 1) Meet with member municipalities

**Related Strategic Priorities:**

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Complete Recreation Services Master Plan for the Oceanside Area R+P-26-2016

**Strategic Priority:** We recognize community mobility and recreational amenities as core services. S4

**Origin:** Board Motion 16-462

### 2017 Implementation Items

- 1) Complete user group, staff, external and sub-committee interviews
- 2) Complete residents' survey
- 3) Present preliminary findings to Recreation staff and committees
- 4) Present draft report to Staff, community and external stakeholders
- 5) Present Information to Board

### Key Activities

- 1) Schedule dates and times for sub-committee meeting
- 2) Send invitations and background information to 35 user groups and stakeholders
- 3) Schedule dates and time for staff and subcommittee interviews
- 1) Draft residents' survey and create community awareness
- 2) Compile valid survey data and review
- 1) Schedule date and time for presentation of preliminary findings
- 1) Schedule date and times with Staff
- 2) Communicate with external stakeholders and other communities
- 1) Prepare Board report
- 2) Present report to Board

**Related Strategic Priorities:** S2 R1

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** District 69 Recreation Commission review for the potential expansion of the Ravensong Aquatic Centre R+P-28-2016 / 2017

**Strategic Priority:** We recognize community mobility and recreational amenities as core services. S4

**Origin:** Board Motion 16-461

### 2017 Implementation Items

- 1) Prepare report to the D69 Recreation Commission and RDN Board on a timeline, budget and process that includes stakeholder input, public consultation, facility amenity refinements
- 2) Report submitted to D69 Recreation Commission and RDN Board

### Key Activities

- 1) Input from staff (recreation, corporate and financial services) and HCMA
- 1) Staff report included in April D69 Recreation Commission Agenda

**Related Strategic Priorities:** S3 S2

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Community Park Acquisition – RDN North	R+P-43-2017
<b>Strategic Priority:</b>	We recognize community mobility and recreational amenities as core services.	S4
<b>Origin:</b>	Board Motion 16-IC-107	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Secure Land Tenure	1) Implement Board direction 2) Report back to Board	
<b>Related Strategic Priorities:</b>	S2	

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Determine the feasibility of a partnership in the development and operation of an outdoor multi-sport complex in District 69. R+P-44-2017

**Strategic Priority:** We recognize community mobility and recreational amenities as core services. S4

**Origin:** Board Motion 16-IC-098

### 2017 Implementation Items

- 1) Follow up with City of Parksville and Town of Qualicum Beach regarding June 30, 2016 RDN Board correspondence
- 2) Provide response and staff recommendation based on reply from Town of Qualicum Beach and City of Parksville

### Key Activities

- 1) Receive responses from Town of Qualicum Beach and City of Parksville on correspondence from RDN Board
- 1) Complete a report outlining the capital funding and annual operating considerations of the Regional District of Nanaimo for the construction and operation of an outdoor multi-sport complex on lands identified and owned separately by the two municipalities

**Related Strategic Priorities:**

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Horne Lake Regional Planning and Heritage Trail Designation R+P-31-2016

**Strategic Priority:** We recognize community mobility and recreational amenities as core services. S4

**Origin:** Board Motions 16-767; 16-766

### 2017 Implementation Items

- 1) Form Working Group for Heritage Trail
- 2) Conduct Geotechnical and Hazard Assessment for area Below Mt. Mark
- 3) Locate Historic Trail and propose route
- 4) Secure Trail Use Agreement with Strata

### Key Activities

- 1) Brief Qualicum First Nation on Project
  - 2) Inform Alberni-Clayoquot Regional District (ACRD) and Alberni First Nation Communities of Project
  - 3) Initiate Working Group comprised of RDN, Qualicum First Nation, ACRD and Alberni First Nations
  - 4) Invite Stakeholders for briefing on Project and grant application results, including Forest Companies, H.L. Strata and neighbours
- 1) Prepare and Issue RFP
  - 2) Select Contractor
  - 3) Conduct Assessment
- 1) Ground truth and GPS route through Strata, HLRP and 1911 Lands to ACRD
- 1) Develop Agreement
  - 2) Strata and Board approve agreement

**Related Strategic Priorities:** R1 S2 R4 EC2  
R5



<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Issue a Design-Build RFP for the design and construction of a community recreation centre for the Meadowood community	R+P-32-2017
<b>Strategic Priority:</b>	We recognize community mobility and recreational amenities as core services.	S4
<b>Origin:</b>	Board Motion 16-491	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Advise D69 Recreation Commission and RDN Board on project status.	1) Prepare update report to the D69 Recreation Commission and RDN Board (pending outcome of land acquisition process)	
<b>Related Strategic Priorities:</b>	R2	

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Community Park Acquisition – RDN South	R+P-42-2017
<b>Strategic Priority:</b>	We recognize community mobility and recreational amenities as core services.	S4
<b>Origin:</b>	Board Motion 16-IC-105	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Secure Land Tenure	1) Implement Board direction 2) Report back to Board	
<b>Related Strategic Priorities:</b>	R1	S2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
<b>Action:</b>	Develop an inter-connected system of parks and trails that supports active transportation, recreation and nature appreciation that is accessible to all community residents.			R+P-100A-2014
<b>Strategic Priority:</b>	We recognize and plan for the impact of our aging population.			S5
<b>Origin:</b>	Community Parks and Trails Plan			
<b>2017 Implementation Items</b>		<b>Key Activities</b>		
1) Complete accessible E&N Rail Trail – Parksville to Coombs		1) Complete kiosk and signage on Trail 2) Install pedestrian controlled beacons at Station Rd. and Church Rd. trailheads. 3) Host Official Ceremony celebration.		
<b>Related Strategic Priorities:</b>		S4	S6	R4
		EC4		

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Promote healthy seniors' through active living and social engagement. R+P-101A-2017

**Strategic Priority:** We recognize and plan for the impact of our aging population. S5

**Origin:** Northern Community Recreation 2017 Business Plan

### 2017 Implementation Items

- 1) Host Recreation Round Table for Older Adults and Seniors
- 2) Deliver the *Rx for Health* program

### Key Activities

- 4) Meet with local community organizations as required to share recreation opportunities in District 69.
- 5) Promote Active Aging Week in Fall 2017
- 1) Coordinate partnerships with the Oceanside Division of Family Practice and family doctors in District 69.
- 2) Provide coupons for recreation programs prescribed by doctors to older adults and seniors
- 3) Provide more recreation opportunities for older adults and seniors.
- 4) Build awareness of recreation programs geared toward older adults and seniors.

**Related Strategic Priorities:** S4 R4

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Prepare a detailed route analysis to assess the viability of community buses on conventional routes T&ES-68-2017

**Strategic Priority:** We will advocate for transit improvements and active transportation. S6

**Origin:** Board Motion 16-694

### 2017 Implementation Items

- 1) Review the feasibility of using smaller community buses on conventional routes

### Key Activities

- 1) Determine hours and costs
- 2) Provide a report to the Board

**Related Strategic Priorities:** S4

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Provide information and options for route 7 - Cinnabar/Cedar	T&ES-69-2017
<b>Strategic Priority:</b>	We will advocate for transit improvements and active transportation.	S6
<b>Origin:</b>	Board Motion 16-697	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Inform the Board regarding feasibility for transit to Cinnabar/Cedar (City of Nanaimo)	1) Determine hours and costs 2) Provide a report to the Board	
<b>Related Strategic Priorities:</b>	S4	

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Implement a 5000 annual transit hour expansion in September 2017	T&ES-78A-2017
<b>Strategic Priority:</b>	We will advocate for transit improvements and active transportation.	S6
<b>Origin:</b>	Transit Work Plan 2017	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) 5000 annual transit hour expansion	1) Plan and schedule routes 2) Solicit community feedback 3) Expand service	
<b>Related Strategic Priorities:</b>		

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Upgrade the Transit Fleet to 100 percent CNG  
 - Work with BC Transit to ensure smooth transition into service

T&ES-79A-2017

**Strategic Priority:** We will advocate for transit improvements and active transportation.

S6

**Origin:** Transit Work Plan 2017

### 2017 Implementation Items

- 1) Upgrade transit fleet to 100% CNG.

### Key Activities

- 1) Work with BC Transit to exchange old diesel buses to new CNG buses and integrate into existing fleet
- 2) Prepare outgoing buses

**Related Strategic Priorities:** EV2



<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Implement GPS bus tracking system	T&ES-80A-2017
<b>Strategic Priority:</b>	We will advocate for transit improvements and active transportation.	S6
<b>Origin:</b>	Transit Work Plan 2017	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Implement GPS tracking system	1) Collaborate with BC Transit	
<b>Related Strategic Priorities:</b>	S4	EC3

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Review transit fare structure, with a focus on increasing the commuter market	T&ES-81A-2017
<b>Strategic Priority:</b>	We will advocate for transit improvements and active transportation.	S6
<b>Origin:</b>	Transit Work Plan 2017	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Review transit fare structure	1) Develop fare review survey	
	2) Solicit community feedback	
	3) Provide information to Transit Select Committee	
	4) Prepare Board report	
<b>Related Strategic Priorities:</b>	S4	

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Work with BC Transit to activate on board video surveillance system for RDN Buses	T&ES-82A-2017
<b>Strategic Priority:</b>	We will advocate for transit improvements and active transportation.	S6
<b>Origin:</b>	Transit Work Plan 2017	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Activate on board video surveillance system	1) Work with BC Transit to install software and cameras 2) Organize media event	
<b>Related Strategic Priorities:</b>	S1	

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Develop a cancellation policy to reduce the number of at the door cancellations in Custom Transit (handyDART) T&ES-83A-2017

**Strategic Priority:** We will advocate for transit improvements and active transportation. S6

**Origin:** Transit Work Plan 2017

### 2017 Implementation Items

- 1) Develop a cancellation policy in Custom Transit

### Key Activities

- 1) Review policies of other public transit systems
- 2) Consult with stakeholders and community
- 3) Reach other policy options
- 4) Bring forward report on options to the Board

**Related Strategic Priorities:** S1

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Improve efficiency and reduce development approval times through increased delegation of permits to staff SCD-7-2016

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. S7

**Origin:** 2017 Community Planning Business Plan

### 2017 Implementation Items

- 1) Improve Permit Issuance Process
- 2) Implement delegating select Development Permits to Staff

### Key Activities

- 1) Obtain legal advice regarding potential for delegating development permits
- 2) Prepare draft bylaw
- 3) Prepare EASC report
- 1) Update policies, procedures and website
- 2) Inform development community of changes

**Related Strategic Priorities:** R2 S3 EC3 EV1

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>				
<b>Action:</b>	Modernize Zoning Bylaw No. 500 through targeted amendments and consolidation	SCD-8-2017		
<b>Strategic Priority:</b>	We will ensure our processes are as easy to work with as possible.	S7		
<b>Origin:</b>	Current Planning Work Plan			
<b>2017 Implementation Items</b>		<b>Key Activities</b>		
1)	Identify potential changes to Bylaw No. 500	1)	Coordinate Interdepartmental discussions on revisions to Bylaw No. 500	
		2)	Prepare staff report with recommendations for targeted changes	
2)	Consultant review of Bylaw	1)	Prepare RFP	
		2)	Hire consultant	
3)	Community engagement	1)	Develop community engagement strategy	
		2)	Bring Report to EASC with community engagement strategy	
4)	Bylaw amendment process	1)	Draft amendment bylaws	
		2)	Hold public Information meetings and public hearings	
<b>Related Strategic Priorities:</b>		R2	S3	EC3
				EV1

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Review the existing Board Procedure Bylaw and develop options for amendments to the Bylaw CorpSrv-20-2016

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. S7

**Origin:** Board Motion 15-361

### 2017 Implementation Items

- 1) Prepare Report and draft bylaw for consideration of the Executive Committee
- 2) Board consideration of Board Procedure Bylaw

### Key Activities

- 1) Legal review of bylaw
- 2) Schedule Executive Committee meeting to review the proposed bylaw amendments
- 1) Amend Bylaw as directed by Executive Committee
- 2) Bring forward to Board meeting

**Related Strategic Priorities:**

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Improve the consistency of the RDN Brand within the website and refresh the website to celebrate the 50th anniversary CorpSrv-21-17

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. S7

**Origin:** 2017 Administrative Services Work Plan

### 2017 Implementation Items

- 1) Develop RDN branding guidelines
- 2) Work with departments to reduce unnecessary or out dated web content
- 3) Refresh website

### Key Activities

- 1) Work with graphic designer
- 1) Coordinate with departments to remove all out of date content from the web site
- 1) Communicate with website provider (Trinex) to refresh website

**Related Strategic Priorities:** R2



## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Develop a plan for implementing an Electronic Documents Records Management System CorpSrv-23-2017

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. S7

**Origin:** Corporate Services Work Plan

### 2017 Implementation Items

- 1) Issue an RFP for a consultant to assess organizational readiness for Electronic Documents Records Management System (EDRMS) and to make recommendations for implementation

### Key Activities

- 1) Research recent RFPs of other jurisdictions
- 2) Issue RFP
- 3) Hire Consultant

**Related Strategic Priorities:**

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Develop an Open Data Portal for GIS related information for Public consumption CorpSrv-24-2017

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. S7

**Origin:** Information and GIS Services 2017 Business Plan

### 2017 Implementation Items

- 1) Compile useful GIS data and create a repository on the RDN website

### Key Activities

- 1) Compile relevant data
- 2) Create a repository on website
- 3) Make data available to the public

**Related Strategic Priorities:**

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Improve Purchasing and Procurement Procedures Finance-45-2017

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. \$7

**Origin:** Board Motion 16-361

### 2017 Implementation Items

- 1) Improve and streamline purchasing processes
- 2) Develop Social Procurement Policy
- 3) Improve procurement processes

### Key Activities

- 1) Include Purchasing Manager in 2017-2021 Financial Plan
- 2) Develop Purchasing Manager Job Description
- 3) Post and Hire Purchasing Manager
  - 1) Investigate Options
  - 2) Bring forward Board report
- 1) Establish RFP/FRQ templates
- 2) Establish prequalified contractors list
- 3) Revise and update purchasing policies

**Related Strategic Priorities:**

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Improve process for communicating budget information to the Public Finance-46-2016

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. S7

**Origin:** 2017 Finance Business Plan

### 2017 Implementation Items

- 1) Amend Budget process as identified
- 2) Amend Rural Property Tax Guide

### Key Activities

- 1) Implement Feedback received during the course of the budget process
- 2) Post Cycle review before 2018 process starts in May 2017
- 1) Determine how and when to distribute Rural Property Tax Guide

**Related Strategic Priorities:**

## FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

**Action:** Grants in Aid Process Alignment Finance-86A-2017

**Strategic Priority:** We will ensure our processes are as easy to work with as possible. S7

**Origin:** Finance Work Plan

### 2017 Implementation Items

- 1) Review existing Programs, Policies and funding sources for consistencies and inconsistencies
- 2) Confer with Municipalities regarding funds requisitioned and allocated to them
- 3) Report to Board

### Key Activities

- 1) Meet to review programs, policies & funding sources
  - 2) Identify improvements for larger direct Board requests (ie. timeframe for accepting requests)
  - 3) Identify revision to program/policy
- 1) Work with Director of Finance to identify and speak with municipal contacts
- 1) Draft Board report

**Related Strategic Priorities:** S3 R2 R3

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Decrease building permit processing times	SCD-91A-2017
<b>Strategic Priority:</b>	We will ensure our processes are as easy to work with as possible.	S7
<b>Origin:</b>	Building Inspection Business Plan 2017	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Implement accelerated building permit processing time for registered builders		
2) Examine permit processing systems to create efficiencies		
3) Increase staffing level to offset workload	1) Hire temporary building inspector and fill administrative vacancies	
4) Implement a public portal for clients to submit permit applications, submit documents and check on status of their permits		
<b>Related Strategic Priorities:</b>	R2	

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Maintain Building inspection scheduling benchmark	SCD-92A-2017
<b>Strategic Priority:</b>	We will ensure our processes are as easy to work with as possible.	S7
<b>Origin:</b>	Building Department Work Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Set up public portal for clients to request inspections online	1) Hire temporary building inspector and fill administrative vacancies	
2) Explore member municipality mutual assistance with field inspections	1) Increase staffing level	
<b>Related Strategic Priorities:</b>	R2	R4

<b>FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE</b>		
<b>Action:</b>	Prompt response to bylaw enforcement complaints (meet 24 hour benchmark)	SCD-93A-2017
<b>Strategic Priority:</b>	We will ensure our processes are as easy to work with as possible.	S7
<b>Origin:</b>	Bylaw Enforcement 2017 Business Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Increase bylaw services assistant to PFT	1) Post position	
2) Implement a public portal system to enable the public to make online complaints and receive feedback on complaint status		
<b>Related Strategic Priorities:</b>	R2	



## Focus on Relationships

### Section Contents

*The RDN will continue to develop and encourage meaningful relationships*

Action #	Action Description	Strategic Priority	Page
SCD-95A-2017	Assign 2017 QFN/RDN Working Group Action Items to RDN Staff	R1	67
R+P-97A-2017	Financial support to Snuneymuxw First Nation for Sport Court on IR#4	R1	68
SCD-89A-2017	Consider Review of Regional Growth Strategy	R2	69
SCD-12-2016	Create a First Nations resource document for staff and Board	R2	70
T&ES-73-2017	Review options and implications for Arrowsmith Search and Rescue to construct an addition to their portion of the building	R3	71
T&ES-74-2017	Explore options for the redevelopment of the Dashwood Fire Hall	R3	72
T&ES-75-2017	Purchase two pumper trucks for Errington Volunteer Fire Department	R3	73
T&ES-76-2017	Implement Dave Mitchell (consultant) report recommendations for Fire Services	R3	74
SCD-19-2016	Address concerns of San Pareil Neighbourhood	R4	75
Finance-49-2017	Renew agreement with Nanaimo Search and Rescue Society for a term of five years	R4	76
T&ES-70-2017	Prepare a report on the steps required to undertake a wildfire interface fuel inventory for electoral areas	R4	77
T&ES-72-2017	Develop a Community Wildfire Plan for Electoral Area 'A' adjacent lands and submit an application to the UBCM for Strategic Wildfire Prevention Initiative funding to update RDN Wildfire Protection Plans.	R4	78
SCD-13-2014	Examine the establishment of a social service in District 69	R5	79

<b>FOCUS ON RELATIONSHIPS</b>		
<b>Action:</b>	Assign 2017 QFN/RDN Working Group Action Items to RDN Staff	SCD-95A-2017
<b>Strategic Priority:</b>	We value our First Nations relationships and will integrate their input in future planning and service delivery.	<b>R1</b>
<b>Origin:</b>	Qualicum First Nation /RDN Collaboration Protocol	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Prepare Board report with working group action plan	1) Assist working group develop action plan	
2) Assign project leads for RDN responsible action plan item tasks	1) Discuss with General Managers and Department heads 2) Monitor progress and report back to working group	
<b>Related Strategic Priorities:</b>	<b>R4</b>	

<b>FOCUS ON RELATIONSHIPS</b>		
<b>Action:</b>	Financial support to Snuneymuxw First Nation for Sport Court on IR#4	R+P-97A-2017
<b>Strategic Priority:</b>	We value our First Nations relationships and will integrate their input in future planning and service delivery.	R1
<b>Origin:</b>	Board Motion 16-457	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Provide contribution funding to Snuneymuxw First Nation (SFN) for capital costs of sport court on IR#4	Provide as per the terms of the Contribution Agreement with SFN, up to \$300,000	
2) Work with SFN and EA 'A' PRC Commission on court opening and community usage	Meet with SFN to support official opening of the sport court and messaging to community regarding available use	
<b>Related Strategic Priorities:</b>	S4	

<b>FOCUS ON RELATIONSHIPS</b>				
<b>Action:</b>	Consider Review of Regional Growth Strategy			SCD-89A-2017
<b>Strategic Priority:</b>	We will focus on improved two-way communication within the Regional District and with our communities.			R2
<b>Origin:</b>	Regional Growth Strategy			
<b>2017 Implementation Items</b>		<b>Key Activities</b>		
1) Identify issues and implications of Regional Growth Strategy Review		1) Estimate budget for an Regional Growth Strategy review 2) Prepare Board report		
<b>Related Strategic Priorities:</b>	S3	S5	S6	R1
	EC3	EC5	EV1	EV2

## FOCUS ON RELATIONSHIPS

**Action:** Create a First Nations resource document for staff and Board SCD-12-2016

**Strategic Priority:** We will focus on improved two-way communication within the Regional District and with our communities. R2

**Origin:** Board Motion 15-737

### 2017 Implementation Items

- 1) Determine scope of project
- 2) Develop base map and backend data
- 3) Test and document product
- 4) Launch resource

### Key Activities

- 1) Determine if Esri Portal needs to be implemented
- 2) Determine data sources
- 3) Create design guidelines for map
- 1) Render base map
- 2) Compile information/data in a central repository
- 1) Pilot product with select users
- 2) Fix and update product as necessary
- 1) Inform Board and Staff

**Related Strategic Priorities:** R4

## FOCUS ON RELATIONSHIPS

**Action:** Review options and implications for Arrowsmith Search and Rescue to construct an addition to their portion of the building

T&ES-73-2017

**Strategic Priority:** We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.

R3

**Origin:** Board Motion 16-500

### 2017 Implementation Items

1) Present options to the Board

### Key Activities

- 1) Consult with Electoral Area Director
- 2) Collaborate with Arrowsmith Search and Rescue and Town of Qualicum
- 3) Prepare report for Fire Services Committee

**Related Strategic Priorities:** S1

## FOCUS ON RELATIONSHIPS

**Action:** Explore options for the redevelopment of the Dashwood Fire Hall T&ES-74-2017

**Strategic Priority:** We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers. R3

**Origin:** Board Motion 16-145

### 2017 Implementation Items

- 1) Research and review project with Project Engineer and Dashwood Volunteer Fire Department
- 2) Inform Board of options

### Key Activities

- 1) Tour other halls and consult with Fire Department
- 2) Determine standard design
- 3) Develop design RFP
- 1) Present for Fire Services Advisory Committee
- 2) Bring Report to the Board

**Related Strategic Priorities:** S1

<b>FOCUS ON RELATIONSHIPS</b>		
<b>Action:</b>	Purchase two pumper trucks for Errington Volunteer Fire Department	T&ES-75-2017
<b>Strategic Priority:</b>	We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.	<b>R3</b>
<b>Origin:</b>	Vehicle Replacement (20 year life)	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Tender & Purchase two Fire Trucks	1) Determine hours and costs 2) Prepare Board report with recommendations 3) Issue tender	
<b>Related Strategic Priorities:</b>	R4	S1



<b>FOCUS ON RELATIONSHIPS</b>		
<b>Action:</b>	Implement Dave Mitchell (consultant) report recommendations for Fire Services	T&ES-76-2017
<b>Strategic Priority:</b>	We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.	R3
<b>Origin:</b>	Fire Services Work Plan 2017	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Implement Dave Mitchell report	1) RDN Fire Services Review Implementing recommendations	
<b>Related Strategic Priorities:</b>	S1	

<b>FOCUS ON RELATIONSHIPS</b>			
<b>Action:</b>	Address concerns of San Pareil Neighbourhood		SCD-19-2016
<b>Strategic Priority:</b>	We look for opportunities to partner with other branches of government/ community groups to advance our region.		R4
<b>Origin:</b>	Board Resolution 16-591		
<b>2017 Implementation Items</b>		<b>Key Activities</b>	
1) Meet with Shorewood and San Pareil Owners and Residents' Association (SSPORA)		1) Schedule meeting with SSPORA 2) Review existing development plans 3) Prepare Board report on issues and opportunities	
<b>Related Strategic Priorities:</b>		S4	S6 R5

## FOCUS ON RELATIONSHIPS

**Action:** Renew agreement with Nanaimo Search and Rescue Society for a term of five years Finance-49-2017

**Strategic Priority:** We look for opportunities to partner with other branches of government/ community groups to advance our region. R4

**Origin:** Board Motion 15-745

### 2017 Implementation Items

- 1) Draft and Implement Agreement

### Key Activities

**Related Strategic Priorities:**

R2

R3

S2

## FOCUS ON RELATIONSHIPS

**Action:** Prepare a report on the steps required to undertake a wildfire interface fuel inventory for electoral areas T&ES-70-2017

**Strategic Priority:** We look for opportunities to partner with other branches of government/ community groups to advance our region. R4

**Origin:** Board Motion 16-627

### 2017 Implementation Items

- 1) Board report outlining steps necessary for wildfire interface fuel inventory

### Key Activities

- 1) Research steps
- 2) Review potential options with Emergency Planning Select Committee
- 3) Prepare Board report

**Related Strategic Priorities:** S1

## FOCUS ON RELATIONSHIPS

**Action:** Develop a Community Wildfire Plan for Electoral Area 'A' adjacent lands and submit an application to the UBCM for Strategic Wildfire Prevention Initiative funding to update RDN Wildfire Protection Plans. T&ES-72-2017

**Strategic Priority:** We look for opportunities to partner with other branches of government/ community groups to advance our region. R4

**Origin:** Board Motions 16-626; 17-071

### 2017 Implementation Items

- 1) Submit a grant application to Emergency Management British Columbia (EMBC) for Strategic Wildfire Prevention Initiative funding
- 2) Submit applications to EMBC for April and October intakes

### Key Activities

- 1) Submit application to EMBC for January intake
- 2) Research and write community wildfire prevention plan for Electoral Area A
- 1) Complete and submit application

**Related Strategic Priorities:** S1

## FOCUS ON RELATIONSHIPS

**Action:** Examine the establishment of a social service in District 69      SCD-13-2014

**Strategic Priority:** We will facilitate/ advocate for issues outside of our jurisdiction.      R5

**Origin:** Board Motion 14-486

### 2017 Implementation Items

- 1) Provide funding for land purchase

### Key Activities

- 1) Include resources in the 2017 Budget

**Related Strategic Priorities:**

## Focus on Economic Health

### Section Contents

*The RDN will look at all our activities through an economic lens*

Action #	Action Description	Strategic Priority	Page
SCD-97A-2017	Host Skogdag Day - Education on the Forest Industry for Elected Officials and Staff	EC1	81
RCU-58-2017	Develop long term water plan including watershed water supply and demand studies	EC2	82
RCU-54-2016	Implement Major Wastewater Capital Projects	EC3	83
SCD-14-2017	Review rural community signage processes and regulations	EC4	84
SCD-15-2017	Address concerns about changes to the ALR Regulation through zoning bylaw amendments	EC5	85
SCD-17-2016	Continue Agriculture Area Plan Implementation	EC5	86
SCD-18-2016	Review issues related to agricultural composting	EC5	87

<b>FOCUS ON ECONOMIC HEALTH</b>		
<b>Action:</b>	Host Skogdag Day - Education on the Forest Industry for Elected Officials and Staff	SCD-97A-2017
<b>Strategic Priority:</b>	We will support of traditional industries: Forestry, Tourism, Manufacturing, Fishing; Knowledge Based; and Technology Based industries.	EC1
<b>Origin:</b>	Board Motion 17-078	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Organize a workshop with the forest industry	1) Meet with forest industry to set agenda 2) Finalize logistics for workshop	
2) Host meeting	1) Work with forest industry representatives to coordinate venue and deliver Skogdag Day events.	
<b>Related Strategic Priorities:</b>	EC3	R2 EV1



<b>FOCUS ON ECONOMIC HEALTH</b>				
<b>Action:</b>	Develop long term water plan including watershed water supply and demand studies			RCU-58-2017
<b>Strategic Priority:</b>	We recognize the importance of water in supporting our economic and environmental health.			EC2
<b>Origin:</b>	RDN DWWP Action Plan			
<b>2017 Implementation Items</b>	<b>Key Activities</b>			
1) Phase 2 Water Budget Report	1) Expanded Hydrometric Monitoring 2) Expanded Groundwater Monitoring 3) Expanded Climate Monitoring 4) Improve Water Database and GIS Mapping 5) State of Our Aquifers Data Analysis and Reporting			
2) Community Watershed Monitoring Network	1) Community Based Surface Water Quality Sampling 2) Physical Stream Assessments Stream Restoration			
3) Policy and Planning Support	1) Review Provincial Water Licence Allocation decisions 2) Support land use planning with DWWP program data 3) Work toward collaborative watershed decision-making			
4) Communication, Outreach and Education initiatives	1) Deliver Rebate Programs 2) Regional State of Our Aquifers Newsletter 3) Workshops and Community Events			
<b>Related Strategic Priorities:</b>	R1	R4	EV1	EV3
	EV2	EV4		

<b>FOCUS ON ECONOMIC HEALTH</b>		
<b>Action:</b>	Implement Major Wastewater Capital Projects	RCU-54-2016
<b>Strategic Priority:</b>	We will foster economic development.	EC3
<b>Origin:</b>	Liquid Waste Management Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Capacity Expansion at FCPCC	1) Pre-design	
2) Expand Bay Avenue Pump Station	1) Pre-design	
3) Expand Capacity and Provide Secondary Treatment at GNPCC	1) Start construction of Secondary Treatment expansion project (GNPCC)	
4) Departure Bay Force main Inspection	1) Condition Assessment and Report	
5) Participate in Asset Management Program	1) Track new equipment in secondary treatment process in asset registry 2) Project lifecycle infrastructure costs for GNPCC	
<b>Related Strategic Priorities:</b>	EC3	S3
	EC2	EV1

<b>FOCUS ON ECONOMIC HEALTH</b>			
<b>Action:</b>	Review rural community signage processes and regulations	SCD-14-2017	
<b>Strategic Priority:</b>	We see ecotourism as a key economic opportunity in our region.	EC4	
<b>Origin:</b>	Board Motion 13-322		
<b>2017 Implementation Items</b>		<b>Key Activities</b>	
1) Develop Terms of Reference for community engagement		1) Prepare Board Report	
2) Meet with rural communities to identify any potential issues related to rural signage		1) Organize public information sessions 2) Put out press release and put information on RDN website and distribute via social media	
3) Present findings and potential options to the Board		1) Prepare EASC Report	
<b>Related Strategic Priorities:</b>		EC3	R4 R5

<b>FOCUS ON ECONOMIC HEALTH</b>		
<b>Action:</b>	Address concerns about changes to the ALR Regulation through zoning bylaw amendments	SCD-15-2017
<b>Strategic Priority:</b>	We recognize the importance of agriculture and aquaculture in our region.	EC5
<b>Origin:</b>	Agriculture Area Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Present background and options to the AAC	1) Draft report and present information to the Agricultural Advisory Committee	
2) Amend zoning bylaw	1) Community consultation regarding proposed changes 2) Prepare Board reports in accordance with bylaw amendment process	
<b>Related Strategic Priorities:</b>	R2	R4

<b>FOCUS ON ECONOMIC HEALTH</b>		
<b>Action:</b>	Continue Agriculture Area Plan Implementation	SCD-17-2016
<b>Strategic Priority:</b>	We recognize the importance of agriculture and aquaculture in our region.	EC5
<b>Origin:</b>	Agriculture Area Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Electoral Area H ALR lands review	1) Hire consultant to study ALR lands in Electoral 'H' 2) Present findings to community	
2) Support establishment of year round farmers market	1) Provide funding 2) Assist community groups with grant applications	
3) Prepare implementation plan for next 3 years	1) Consult with the Agricultural Area Committee and prepare implementation plan	
<b>Related Strategic Priorities:</b>	R4	

<b>FOCUS ON ECONOMIC HEALTH</b>			
<b>Action:</b>	Review issues related to agricultural composting		SCD-18-2016
<b>Strategic Priority:</b>	We recognize the importance of agriculture and aquaculture in our region.		EC5
<b>Origin:</b>	Agriculture Area Plan		
<b>2017 Implementation Items</b>		<b>Key Activities</b>	
1) Research issues and opportunities for agricultural composting		1) Consult with farmers and those in the agriculture community 2) Consult with other jurisdictions 3) Prepare Board report with recommendation	
<b>Related Strategic Priorities:</b>		R4	EV1 EV4

## Focus on Environment

### Section Contents

*The RDN recognizes that a healthy environment is key to economic development and a healthy community*

Action #	Action Description	Strategic Priority	Page
RCU-56-2017	Landfill Capital Projects	EV1	89
R+P-37-2017	Coats Marsh Log Cabin	EV1	90
R+P-39-2017	Regional Parkland Acquisition – RDN North	EV1	91
R+P-41-2017	Regional Parkland Acquisition – RDN North	EV1	92
RCU-63-2017	Achieve Landfill gas and leachate targets	EV2	93
SCD-9-2016	Update bylaws and policies to address sea level rise	EV3	94
SCD-10-2017	Review, Standardize and Update Development Permit Areas in RDN Electoral Area OCP's	EV 4	95

<b>FOCUS ON THE ENVIRONMENT</b>		
<b>Action:</b>	Landfill Capital Projects	RCU-56-2017
<b>Strategic Priority:</b>	We will have a strong focus on protecting and enhancing our environment in all decisions.	EV1
<b>Origin:</b>	Solid Waste Management Plan	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) North Berm and associated activities	1) Complete haul road 2) Storm water controls 3) Reconfigure bin area 4) Hydrogeological/LFG reassessment 5) Gas-probes and monitoring wells 6) Trees & Landscaping	
2) Construct Scale House	1) Construct Scale House	
<b>Related Strategic Priorities:</b>	EV3	S3



<b>FOCUS ON THE ENVIRONMENT</b>		
<b>Action:</b>	Coats Marsh Log Cabin	R+P-37-2017
<b>Strategic Priority:</b>	We will have a strong focus on protecting and enhancing our environment in all decisions.	EV1
<b>Origin:</b>	Board Motion 16-649	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Produce a Bat study of Coats Marsh	1) RFP for bat study consultant 2) Hire consultant	
2) Determine the role of the log cabin for bat habitat	1) Bring report to the Board	
<b>Related Strategic Priorities:</b>	S3	

<b>FOCUS ON THE ENVIRONMENT</b>		
<b>Action:</b>	Regional Parkland Acquisition – RDN North	R+P-39-2017
<b>Strategic Priority:</b>	We will have a strong focus on protecting and enhancing our environment in all decisions.	EV1
<b>Origin:</b>	Board Motion 16-IC-119	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Secure Land Tenure	1) Implement Board direction 2) Report back to Board	
<b>Related Strategic Priorities:</b>	S4	

<b>FOCUS ON THE ENVIRONMENT</b>		
<b>Action:</b>	Regional Parkland Acquisition – RDN North	R+P-41-2017
<b>Strategic Priority:</b>	We will have a strong focus on protecting and enhancing our environment in all decisions.	EV1
<b>Origin:</b>	Board Motion 16-IC-094	
<b>2017 Implementation Items</b>	<b>Key Activities</b>	
1) Secure Land Tenure	1) Implement Board direction 2) Report back to Board	
<b>Related Strategic Priorities:</b>	R4	S4

## FOCUS ON THE ENVIRONMENT

**Action:** Achieve Landfill gas and leachate targets RCU-63-2017

**Strategic Priority:** We will evaluate air quality and climate impacts as factors in our infrastructure and services planning EV2

**Origin:** Landfill Gas Regulation

### 2017 Implementation Items

1) Landfill Gas

2) Implement leachate Controls

### Key Activities

1) Construct manifold station, infrastructure for North Berm

2) Add wells

3) Upgrade flare station electrical

1) Tire wash-down

2) Settling pond

3) Lift station rehabilitation

**Related Strategic Priorities:** EV1 EV3

## FOCUS ON THE ENVIRONMENT

**Action:** Update bylaws and policies to address sea level rise SCD-9-2016

**Strategic Priority:** We will prepare for and mitigate the impact of environmental events. EV3

**Origin:** Long Range Planning Work Plan

### 2017 Implementation Items

- 1) Incorporate elevation data into GIS system
- 2) Identify sea level rise planning areas
- 3) Engineering analysis of water level components
- 4) Create Floodplain maps
- 5) Amend bylaws and policies

### Key Activities

- 1) Receive data from consultant
- 2) Review data
- 1) Prepare maps based on elevation analysis
- 1) RFP for consultant
- 2) Hire consultant
- 1) Integrate consultant report
- 2) Prepare floodplain maps
- 1) Community consultation
- 2) Prepare Board reports in accordance with bylaw amendment procedure

<b>Related Strategic Priorities:</b>	S1	S3	S7	R2
	R5	EV1	EV3	EC2

<b>FOCUS ON THE ENVIRONMENT</b>				
<b>Action:</b>	Review, Standardize and Update Development Permit Areas in RDN Electoral Area OCP's			SCD-10-2017
<b>Strategic Priority:</b>	We will include conservation of resources as a planning factor.			<b>EV4</b>
<b>Origin:</b>	2017 Current Planning Business Plan			
<b>2017 Implementation Items</b>		<b>Key Activities</b>		
1)	Update Development Permit Areas in EA H Official Community Plan	1)	Review Development Permits in Area 'H' OCP	
		2)	Draft replacement Development Permit Areas	
		3)	Present updates to working group and community	
2)	Initiate review of Development Permit Areas in other Electoral Area OCPs	1)	Develop terms of reference for review	
		2)	Bring report to the Board	
<b>Related Strategic Priorities:</b>		R2	EC2	EV1
				EV3
		S7		

## Action Items Beyond 2017

### ITEMS FOR FUTURE OPERATIONAL PLANS

The 2017 Operational Plan contains Action Items and Key Activities that are to be completed this year. Below is a list of major capital projects to be initiated in the years 2018-2021. Many of the projects listed below will be multi-year projects with key implementation items and activities for each year of the life of the project.

These items, as well as future operational items, will be presented in a 2018-2021 Operational Forecast, to be provided to the Board prior to a Strategic Plan review later in 2017. The purpose of the Operational Forecast is to highlight future projects, and provide an opportunity for the Board to prioritize longer-term actions.

#### FUTURE YEARS

#### 2018

FR-0005 FIREHALL DASHWOOD BUILDING UPGRADE REFERANDUM  
 PR-0010 NANAIMO RIVER BRIDGE-MORDEN COLLIERY TRAIL CONSTRUCTION  
 PR-0018 BENSON CREEK FALLS STAIRS CONSTRUCTION  
 SW-0001 SW- CELL 1 CLOSURES  
 TR-0004 TRANSIT - WOODGROVE EXCHANGE IMPROVEMENT  
 TR-0006 TRANSIT - COUNTRY CLUB EXCHANGE IMPROVEMENT  
 WT-0006 NB WT- OUTRIGGER RD MAIN 2017  
 WT-0009 NB WT - WALL BEACH RD MAIN UPGRADE 2018  
 WT-0018 NB WT - WEST BAY PUMPHOUSE UPGRADE 2018  
 WT-0019 NB WT - DOLPHIN DRIVE MAIN 2018  
 WT-0023 WHISKEY CREEK PUMP STATION AND DISTRIBUTION  
 WT-0025 NANOOSE BAY PENINSULA PUMP STATION  
 MJ-2851 MAJOR CAP - WASTEWATER NANOOSE PUMP STATION UPGRADES  
 MJ-2872 MAJOR CAP - WASTEWATER FCPC EFFLUENT TURBINES  
 WW-0010 FCPC - PLANT EXPANSION  
 WW-0019 NPCC - DIGESTER #2 UPGRADE AND REPAIRS  
 WW-0021 FCPC- BAY AVE PMP STN UPGRADE

#### 2019

FR-0002 COOMBS HILLIERS FIREHALL 2 RECONSTRUCTION DESIGN  
 FR-0003 ERRINGTON SEISMIC UPGRADE HALL #2  
 FR-0005 DASHWOOD FIREHALL BUILDING DETAILED DESIGN AND CONSTRUCTION  
 PR-0015 BENSON CREEK LOWER (BCFRP) BRIDGE  
 WT-0007 NB WT - DORCAS PT RD WTR MAIN  
 WW-0009 FCPC - INTERCEPTOR/PUMP STATION EXPANSION

**2020**

FR-0002 COOMBS HILLIERS FIREHALL 2 RECONSTRUCTION  
FR-0003 ERRINGTON SEISMIC UPGRADE HALL #2  
PR-0016 LIGHTHOUSE CRT - NILE CREEK BRIDGE  
WW-0016 FCPCC - EFFLUENT PUMPING STAGE 2

**2021**

FR-0008 BOW HORN BAY FIREHALL REPLACEMENT  
PR-0012 MOORECROFT LONGHOUSE  
PR-0013 NOTCH, EA E  
PR-0019 THE LOOKOUT - EA E  
WT-0005 NB WT - FAIRWINDS RESERVOIR  
WW-0014 NPCC - DEPARTURE BAY PUMP STATION #3 RPLC





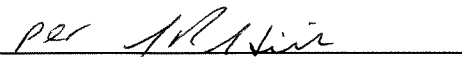
2. To endorse select communication and outreach activities outlined in Attachment 1 celebrating the RDN's 50<sup>th</sup> Anniversary.
3. To not endorse the communication and outreach activities outlined in Attachment 1 celebrating the RDN's 50<sup>th</sup> Anniversary and provide alternate direction to staff.

### **FINANCIAL IMPLICATIONS**

Several of the planned events and activities are standard annual activities. Others are activities that have already been planned and budgeted for, and will be timed to coincide with or use the theme of the 50<sup>th</sup> anniversary. Other projects require minimal funding which is available in the proposed 2017 Budget.

### **STRATEGIC PLAN IMPLICATIONS**

These activities support the Strategic Plan priority of Focus on Relationships, specifically the priority of improving two-way communication within the Regional District and with our communities, by engaging the public in a variety of ways including events, activities, mailed newsletters, social media engagement and enhanced online access to information.



Christina Gray  
cgray@rdn.bc.ca  
February 21, 2016

#### Reviewed by:

- J. Hill, Manager, Administrative Services
- J. Harrison, Director, Corporate Services
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. RDN 50<sup>th</sup> Anniversary Events and Activities
2. RDN 50<sup>th</sup> Anniversary Logo

**Attachment 1**  
**RDN 50<sup>th</sup> Anniversary Events and Activities**

**Activities specific to the 50<sup>th</sup> anniversary**

1. Public Gathering

An Administration Building open house or gathering for the public will be organized to celebrate the 50<sup>th</sup> anniversary. The proposed date is September 12 from 3:00 p.m. to 5:00 p.m. This is an opportunity to invite the public, other government officials, First Nations and former employees to celebrate the 50<sup>th</sup> anniversary. Food and beverages will be provided. The Electoral Area Services Committee scheduled for that day will follow this event.

Cost: \$3,000

2. Social Media Campaign

The 50<sup>th</sup> anniversary presents an excellent opportunity to enhance our social media presence through sharing old photos, maps and information about the RDN. We currently only use our Instagram account for a few events each summer, but this offers an opportunity to create a hashtag and, with small prize incentives, encourage residents and visitors to use it across our social media platforms.

Cost: \$200 for small prizes

**Planned activities that will be timed to coincide with the 50<sup>th</sup> anniversary**

3. Website Renewal

A renewal of the website was previously identified as necessary and will be timed to coincide with the 50<sup>th</sup> anniversary. The renewal will involve departmental review of pages and consolidation of information where possible. It will also include a new main page navigation to make it easier for the public to access information, will be responsive and accessible via mobile/tablet and page numbers will be replaced with standard urls (Uniform Resource Locators). To celebrate the 50<sup>th</sup> anniversary, a new page will be developed to present historical information through an interactive timeline.

Cost: \$20,000

4. Video

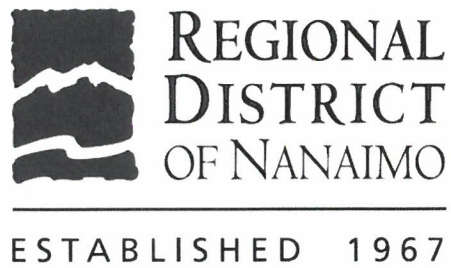
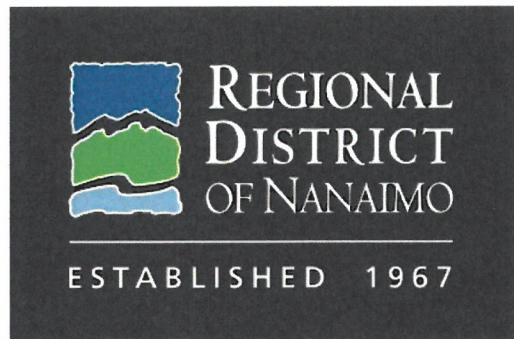
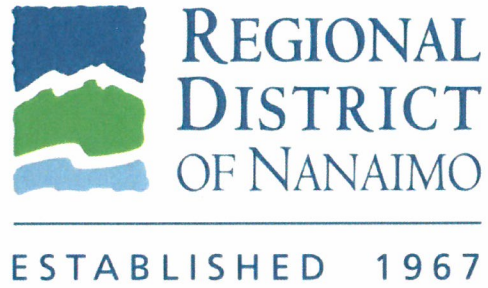
A short video about the RDN was previously identified by staff as an opportunity to clarify the role of the RDN to the public. The video would be ready in time for the 50<sup>th</sup> anniversary in August and would be posted to the website. The video can also be broken into smaller clips that would be used for posting key messages on social media.

Cost: \$5,500 - \$7,000

**Regular Budget Items – No additional cost**

5. Parks Event  
Recreation and Parks is celebrating the opening of their most recent trail on May 27<sup>th</sup>. This event was previously planned, but also offers the opportunity to celebrate the 50<sup>th</sup> anniversary by displaying banners announcing the occasion and handing out 50<sup>th</sup> anniversary pins and pens.
6. 50<sup>th</sup> Anniversary Golden Shoe Hunt  
Each year, Recreation and Parks carries out a Golden Shoe treasure hunt across RDN parks and trails in April/May. This year, the coordinator has offered to use the 50<sup>th</sup> anniversary as the theme for the clues. These efforts also utilize RDN social media platforms and expanded use this year will be supported by Corporate Communications. Local media is regularly engaged throughout the hunt.
7. Retro-Per-Spectives  
Each year, the RDN publishes an edition of Perspectives in June/July. This year, to celebrate the 50<sup>th</sup> anniversary, a portion of the publication will be dedicated to a look back at some of the major highlights over the past 50 years. The content developed will also be used on the RDN website and social media.

**Attachment 2**  
**RDN 50<sup>th</sup> Anniversary Logo**



**TO:** Regional District of Nanaimo Board                      **MEETING:** March 14, 2017

**FROM:** Shelley Norum  
Wastewater Coordinator                      **FILE:** 5330-20-GNPCC Rec Env

**SUBJECT:** Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring

**RECOMMENDATION**

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.

**SUMMARY**

Receiving environment monitoring is a requirement of the Regional District of Nanaimo (RDN) Liquid Waste Management Plan and discharge permit for Greater Nanaimo Pollution Control Centre (GNPCC). The RDN is seeking Environmental Consulting Services for the 2017-2019 GNPCC Receiving Environment Monitoring Program. A competitive Request for Proposals (RFP) process was completed on February 8, 2017. G3 Consulting Ltd. provided the highest scoring proposal.

**BACKGROUND**

Receiving Environment Monitoring is a regulatory requirement under the RDN Liquid Waste Management Plan and discharge permit for GNPCC. A competitive RFP process was completed on February 8, 2017. The RDN received six proposals:

- |                                      |              |  |
|--------------------------------------|--------------|--|
| • G3 Consulting Ltd.                 | \$226,314.45 | } Financial proposals were not evaluated – technical submission did not meet the minimum scoring standard noted in the RFP |
| • Great Pacific Consulting Ltd.      | \$314,557.00 |  |
| • Hatfield Consultants Partnership   | \$327,578.00 |  |
| • Archipelago Marine Research Ltd.   | n/a          |  |
| • Pacificus Biological Services Ltd. | n/a          |  |
| • Stantec Consulting Ltd.            | n/a          |  |

Each proponent submitted a technical proposal and financial proposal in separate sealed envelopes. Technical proposals were evaluated first. The RDN did not evaluate the financial proposals from three proponents because their technical submissions did not meet the minimum scoring standard noted in the RFP.

Each proposal was reviewed by a four member committee which considered the proposals based on the evaluation criteria identified in the RFP: 1) project team, experience and corporate commitment 2) past performance 3) project understanding 4) work plan 5) project delivery and 6) fees.

G3 Consulting Ltd.’s proposal received the highest score and represents the best value.

## ALTERNATIVES

1. Award the environmental consulting services contract for the 2017-2019 Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring Program to G3 Consulting Ltd. for \$226,314.45.
2. Do not award the contract. This would result in the RDN not meeting its provincial regulatory requirement. Receiving Environment Monitoring is a requirement of the RDN Liquid Waste Management Plan and discharge permit for Greater Nanaimo Pollution Control Centre.

## FINANCIAL IMPLICATIONS

There are sufficient funds in the 2017-2019 Wastewater – Southern Community budget for this project.

## STRATEGIC PLAN IMPLICATIONS

The Receiving Environment Monitoring Program is a provincial regulatory requirement which aligns with the RDN's strategic priority for the environment by monitoring the effects of treated effluent on the receiving waters.



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Shelley Norum  
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February 21, 2017

### Reviewed by:

- S. De Pol, Manager, Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer





Recent reports on global marine litter do not list Canada in the top 20 countries contributing to marine litter<sup>2</sup> however, with over 202,080 kilometers of coastline, we are subject to the effects. In 2015, over 175 tonnes of marine litter were recovered from 3200 km of beach during the “Great Canadian Shoreline Cleanup”<sup>3</sup>. Included in the items recovered were many single-use disposal items including cigarette butts, food wrappers, plastic bottle caps, plastic grocery bags, and straws and stirrers. It is not clear at this time how much of this litter was generated in Canada and how much is from other countries.

On February 23, 2017 UN Environment launched a major global #CleanSeas campaign to end marine litter. Ten countries are already on board, as well as DELL Computers, and a number of high profile celebrities. The campaign aims to eliminate major sources of marine litter: microplastics in cosmetics and the usage of single use plastic by the year 2022<sup>4</sup>.

In BC, Regional Districts do not have effective regulatory tools to regulate the use of plastics entering the marine environment. Aligning provincial and federal policies around the use and sale of single-use plastic in Canada will have a much greater impact on reducing their impact on our oceans.

The federal government can play an important role within Canada, and internationally, by addressing how to mitigate and manage marine litter on 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*.

A nationwide study is required to determine what programs and legislation are already in place across Canada and what strategy is best suited in the Canadian context. Recommendations from the UNEP can be found in Appendix 1. Policies and laws need to address not only the removal of litter but are generally more successful when they govern the production, use, and disposal of products that would otherwise become marine litter. To this end, using a “circular economy” approach (extended use, reuse, recovery) to prevent the generation of waste products can reduce the overall production of marine litter.

There are a wide range of legal and policy approaches that are important for addressing marine litter— including regulation, collecting and accessing data and information; requiring agencies to report on progress; conducting baseline assessments; setting goals for litter reduction; addressing prevention, remediation, coordination, and planning; creating incentives through market-based instruments; and public participation and awareness-raising.

Microplastics, found in personal care and cleaning products, present a significant problem for marine litter management. In March 2016, the FCM 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”.

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<sup>2</sup> Jambeck et al (2015) Plastic waste inputs from land into the ocean <http://science.sciencemag.org/content/347/6223/768/tab-pdf>

<sup>3</sup> Great Canadian Shoreline Cleanup Facts & Figures <http://www.shorelinecleanup.ca/en/content/facts-figures>, accessed 20 Feb 2017.

<sup>4</sup> <http://web.unep.org/newscentre/un-declares-war-ocean-plastic>, accessed 27 Feb 2017.

## **ALTERNATIVES**

1. That the Board adopt the resolution for consideration at the Federation of Canadian Municipalities annual conference
2. That the Board adopt the resolution as amended.
3. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

There are no Regional District of Nanaimo budget implications associated with adopting this recommendation.

## **STRATEGIC PLAN IMPLICATIONS**

Considering the environmental impacts of marine litter 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.

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Meghan Larson  
[mlarson@rdn.bc.ca](mailto:mlarson@rdn.bc.ca)  
February 22, 2017

### **Reviewed by:**

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

### **Attachments**

1. Marine Litter Legislation: A Toolkit for Policymakers Executive Summary

# Executive Summary

Marine litter poses serious environmental, health, and economic threats to oceans and coastal ecosystems. It also presents a unique legal and regulatory challenge for many nation States (hereinafter States), as it can originate from diverse land-based and sea-based sources both within and outside of a State. While the full magnitude of the problem can be difficult to ascertain, some estimates suggest that an average of 8 million tons of plastic waste entered the ocean in 2010, and this figure has been projected to increase.

The prevalence of marine litter is the result of many different factors, including changing production and consumption patterns, inadequate waste management, and gaps in regulation of waste materials. The diverse sources require a comprehensive response. Accordingly, countries frequently utilize a variety of laws and policies to prevent, manage, and reduce the proliferation of marine litter. Many of these approaches are part of the general frameworks to reduce the generation and spread of solid waste, rather than being part of frameworks specifically designed to address marine litter. That said, a growing number of countries are developing targeted laws and policies to address marine litter—from laws mandating more research (e.g., in the United States) to laws banning certain types of products (e.g., plastic bags in Bangladesh and Rwanda), to overarching frameworks to address the growing problem (e.g., in Japan and Singapore).

Policies and laws need to address not only the removal of litter but are generally more successful when they govern the production, use, and disposal of products that would otherwise become marine litter. To this end, using a circular economy approach to prevent the generation of waste products can reduce the overall production of marine litter.

The following recommendations build upon the laws and policies reviewed in this Toolkit and address approaches States can take to reduce and minimize marine litter:

## Recommendations:

States that elect to adopt a comprehensive, holistic approach to marine litter management may:

- **Adopt legislation providing an overarching framework for preventing, reducing, and otherwise managing marine litter.** This legislation should consider the relationship between the marine litter legislation and other relevant laws (for example, on waste management), and particularly whether the new overarching legislation

supplements or replaces the existing laws. It should also provide for periodic review of the enacted legislation and its implementation.

- **Establish an inter-agency mechanism for coordinating among the diverse sectors with a role in addressing marine litter.** This inter-agency coordination should address the development, implementation, and review of the marine litter legislation and implementing regulations. It should also engage key stakeholders from the private sector and civil society.

States that adopt a more piecemeal approach to marine litter may:

- **Develop and implement laws to ban or diminish the production of single-use trash items and other waste that is commonly found in marine litter.** Single-use plastics, such as bottles, cups, and bags, are often found on beaches and are pervasive in the marine environment. Therefore, many countries and sub-national governments have banned certain types of single-use items (especially plastic bags).
- **Regulate non-recoverable items, such as plastic microbeads in personal care and cosmetics products.** These are impossible to remove from an aquatic environment. By preventing their introduction into the marine environment, States can eliminate a source of marine plastic pollution.
- **Develop and implement legislation to prevent the waste, once created, from entering the marine environment.** Preventing waste from entering the marine environment is a key approach, as once it has entered the marine environment, it is difficult or impossible to remove. Therefore establishing programs and practices, such as covered landfills near aquatic bodies, may help minimize waste. Approaches such as the circular economy model of economic development can be used to reduce the creation of items that easily become marine litter.
- **Support marine litter cleanup efforts.** Through policy measures and government programs, States can support regional and local marine debris monitoring and cleanup programs, engage in education and awareness-raising initiatives, and extend producer responsibility.

Regardless of whether a State adopts a comprehensive or piecemeal approach to marine litter, there are a wide range of legal and policy approaches that are important for addressing marine litter—including collecting and accessing data and information; requiring agencies to report on progress; conducting baseline assessments; setting goals for litter reduction; addressing prevention, remediation, coordination, and planning; creating incentives through market-based instruments; and public participation and awareness-raising.

Specific measures include:

- **Map and review national regulatory frameworks and other instruments to identify gaps in addressing the issue.** This may include laws and policies related to export of certain plastics products to countries where no recycling or recovery for these items exist; prohibit production of disposable items that lack an adequate end-of-life plan and cost contribution to deal with the problem; or impose requirements on port reception facilities. From this assessment, States can make an informed decision about priorities for preventing marine litter.
- **When introducing new regulatory frameworks (such as bans, fees, or phase outs) plan for a grace period in which to educate the public.** Securing support from key stakeholders who are affected by or contributing to the production of marine litter (i.e. regulated businesses, local authorities, and the public) can improve compliance with the regulation and enforcement. During the grace period, it is critical to increase public understanding of the initiative, the reason for it, its benefits, and what is required to comply with the requirements.
- **Document and share approaches.** Countries and subnational authorities are encouraged to document the process of developing legislation to address marine litter (including for example, any cost-benefit analyses that are conducted, which stakeholders were engaged, and how, and the policy debate around particular options). Sharing information on the process as well as the final legislation can then inform other jurisdictions that are considering similar legislation. Online databases, such as ECOLEX, are one tool for sharing relevant laws and policies, although it may be advisable to develop new keywords focused on marine litter to facilitate identification of relevant legislation.



when it reaches a certain level. The clogged strainer caused the system to fill continuously and overflow to waste. On this occasion, the volume of the leaked water was calculated at 969 cubic metres. With a 50 percent adjustment, the homeowner is responsible for 485 cubic metres of leaked water, valued at \$577.06 at 2016 water rates.

It is contrary to the Policy to provide a second leak adjustment within a 5-year period. However, considering the 2016 leak was much larger than the leak in 2014, and was the result of an innovative rainwater harvesting system designed to conserve the community water supply, the recommendation is that the RDN waive the 'once in a five year' provision in the Policy, and provide an adjustment equal to the value of 50 percent of the leaked water. This would also be the most effective way to ensure that the property owner install a backflow prevention device to better protect the community water supply from cross contamination. Correspondence to the property owner dated December 14, 2016 outlined the conditions to be met in order to receive the adjustment (see Attachment 2).

Following that correspondence, Utilities staff attended the property on December 21, 2016 at the homeowner's invitation. Upon review of the system, staff were satisfied the homeowner met the conditions outlined in prior correspondence and stated that the RDN would be prepared to adjust the high water bill by 50 percent of the value of the leaked water. The homeowner disagreed with the proposed resolution, contending that a 100 per cent adjustment was appropriate. In his opinion:

- the strainer was clogged as a result of "contaminants" (particulates) in the RDN water supply.
- the policy was vague and did not specifically address a rainwater collection system
- his investment of \$700 to prevent backflow should be considered.

With respect to particulates in the water supply, the water provided in Nanoose and other water systems can periodically contain elevated levels of iron and manganese, which can result in particulate matter in the water supply. The community water supply meets the requirements of the Canadian Drinking Water Regulations, and is not 'contaminated'.

RDN Utilities staff forwarded correspondence dated December 21, 2016 (see Attachment 3) reiterating that in light of the Policy, the resolution proposed by RDN staff was the fairest resolution and that if the homeowner disputed that in writing, the matter would be referred to the RDN Board of Directors. The homeowner responded verbally, and in writing via email, that he wished the matter to be referred to the Board (see Attachment 4).

## **ALTERNATIVES**

- 1) That the Board authorize a water bill adjustment at the Property for an amount equal to 50 percent of the value of water leaked during the September 2015 to May 2016 billing period.
- 2) That the Board deny a second water bill adjustment within a 5-year period for the Property located in the Nanoose Bay Peninsula Water Service Area.
- 3) That the Board provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The volume of leaked water at the Property for the September 2015 to May 2016 billing period has been calculated at 969 cubic metres. As the leak was from a rainwater system supplying outdoor irrigation and toilet water, the Policy clearly provides that bill can be adjusted by the value of 50 percent of the leaked water. This amounts to \$577.06 for 485 cubic metres of water, applying 2016 water user rates. Each year, the RDN provides water bill adjustments to customers who discover and repair water leaks.

This is accounted for in water user fees. Water user fees in the Nanoose Bay Peninsula Water Service Area are projected to be \$700,000 in 2017. Providing an adjustment of \$577.06 to the homeowner at the Property can be accommodated in the 2017 budget.

#### STRATEGIC PLAN IMPLICATIONS

Within the Key Focus Area of Service and Organizational Excellence, the 2016-2020 Board Strategic Plan includes examining both costs and benefits as we invest in regional services, and that the RDN will be effective and efficient. The policy to provide adjustments to high water bills when a homeowner makes a repair to eliminate a water leak is an effort to improve the overall efficiency of the water system while also offering a high level of service to RDN customers. The cost of providing adjustments in accordance with the Policy is matched by these efficiency and customer service benefits.



---

Chris Midgley  
[cmidgley@rdn.bc.ca](mailto:cmidgley@rdn.bc.ca)  
February 22, 2017

#### Reviewed by:

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

#### Attachments

1. RDN Policy D1.1 - *Adjustment for Water Leak*
2. Correspondence to 1965 Highland Road, dated December 14, 2016
3. Correspondence to 1965 Highland Road, dated December 21, 2016
4. Correspondence from the Homeowner at 1965 Highland Road disputing the proposed resolution



# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT: <i>Adjustment for Water Leak</i> <i>(Utilities)</i>	POLICY NO: D1.1 CROSS REF.:
EFFECTIVE DATE: July 8, 2003	APPROVED BY: Board
REVISION DATE: February 28, 2006	PAGE: 1 of 3

### PURPOSE

To describe the conditions under which a water bill adjustment will be made for a water leak.

### POLICY

1. Water account adjustments to a property may be considered once in a five year period if:
  - The property owner completes the form attached to this policy entitled *Regional District of Nanaimo Utilities Department User Fee Adjustment for Water Leaks Application Form*.
  - The leak was repaired within 14 days of the water billing or from the date the leak was discovered.
  - The property owner has provided the RDN with detailed receipts showing proof of repairs.
  - RDN Utilities personnel have verified that repair work has been undertaken and completed.

Leaks in hot tubs, swimming pools, and decorative fountains are the responsibility of the property owner and do not qualify for adjustments.

2. Fees. For costs associated with customer service requests, the following fees apply:
  - \$20.00 Administration Fee (all applications)
  - \$50.00 Meter Accuracy Test Fee (if requested by applicant)
  - \$50.00 Meter Re-reading Fee (if requested by applicant)
  - \$200.00 Meter Replacement Fee (if requested by applicant)

The above-noted fees are subject to GST. The administration fee will be waived if the leak is a result of a fault in the municipal system.

3. When the leak is associated with the main service line from the meter connection to the residence or commercial building, and when all other requirements to qualify for an account adjustment are met, the Manager of Utilities, in estimating the account, shall take the average consumption at the property over the past three years for the billing period in question.

4. When the leak is associated with an irrigation system or in-home appliance such as a toilet or sink, and when all other requirements to qualify for an account adjustment are met, the Manager of Utilities, in estimating the account, shall take the average consumption at the property over the past three years for the billing period in question, plus the value of 50% of the water used as a result of the leak. No customer shall pay more than \$1,500 for the value of the leaked water. Therefore, to calculate the amount owing, the water bill will include the customer's three year average consumption for that period, plus 50% of the leaked water consumption (to a maximum value of \$1,500), plus any other applicable fees as outlined in this policy.
5. All water billing disputes that go unresolved within the Utilities Department shall be referred to the RDN Board.
6. No application for adjustment will be accepted after a period of one year has elapsed from the date the water bill was issued. After the termination of this period, all such water rates and charges are deemed to have been properly and correctly made.



**WATER & UTILITY SERVICES DEPARTMENT  
USER FEE ADJUSTMENT FOR WATER LEAKS  
APPLICATION FORM**



**APPLICANT'S NAME:** \_\_\_\_\_ **Account No.** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**PROPERTY ADDRESS** (if different than above): \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

- RDN Water Service Area: \_\_\_\_\_
- Cause of Leak: \_\_\_\_\_
- Date Leak was discovered: \_\_\_\_\_ Date repaired: \_\_\_\_\_
- Repairs done by: \_\_\_\_\_ Meter Reading (we do this) \_\_\_\_\_
- Insurance Claim for Repairs:      Yes      No      Receipts attached \_\_\_\_\_

I/we understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

**PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN  
ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.  
PLEASE PAY YOUR GARBAGE, RECYCLING, AND SEWER CHARGES (IF  
APPLICABLE) WHILE WE CONSIDER YOUR WATER USER FEES.**

- I/we understand that water account adjustments may be considered only once in a five year period.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Personal information collected on this form is collected for the purpose of processing this application and for administration and verification. The personal information is collected under the authority of the *Local Government Act* and RDN bylaws. If you have any questions about this collection, contact the Manager of Water Services at 6300 Hammond Bay Road in Nanaimo or by phone at (250) 390-6560. Personal information or business information submitted on this form is not considered to be supplied in confidence. **Applicant's initials** \_\_\_\_\_

*This Section for RDN Use Only*

Type of Leak:	Service Line	Other
<b>Original Water Bill Amount</b>	_____	<b>Adjusted Discount Date</b> _____
<b>Original Discount Date</b>	_____	
Administration Fee (\$20)		_____
Meter Accuracy Test Fee (\$50)		_____
Meter Re-reading Fee (\$50)		_____
Meter Replacement Fee (\$200)		_____
		(5% GST) _____
Customer's 3 Year Historical Average Consumption	_____	_____
Value of 50% Excess Water	(not for service line leaks) _____	(max. \$1500) _____
	10% Discount (if applicable) _____	
<b>Amount to Invoice:</b>		<b>\$</b> _____

Refund/Invoicing Approved by \_\_\_\_\_ Date: \_\_\_\_\_

*Manager of Water & Utility Services*



REGIONAL  
DISTRICT  
OF NANAIMO

Mr. David Bligh  
1965 Highland Road  
NanOOSE Bay, BC  
Postal Code  
V9P 9H6

December 14, 2016

Dear Mr. David Bligh:

**Re: Water Leak Adjustment – 1965 Highland Road**

---

The Regional District of Nanaimo (RDN) has been in conversation with you regarding a second leak adjustment within a 5-year period at the property at 1965 Highland Road. Allowing a second bill adjustment within a 5-year period is outside of the "Adjustment for Water Leak" policy (enclosed for reference) and would not normally be approved however, considering your efforts to install a system that conserves the community water supply by supplementing irrigation and toilet water with rainwater, the RDN will consider an adjustment if the following conditions are met:

- Proof is provided to the RDN that a manual shut-off on the line that tops up the cistern(s) with the community water supply has been installed;
- Proof is provided to the RDN that a backflow prevention device that completely disconnects the rainwater collection system from the community water supply has been installed;
- Proof is provided to the RDN that an overflow alarm to indicate when the cistern is spilling water from the community water supply has been installed;
- A rainwater harvesting system maintenance program is provided to the RDN; and
- As-built drawings for the system as a whole have been provided to the RDN.

Please note, section 4 of the enclosed policy states that when the leak is associated with an irrigation system or in-home appliance such as toilet, the Manager of Water and Utility Services shall take the average billing at the property over the past three years for the billing period in question, plus the value of 50% of the leaked water.

Thank you for your patience as we've looked for the most equitable resolution to what is a comparatively unique situation. We hope you find this to be a fair resolution. If so, once the conditions above are met, we will process the *Adjustment for Water Leaks Application Form* that you have already submitted.

If you do not agree with the proposed resolution, please notify me and the matter will be referred to the RDN Board of Directors. If you have any questions or concerns, please do not hesitate to call me at 250-390-6545.

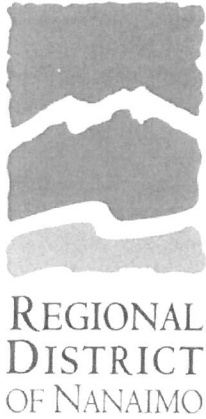
Best Regards,

Chris Midgley  
Manager, Water Services and Asset Management

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)



Mr. David Bligh  
1965 Highland Road  
Nanoose Bay, BC  
Postal Code  
V9P 9H6

December 21, 2016

Dear Mr. David Bligh:

**Re: Water Leak Adjustment – 1965 Highland Road**

---

Thank you for taking the time to meet with myself and Water Services staff at your home today. Based on our meeting, myself and the attending RDN staff agree that the components you have installed meet the conditions necessary to receive an adjustment as outlined in our letter dated December 14, 2016.

Furthermore, we are prepared to waive the requirement that an overflow alarm be installed for the simple, practical reality that the system would be in alarm for much of the October to May period when the rains are falling. We are also prepared to waive the requirement that a Rainwater Harvesting System Maintenance Program be provided to the RDN on the grounds that you have a copy of the RDN's *Rainwater Harvesting Best Practices Guidebook*, and you acknowledge that you have read and understand the maintenance checklist provided in that document, and follow the recommended maintenance activities as a matter of practice. Finally, while we recommend that you have a set of as-built drawings of your rainwater system, we will not make that a condition of providing a second leak adjustment in 5-years.

As discussed, pursuant to Section 4 of the RDN *Adjustment for Water Leak* policy (enclosed for reference) the adjustment will be to an amount equalling the average consumption over the last three years for the relevant billing period, plus 50% of the leaked water.

We consider this to be the fairest resolution of the situation considering the RDN *Adjustment for Water Leak* policy, however we also understand that you feel that the RDN should provide an adjustment that covers 100 per cent of the leaked water.

Section 5 of the enclosed policy states that all water billing disputes that go unresolved within the Utilities Department shall be referred to the RDN Board. Please provide in writing whether you agree to or wish to dispute the proposed resolution. If you wish to dispute the resolution, we will bring a report forward to the Board at the earliest possible convenience. If you have any questions or concerns, please do not hesitate to call me at 250-390-6545.

Best Regards,

Chris Midgley  
Manager, Water Services and Asset Management

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

## Midgley, Chris

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**From:** David T Bligh  
**Sent:** Thursday, December 22, 2016 1:57 PM  
**To:** Midgley, Chris  
**Subject:** Re: 1965 Leak Adjustment -Follow up

Chris

I'm sorry to hear that.

I do not accept the proposed resolution (50% adjustment).

Dave

On Dec 22, 2016, at 13:51, Midgley, Chris <[cMidgley@rdn.bc.ca](mailto:cMidgley@rdn.bc.ca)> wrote:

Hello Mr. Bligh,  
In addition to myself, the attending RDN staff yesterday were:  
Gerald St. Pierre, Project Engineer for RDN Water Services;  
Dave Welz, Chief Operator, Utilities; and  
Deanna McGillivray, Special Projects Coordinator.

If you do intend to provide a letter in writing that you do not accept our proposed resolution (specifically the 50% adjustment), you may do so by email – no need to wait for regular mail to deliver the notice. Once I have the opportunity to discuss with my General Manager, I will let you know the timeline for the process. In all likelihood, this matter will be referred to the Board for consideration in February.

Best Regards,  
Chris

**Chris Midgley**  
Manager, Water Services and Asset Management  
Regional District of Nanaimo  
t: 250 390 6545  
e: [cmidgley@rdn.bc.ca](mailto:cmidgley@rdn.bc.ca)



SAVE TREES - PLEASE **DO NOT PRINT** THIS EMAIL UNLESS YOU REALLY NEED TO.

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**From:** David T Bligh  
**Sent:** Thursday, December 22, 2016 1:26 PM  
**To:** Midgley, Chris  
**Subject:** Re: 1965 Leak Adjustment -Follow up

Chris

I very much appreciate your efforts to resolve my 'leak adjustment' situation. I also appreciate the time you and your staff took yesterday, to visit my house and view my installation first hand. I thought the ensuing conversation was very productive. Of particular note to me was the fact that we all agreed that there still exists 'grey' areas in both policy and directives in dealing

with Rainwater Collection Systems. It is a relatively new technology in constructing 'greener' homes but it does present its own problems. Since my system was installed in 2008, technology for RWCS has changed. Assessing my system yesterday, was a good opportunity to discuss possible changes or adjustments to the RDN policy and guidelines for anyone installing a system in the future.

It was unfortunate that the attachment to your letter of Dec 14 had only the first of the three pages of the RDN Policy. I would liked to have been familiar with the conditions stated in Section 4 on page 2, so we could have discussed them in person and hopefully agreed to an interpretation.

(I thank you for attaching it to your follow up letter yesterday).

The interpretation of Section 4 on page two of the Policy is very important to this resolution. I have now had the opportunity to reread Section 4 several times and I understand this part of the policy to mean that the leak must be associated with 'an irrigation system or in-home appliance such as a toilet or sink'. Nowhere is there mention of 'Rainwater Collection System', therefore an obvious 'grey' area of the policy. The fact that the RWCS supplies water to toilets and outside taps, should not be considered as the source of the leak. As we discussed, the leak was caused by particulate in the city water supply in the RWCS itself, not an appliance or irrigation system as I believe the policy refers.

To date, I have spent over \$700 meeting the conditions you have given me to allow your consideration for an adjustment. You have stated in your letter yesterday that you are satisfied that I have met your conditions. We have made significant progress in resolving this issue, but I submit that the conditions for 'calculating the amount owing' were not met in Section 4 and that the adjustment should therefore be 100% (not 50%) for the water leaked. As you requested, I also paid the water bill for the May to September period.

The resolution to this matter has not been easy for you and it has taken a lot of your time over the last 8 months. I understand. Please accept my appreciation for your efforts.

I am prepared to accept the conditions of Section 5 and I will send a follow up letter as you requested if necessary.

Dave

ps

would you kindly send me the names of the RDN staff members that were with you yesterday.

On Dec 21, 2016, at 16:53, Midgley, Chris <[cMidgley@rdn.bc.ca](mailto:cMidgley@rdn.bc.ca)> wrote:

Hello Mr. Bligh,

Thank you again for having us at your property this afternoon. Please find enclosed a letter following up to that meeting, as well as a complete version of the RDN Policy: Adjustments for Water Leak.

Please let me know if you agree with the proposed resolution, or wish to refer the matter to the RDN Board of Directors.

Best of the season to you and your family.

Regards,  
Chris

**Chris Midgley**  
Manager, Water Services and Asset Management  
Regional District of Nanaimo  
t: 250 390 6545  
e: [cmidgley@rdn.bc.ca](mailto:cmidgley@rdn.bc.ca)



SAVE TREES - PLEASE **DO NOT PRINT** THIS EMAIL UNLESS YOU REALLY NEED TO.

<2047-Leak-1965\_HighlandRd-2016-12-21.pdf><Policy D1-01 Adjustment for  
Water Leak (Feb 2006).pdf>





## FINANCIAL IMPLICATIONS

For Alternative 1, if the water user rates are increased as proposed, then the ongoing maintenance, upgrades and improvements under each water system capital plan can proceed as laid out in the revised 2017 – 2021 Financial Plan. The rate structure was developed to provide the necessary funding required for ongoing operation of the water service areas.

For Alternative 2, if the water user rates are not increased as proposed, there will be a reduction in anticipated revenues to support for the operation of all RDN water systems resulting in reduced operational activity, regular system maintenance and planned upgrades.

## STRATEGIC PLAN IMPLICATIONS

The Key Focus Area of Service and Organizational Excellence states that the RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. Increasing water user rates to keep up with inflation ensures that RDN water services can continue all the necessary activities to provide efficient and effective water services to a level that meets the expectations of residents in RDN water service areas. Adequately funding planned operations and maintenance also advances the Strategic Priority to fund infrastructure in support of our core services employing an asset management focus.

---

Chris Midgley  
cmidgley@rdn.bc.ca  
February 22, 2017

## Attachments

1. *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.06, 2017*

## Reviewed by:

- Randy Alexander, General Manager, Regional and Community Utilities
- Wendy Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1655.06**

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

WHEREAS The Board of the Regional District of Nanaimo adopted the “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” which established fees and charges for water services;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce water user rate increases of 2% in accordance with the 2017 Financial Plan;

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

**1. Citation**

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.06, 2017”.

**2. Amendment**

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

By deleting Schedule ‘A’ of Bylaw No. 1655 and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

**3. Effective Date**

The effective date of this Bylaw is May 1, 2017.

Introduced and read three times this , 2017.

Adopted this , 2017.

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CHAIRPERSON

---

CORPORATE OFFICER

---

Chairperson

---

Corporate Officer

## **SCHEDULE 'A'**

### **WATER RATES**

1. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$1.02 per cubic meter.
  - ii) From 0.71 to 1.4 cubic meters per day, \$1.16 per cubic meter.
  - iii) From 1.41 to 2.1 cubic meters per day, \$1.49 per cubic meter.
  - iv) From 2.11 to 2.8 cubic meters per day, \$1.75 per cubic meter.
  - v) From 2.81 to 3.5 cubic meters per day, \$2.35 per cubic meter.
  - vi) Over 3.50 cubic meters per day, \$3.53 per cubic meter.
- (b) Minimum rate is \$0.33 per day.
- (c) Un-metered connections - \$3.06 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.



- Either party may terminate the License by giving the other 180 days written notice.
- On termination of the License the Licensee (the RDN) would need to deactivate and/or remove any improvements placed upon the land within 180 days of termination.

Staff has recognized a concern in the agreements wording, regarding expensive infrastructure that could be constructed on the Island Timberland property and then if the license was terminated the infrastructure would need to be removed. Island Timberlands indicates this is common language in their licenses and they do not anticipate having to terminate the agreement but staff has identified this as a risk.

The agreement was reviewed by lawyers retained by the Regional District of Nanaimo (RDN). A number of changes were recommended and accepted by Island Timberlands which have been captured in the attached License agreement.

#### **ALTERNATIVES**

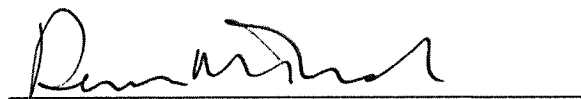
1. That the Board approve the Non-Exclusive License with Island Timberlands for the use of lands to construct, maintain and access an underground water tank.
2. Provide alternate direction to staff.

#### **FINANCIAL IMPLICATIONS**

The cost of the license is \$1,800 per annum subject to annual increases of CPI and is included in the Nanoose Fire Services requisition.

#### **STRATEGIC PLAN IMPLICATIONS**

The approval of the license will allow the construction of important infrastructure which will address RDN Strategic Priority of supporting Emergency Services as a core element of community safety.



Dennis Trudeau  
[dtrudeau@rdn.bc.ca](mailto:dtrudeau@rdn.bc.ca)  
March 8, 2017

#### **Reviewed by:**

- D. Trudeau, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

#### **Attachments**

1. Appendix 'A' - Island Timberlands Non-Exclusive License

1. **EFFECTIVE DATE:** April 1st, 2017 **EXPIRY DATE:** March 31st, 2021
2. **LICENSOR:** Island Timberlands Limited Partnership ("ITLP")  
4<sup>th</sup> Floor – 65 Front Street  
Nanaimo, B.C. Canada  
V9R 5H9
3. **LICENSEE:** **Regional District of Nanaimo**  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2  
**Att: Mr. Doug Gardiner, Fire Services Coordinator.**  
**dgardiner@rdn.bc.ca T: 250.802.6670**
4. **GRANT:** ITLP is the owner of certain property legally described as: **PID#009-438-688 - BLOCK 603, NANOOSE DISTRICT: 120m east of the junction of Creek cross Road and Matthew Road, in Nanoose Bay, BC ("Block 603")**  
  
ITLP grants to the Licensee, its contractors, invitees, licensees, employees, agents and servants, together with vehicles, supplies, and equipment, the non-exclusive license to enter and be upon that part of Block 603, comprising approximately 1200 square meters and as more particularly shown outlined in RED on the attached Schedule 'A' map (the "Lands").  
  
See overview maps attached as Schedule 'A' for location and further details.
5. **PURPOSE:** This License is granted for the purpose of constructing, maintaining, and accessing an underground fire water tank and  
associated infrastructure ("the Improvements") on the Lands and no other purpose, upon the terms agreed to herein.
6. **LICENCE FEES:** **\$1,800.00** per annum, plus any applicable taxes, payable in advance.  
  
The Licence Fee is subject to annual increases of CPI (all items Victoria) effective April 1<sup>st</sup> 2018.
7. **SECURITY DEPOSIT:** Not required.  
  
The Security Deposit is security for the performance of all obligations by the Licensee under this License. If the Licensee defaults in the performance of any obligation herein, ITLP may, without prejudice to any right or remedy hereunder, apply the said security to the extent necessary.
8. **TAXES:** On demand from ITLP, the Licensee shall pay for any increase in taxes incurred due to the Licensee's improvements placed upon the Lands.
9. **MAINTENANCE, THEFT, REPAIR, SEARCH AND RESCUE, AND POLICING:**  
a) The Licensee shall keep the Lands used in connection therewith in a neat and tidy condition.  
b) Garbage removal and repair of vandalism found to be directly attributed to the existence of the improvements will be the sole responsibility of the Licensee.
10. **IMPROVEMENTS:**  
a) All improvements placed upon the lands will be designed and engineered for an end use of fire water storage only.  
b) The final location and design of the Improvements will be reviewed and approved by ITLP prior to commencement of construction.
11. **TIMBER:** The Licensee shall:  
a) not cut or damage, or allow the cutting or damaging of trees, upon the Lands except in locations where the Improvements are approved by ITLP under section 10 of this Licence and,  
b) ensure the felling of timber, where required, only occurs using fully certified and trained Fallers and a falling plan approved by ITLP.
12. **ROAD USE RULES:** If any ITLP road is used in connection with this License, the Licensee shall  
a) strictly observe all speed limits and traffic regulations,  
b) suspend use of ITLP roads whenever such use is likely to cause excessive damage to them,  
c) ensure all security gates used in connection with this License remain operational, and  
d) ensure that motor vehicle access to the Lands is restricted to the Licensee (or Licensee designate) as required for maintenance of improvements only.
13. **PROTECTION AGAINST FIRE:** The Licensee shall

- a) have on the Lands at all times firefighting tools and equipment as required by the BC Wildfire Regulation,
- b) immediately notify ITLP, the Ministry of Forests, and the local fire department upon discovery of any fire in the vicinity of the Lands, and
- c) strictly observe ITLP and Ministry of Forests closure instructions with regard to forest fire hazards.

**14. ENVIRONMENTAL RESPONSIBILITY:**

- a) In exercising its rights under this Licence, the Licensee shall comply with all applicable environmental laws and implement practicable measures to protect environmental quality and human health on the Lands.
- b) In exercising its rights under this Licence, the Licensee shall use the Lands in a manner to prevent the occurrence of any adverse environmental events and minimize potential environmental hazards that may affect ITLP and its contractors, invitees, licensees, employees, agents and servants, the public and the environment; and in connection with any adverse environmental event, the Licensee shall implement effective control measures and notify all concerned parties.
- c) The Lands used by the Licensee shall be subject to environmental audits, as ITLP, in its sole discretion, thinks advisable.

**15. COMPLIANCE WITH LAWS AND REGULATIONS:** The Licensee shall comply with all laws, by-laws, and regulations, Federal, Provincial or otherwise.

**16. ASSUMPTION OF RISK AND LIABILITY OF LICENSEE:**

- a) ITLP has made no representations or given any warranties save as set forth herein.
- b) The Licensee assumes all risk of damage to property of, or injury including death ("**Licensee Damage**") to, the Licensee and the Licensee's contractors, invitees, licensees, employees, agents and servants in connection with the Licensee's exercise of the privileges hereunder, except to the extent that such the Licensee Damage arises from the negligence ITLP, its contractors, invitees, licensees, employees, agents and servants
- c) The Licensee shall pay for all damage to ITLP resulting directly or indirectly from any negligent act or omission of the said Licensee in exercising its privileges hereunder, and shall reimburse ITLP for all expenses incurred by ITLP for fighting fire to the extent that such expenses result directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder.
- d) The Licensee shall indemnify and save harmless ITLP against all claims, damages, costs, suits, actions, expenses or liabilities asserted by the public or third party persons resulting directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder, except to the extent that such claims, damages, costs, suits, actions, expenses or liabilities arise from the negligence of ITLP, its contractors, invitees, licensees, employees, agents and servants.

**17. INSURANCE:** The Licensee shall obtain and maintain during the term hereof

- a) Comprehensive general liability insurance including non-owned automobile, covering bodily injury and property damage including loss of use thereof, and loss of use of tangible property which has not been physically injured or destroyed. The policy shall also include coverage for:
  - i) unlicensed and specially licensed vehicles,
  - ii) forest fire caused by the Licensee, Licensee's invitees, or members of the general public which are accessing the lands,
  - iii) contractual liability covering the Licensee's liability under this Licence; and
- b) Motor vehicle liability covering all said Licensee's licensed vehicles (owned and leased) exercising privileges granted under this Licence. The minimum limits of liability for (a) and (b) shall be \$5,000,000 inclusive. Such insurance shall be issued by an insurance company acceptable to ITLP, and shall include an endorsement requiring thirty (30) days' notice to ITLP prior to cancellation. The Licensee shall furnish evidence of the insurance prescribed in sub-paragraphs (a) and (b) above to ITLP before exercising any privileges granted hereunder.

**Notwithstanding the foregoing, ITLP acknowledges that the Licensee may satisfy the foregoing insurance requirements through primary coverage or self-insured retention.**

**18. TERMINATION, SUSPENSION AND RENEWAL:**

- a) ITLP grants to the Licensee the right to extend the Term for three (3) further and consecutive periods of five (5) years each (each five-year extension being an "Extension Term") upon the same terms and conditions as are contained in this Licence. Either party may terminate this Licence by giving the other one-hundred eighty (180) days' written notice, and if ITLP terminates this Licence for any reason, the unearned portion of any prepaid consideration shall be returned to the Licensee, without interest.
- b) If the Licensee defaults, all privileges hereunder terminate ten (10) days after notice of default is given by ITLP to the Licensee, if the default is not remedied within such time. If the default cannot be remedied within ten (10) days, the Licensee must notify ITLP in writing, ITLP may consent to extend the time within which the Licensee must remedy the default for such time as is reasonably required by the Licensee to correct or cure the default, such consent not to be unreasonably withheld. ITLP's termination of this Licence shall not prejudice ITLP's right to collect damages on account of the Licensee's breach of any term hereof.
- c) Any failure to exercise ITLP's right to terminate this Licence in case of default does not constitute a waiver of the Licensee's obligations to perform strictly in accordance with the terms of this Licence. Any such right to terminate shall remain in effect and may be exercised as long as the default continues.
- d) On termination, the Licensee shall forthwith deactivate and/or remove any improvements placed on the Lands if requested by ITLP. Where requested, if such improvements are not deactivated and/or removed within one-hundred eighty (180) days of termination, ITLP will deactivate/remove the improvements at the Licensee's cost plus 15%.
- e) The privileges granted under this Licence may be suspended and/or modified as ITLP, in its sole discretion, thinks advisable.
- f) If the Licensee requests a renewal of this Licence at least three (3) months before the Expiry Date, ITLP may, but is not obligated to, grant a renewal on terms satisfactory to it.

**19. NON-ASSIGNMENT:** Neither this Licence nor the privileges hereunder may be assigned in whole or in part by operation of law or otherwise, without the previous written consent of ITLP.



20. **NOTICES:** All notices shall be written and deemed duly given if delivered by hand or mailed by registered mail, postage prepaid, addressed to the party concerned at the address herein set forth or at such other address as may from time to time be communicated by notice. Notices shall be deemed to have been received, if delivered by hand, on the day delivered, and, if mailed, on the third day after posting unless there is between the time of mailing and actual receipt a mail strike, slowdown or other dispute which might affect delivery of the mail, in which case notice shall be only effective when actually delivered.
21. **OTHER TERMS:**
- a) The existence of the Licensee's Improvements will by no means impair or interfere with ITLP's ability to harvest or develop its lands adjacent to the Improvements, provided that ITLP will not carry out any harvesting or development in such a manner as to interfere with or damage the Improvements or interfere with the Licensee's use of the Lands under this Licence.
  - b) Post-License, re-contouring of the Lands and the planting of Douglas Fir seedlings will be the sole responsibility of the Licensee.
  - c) The Licensee will utilize all reasonable means at its disposal to control, and report to ITLP Security, any illegal activities within or directly adjacent the Lands;
  - d) All public communications related to the Improvements must be discussed with and approved by ITLP's Manager of Sustainable Timberlands and Government Affairs.
  - e) Nothing in this Licence, or in the use of or expenditure of public funds upon ITLP lands as contemplated by this Licence, shall be construed as a dedication of ITLP lands as a public park, public lands, highway, or trail.
  - f) Notwithstanding their degree of affixation to the soil, or any rule of law to the contrary, the Improvements shall, for the Term of this Licence remain the sole property of the Licensee.

22.

**SIGNED:**

**Island Timberlands Limited Partnership,  
by its general partner Island Timberlands GP Ltd.  
Real Estate Group  
Per**

**Licensee  
Regional District of Nanaimo**



\_\_\_\_\_  
*Signature*

**Randy Orr, RI, RFT**

\_\_\_\_\_  
*Type/Print Name*

**Manager, Real Estate**

\_\_\_\_\_  
*Position*

March 1<sup>st</sup>, 2017

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type/Print Name*

\_\_\_\_\_  
*Position*



# Matthew Road - Fire tank

Schedule A - Location map

Legend

Feature 1

Creekcross Rd

Matthew Rd

Approximate  
License area.

Google earth

© 2016 Google



200 m



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**TO:** District 69 Recreation Commission      **MEETING:** February 16, 2017

**FROM:** Hannah King      **FILE:**  
Superintendent, Recreation Program Services

**SUBJECT:** Amended Arrowsmith Community Recreation Services Agreement

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**RECOMMENDATION**

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.

**SUMMARY**

The Arrowsmith Community Recreation Association (ACRA) and the RDN have worked collaboratively since 2008 to provide supplemental recreation services to residents of Electoral Area 'F' through supplemental recreation program service agreements.

The previously submitted version of this report and Agreement approved by the RDN Board on December 6, 2016, contained an error related to the 2018 and 2019 annual payment amounts.

RDN staff recommend that the amended agreement (Attachment 1) be approved by the RDN Board. Funding for the Agreement is contained within the RDN 2017 preliminary budget and Five Year Financial Plan.

**BACKGROUND**

The current Recreation Services Delivery Agreement between the RDN and ACRA for the provision of recreation services expired December 31, 2016. The Association oversees the coordination of supplemental recreation programs for residents of all ages and interests and assists with community events in Electoral Area 'F'.

The previously submitted version of this report and Agreement approved by the RDN Board on December 6, 2016, contained an error related to the 2018 and 2019 annual payment amounts. Within the five year financial plan and during discussions with ACRA, staff budgeted for both annual CPI adjustments as required and annual increases in the amounts of: 2% in 2017, 2% in 2018 and 2.5% in 2019. In error the 2% for 2018 and the 2.5% for 2019 increases were not included in both the staff report and Agreement.

As the previously submitted and supported Agreement reflected the correct 2017 payment amounts, the January 2017 payment has been processed and forwarded to ACRA as per the terms of the Agreement.

The Regional District and ACRA have been working in partnership since 2008 under the same agreement model. Based on the Association's satisfactory service to date, staff are recommending renewal of the Agreement for another three year term (2017-2019) attached as Attachment 1.

The need for supplemental recreation services in Electoral Area 'F' was identified in the 2006 District 69 Recreation Services Master Plan. A review of recreation services through the development of a new

recreation services master plan for District 69 has commenced and is expected to be completed later in 2017. As part of this master plan process, the provision of supplemental rural recreation services will be reviewed.

It is possible that through the 2017 Master Plan referenced above a need to change the method of recreation service delivery may be identified for Electoral Area 'F'. The Board may wish to address these needs prior to the end of the attached Agreement term (December 31, 2019). Should this occur the Board could request ACRA to renegotiate the Agreement or exercise the termination clause that allows for the cancellation of the agreement by either party with 90 days' notice.

**ALTERNATIVES**

1. That the 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.
2. That the RDN Board not approve the renewal of the Recreation Services Delivery Agreement with the Arrowsmith Community Recreation Association and provide alternative direction.

**FINANCIAL IMPLICATIONS**

The Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association is financed through the Northern Community Recreation Service function. This function provides recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H'. As such these partners collectively fund the Northern Community Recreation Service and the annual payment to ACRA.

Excluding the transfers to Parksville and Qualicum Beach for sports fields which are based on usage, participants in the Northern Community Recreation service contribute a total of \$1,140,660 to this District 69 recreation service function. This equates to \$9.50 per \$100,000 of 2017 residential assessment including this transfer to ACRA.

Both the 2017 proposed budget and five year financial plan include annual payments as set out below including the 2% and 2.5% increase for 2018 & 2019.

2017	2018	2019
\$72,328	\$73,774.56 + CPI	\$75,619.95 + CPI

Without making any accounting for CPI the difference in funding to ACRA will be approximately \$1,400 in 2018 and \$1,875 in 2019 from that previously approved by the Board.

Should the Board not approve the attached agreement ACRA may no longer be able to provide supplemental recreation services as outlined in Schedule 'A' of the Agreement. Electoral Area 'F' recreation services would be reduced until a new service provider is sourced and selected. In addition RDN program staff may be required to fulfil programming responsibilities in the Electoral Area during the interim. The annual payments to ACRA identified in the 2017 preliminary budget and Five Year Financial Plan would not be fully expended until a new service provider or method is selected.

## STRATEGIC PLAN IMPLICATIONS

Providing supplemental recreation services with community organizations aligns with the Board's Strategic Plan to continue, further develop and encourage meaningful relationships with community partners.



---

Hannah King  
hking@rdn.bc.ca  
January 13, 2017

### Attachments

1. Arrowsmith Community Recreation Services Delivery Agreement

### Reviewed by:

- D. Banman, Manager, Recreation Services
- T. Osborne, General Manager, Recreation and Parks
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

**Attachment 1**

**RECREATION SERVICES DELIVERY AGREEMENT**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_, 2017

BETWEEN:

REGIONAL DISTRICT OF NANAIMO  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

(herein after the "Regional District")

OF THE FIRST PART

AND:

ARROWSMITH COMMUNITY RECREATION ASSOCIATION  
PO Box 94  
Coombs, BC  
VOR 1M0

(herein after the "Society")

OF THE SECOND PART

1. WHEREAS the Regional District did, by Bylaw No. 861 and subsequent amendments, establish a service known as the Northern Community Recreation Service for the provision of recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.
2. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
3. AND WHEREAS the Arrowsmith Community Recreation Association (formerly named Arrowsmith Community Enhancement Society) was incorporated on November 3, 2003, and one of the objects of the Society is to enhance recreational services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:



## INTERPRETATION

In this Agreement the following terms have the following meanings:

**“Board”** means the Board of the Regional District of Nanaimo.

**“Regional District”** means the Regional District of Nanaimo.

**“Service Area”** means all or a portion of Electoral Area ‘F’.

**“Recreation Services”** means offering a wide variety of structured and unstructured recreation programs and/or special events and other related recreation, community development and cultural services deemed appropriate by the Regional District Electoral Area ‘F’.

**“Recreation Services Plan”** means the service plan and budget outlined on Schedule ‘A’ to this Agreement.

**“Year End”** means the calendar year ending December 31<sup>st</sup>.

## TERM

1. The term (the “Term”) of this Agreement will commence on January 1, 2017, and end on December 31, 2019, unless otherwise terminated as provided herein. The Agreement may be renewed for further Terms at the sole option of the Board.

## RECREATION SERVICES

2. The Society shall provide Recreation Services in accordance with the Society’s Recreation Services Plan attached as Schedule ‘A’ and forming part of this Agreement.
3. The Society shall maintain an evaluation program to include the number of residents being served as well as a qualitative and quantitative evaluation of all of the offered recreation programs and services.

## SERVICE AREA

4. The Society will, under the terms hereof and subject to any applicable bylaw of the Regional District and any Federal or Provincial enactment, provide Recreation Services to primarily benefit the residents of Electoral Area ‘F’.

## FUNDING AND PAYMENT

5. In consideration of the Society providing the services outlined on Schedule ‘A’, the Regional District will provide funds to support the Society as outlined herein.
6. The funding described herein is subject to the Regional District being satisfied in each year of the Term that the Society has performed in accordance with the plan outlined on Schedule ‘A’ and has satisfied all other terms of this Agreement.

7. The Society shall annually by September 15 of each year provide for the upcoming year of the Term:
  - a) a detailed proposed budget showing the revenues and expenses projected for the Recreation Services Plan,
  - b) a statement of the goals and objectives for the upcoming year including program content,
  - c) a brief written narrative highlighting significant program changes, deletions and additions in relation to specific line items in the budget and,
  - d) any other significant issues that may pertain to the Recreation Services being provided.
  
8. On or before February 15 of each year of the Term, the Society shall present to the Regional District an annual report. The annual report shall include at a minimum:
  - a) a summary of operating results showing revenues and expenditures to December 31 of the preceding year,
  - b) a summary by program showing registration statistics and number of sessions held,
  - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; including the challenges, program cancellations, and significant issues addressed.
  
9. The Regional District shall provide the following funding with respect to this agreement:

**2017** in two installments equal to the sum of \$ 72,328.00

  - a) On or before January 15<sup>th</sup>, \$36,164.00 (50% of the funding for the year)
  - b) On or before July 1<sup>st</sup>, \$36,164.00 (50% of the funding for the year)

**2018 and 2019**

  - c) Funding for 2018 shall be \$ 73,774.56 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2017.
  - d) Funding for 2019 shall be \$ 75,619.95 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2018.
  - e) In each year, on or before January 30<sup>th</sup> – 50% of the funding for the year.
  - f) In each year, on or before July 1<sup>st</sup> – 50% of the funding for the year.
  
10. In addition to the annual funding provided under this Agreement, the Regional District agrees to pay the annual fees associated with the preparation of the Society's review engagement statement as described in paragraph 16. The Society shall inform the Regional District, upon submission of the annual Recreation Services Plan and budget, of a quote for completing a review engagement statement.

11. The Society shall administer the funds in accordance with the budget approved by the Regional District and in accordance with any other term in this Agreement.
12. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the Society. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

### **SEPARATE ACCOUNTS AND FINANCIAL REPORTING**

13. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Regional District's Director of Finance.
14. The funds provided under this Agreement shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
15. The Regional District may in its sole discretion require that the Society maintain a separate bank/trust account for Regional District funds and revenues from the Recreation Services and to keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
16. The Society will have prepared by a Certified General Accountant or Chartered Accountant qualified to practice publicly in British Columbia, a review engagement statement of its accounts at each year end with respect to this Agreement, except that the statements shall follow accounting rules established for Regional Districts in BC with respect to the accounting for accumulated surpluses or deficits from operations.
17. Any accumulated surplus or deficit from the prior year as recorded in the Society's records shall be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
18. A deficit incurred in a prior year may or may not be funded by the Regional District and is subject to the Regional District's approval of the Society's budget which forms part of the Regional District's overall financial plan for the relevant year.
19. The statements shall be submitted to the Manager, Recreation Services on or before February 15 following the year end.
20. The Society will not expend or contract for or otherwise commit the Society to any expenditure with respect to its Recreation Services Plan in any calendar year except one that has first been approved in a budget by the Regional District and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the Regional District, as provided in the budget adopted for that year by the Regional District.

### **OPERATIONS**

21. The Society will provide and carry out its Recreation Services Plan without negligence, and in accordance with any operational guidelines as may be established from time to time by the Regional District.
22. The Regional District may consult the Society with respect to operational guidelines but shall retain the sole right to determine whether a guideline shall apply to the Society.

23. The Society may establish the methods and means for providing the Recreation Services, subject to any operational guidelines established from time to time by the Regional District.
24. The Regional District retains the right to review the method and means of providing the Recreation Services and may at its sole discretion request a review of the Society's operations should it determine that the Recreation Services are not being provided in accordance with the plans and budgets submitted by the Society.

#### **ASSIGNMENT OF AGREEMENT**

25. Should the Society determine that it is unable or unwilling to provide the Recreation Services under this Agreement, the Society may, recommend to the Regional District a transfer of the Agreement to a suitable non-profit society operating within Electoral Area 'F'. The Regional District retains the sole right to determine whether the recommendation will be approved.

#### **CAPITAL ASSETS**

26. The parties to this Agreement acknowledge that all furniture and equipment purchased by the Society with public funds received through this agreement for the purpose of providing Recreation Services will remain the property of the Regional District free and clear of any claim by the Society. Purchases of furniture and equipment will be added to Schedule 'B' of this Agreement, which shall be updated for additions replacements annually and shall be submitted at the same time that the annual report under Paragraph 8 is submitted. Subsequent amendments to Schedule 'B' shall automatically replace previous schedules and shall become a part of this Agreement.
27. During the Term of this Agreement the Society shall have care and control at all times of the items listed on Schedule 'B' and shall take all reasonable steps to secure the assets from damage or theft.
28. The Society will, to the satisfaction of the Regional District, maintain all furniture and equipment, and any chattels from this agreement paid for out of funds obtained through this agreement with the Regional District and/or provided by the Regional District to the Society for the purpose of providing the Recreation Services, in good working condition so that the chattels are available at all times for the purpose of providing the Recreation Services.
29. The Society agrees to return Regional District owned chattels to the Regional District upon request.

#### **RIGHT OF AUDIT**

30. At any time, the Regional District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the Regional District Board on the financial position of the Society.

## **INDEMNITY**

31. The Society shall indemnify and save harmless the Regional District from and against all actions, causes of action, claims, damages, losses, costs, fees, fines, charges or expenses which the Regional District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation Services by the Society, the Society's use of any facility where Recreation Services are provided, the breach by the Society of any term of this Agreement, or by the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.
32. This indemnity shall survive the expiry or sooner termination of this Agreement.

## **INSURANCE**

33. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, directors and officers of the Society.
34. The Society shall purchase property insurance on a replacement cost basis for all furniture, equipment or other chattels which may be purchased and/or provided to the Society for the purpose of providing the Recreation Services through this Agreement.
35. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance in an amount of not less than \$3,000,000 dollars per occurrence or such amount as the Regional District may require from time to time, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, bodily injury, death or property damage arising out of the Recreation Services provided by the Society. The policy of insurance shall name the Regional District as an additional named insured with respect to the service provided under this Agreement. The Society shall provide a copy of the current policy for each year to the Manager of Recreation Services.
36. In the event of any injury to person(s) partaking of the Recreation Services, the Society shall forthwith notify the Regional District's Manager of Recreation Services. Failure to notify the Regional District within one week of knowledge of an injury or loss may result in the termination of this Agreement.

## **COMPLIANCE WITH LAWS**

37. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of WorkSafeBC or any similar replacement agency.
38. The Society shall file a copy of its annual Society Act filing with the Regional District's Manager of Recreation Services.

## **DIRECTORS**

39. At all times, while this Agreement is in force, a representative of the Regional District nominated by the Regional District, shall be entitled to attend all meetings of the Board of Directors of the Society.

## TERMINATION

40. The Regional District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the Regional District or any successor to the Regional District determine it will provide alternate Recreation Services within the Service Area.
41. The Regional District may terminate this agreement immediately without notice to the Society or other party should:
  - a) the Society, in the opinion of the Regional District, fail to perform any of its obligations or covenants hereunder and such failure shall continue beyond thirty (30) days from delivery by the Regional District to the Society of written notice specifying the failure and requiring remedy thereof;
  - b) the Society makes an assignment in bankruptcy or is declared bankrupt;
  - c) the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.
42. The Society may terminate this Agreement upon giving ninety (90) days written notice to the Regional District should the Society, for any reason, be unable to meet its obligations with respect to the provision of the Recreation Services as set forth in this Agreement.
43. The Society may in the event of breach by the Regional District of a material term of this Agreement, terminate this Agreement upon giving not less than ninety (90) days written notice to the Regional District of its intention to so terminate.
44. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
  - a) if delivered at the time of delivery; and
  - b) if mailed from any government post in the Province of British Columbia by prepaid registered mail addressed as follows:

**To the Regional District:**  
General Manager of Recreation and Parks  
Oceanside Place  
830 West Island Highway  
Parksville, BC  
V9P 2X4

**To the Society:**  
Arrowsmith Community Recreation Association  
PO Box 94  
Coombs, BC  
VOR 1M0
45. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party set forth above or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing

and if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

46. Time is to be the essence of this Agreement.
47. This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
48. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
49. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
50. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
51. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the day and year first above written.

**For the REGIONAL DISTRICT OF NANAIMO**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

**For the ARROWSMITH COMMUNITY RECREATION ASSOCIATION**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

**SCHEDULE 'A'**  
**Goals, Objectives and Program Content 2017-2019**

**1.0 2017-2019 Goals and Objectives**

**1.1 Goals**

The primary goal for the Arrowsmith Community Recreation Association (ACRA) and the Arrowsmith Recreation Coordinators is to deliver recreation services to Arrowsmith (Electoral Area F). The goal of the recreation programs and community events is to connect community members through sports, arts and culture.

**1.2 Objectives**

1.2.1 To continue to work closely with RDN Recreation to support the three part-time Arrowsmith Recreation Coordinator contracts.

1.2.2 To continue to make recreation program information as accessible as possible for community members. This will be achieved through the Arrowsmith Calendar, ACRA Facebook page, posters, brochures, email correspondence and telephone conversations.

1.2.3 To continue to offer and expand on successful programs.

1.2.4 To strive to offer programs in the community where gaps in recreation are observed.

1.2.5 To continue to work closely with Errington Elementary School to expand existing programs and create new opportunities.

1.2.6 To continue to support youth in the community by offering free recreation drop-in programs.

1.2.7 To work closely with other District 69 agencies and organizations to be able to invite and welcome vulnerable families to programs and events.

1.2.8 To be inclusive, welcoming and respectful of all participants, regardless of race, socio-economic status, gender, sexual orientation and age.

1.2.9 To continue to make recreation accessible to all community members by offering free or affordable programs.

1.2.10 To continue to manage the Community Lending Cupboard to be able to share resources with non-profit organizations and community members.

1.2.11 To continue to strengthen relationships with all of the non-profit organizations in Arrowsmith, by helping with promotion, events and sharing of resources.

1.2.12 To continue to strengthen current relationships with community businesses.

1.2.13 To strive towards developing new business relationships in the community.

1.2.14 To research new funding opportunities for grants and in-kind donations.



## **2.0 Program Content for 2017-19**

### **2.1 Existing Programs, Events and Projects to be Carried Forward**

#### **Programs**

1. Arrowsmith Community Experience (ACE) after school club at Errington Elementary School
2. Dads Night Out at Errington Elementary School
3. Bike Club at Errington Elementary School
4. Youth Week Scavenger Hunt on the Errington Elementary School Trail
5. WOW Bus in Errington
6. Youth Drop-in Games and Sports at the Coombs Fairgrounds
7. Youth Drop-in Floor Hockey at the Coombs Fairgrounds
8. Youth Drop-in Basketball at the Coombs Fairgrounds
9. Youth Drop-in Volleyball at the Coombs Fairgrounds
10. Food Skills for Families at the Coombs Fairgrounds
11. Sole Sisters Gym Fitness at KickStart Fitness
12. Sole Sisters Walking in various Oceanside locations
13. Sole Sisters “Ready, Set, Run” program
14. Sole Sisters “Run Stronger” program
15. Adult Marimba at the Errington Hall
16. Adult Djembe Drumming at the Errington Hall
17. Adult Gumboot Dancing at the Errington Hall
18. Drop-in Drum Circle at the Errington Hall
19. Sp-Arts Summer Camp at the Errington Hall
20. World Youth Music Camp at the Errington Hall
21. Kumbana and Jangano Marimba in Errington
22. Community Lending Cupboard

#### **Events**

1. Coombs Fair BC Family Day Celebration
2. RDN Youth Week event
3. Bike Safety Rodeo, in partnership with Oceanside RCMP, at Errington Elementary School
4. Coombs Community Picnic
5. Blast From the Past Car Show
6. Coombs Fair “Dolittle Square”
7. World Music Camp Community Performances
8. RDN Active Aging event
9. RDN Walk with your Doc
10. Coombs Halloween Candy Walk

#### **Projects**

1. Arrowsmith Community Calendar
2. Forward House Community Action Initiative grant; secondary partner
3. ACRA inventory kept updated in the Community Lending Cupboard
4. ACRA quarterly Recreation Coordinators’ Report
5. Grant Writing
6. PQ News Inserts

## **2.2 Continued Community Development**

1. **Arrowsmith Agricultural Association (AAA)**
  - Coombs Fair BC Family Day Celebration
  - Coombs Community Picnic
  - Spring and Fall Community Suppers
  - Coombs Fair “Dolittle Square”
  - Coombs Halloween Candy Walk
  - Storage space clean-up and sorting
  - Assist with grant writing
  - Promote programs and events
  - Graphic design
  
2. **Arrowsmith Community Recreation Association (ACRA)**
  - Youth Drop-in Games and Sports program
  - Youth Basketball program
  - Youth Floor Hockey program
  - Youth Volleyball program
  - Coombs Community Picnic
  - “Blast from the Past” Car Show fundraiser
  - Coombs Halloween Candy Walk
  - Coordinate equipment lending
  - Assist with grant writing
  - Attend planning meetings
  - Present regular reports to the ACRA chair and board members
  - Website maintenance and design and social media planning
  - Graphic design for ACRA programs and events
  
3. **Bradley Centre**
  - Coombs Community Picnic
  - Storage of Set 2 marimbas
  - Adult marimba programs
  - Promoted programs and events
  
4. **Building Learning Together (BLT)**
  - Dads Night Out at Errington Elementary School
  - Attend monthly planning and networking meetings
  - ACE Club partnership
  - Equipment lending, including Band in a Box
  - Promote programs and events
  
5. **Coombs Hilliers Recreation Community Association**
  - Promote programs and events
  
6. **Corcan Meadowood Community Residents Association**
  - Promote programs and events
  - Assist with grant writing

**7. Errington Elementary School**

- Delivery/set up of ACRA sound system for school events
- Attend meetings to plan lunch time and afterschool programs
- Coordinate Dads Night Out program
- ACE Club planning meetings
- Coordinate ACE Club programs
- Grade Seven Youth Week scavenger hunt
- Bike Club
- Bike Safety Rodeo in partnership with Oceanside RCMP

**8. Errington War Memorial Hall**

- Meetings to discuss World Music Camp organization and details about the lending of marimbas
- Coordinate and move music equipment for World Music Camp
- Lunch program organization and supervision for the Youth World Music Camps
- Coordinate adult marimba, djembe drums and gumboot dance workshops
- Coordinate adult drop-in drum circle
- Sp-Arts Summer Camp
- Promote programs and events

**9. Parksville Qualicum Beach News**

- Coordinate and submit two Arrowsmith Community inserts
- Submit articles and photos on behalf of community organizations
- Connect with reporters to promote community programs and events

**10. RDN Recreation and Parks**

- Organize and host an event for RDN Youth Week
- Organize and host an event for RDN Active Aging Week
- Participate in the RDN's "Walk with Your Doc"
- Contribute to Active Living Guide
- Collaborate with RDN youth programmer for programs and leadership youth
- Attend monthly YouthLINK meetings
- Continue use of the RDN French Creek Community Park for the Coombs Community Picnic
- Continue use of the RDN Errington School Trail for the ACE Club and Youth Week scavenger hunt
- Continue use of RDN trails for the Sole Sisters walking and running programs
- Promote RDN events and programs
- Attend RDN Recreation programmers' meetings when invited
- Prepare and submit ACRA quarterly reports

**11. School District 69**

- Continue Coombs Community Picnic on the former French Creek Community School grounds
- ACE Club partnership

**SCHEDULE 'B'**  
**Capital Asset Listing as of December 31, 2015**

Based on Original Purchase Cost			
Asset	Year	Original Value	Current Value
Laptop Computer	2009	\$950	0
Oak Table	2009	40	25
Meeting Room Chairs (4)	2009	80	40
Meeting Room Arm Chair (1)	2009	25	15
Storage Shelves (8)	2014	268	80
Folding Tables (2)	2014	86	50
Filing Cabinet	2014	189	75
Shredder	2014	61	35
<b>Total Assets</b>		<b>\$1,699</b>	<b>\$320</b>

-----Original Message-----

From: Matt Miller [<mailto:Matt.Miller@viu.ca>]  
Sent: Monday, March 06, 2017 3:23 PM  
To: Larson, Meghan  
Subject: RE: 'A Plastic Ocean' Screening at VIU

Hi Meghan,

Here is the letter of support from the VIU Research Faculty. Sorry it took so long. We are shooting for a mid-April screening date.

Thanks!

Matt Miller  
Ecological Interactions Research Program Vancouver Island University

-----Original Message-----

From: Matt Miller [<mailto:Matt.Miller@viu.ca>]  
Sent: Friday, February 10, 2017 12:11 PM  
To: Larson, Meghan  
Subject: 'A Plastic Ocean' Screening at VIU

Hi Meghan,

I joined you on stage at the screening of 'A Plastic Ocean' in Parksville last month and have a proposal for you. I have been inspired to organize a screening of the film at VIU for students and the general public of Nanaimo. The Parksville screening was the only one on Vancouver Island, and based on the attendance of that event I believe the turnout could be immense if it was advertised in Nanaimo. The film did such a great job of bringing to light our immense problem of ocean plastic pollution and the need to reduce single-use plastics in a way that the public can understand, and I feel the need to share this with the people of Nanaimo. I have contacted the makers of the film, The Plastic Ocean Foundation, about holding the screening, and they require a screening licensing fee of \$250 USD for the DVD and to support the production of their film. I was wondering if the RDN would like to sponsor this event and cover some or all of the cost for the screening license, as our funds here at VIU are very limited. You would also have the opportunity to attend, and much like the Parksville screening, join myself and my fellow microplastics lab members in answering questions after the film. We would host the event in VIU's theatre which holds around 300 people.

I think this is a great opportunity for both VIU and the RDN to demonstrate their progressiveness and continue to be leaders in sustainability.

Let me know what you think,

Thanks,  
Matt



March 6, 2017

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

Dear Regional District of Nanaimo,

I am writing this letter to show Vancouver Island University's support for the student-led screening of "The Plastic Ocean" documentary at Vancouver Island University. Public concern regarding plastic debris has been increasing globally and this film is a powerful tool for increasing public awareness about this crucial issue that threatens our oceans. This film provides an opportunity for our community to learn about the problems associated with disposable or single use plastics and to motivate change through education, allowing citizens to make informed choices in their everyday lives. This documentary has been screened worldwide, but currently there are no showings scheduled for Nanaimo.

I believe this will increase community engagement with VIU and a chance to share relevant projects that are occurring at the university. Dr. Sarah Dudas and the students in her Ecological Interactions Research Program have been busy conducting research on several aspects of plastic pollution, particularly microplastics. Dr. Dudas along with her students (VIU undergraduates and UVic graduate students) and graduates will be present at the screening to share the research that has been occurring and to answer questions.

This documentary states, "We need a wave of change, and this starts with us." We ask if you will support the screening of "The Plastic Ocean" to increase greatly needed awareness to the alarming truth about plastic pollution.

Sincerely,

Nicole Vaugeois  
Associate Vice-President, Scholarship, Research, and Creative Activity  
Vancouver Island University

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE  
MEETING HELD ON THURSDAY, MARCH 9, 2017 AT 12:00 PM  
(RDN OCEANSIDE PLACE)**

**Present:**

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

**Regrets:**

Director J. Fell	Electoral Area F
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**Also in Attendance:**

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

**CALL TO ORDER**

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

The Chairperson welcomed Alternate Director McLean to the meeting.

**DELEGATIONS**

**Evelyn Clark, President/CEO, Qualicum Beach Chamber of Commerce and Visitor Centre, re Study of the Economic Impact of Summer Events in Qualicum – 2015 Initiative**

Evelyn Clark provided a summary of the 2015 study on the impact of summer events in Qualicum Beach and how funding was utilized.

**Janet Thony, President, Coombs Farmers' Institute, re Parksville Qualicum Beach Growers Guide Magazine – 2016 Initiative**

Janet Thony gave an overview of the process that was involved to create the Parksville Qualicum Beach Growers Guide that was envisioned as a brochure and developed into a magazine with 40,000 copies printed and being distributed throughout 2017.

The project received a great deal of support through various avenues and there is a surplus of funds received from the Northern Community Economic Development program for this application in the amount of \$2,909.

**Joan Miller, Executive Director/Film Commissioner, Vancouver Island North Film Commission, re Film Sector Development – 2016 Initiative**

Joan Miller spoke about the success of the Vancouver Island North Film Commission Film Sector Development Project, Phase Two – Capacity Building - Film and New Media Industry that focused on development of a skilled film sector workforce, attracting and promoting the film sector and identifying needs and opportunities to attract the film sector to the region.

**Cheryl Dill, Executive Director, Central Vancouver Island Job Opportunities Building Society, re BladeRunners Program – 2016 Initiative**

Cheryl Dill presented a slide presentation on the success of the 2016 BladeRunners Program that focused on youth employment training in landscaping and construction.

*The meeting recessed at 1:25 PM.*

*The meeting reconvened at 1:29 PM.*

**MINUTES**

MOVED Director Fell, SECONDED Director Veenhof that the minutes of the Northern Community Economic Development Select Committee meeting held on November 9, 2016, be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Summary Report – Coombs Farmers’ Institute – Parksville Qualicum Growers Guide Brochure**

MOVED Director Fell, SECONDED Director Veenhof that the Summary Report – Coombs Farmers’ Institute – Parksville Qualicum Growers Guide Brochure be received.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Coombs Farmers’ Institute, re Parksville Qualicum Beach Growers Guide Magazine – 2016 Initiative - Surplus Funding**

MOVED Director Westbroek, SECONDED Director Stanhope that the surplus funds of \$2,909 from the Coombs Farmers’ Institute, regarding the Parksville Qualicum Beach Growers Guide Magazine – 2016 Initiative be returned to the Regional District of Nanaimo and put back into the Northern Community Economic Development budget for 2017.

The committee discussed the policies regarding what happens to funds not utilized for Northern Community Economic Development projects.



MOVED Director Westbroek, SECONDED Director Veenhof, that staff be requested to review the Terms of Reference for the Northern Community Economic Development Select Committee regarding the use of surplus funds in Northern Community Economic Development projects.

CARRIED

## **NEW BUSINESS**

### **Regional Economic Development**

The committee discussed the possibility of a regional economic development function.

MOVED Director Westbroek, SECONDED Director Stanhope, that staff be requested to write a report on establishing a regional economic development function.

CARRIED

## **ADJOURNMENT**

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

CARRIED

Time 2.01 p.m.

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CHAIRPERSON

## **Summary Report – NCED 2016 Funding for Parksville Qualicum Growers Guide Brochure**

### **Project Completion summary**

Project completion date is end February 2017. Forty one local agricultural businesses have been signed up, application deadline was moved forward to allow for 'late-comers'. Brochure format chosen matches the local PQBTA Discovery Guide. 50,000 copies were published and distribution commenced in the last week of February.

### **Please provide a summary of the project results.**

The intentions of the Growers' Guide project are to:

1. profile our unique all season growing climate and our abundance of skilled farmers, food artisans and agriculture and food related services
2. create a directory whereby locals and tourists can easily locate and access these attractions,
3. support local businesses by offering reasonably priced advertising with wide distribution
4. profile the exceptional qualities of the Parksville Qualicum Mid Island region as an agro-tourism destination
5. build strengths within our communities by documenting and celebrating our endeavours.

Many conversations were engaged in, and meetings held, while gathering data for this directory. Support and enthusiasm for the project are widespread, with a general feeling of gratitude being evident. The hard work of finding the businesses, explaining the concepts and processes, meeting with Farmers' Markets, creating data bases and managing the business aspects of our project are all completed. Meetings held early in the planning process with the publisher, have effected an end February 2017 publication date.

### **Describe the economic benefits or other outcomes that have resulted from this project.**

1. The wide distribution of the Guide (50,000 copies) will ensure that all listed businesses will experience an increase in sales, whether from local consumers who will be assisted in finding what they're looking for, or from folks visiting our communities.
2. Emerging businesses and entrepreneurs will be given the confidence to begin or expand, knowing that their advertising needs are taken care of, and that the public is made aware of our vibrant food culture.
3. A strong culture of awareness and collaboration has developed amongst local and regional governments, farmers and agriculture related organizations and businesses.
4. Expanded food production and related services in our region, will require more agriculture and service support workers.

### **Please describe how the project has met the program principles and priority areas.**

By focusing directly on advertising the diversity and excellence of our local food producers, our project has/will:

Encourage tourists to visit year round, to experience our four season growing ability, and those restaurants that celebrate local food.

Allow community members to find more easily those foods grown, harvested and produced locally, thereby increasing demand and production volumes.

Teamed tourism with food and farms, a proven successful economic driver.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES FROM THE EMERGENCY MANAGEMENT SELECT COMMITTEE  
HELD ON TUESDAY, MARCH 14, 2017 AT 3:00 PM  
IN THE RDN COMMITTEE ROOM**

**Present:**

Chairperson B. Rogers	Electoral Area E
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Director B. Colclough	District of Lantzville

**Also in Attendance:**

P. Carlyle	Chief Administrative Officer
D. Trudeau	General Manger, Transportation, Emergency Planning & Fire Services
D. Pearce	A/ Director, Transportation and Emergency Planning Services
E. Beauchamp	Superintendent, Transit Planning & Scheduling
D. Gardiner	Fire & Rescue Service Coordinator
N. Hewitt	Senior 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.

**MINUTES**

MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the regular Emergency Management Select Committee meeting held on December 8, 2016 be adopted.

CARRIED

**REPORTS**

**Community Wildfire Protection Plan Funding Update.**

MOVED Director Veenhof, SECONDED Director Young, that the Board receive the Community Wildfire Protection Plan Funding update report for information.

CARRIED

**Emergency Social Services (ESS) and Neighbourhood Emergency Plan Program (NEPP) Update (Powerpoint presentation).**

MOVED Director Stanhope, SECONDED Director Young, that the Emergency Social Service and Neighbourhood Emergency Plan Program Update be received for information.

CARRIED

**Policy Group Role during an Emergency Operations Centre Activation (Powerpoint presentation).**

MOVED Director Stanhope, SECONDED Director Young, that the Policy Group Role during an Emergency Operations Centre Activation be received for information.

CARRIED

**ADJOURNMENT**

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

CARRIED

Time 3:48 pm

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CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE  
MEETING HELD ON WEDNESDAY, MARCH 15, 2017 AT 1:30 PM  
RDN BOARD ROOM**

**Present:**

Director A. McPherson	Chairperson
Director M. Young	Electoral Area C
Director H. Houle	Electoral Area B
Director M. Lefebvre	City of Parksville
Director B. McKay	City of Nanaimo
Director J. Hong	City of Nanaimo

**Also in Attendance:**

P. Carlyle	CAO, RDN
R. Alexander	GM, RCU, RDN
L. Gardner	Manager, Solid Waste Services
M. Larson	Zero Waste Planner
R. Graves	Recording Secretary, RDN

**Regrets:**

Director J. Stanhope	Electoral Area G
Director T. Westbrook	Town of Qualicum Beach
Director J. Kipp	City of Nanaimo

**CALL TO ORDER**

The Chairperson called the meeting to order at 1:39 PM and respectfully acknowledged the Coast Salish First Nations on whose traditional territory the meeting took place.

**DELEGATION**

D. Hammond spoke on an organics processing Joint Venture with Waste Treatment Technologies, Convent Capital and ex-Orgaworld staff for the current Nanaimo Organics Facility. Facility upgrades would create a high value compost, and improved leachate control and odour control.

**MINUTES**

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes from the Solid Waste Select Committee meeting held November 28, 2016 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**UNFINISHED BUSINESS**

**ADVISORY COMMITTEE**

MOVED Director Lefebvre, SECONDED Director Houle, that the minutes from the Regional Solid Waste Advisory Committee meeting held October 27, 2016 be received for information.

CARRIED

MOVED Director Hong, SECONDED Director McKay, that the minutes from the Regional Solid Waste Advisory Committee meeting held December 1, 2016 be received for information.

CARRIED

## REPORTS

### **Joint Venture Proposals to Extend Organics Processing Contract for 20 Years.**

MOVED Director Lefebvre, SECONDED Director Houle, that the Board direct staff to negotiate with the Joint Venture for a long term contract for organic waste processing and report back to the Board with recommended contract terms.

MOVED Director Lefebvre , SECONDED Director Houle, that the Board approve up to \$50,000 be allocated from the Solid Waste Services budget to undertake financial, legal and due diligence activities with the negotiations.

CARRIED

### **Charitable and Non-Profit Organizations – Waived Tipping Fees.**

MOVED Director Lefebvre , SECONDED Director Hong, that the Charitable and Non-Profit Organizations – Waived Tipping Fees report be received for information.

CARRIED

MOVED Director Lefebvre , SECONDED Director Hong, that staff be directed to prepare a supplementary report providing a recommendation for future administration for the waiving of tipping fees for charitable organizations.

CARRIED

## PRESENTATION

### **Status Update SWMP – Communications Plan.**

M. Larson updated the Committee on the status of the plan. Stage 2 SWMP consultation and presentations have occurred. Staff are currently summarizing feedback from all stakeholders to present to the RSWAC and SWMSC in April. The draft SWMP for Stage 3 Public consultation will include: implementation schedules, financial projections and dispute resolution procedures.

MOVED Director Lefebvre, SECONDED Director McKay, that the Status Update SWMP – Communications Plan presentation be received for information.

CARRIED

## NEW BUSINESS

### **NEXT MEETING**

Next SWMSC meeting to be held April 13, 2017.

### **ADJOURNMENT**

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

Time: 3:48pm

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CHAIRPERSON

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**TO:** Solid Waste Management Select Committee      **MEETING:** March 15, 2017

**FROM:** Larry Gardner  
Manager, Solid Waste Services      **FILE:** 5360-01

**SUBJECT:** Joint Venture Proposal to Extend Organics Processing Contract for 20 Years

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## **RECOMMENDATIONS**

1. That the Board direct staff to negotiate with the Joint Venture for a long term contract for organic waste processing and report back to the Board with recommended contract terms.
2. That the Board approve up to \$50,000 be allocated from the Solid Waste Services budget to undertake financial, legal and due diligence activities associated with the negotiations.

## **SUMMARY**

A Joint Venture has approached the Regional District of Nanaimo (RDN) with a proposal to enter into a long term agreement (e.g. 20 years) for processing organic waste. The Joint Venture is in negotiations to acquire the Nanaimo Organic Waste (NOW) facility with whom the RDN has an existing contract. Significant capital upgrades of the existing facility are proposed to improve the process, odour control and quality of the finished compost.

## **BACKGROUND**

### Nanaimo Organic Waste (NOW) History

The RDN originally entered into an agreement with the former owner of NOW, International Composting Corporation, on April 1, 2010. From 2010 to 2014, the composting operation was challenged by performance issues. The owner had inadequate finances to carry out needed repairs and odour improvements. Offensive odours became a serious concern for the community.

In advance of acquiring NOW, the current owners presented at the November 26, 2013 Board meeting. They explained the financial difficulties that the composting facility was undergoing and the imminent danger of the company going into bankruptcy. The solution proposed was an increase in the processing rate paid by the RDN to provide for facility upgrades and improved odour control. Consequently, the Board approved an amended contract that set out facility upgrades, increased the processing fee, and extended the contract until 2020. NOW completed a number of facility improvements and significantly reduced the number and significance of odour incidents. The contract process rates from 2014 through 2020 are presented in Table 1.

The cost to the RDN for food waste in 2017 is \$129.47/tonne, and the cost for yard waste is \$47.75/tonne. The contract with NOW provides for a minimum guaranteed payment which is the equivalent charge for processing 4408.5 tonnes of yard waste and 4194.4 tonnes of food waste annually. Organic waste quantities attributed to the RDN for 2016 total 7834 tonnes of yard waste, and 7087 tonnes of food waste. Details are presented in Table 2.

The contract with NOW provides for sharing of net revenues derived from the sale of the finished compost. To date, the finished compost value has been low, equaling the trucking cost to remove the compost from the facility. This is primarily due to the plastics content which cannot be readily removed with the current compost processing method.

#### Organics Processing Costs for Vancouver Island and the Lower Mainland

Table 3 provides gate fees for organics processing on Vancouver Island and the Lower Mainland. The average pricing for Vancouver Island yard waste and food waste processing is \$83.50/tonne and \$97.50/tonne respectively; Lower Mainland average pricing is \$57.00/tonne \$62.50/tonne respectively. The food waste is composted while the yard and garden waste is either composted or blended with ground land clearing debris to make hog fuel.

Likely the best comparative cost for food waste transportation and processing on Vancouver Island is that of Capital Regional District (CRD) which generates approximately 10,000 tonnes of food waste annually. In 2016, following a competitive procurement process, CRD awarded a two year contract for the transportation and processing of food waste collected at the Hartland Landfill for a rate of \$116.22 per tonne (2017 rate). The contractor identified both a lower mainland and a Vancouver Island facility as providing the processing capacity. Table 4 is a summary of area processing rates.

CRD has increased their food waste tipping rate to \$120/tonne while maintaining their refuse rate a \$110/tonne. CRD prohibits the landfilling of food waste and relies on enforcement at the landfill to discourage the landfilling of food waste.

#### Joint Venture Proposal

On October 25, 2016, a delegation presented to the SWMSC with a proposal to revamp the NOW facility resulting in a state-of-the-art composing facility. The delegation was made up of the following representatives:

- **Main Operator:** Waste Treatment Technologies (WTT) – Netherlands and Germany based company that specializes in turn-key mechanical and biological waste treatment solutions. WTT has built over 120 projects and more than 1250 tunnel composter and reactors internationally. They are the primary equipment supplier for the Orgaworld Surrey facility.
- **Equity Provider:** Convent Capital is an independent Dutch private equity firm investing in companies that create sustainable value. Their shareholdings include a steel foundry, a cycle storage company, orthotics technology and WTT.
- **Current Shareholders:** Nanaimo Organic Waste principals.
- **Support:** Orgaworld, a subsidiary of the Shanks Group and specialize in organics processing. They are currently building a \$70 million facility in Surrey.

Since the October presentation, Orgaworld is no longer involved with this project. The RDN has been advised that Orgaworld is no longer pursuing North American business development. As a result, two individuals that have been involved at a senior level within Orgaworld Canadian operations will continue with this project independent of Orgaworld. The Joint Venture is proposed to be made up of company or individual ownership based on 30% NOW principals and 70% by the Dutch group (i.e. WTT, Convent Capital, ex-Orgaworld representatives). The details of the legal and financial structure of the Joint Venture will need to be clarified and reviewed as part of the negotiation process.

The Joint Venture proposes to invest significant capital (i.e. \$3.5 million) to upgrade the existing NOW facility to produce a high value Class A compost, and eliminate nuisance odours beyond the property boundary. They propose a fundamental technology process shift to convert the existing rotary drum



composting to tunnel composting and to replace the bio-filter with a functional unit. Benefits of the process change are:

1. Greater ability to control the composting process (e.g. temperature, moisture) resulting in faster and more thorough maturation and consequently a better end product.
2. Drier and bulkier final product allowing effective screening of contaminants resulting in a high quality and high value product.
3. Leachate production control. The technology change will result in a moisture deficient process that does not produce a leachate discharge. Currently NOW suffers from high cost of treating significant volumes of leachate they produce. Furthermore, there is essentially only a single option for leachate treatment and disposal which is the Harmac Pulp Mill treatment system. It is unlikely that NOW would remain viable should they lose access to the Harmac treatment facility.
4. Better control of odours because the composting takes place in sealed tunnels.
5. Although the tunnels provide better control of odours as compared to the existing rotary drum system, robust odour control will still be necessary. The plan is to replace the existing bio-filter with a larger functional unit.

The Joint Venture has provided preliminary costing, starting at the current rates with decreasing costs as additional quantities of organics are attracted to the facility. They are suggesting guaranteed volumes of 15,000 tonnes. This is an increase of about 80% over the current guaranteed minimum but about equal to the amounts the RDN currently ships to NOW (inclusive of NRE yard waste).

The Joint Venture also recognizes that RDN policies (e.g. commercial organic waste reduction strategies) can have significant impact to the organic waste that might be directed to the NOW facility and they are open to exploring cost step down mechanisms that are based on total plant processing amounts and not only on the amount of material that is directly sourced from the RDN. For illustration purposes only, they have projected rates starting at \$45 and \$122 per tonne for yard and food waste respectively (in line with current rates) with rates falling over an eight year period to \$27.80 and \$85.10 per tonne for each of yard and food waste.

Although not part of the current plan, the Joint Venture has highlighted their expertise in waste processing that includes materials sorting (i.e. multi-material recycling facility or MMRF) to producing a biogas or refuse derived fuel. This composting facility is entirely compatible with a separate or independently run MMRF should one be situated in the RDN at some time in the future. Essentially a MMRF sorts materials of which one of the streams would be organics which could be processed at a composting facility.

#### Experience in Other Canadian Jurisdictions with the Joint Venture Principals

The Joint Venture principals, with the exception of the current NOW owners, have worked together on composting projects internationally. In Canada, they have all been participants in Orgaworld's composting facilities in Ottawa, London and Surrey.

#### Orgaworld, Ottawa:

In 2008, following a competitive tendering process, the City of Ottawa entered into a 20-year agreement with Orgaworld Canada Ltd. for processing source separated organics made up of both food and yard waste. The agreement included a minimum guarantee obligation for 80,000 tonnes per year at a rate of \$103.77 per tonne (2014 rates). The process utilized is comparable to that proposed for NOW. Discussions with City of Ottawa staff suggest the process works well with very few odour events or associated complaints (e.g. 1 complaint received during the last quarter).

In 2014, an audit was undertaken of the procurement process followed by the City of Ottawa. The key finding was that there were fundamental errors in arriving at the metric leading to the eventual contract. Consequently, the volume of organic waste was overestimated leading to an oversized facility at higher cost to the City. There have been ongoing challenges in resolving contract related issues.

Orgaworld, London Ontario:

In 2005, the Region for York entered into a 10 year agreement with Orgaworld Canada Ltd. for processing residential source separated organics. The facility now processes about 30,000 tonnes per year of organics from St. Thomas, Toronto and York. The facility was specifically designed to process organic waste received in plastic bags. The process utilized is comparable to that proposed for NOW.

The City of London does not have an organic waste program despite Orgaworld and another commercial composting facility operating in their community. City of London staff advise that they have been directed by City Council to review the two organics processing facilities that operate in region and that they will be releasing a report of their findings in April of 2017. As a consequence, they stated that they are not in a position to share information about the facilities in the interim.

Discussion with Ontario Ministry of Environment & Climate Change staff report that Orgaworld, London was levied fines related to odour offences in 2012. The Ministry report they currently have charges before the courts related to odour offences during 2014 at the London facility. The Ministry also reports that in 2016 there were very few odour complaints and suggest that Orgaworld has made recent process and odour control improvements.

Orgaworld, Surrey:

In 2014, following a competitive tendering process, the City of Surrey entered into an agreement with Orgaworld Canada Ltd to design, build, finance, maintain and operate the Surrey Biofuel Processing Facility project. The concept is to process City organic curbside as well as commercial organics to generate a renewable natural gas (RNG) and to produce a compost material. The RNG will be primarily used to fuel the City's curbside waste collection fleet while the compost will be sold to local businesses such as nurseries or green houses.

The \$70 million project is being developed as a public-private partnership and received 25% funding (up to \$16.9 million) from PPP Canada to assist with funding the project. Construction of the facility is nearing completion and is expected to be operational in the spring of 2017. WTT is the principal equipment supplier and fabricator.

#### Solid Waste Management Plan Considerations

The RDN has one of the lowest per capita disposal rates in the world. This success is due, in large part, to the residential and commercial food waste programs that have been introduced through the Solid Waste Management Plan (SWMP).

The SWMP is being revised and the *Draft Stage 2, Evaluation of Options Report* has recently been released for public and stakeholder consultation. The report proposes to adopt a 90% waste diversion target over a 10 year period. Increased waste diversion required to achieve this target will primarily come from the removal of organics from the waste stream and can only be achieved through more aggressive organics diversion programs. There is an estimated 14,000 tonnes/year of compostable organics that currently remains in the commercial/institutional and multifamily waste sectors. Well designed, operated, and financed organics waste processing facilities are necessary to reliably manage the diverted organics.

The RDN currently subsidizes organics transportation and processing by approximately \$420,000/year over and above what is collected through tipping fees. Tipping fees for organic waste have been maintained at a lower rate than refuse (i.e. foodwaste: \$110/tonne; refuse; \$125/tonne) to provide a

monetary incentive for diversion over disposal. At this level of subsidy, the RDN and partners, currently generate 15,000 tonnes of material per year. The Joint Venture proposal is for a 15,000 tonne per year guarantee with reducing service costs as the quantity of organics increases. If the organics quantities increase, as proposed by the Solid Waste Management Plan, service costs for organics processing will reduce and the level of subsidy should reduce commensurately. A caveat to this statement is the continued participation of municipalities. The City of Nanaimo for example makes up more than half of the organic food waste attributed to the RDN's contract guarantee. It would be prudent to secure an ongoing commitment with municipal partners for inclusion of their organic waste in guaranteed amounts for any future organics processing contract.

### Funding Potential

Discussion with PPP Canada staff indicate that this project is below the \$50 million threshold, and would not be an eligible program for funding. Furthermore, PPP Canada is not entertaining applications at the current time.

An initial inquiry with Federation of Canadian Municipalities suggests that there is a possibility of funding through the Green Municipal Fund (GMF). The GMF is available to local government and their "partners" to which this project could qualify. The GMF offers competitive funding through a loan/grant combination of 15% grant and up to a \$5 million loan. Although the Joint Venture has the finances for the proposed upgrades, funding through the GMF has the potential to lower the RDN's service cost as a result of a lower borrowing rate and/or contribution of a grant.

### Discussion

Robust and reliable organics processing is essential for the RDN to meet our waste diversion commitments and goals. Essentially there are two established methods for beneficially using organics: 1) the production of compost; or, 2) thermal processing to extract energy from the carbon source.

Through the SWMP review, thermal processing of waste has not been supported nor is there adequate material within the RDN to justify the capital expense of such a facility. Therefore, it is reasonable to foresee the ongoing and increasing demand for organics composting for RDN generated organics. Future processing of the material could continue locally or be exported to another jurisdiction.

Yard and garden waste is likely to continue to be processed locally as there are a number of options for utilization which include both composting or production of hog fuel. NOWs rates for processing yard and garden waste are within the typical range for the area. NOW is the only local solution for processing food waste. If food waste was to be exported, CRD's contract costs of \$116.22 tonne (2017 rate) for transportation and processing of food waste provide a representative cost of what could be expected in the RDN. However, if there was no local processor, food waste from the City of Nanaimo and the RDN's curbside collection programs would need to be consolidated for translocation. The Church Road Transfer Station (CRTS) does have the capacity to manage the material with additional staff and equipment. The ballpark increased cost for residential collection trucks to be diverted to CRTS and the increased material handling costs at CRTS total in the order of \$15/tonne. In other words, the RDN's net costs for processing food waste at NOW which is a local facility for \$129.47/tonne is roughly equivalent to anticipated "out of region" processing of \$130/tonne (consolidation, transportation and processing).

The experience to date in BC, as well as Ontario, is that large composting operations have commonly had significant challenges, particularly with odour management. In BC, the Ministry of Environment is increasing their oversight of these facilities which should help to mitigate future problems. It is reasonable to expect that as operational controls increase, the cost for processing organic waste will also increase in BC. It is also expected that future facility permitting by the Province of these types of

facilities will also become more challenging. Therefore, any *Request for Proposal* process for replacing the existing contracted service should be initiated at least 2 years in advance of the current contract ending, which is in 2020. It is also expected that a long term service contract would be appropriate to provide adequate revenues for proponents to capitalize infrastructure.

The partners participating in the Joint Venture have demonstrated expertise in the design, financing, construction and operation of similar facilities in Canada. Commercial composting is a relatively new industry, therefore, there is only a small pool of qualified and experienced parties with ability to manage these types of facilities. Should there be interest in pursuing negotiations with the Joint Venture, their organizational and financial structure would need to be confirmed.

The proposal also includes the continued involvement of the current local owners who have demonstrated their diligence and commitment in running the facility since they took it over. NOW has a positive contribution to the local economy (currently having 5 fulltime employees and \$1.2 million annual operating expense).

Pricing the Joint Venture has put forward for illustration purposes is consistent with that of the existing contract. They are also suggesting step down pricing when processing volumes at the facility increase. The SWMP (Draft Stage 2) is targeting significant additional waste reduction, primarily through organics diversion. It is reasonable to expect that the volume of source separated organics will progressively increase in the RDN over the next decade. Continued commitment to the RDN program by our municipal partners will be required to maintain the financial viability of the program.

It is unknown whether the Joint Venture will be pursued by the parties involved should the RDN decline interest in considering a long term contract at this time.

In summary, reasons that favour entering negotiations and the potential outcome of a contract with the Joint Venture are:

- For continued waste diversion success in the RDN, composting capacity is required. Successful negotiations would provide a secure service for the RDN for the long term (e.g. 20 years) eliminating risk of not having a service.
- Suggested pricing is consistent with current rates with reducing costs as the amount of organic material processed increases.
- It provides for an immediate influx of capital in the existing facility improving the process and the resulting product.
- It maintains a local facility and the associated economic benefits.
- Delays may eliminate the opportunity to contact with the Joint Venture.

The reasons against pursuing negotiations with the Joint Venture are:

- It potentially eliminates the opportunity for competition in the procurement of services.
- The proposal is for a significant increase in the guaranteed minimum contribution from the RDN. Although the suggested amount is in line with the RDN's current contribution (inclusive of the City of Nanaimo and NRE volumes), a guarantee for this amount provides some risk.

## ALTERNATIVES

1. Staff to negotiate the terms of a contract for long term (e.g. 20 years) organic waste processing with the Joint Venture for consideration by the Regional Board. Associated costs to pursue this are estimated to be \$50,000 as set out in Table 5.

2. The RDN declines consideration of an amended contract and continues with the existing contract with NOW which expires in 2020. (*Request for Proposal* for replacement service would need to begin in 2018.)
3. Staff determine the cost implications of early termination of the existing contract and, if costs are determined to be acceptable to the Board, initiate a *Request for Proposal* process to solicit all qualified vendors.
4. Alternate direction as directed by the Board.

## FINANCIAL IMPLICATIONS

Under Alternative 1, the financial implications to the RDN would be assessed through negotiation with the Joint Venture participants. Associated costs to undertake this task are estimated to be \$50,000 and can be accommodated within the existing 2017 budget.


Based on the preliminary proposal by the Joint Venture, future service costs for organic waste processing appear to be similar to that of the existing contract.

It is possible that the capital upgrades could be eligible for funding through the Green Municipal Fund which would reduce service costs.

## STRATEGIC PLAN IMPLICATIONS

Giving further consideration to the Joint Venture proposal is consistent with the Strategic Plan in the following areas:

- *Focus on service and organizational excellence: As we invest in regional services we look at both costs and benefits – The RDN will be effective and efficient.* The RDN has achieved world class waste diversion levels substantially as a consequence of the organics diversion program. Consideration of a long term contract ensures reliability of the service and provides for significant capital improvements of the existing facility.
- *Focus on Economic Health: We will foster economic development.* The continuation of a local processing facility provides for local jobs and investment.
- *Focus on the Environment – We will have a strong focus on protection and enhancing our environment; In all decision we will include conservation of resources as a planning factor.* The Solid Waste Management Plan (Draft Stage 2) proposes unprecedented waste diversion targets over the next decade. If significant further waste diversion is to be achieved, organics processing is a fundamental component. Having a reliable and well run facility to process the organic waste is critical to success.



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February 24, 2017

### Reviewed by:

- Randy Alexander, General Manager
- P. Carlyle, Chief Administrative Officer

**Table 1: RDN Contract Rates for Organics Processing at NOW**

Year Beginning April 1	Food Waste (per tonne cost)	Yard Waste (per tonne cost)
2014	\$122	\$45
2015	\$124.44	\$45.9
2016	\$126.93	\$46.82
2017	\$129.47	\$47.75
2018	\$132.06	\$48.71
2019	\$134.70	\$49.68
2020	(expires March 31)	(expires March 31)

**Table 2: Organic Waste Shipped to NOW Attributed to the RDN**

Type	Source	2015 (tonnes)	2016 (tonnes)
Food Waste	Residential Curbside – CRTS*	2852	2681
	Residential Curbside – Direct**	304	326
	Residential Curbside – CON***	3380	3433
<b>Sub-Total Food Waste</b>		<b>6536</b>	<b>6440</b>
	Commercial - CRTS	713	647
<b>Total Food Waste</b>		<b>7249</b>	<b>7087</b>
<b>Contract Guarantee Food Waste</b>		<b>4194.4</b>	<b>4194.4</b>
Yard Waste	Regional Landfill	690	741
	CRTS	2009	2023
<b>Sub-Total Yard Waste</b>		<b>2699</b>	<b>2764</b>
	Nanaimo Recycling Exchange****	4671	5070
<b>Total Yard Waste</b>		<b>7360</b>	<b>7834</b>
<b>Contract Guarantee Yard Waste</b>		<b>4408.5</b>	<b>4408.5</b>

\*CRTS – Residential curbside food waste transferred at the Church Road Transfer Station

\*\*Direct – Residential curbside food waste hauled direct to NOW

\*\*\*CON – Residential curbside waste delivered to NOW by the City of Nanaimo

\*\*\*\*RDN pays Nanaimo Recycling Exchange’s processing cost and tonnage is applied to RDN guaranteed minimum

**Table 3 Gate Fees for Organics Processing (Vancouver Island/Lower Mainland)**

Facility	Location	Food Waste – Cost as of November 2016	Yard Waste - Costs as of November 2016
Church Road Transfer Station	Parksville	\$110/tonne	\$55/tonne
Nanaimo Landfill	Nanaimo	N/A	\$6 – 100kg \$55 over 100kg
Pacific Coast Waste Management – Milner Group	Nanaimo	N/A	\$70/tonne
Nanaimo Recycling Exchange	Nanaimo	N/A	\$10 - \$15/truck load
DBL Disposal Services Ltd.	Nanaimo	N/A	\$54/tonne
Nanaimo Organic Waste Ltd.	Nanaimo	\$90/tonne	\$45/tonne
DBL Disposal Services Ltd.	Parksville	N/A	\$40/tonne
Comox Valley Regional District	Comox	N/A	\$6 < 100 kg \$65/tonne
Cowichan Valley Regional District	Duncan	5 gallon pail (23L): Free 5 gallon to 55 lbs: \$3 \$85/tonne (commercial quantities)	Free
Coast Environmental	Chemainus	\$95/tonne	\$75/tonne
Fisher Road Recycling	Cobble Hill	\$109/tonne	\$82/tonne (Stumps & landclearing)
Capital Regional District	Victoria	\$120/Tonne (Jan 2017 fee)	\$10 Access fee \$59/Tonne
Alpine Disposal & Recycling	Victoria	\$6 gallon container	\$10 Access fee \$117/tonne
Harvest Power Canada Ltd.	Richmond	\$40/tonne	\$47/tonne
Net Zero Waste	Abbotsford	\$10 min for 110kg, \$85/tonne over 110kg	\$10 min for 200kg \$65/tonne over 200kg

**Table 4: Summary of Compost Processing Rates**

Composting Rates <sup>1</sup>	Yard Waste \$/tonne	Food Waste \$/tonne	Value of Guarantee (2016 rate)	Actual Paid (2016)
NOW – RDN Contract	\$47.75	\$129.47	\$738,801	\$1,249,054
Joint Venture Suggested <sup>2</sup>	\$45.90	\$124.44	\$1,252,500 <sup>3</sup>	
NOW – Commercial Gate Fee	\$45.00	\$90.00		
Vancouver Island	Ave. \$83.50 <sup>4</sup> (\$40.00-\$127.00 <sup>5</sup> )	Ave. \$97.50 (\$75.00-\$120.00)		
Lower Mainland	Ave. \$57.00 (\$47.00-\$67.00)	Ave. \$62.50 (\$40.00 - \$85.00)		
CRD Contract (transportation and processing)	N/A	\$116.22		
Orgaworld Ottawa Contract (2014 rate)	\$103.77	\$103.77		

1. 2017 rates unless otherwise noted.
2. Starting rate proposed for illustration only; increased by 2% to adjust for 2017 rate.
3. Assumes 50% yard and 50% food waste.
4. NRE is not included in the range of costs for Vancouver Island as the RDN covers processing costs for the facility.
5. \$127 includes a \$10 access fee.

**Table 5: Estimated Costs Related to Negotiating a New Organics Processing Contract**

Task	Description	Estimated Cost
Consulting Fees	Financial due diligence; corporate structure	\$20,000
Legal Fees	Contract negotiation and review	\$15,000
Travel	Staff/Select Committee to visit Canadian composting Facilities	\$15,000
<b>Total</b>		<b>\$50,000</b>



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**TO:** Solid Waste Management Select Committee                      **MEETING:** March 15, 2017

**FROM:** Ben Routledge    **FILE:** 5360-01  
Zero Waste Coordinator

**SUBJECT:** Charitable and Non-Profit Organizations – Waived Tipping Fees

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**RECOMMENDATION**

That this report be received for information.

**SUMMARY**

The Regional District of Nanaimo (RDN) currently waives landfill tip fees for waste received from a few select charitable organizations operating in the RDN. These are; the Salvation Army – Nanaimo, Society of Organized Services D69 (SOS), Nanaimo Recycling Exchange (NRE), and Gabriola Island Recycling Organization (GIRO).

RDN staff frequently receive requests for waived fees from other charities and Non-Profit Organizations (NPOs). Most recently, the Vancouver Island Workability Society (VIWS) presented a request for relief from tipping fees to the SWMSC. At the regular Board meeting of Dec. 6, 2016, by motion, staff were directed to prepare a report outlining potential arrangements for reduced tipping fees for NPOs.

**BACKGROUND**

In 1991, the RDN introduced mandatory garbage and recycling collection, with a one garbage can per week limit, coupled with the introduction of disposal fees at RDN waste management facilities. This contributed to a temporary increase in the deposit of waste materials at the Parksville SOS and the Parksville and Nanaimo Salvation Army thrift stores. Staff agreed to accept small amounts of this waste at RDN facilities at no charge. The original intent was to grant relief from illegal dumping at those locations. These organizations have since made efforts to discourage illegal dumping by limiting after hours material drop-off at their locations and by installing locks and cameras. Over time, the provision of waived fees has extended to all waste sourced through these organizations, as well as their waste collection costs.

On June 8, 2004 the Board passed the following motion:

*That the Board support a policy of granting waste disposal fee relief only for illegal dumping clean-up and to non-profit organizations that incorporate waste reduction as a core function. Other organizations, such as thrift store operations, may not qualify for fee relief pending discussions with thrift operators on proper recycling practices.*

As a consequence of the 2004 Board motion the following organizations have been granted fee relief;

1. Salvation Army (Nanaimo and Parksville)
2. Society of Organized Services D69 (SOS)
3. Nanaimo Recycling Exchange (NRE)
4. Gabriola Island Recycling Organization (GIRO)

The relief covers disposal costs for all waste sourced from each of the organizations, as well as some of the related waste collection costs. All of the organizations are registered charities with the Canada Revenue Agency. There are specific differences between charities and non-profit organizations as presented in Appendix A.

Table 1 below provides the amount of waived fees for the past three years as well as the 2017 projection for \$88,681 in tipping fees and collection costs based on 591.84 tonnes.

*Table 1: Waived Tipping Fees and Tonnage 2013-2016 (RDN Charities)*

Year	Total Tonnes	Salvation Army		SOS D69		NRE		GIRO	
		Tipping Fee	Collection Fee	Tipping Fee	Collection Fee	Tipping Fee	Collection Fee	Tipping Fee	Collection Fee
2013	376.52	\$16,434	\$4500	\$13,579	\$5700	\$14,944	NA	NA	\$4800
2014	437.56	\$17,411	\$4500	\$20,075	\$5700	\$17,104	NA	NA	\$4800
2015	455.84	\$16,997	\$4500	\$22,162	\$5700	\$17,218	NA	NA	\$4800
2016	520.10	\$18,320	\$4500	\$24,907	\$5700	\$22,871	NA	NA	\$4500
Est. 2017	591.84	\$19,785	\$4500	\$27,895	\$5700	\$26,301	NA	NA	\$4500

The current request from VIWS, formerly The Farm at Cedar Woods Society, is to waive tipping fees. This organization, like the SOS and Salvation Army, operates a thrift store in the Parksville area, as well as a farm and a kitchen facility producing goods for resale. VIWS has stated that currently they transport material to the Church Road Transfer Station costing approximately \$2,400 per year in tipping fees. Their current request does not specifically mention the waiving of fees for organic waste from their kitchen and greenhouse. If fees were also waived for this material, the value of their request would be higher. Similarly waste collection costs have not been included in their request

Currently in the RDN, there are over 280 registered charities (Appendix B). These organizations represent local nature groups and trusts, religious organizations, community groups, clubs, provincial and federal charities. These charities can be grouped into three broad categories: 1) those that are essentially fund raising and generate little to no waste (e.g. BC Cancer Society); 2) those that generate waste associated with their service (e.g. church, farm, shelter); 3) those that re-purpose used items for waste diversion or fund raising (e.g. NRE, SOS). Staff estimate that there are 15 charities operating in

the RDN that fall into the 3rd category of repurposing used items that currently do not receive waived fees for waste collection/disposal and the amount of waste they might generate is unknown.

Other options could be explored for providing relief of fees to charities or non-profits such as: cost sharing; establishing a fixed-amount fund to disperse to qualifying organizations; or developing a qualifying check list for future applicants. Staff have contacted neighboring Regional Districts and their approach to waived tipping fees can be found below:

#### *Capital Regional District (CRD)*

The CRD provides funding through their Non-Profit Recycling Initiative. Currently they have ten registered organizations that receive reimbursement of their disposal cost. The CRD budgets \$89,000 to be dispersed equally between those ten organizations approved for funding. The organizations must apply prior to the new fiscal year, following a specific application process. Once the allotment is used, any other fees are paid directly by the organization.

#### *Comox Valley Regional District (CVRD)*

The CVRD applies a 50% reduction to tipping fees for NPOs performing fundraising events. In addition the CVRD provides \$4500 yearly, to both The Salvation Army and Habitat for Humanity for disposal. Those organizations are required to submit a written request in advance and a waiver is applied until the funds are drawn down.

#### *Cowichan Valley Regional District*

The Cowichan Valley Regional District does not waive tipping fees for charities or NPOs.

### **POTENTIAL ARRANGEMENTS**

1. Maintain the status quo with no new organizations be granted waived tipping fees.
2. Future applications reviewed individually by the Board.
3. A fixed budget amount (e.g. \$100,000) could be set annually to cover waived fees with the amount distributed among applying registered charities that are involved in the reuse or re-purposing of materials. This option would likely result in greater distribution of funds amongst charities but may reduce the amounts that are currently received by funded charities.
4. Registered charities that are involved in the reuse or re-purposing of materials would receive a cost share for waste disposal and/or collection (e.g. RDN covers 50% of the cost). Such a system provides an incentive for the charities to screen donated materials and discourage waste generation. If such a program was to be adopted, a gradual phase out of the existing system would lessen the financial consequence to the charities currently receiving assistance.
5. All registered charities involved in the reuse or re-purposing of materials could be granted assistance for disposal and/or waste collection costs.

## FINANCIAL IMPLICATIONS

For 2016, collection costs and waived fees for all charitable organization was over \$80,000. Based on historical trends, this can be expected to grow approximately 10% per year depending on population growth and the operations of the charities. If the current request from VIWS is granted an additional \$2400-\$5000 should be forecast for 2017

Currently there are approximately 24 thrift stores operating from RDN, staff expect that half of these are either NPO's or registered charities. If all charities and non-profit organizations operating a thrift store from the RDN were granted waived tipping fees, staff estimate that the cost will be in the order of \$200,000 per year. If the RDN was to provide a 50% cost share to those charities practicing waste diversion, recycling and/or repurposing (ex. a thrift store), the annual costs are estimated to be \$100,000.

A Board decision to increase the amount of financial support provided to charities would result in a consequential increase in the tax requisition to cover the expense.

## STRATEGIC PLAN IMPLICATIONS

Assisting charities and non-profits is consistent with the Strategic Plan's focus on relationships. The RDN recognizes volunteers as an essential component of service delivery. By waiving disposal fees these organizations are able to apply their financial resources in other areas for greater community benefit.

A core focus of the Strategic Plan is on service and organizational excellence. The RDN commits to look at both the costs and benefits of services to ensure that we will be effective and efficient. The governing principles balance the immediate and practical matters of fiscal restraint and the need to be fair and equitable. The preparation of this report on alternative arrangements for waiving fees is consistent with these objectives, and serves to review the current distribution and benefit of allocated funds.



Ben Routledge  
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March 8, 2017

### Reviewed by:

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

### Attachments

1. Appendix A: Charities and Non Profit Organizations
2. Appendix B: List of Charitable Organizations in the Regional District of Nanaimo



## Registered Charities (RDN)

*Assumptions applied in grouping Charities and list may not be entirely accurate.*

### 1) Fundraise (Generate little to no waste)

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• A CAPPELLA PLUS CHORAL SOCIETY</li> <li>• B.C. SCHIZOPHRENIA SOCIETY (NANAIMO BRANCH)</li> <li>• BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND</li> <li>• BRITISH COLUMBIA (BC) CHIHUAHUA RESCUE</li> <li>• BRITISH COLUMBIA BOYS CHOIR</li> <li>• COAST EMERGENCY COMMUNICATIONS ASSOCIATION</li> <li>• CAMERATA SINGERS</li> <li>• CANADIAN MENTAL HEALTH ASSOCIATION</li> <li>• HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY</li> <li>• HAVEN SOCIETY: PROMOTING THE SAFETY OF WOMEN, CHILDREN, YOUTH AND FAMILIES</li> <li>• VANCOUVER ISLAND OPERA</li> <li>• CITIZENS ON PATROL SOCIETY, DISTRICT 69</li> <li>• COMMUNITY POLICING OFFICES OF DISTRICT 69</li> <li>• PARKSVILLE - QUALICUM COMMUNITY FOUNDATION</li> </ul> | <ul style="list-style-type: none"> <li>• ISLANDLINK LIBRARY FEDERATION</li> <li>• LOAVES AND FISHES FOOD BANK FOUNDATION</li> <li>• MID-ISLAND AIR SEARCH AND RESCUE SOCIETY</li> <li>• MALASPINA CHOIR SOCIETY</li> <li>• NANAIMO &amp; AREA LAND TRUST SOCIETY</li> <li>• NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY</li> <li>• NANAIMO CHRISTIAN SCHOOL (1988) SOCIETY</li> <li>• NANAIMO CONCERT BAND SOCIETY</li> <li>• NANAIMO CONSERVATORY OF MUSIC</li> <li>• NANAIMO FASD SOCIETY</li> <li>• NANAIMO LITERACY ASSOCIATION</li> <li>• NANAIMO MARINE RESCUE SOCIETY</li> <li>• THE ISLAND BEL CANTO SINGERS SOCIETY</li> <li>• AFFORDABLE HOUSING: VANCOUVER ISLAND SOCIETY</li> <li>• DOGWOOD RESCUE SOCIETY</li> <li>• MILNER GARDENS AND WOODLAND SOCIETY</li> <li>• PARKSVILLE &amp; DISTRICT MUSICAL ASSOCIATION</li> </ul> |
|---|--|

### 2) Generate Waste Associated with Service (Farm/Shelter/Religious)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• ABUNDANT KINGDOM LIVING ASSOCIATION</li> <li>• BASIC CHRISTIAN COMMUNITY ASSOCIATION</li> <li>• BEES FOR BABAR SOCIETY</li> <li>• BRECHIN UNITED CHURCH</li> <li>• BRIDGES HOME CHURCH CHRISTIAN COMMUNITY OF CENTRAL VANCOUVER ISLAND</li> <li>• BRITISH COLUMBIA CIRCUIT 1-C OF JEHOVAH'S WITNESSES</li> <li>• BRITISH COLUMBIA CIRCUIT 2-A OF JEHOVAH'S WITNESSES</li> <li>• CHASE RIVER CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• CHRIST COMMUNITY CHURCH OF THE CHRISTIAN REFORMED CHURCH OF NANAIMO</li> <li>• CHRISTIAN SCIENCE SOCIETY NANAIMO BC</li> <li>• CHURCH OF THE NAZARENE</li> <li>• DEPARTURE BAY BAPTIST CHURCH</li> <li>• DEPARTURE BAY CONGREGATION OF JEHOVAH'S WITNESSES</li> </ul> | <ul style="list-style-type: none"> <li>• MID ISLAND ABILITIES AND INDEPENDENT LIVING SOCIETY</li> <li>• MARANATHA FOURSQUARE GOSPEL CHURCH</li> <li>• NANAIMO (COMPASS) FOURSQUARE GOSPEL CHURCH</li> <li>• NANAIMO FULL GOSPEL ASSEMBLY</li> <li>• NEW HORIZONS CHRISTIAN CHURCH</li> <li>• NANAIMO CHURCH OF CHRIST</li> <li>• NANAIMO ECUMENICAL CENTRE SOCIETY</li> <li>• NANAIMO FIRST KOREAN CHURCH</li> <li>• NANAIMO KOREAN PRESBYTERIAN CHURCH</li> <li>• NANAIMO LIGHTHOUSE MINISTRIES</li> <li>• NANAIMO NATIVE VICTORY CHAPEL</li> <li>• NEIGHBOURHOOD CHURCH</li> <li>• OCEANSIDE CHRISTIAN MINISTRIES</li> <li>• PARISH OF ST. PAUL'S</li> <li>• PLEASANT VALLEY CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• ST MICHAEL THE ARCHANGEL UKRAINIAN CATHOLIC CHURCH</li> </ul> |
| <ul style="list-style-type: none"> <li>• EAGLE MOUNTAIN CHURCH</li> </ul>   | <ul style="list-style-type: none"> <li>• ST PAUL'S LUTHERAN CHURCH</li> </ul>   |

<ul style="list-style-type: none"> <li>• FIRST BAPTIST CHURCH</li> <li>• FIRST UNITARIAN FELLOWSHIP OF NANAIMO</li> <li>• GENERATIONS CHURCH</li> <li>• GENESIS CHRISTIAN CENTRE</li> <li>• GURDWARA SAHIB MIRI PIRI DARBAR SIKH TEMPLE</li> <li>• HAMMOND BAY CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• HAMMOND BAY BAPTIST CHURCH</li> <li>• HARBOUR CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• HAREWOOD COMMUNITY CHURCH</li> <li>• HOPE LUTHERAN CHURCH</li> <li>• LIGHTHOUSE BIBLE BAPTIST CHURCH OF NANAIMO</li> <li>• WOODGROVE CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• WAKESIAH GOSPEL CHAPEL</li> <li>• BRITISH COLUMBIA CIRCUIT 2-C OF JEHOVAH'S WITNESSES</li> <li>• FIRST OCEANSIDE APOSTOLIC CHURCH</li> <li>• LITTLE MOUNTAIN CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• PARKSVILLE FELLOWSHIP BAPTIST CHURCH</li> <li>• PARKSVILLE PASTORAL CHARGE</li> <li>• THE ANGLICAN PARISH OF PARKSVILLE B.C.</li>   <li>• UKRAINIAN ORTHODOX PARISH OF ST.MARY THE PROTECTRESS</li> <li>• CHRISTIAN FELLOWSHIP CENTRE (QUALICUM BEACH CHURCH</li> <li>• QUALICUM COMMUNITY BAPTIST CHURCH</li> <li>• SHORELINE CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• THE SPIRITUAL ASSEMBLY OF THE BAHA'IS OF QUALICUM BEACH</li> </ul>	<ul style="list-style-type: none"> <li>• ST PETER'S CHURCH</li> <li>• ST. ANDREW'S PRESBYTERIAN CHURCH</li> <li>• ST. PHILIPS ANGLICAN CHURCH</li> <li>• THE DOOR CHURCH</li> <li>• THE JUDEO-CHRISTIAN FOUNDATION</li> <li>• THE REDEEMED CHRISTIAN CHURCH OF GOD - LIVING PRAISE CHAPEL</li> <li>• THE BENEDICTINES OF NANAIMO (HOUSE OF BREAD MONASTERY)</li> <li>• THE LIGHT OF CHRIST CHURCH</li> <li>• THE SPIRITUAL ASSEMBLY OF THE BAHA'IS OF NANAIMO</li> <li>• THE WORLD OF PENTECOST CHURCH</li> <li>• THE WORLD OF PENTECOST CHURCH</li> <li>• TRINITY CATHOLIC CHURCH</li> <li>• TRINITY UNITED CHURCH PASTORAL CHARGE</li> <li>• UNITY CHURCH OF NANAIMO</li> <li>• ST. PHILIP'S BY-THE-SEA ANGLICAN CHURCH</li> <li>• WOODGROVE CHRISTIAN COMMUNITY</li> <li>• ARBUTUS GROVE CHURCH</li> <li>• CHURCH OF THE ASCENSION</li> <li>• FABIANO OF CHRIST BENEVOLENT SOCIETY</li> <li>• LIVING HOPE COMMUNITY CHURCH</li> <li>• OCEANSIDE COMMUNITY CHURCH</li> <li>• OUR SAVIOR LUTHERAN CHURCH</li> <li>• SHUGUY MINISTRIES</li> <li>• ST. COLUMBA PRESBYTERIAN CHURCH</li> <li>• THE SPIRITUAL ASSEMBLY OF THE BAHA'IS OF PARKSVILLE</li> <li>• BRITISH COLUMBIA CIRCUIT 1-B OF JEHOVAH'S WITNESSES</li> <li>• MOUNT ARROWSMITH CONGREGATION OF JEHOVAH'S WITNESSES</li> <li>• ST. STEPHEN'S UNITED CHURCH</li> <li>• ST. MARK'S CHURCH</li> <li>• THE PRESBYTERY OF VANCOUVER ISLAND OF THE PRESBYTERIAN CHURCH IN CANADA</li> </ul>		
<p><b>3) Repurpose/Waste Diversion/Fund Raise</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• CEDAR COMMUNITY ASSOCIATION (VIWS)</li> <li>• NANAIMO &amp; DISTRICT HOSPITAL FOUNDATION</li> <li>• NANAIMO ASSOCIATION FOR COMMUNITY LIVING</li> <li>• NANAIMO AUXILIARY TO NANAIMO REGIONAL GENERAL HOSPITAL</li> <li>• NANAIMO COMMUNITY HOSPICE SOCIETY</li> <li>• NANAIMO FOODSHARE SOCIETY</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• UNITED WAY CENTRAL AND NORTHERN VANCOUVER ISLAND</li> <li>• DISTRICT 69 SOCIETY OF ORGANIZED SERVICES</li> <li>• OCEANSIDE HOSPICE SOCIETY</li> <li>• THE SALVATION ARMY NANAIMO COMMUNITY CHURCH</li> <li>• NANAIMO RECYCLING EXCHANGE SOCIETY</li> <li>• NANAIMO 7-10 CLUB SOCIETY</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li>• CEDAR COMMUNITY ASSOCIATION (VIWS)</li> <li>• NANAIMO &amp; DISTRICT HOSPITAL FOUNDATION</li> <li>• NANAIMO ASSOCIATION FOR COMMUNITY LIVING</li> <li>• NANAIMO AUXILIARY TO NANAIMO REGIONAL GENERAL HOSPITAL</li> <li>• NANAIMO COMMUNITY HOSPICE SOCIETY</li> <li>• NANAIMO FOODSHARE SOCIETY</li> </ul>	<ul style="list-style-type: none"> <li>• UNITED WAY CENTRAL AND NORTHERN VANCOUVER ISLAND</li> <li>• DISTRICT 69 SOCIETY OF ORGANIZED SERVICES</li> <li>• OCEANSIDE HOSPICE SOCIETY</li> <li>• THE SALVATION ARMY NANAIMO COMMUNITY CHURCH</li> <li>• NANAIMO RECYCLING EXCHANGE SOCIETY</li> <li>• NANAIMO 7-10 CLUB SOCIETY</li> </ul>
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### Inadequate Information to Categorize

- ANDREAS BAUR FOUNDATION
- CALVARY FELLOWSHIP NANAIMO
- CAPTIONING THE WORD
- CATNAP-(CATS NEEDING AID AND PROTECTION) SOCIETY
- CEDAR SCHOOL AND COMMUNITY ENHANCEMENT SOCIETY
- CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES
- CRIMSON COAST DANCE SOCIETY
- CRISIS PREGNANCY CENTRE OF NANAIMO SOCIETY
- ECODESIGN RESOURCE SOCIETY
- ISLAND CRISIS CARE SOCIETY
- EDGEWOOD FOUNDATION
- FRIENDS OF THE MORDEN MINE
- GEORGIA BASIN ECOLOGICAL ASSESSMENT AND RESTORATION SOCIETY
- GEORGIA STRAIT ALLIANCE
- GLOBAL FOCUS INTERNATIONAL ASSOCIATION
- ISLAND CORRIDOR FOUNDATION
- KIDS INTERNATIONAL DEVELOPMENT SOCIETY
- LEDAFRICA CHARITABLE SOCIETY
- MOUNT MERU EDUCATION SOCIETY OF CANADA
- MALASPINA CHILD DEVELOPMENT SOCIETY
- MARMOT RECOVERY FOUNDATION
- MORRELL SANCTUARY SOCIETY FOR ENVIRONMENTAL EDUCATION
- MOUNT BENSON SENIOR CITIZENS HOUSING SOCIETY
- NANAIMO CHINA FELLOWSHIP
- NANAIMO DISABILITY RESOURCE CENTRE SOCIETY
- NANAIMO HARBOUR CITY SENIORS SOCIETY
- NANAIMO HEALING ROOMS SOCIETY
- NANAIMO MILITARY MUSIC FESTIVAL SOCIETY
- NANAIMO PROFESSIONAL FIREFIGHTERS' CHARITABLE SOCIETY
- NANAIMO SCIENCE AND SUSTAINABILITY SOCIETY
- NANAIMO & DISTRICT CRIME STOPPERS ASSOCIATION
- NANAIMO ADDICTION FOUNDATION
- NANAIMO AFFORDABLE HOUSING SOCIETY
- NANAIMO ART GALLERY SOCIETY
- NANAIMO BRAIN INJURY SOCIETY
- NANAIMO CHINESE ALLIANCE CHURCH
- NANAIMO COMMUNITY KITCHENS SOCIETY
- NANAIMO F O S NON-PROFIT HOUSING
- NANAIMO DISTRICT SENIOR CITIZENS HOUSING DEVELOPMENT SOCIETY
- NANAIMO FAMILY HISTORY SOCIETY
- NANAIMO FAMILY LIFE ASSOCIATION
- NANAIMO HARBOUR WATCH SOCIETY
- NANAIMO HINDU CULTURAL SOCIETY
- NANAIMO LIONS HOUSING SOCIETY
- NANAIMO MEALS ON WHEELS SOCIETY
- NANAIMO MEN'S RESOURCE CENTRE
- NANAIMO PARENT PARTICIPATION PRESCHOOL ASSOCIATION
- NANAIMO REGION JOHN HOWARD SOCIETY
- NANAIMO SEARCH AND RESCUE SOCIETY
- NANAIMO THEATRE GROUP
- NANAIMO TRAVELLERS LODGE SOCIETY
- NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY
- NANAIMO-LADYSMITH SCHOOLS FOUNDATION
- NEW LIFE ASSEMBLY SOCIETY
- OPEN MINDS OPEN WINDOWS
- PROVINCIAL C G I T BOARD OF BRITISH COLUMBIA
- PUEBLO PARTISANS SOCIETY
- PURSUIT OF EXCELLENCE TRAINING SOCIETY
- ROYAL ARCH CHARITABLE FOUNDATION
- RM SOCIETY-SUPPORTING GRIEVING YOUTH THROUGH RAINBOWS
- ROTARY CLUB OF NANAIMO CHARITABLE SOCIETY
- RUTHERFORD ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL SOCIETY
- SEEDS OF PROMISE INTERNATIONAL CHILD WELFARE
- SHARE A SMILE SOCIETY
- SSFPA FOUNDATION
- SUSTAINABLE FISHERIES FOUNDATION
- THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 68
- THE HIGH SCHOOL AT VANCOUVER ISLAND UNIVERSITY ASSOCIATION
- THE INTERNATIONAL HIGH SCHOOL AT VANCOUVER ISLAND UNIVERSITY ASSOCIATION
- THE AIR CADET LEAGUE OF CANADA, 205 COLLISHAW SPONSORING COMMITTEE
- THE CANADIAN CAVE CONSERVANCY
- THE MCGIRR SPORTS SOCIETY



- NANAIMO CITIZEN ADVOCACY ASSOCIATION
- NANAIMO COMMUNITY FOUNDATION
- NANAIMO COMMUNITY GARDENS SOCIETY
- THE PORT THEATRE SOCIETY
- THE RECREATION FOUNDATION OF BRITISH COLUMBIA
- THE RIX FAMILY FOUNDATION
- TILLICUM LELUM ABORIGINAL SOCIETY
- TOZAN CULTURAL SOCIETY
- UNKNOWN ANGEL SOCIETY REGISTERED
- UCLUELET AQUARIUM SOCIETY
- UNITARIAN FOUNDATION OF NANAIMO
- UPPER ISLAND MUSICAL FESTIVAL ASSOCIATION
- VANCOUVER ISLAND DANCE SOCIETY OF BRITISH COLUMBIA
- VANCOUVER ISLAND INTEGRATED COUNSELLING AND COMMUNITY SERVICES SOCIETY
- VANCOUVER ISLAND MENTAL HEALTH SOCIETY
- VANCOUVER ISLAND SYMPHONY FOUNDATION
- CANADIAN FEDERATION OF UNIVERSITY WOMEN – NANAIMO
- CENTRAL ISLAND INDEPENDENT SCHOOL SOCIETY
- CENTRAL VANCOUVER ISLAND DRAGON BOAT SOCIETY
- Q'OPHTHUT SUL'HWEEN (GATHERING OF ELDERLY) SOCIETY
- ROTARY CLUB OF LANTZVILLE SOCIETY
- B.C. MISSION BOAT
- CEDARS AT COBBLE HILL SOCIETY
- CITY OF GARDENS CHORUS OF SWEET ADELINES INTERNATIONAL SOCIETY
- ERRINGTON THERAPEUTIC RIDING ASSOCIATION
- FRIENDS OF FOSTER PARK
- JERUSALEM VISTAS CANADA SOCIETY
- LIFERING SECULAR RECOVERY SOCIETY CANADA
- MAUREEN AND GEORGE KERMACK FOUNDATION TRUST
- MID-VANCOUVER ISLAND HABITAT ENHANCEMENT SOCIETY
- PARKSVILLE LIONS HOUSING SOCIETY
- PARKSVILLE & DISTRICT HISTORICAL SOCIETY
- PARKSVILLE SENIOR'S ACTIVITY AND DROP-IN CENTRE SOCIETY

- THE GREAT NANAIMO TOY DRIVE
- THE NANAIMO & DISTRICT MUSEUM SOCIETY
- THE NANAIMO ARTS COUNCIL
- THE NANAIMO CHINESE CULTURAL SOCIETY
- THE NANAIMO FESTIVAL HERITAGE/THEATRE SOCIETY
- THE NANAIMO UNIQUE KIDS ORGANIZATION
- THE NANAIMO WOMEN'S RESOURCES SOCIETY
- THE PACIFIC INSTITUTE OF BAGPIPING AND CELTIC MUSIC SOCIETY
- VANCOUVER ISLAND UNIVERSITY
- VANCOUVER ISLAND CRISIS SOCIETY
- VANCOUVER ISLAND KHALSA DIWAN SOCIETY
- VANCOUVER ISLAND MILITARY MUSEUM
- VANCOUVER ISLAND REGIONAL LIBRARY
- VANCOUVER ISLAND SYMPHONY
- VANCOUVER ISLAND UNIVERSITY FOUNDATION
- VILLAGE MEDICAL PROJECT FOR SIERRA LEONE
- WESTERN PURPLE MARTIN FOUNDATION
- WOODGROVE SENIOR CITIZENS HOUSING SOCIETY
- THE LANTZVILLE HISTORICAL SOCIETY
- TSO-W-TUN LE LUM SOCIETY
- ARROWSMITH COMMUNITY JUSTICE SOCIETY
- ARROWSMITH REST HOME FOUNDATION SOCIETY
- ARROWSMITH REST HOME SOCIETY
- CENTRAL VANCOUVER ISLAND JOB OPPORTUNITIES BUILDING SOCIETY
- DISTRICT 69 FAMILY RESOURCE ASSOCIATION
- FIRST FRUITS FOUNDATION INC
- FORWARD HOUSE COMMUNITY SOCIETY
- LIGHTS OUT CANADA EDUCATIONAL PROGRAM INCORPORATED
- NANAIMO DRAGON BOAT SOCIETY
- OCEANSIDE BUILDING LEARNING TOGETHER SOCIETY
- OCEANSIDE COMMUNITY ARTS COUNCIL
- PARKSVILLE COMMUNITY CENTRE SOCIETY
- ROTARY CLUB OF QUALICUM BEACH SUNRISE SOCIETY
- THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM)
- THE PARKSVILLE AND DISTRICT ASSOCIATION FOR COMMUNITY LIVING
- THE WOMEN'S MISSIONARY SOCIETY (W.D.) THE JOY MAHOOD GROUP
- WHITECROW VILLAGE F.A.S.D. SOCIETY
- ALDEA MAYA ASSISTANCE FOR MAYAN FAMILIES SOCIETY

- PIETER DE REUVER FOUNDATION
- SUNRISE PRE-SCHOOL ASSOCIATION
- THE NAVY LEAGUE OF CANADA - OCEANSIDE BRANCH
- TWO WORLDS CANCER COLLABORATION FOUNDATION
- THE ROTARY CLUB OF PARKSVILLE COMMUNITY FOUNDATION
- TRILLIUM LODGE AUXILIARY SOCIETY
- WOODWINDS COMMUNITY SUPPORT SOCIETY
- BARD TO BROADWAY THEATRE SOCIETY
- CANADIAN FEDERATION OF UNIVERSITY WOMEN-PARKSVILLE/QUALICUM
- FRIENDS OF FRENCH CREEK CONSERVATION SOCIETY
- K.S.S. FINE ARTS SOCIETY
- LIGHTHOUSE COMMUNITY CENTRE SOCIETY
- NORTH COAST CETACEAN SOCIETY
- OCEANSIDE STROKE RECOVERY SOCIETY
- ONE FIVE ONE OUTREACH ASSOCIATION
- QUALICUM BEACH FAMILY HISTORY SOCIETY
- QUALICUM - PARKSVILLE KIWANIS HOUSING SOCIETY
- QUALICUM BEACH HONOURS SOCIETY
- QUALICUM BEACH STREAMKEEPERS SOCIETY
- THE KATHOK GONPA DRUB DEY OD SEL LING SOCIETY
- THE OLD SCHOOL HOUSE ARTS CENTRE
- VANCOUVER ISLAND COMPASSION DOGS SOCIETY

- ARROWSMITH INDEPENDENT SCHOOL SOCIETY
- ARROWSMITH SEARCH AND RESCUE SOCIETY
- CAMP UGANDA CONSERVATION EDUCATION SOCIETY
- E.C.H.O. PLAYERS
- EAGLE PARK HEALTH CARE AUXILIARY
- JO ANN WHITE MEMORIAL FOUNDATION
- KATHOK GONPA THEKCHEN CHO LING SOCIETY
- MOUNT ARROWSMITH PIPE BAND ASSOCIATION
- OCEANSIDE VOLUNTEER ASSOCIATION
- PACIFIC ORCA SOCIETY
- POCO A POCO SERVICE SOCIETY
- QUALICUM BAY LOW RENTAL HOUSING SOCIETY
- QUALICUM BEACH HISTORICAL AND MUSEUM SOCIETY
- QUALICUM CAT RESCUE SOCIETY
- THE AIR CADET LEAGUE OF CANADA, 893 BEAUFORT SQUADRON SPONSORING COMMITTEE

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES FROM THE TRANSIT SELECT COMMITTEE  
HELD ON THURSDAY, MARCH 16, 2017 AT 12:00 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

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

**Also in Attendance:**

P. Carlyle	Chief Administrative Officer, RDN
D. Trudeau	General Manager, Transportation, Emergency Planning & Fire Services
D. Pearce	A/Director of Transportation & Emergency Planning Services
E. Beauchamp	Superintendent, Transportation Planning & Scheduling
M. Moore	Senior Regional Transit Manager, BC Transit
G. Hill	Supervisor, Revenue Development, BC Transit
N. Hewitt	Recording Secretary

**Regrets:**

Director B. Yoachim	City of Nanaimo
Director J. Hong	City of Nanaimo

**CALL TO ORDER**

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

**MINUTES**

MOVED Director Veenhof, SECONDED Director Rogers, that the minutes of the regular Transit Select Committee meeting held December 13, 2016 be adopted.

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

### **Sheila Malcolmson, Member of Parliament, Nanaimo—Ladysmith re: Duke Point Transportation Service Request.**

MOVED Director Veenhof, SECONDED Director Young, that the correspondence from Sheila Malcolmson, Member of Parliament, Nanaimo—Ladysmith re: Duke Point Transportation Service Request be received.

CARRIED

### **Doug Routley, MLA Nanaimo-North Cowichan, re: Duke Point Transportation Service Request.**

MOVED Director Veenhof, SECONDED Director Young, that the correspondence from Doug Routley, MLA Nanaimo-North Cowichan, re: Duke Point Transportation Service Request be received.

CARRIED

### **Leonard Krog, MLA Nanaimo, re: Duke Point Transportation Service Request.**

MOVED Director Veenhof, SECONDED Director Young, that the correspondence from Leonard Krog, MLA Nanaimo, re: Duke Point Transportation Service Request be received.

CARRIED

### **George Hanson, President, Vancouver Island Economic Alliance, re: Duke Point Transportation Service Request.**

MOVED Director Veenhof, SECONDED Director Young, that the correspondence from George Hanson, President, Vancouver Island Economic Alliance, re: Duke Point Transportation Service Request be received.

CARRIED

## **LATE CORRESPONDENCE**

### **Greater Nanaimo Chamber of Commerce, Kim Smythe, re: Duke Point Transportation Service Request**

MOVED Director Veenhof, SECONDED Director Young, that the correspondence from Greater Nanaimo Chamber of Commerce, Kim Smythe, re: Duke Point Transportation Service Request be received.

CARRIED

## **DELEGATIONS**

### **Philippe Lucas, Vice President, Tilray re: Duke Point Transportation Service Request.**

Philippe Lucas, Vice President of Tilray spoke in support of Duke Point transportation service request.

## **BC TRANSIT UPDATES**

### **Greg Hill, BC Transit re: RDN Fare Review.**

Greg Hill, BC Transit provided a verbal and visual update regarding the RDN Fare Review.

**REPORTS****Fare Review.**

MOVED Director Roger, SECONDED Director Colclough, that the Board approve a Conventional and handyDART fare change as shown in Appendix 'A', including the removal of the paper transfer system, to be implemented on September 3, 2017

DEFEATED

MOVED Director Veenhof, SECONDED Director Bestwick, that the fare review report be referred back to staff to provide further information on the impact of the proposed fare options.

CARRIED

**BC Transit Custom Registration Process.**

M. Moore, Senior Regional Transit Manager, BC Transit provided a visual presentation regarding BC Transit Custom Registration Process. A number of questions were asked of the Committee. RDN staff are working with BC Transit to provide further information on answers that BC Transit provided and will be included in future correspondence if and when available.

MOVED Director Veenhof, SECONDED Director Stanhope, that the Board directs staff to work with BC Transit to implement the enhanced Custom Transit Registration Process for new handyDART applications.

CARRIED

**Nanaimo 150 Celebration - Request for Extra Transit.**

MOVED Director Stanhope, SECONDED Director Veenhof, that the Board approve the Nanaimo 150 Celebration's request for additional transit service for the Canada Day 150 Celebration event and directs staff to provide four (4) conventional buses from 9:00 am to 12:00 pm, for the event on July 1<sup>st</sup>, 2017.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS****Duke Point Transportation Service Request.**

MOVED Director Veenhof, SECONDED Director Stanhope, that staff provide a report back to the Transit Select Committee on the request for transportation services to Duke Point.

CARRIED

**ADJOURNMENT**

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

CARRIED

Time 2:20 pm

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CHAIRPERSON

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**TO:** Regional District of Nanaimo Transit  
Select Committee

**MEETING:** March 6, 2017

**FROM:** Daniel Pearce  
A/Director, Transit and Emergency  
Services

**FILE:** 8500 01 FAR REV

**SUBJECT: Fare Review**

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### **RECOMMENDATION**

That the Board approve a Conventional and handyDART fare change as shown in Appendix 'A', including the removal of the paper transfer system, to be implemented on September 3, 2017.

### **SUMMARY**

The Regional District of Nanaimo (RDN) Transit systems last fare increase was in March 2012. BC Transit and staff initiated a fare review through public consultation from January 16, 2017 to February 24, 2017.

Through public consultation, three (3) fare options were presented. The option that received the highest votes is being proposed for the fare change as shown in Appendix 'A'.

Highlights of the proposed fare change broken down by age demographic are:

- Adults: There are no changes to the adult cash and ticket fares (\$2.50).
- Adult/Senior/Youth: Monthly passes will be reduced however a result of the elimination of discount fares, youths and seniors will see an increase of \$0.25 per ride when paying with cash and \$0.23 per ride when paying with tickets.
- Students: Semester pass is reduced by \$6.00, while the monthly pass price for university students increases.
- All: Sale of day passes on board (\$5.00), and the elimination of transfers.

The proposed fare change will see a revenue increase of 8% or \$278,000. Ridership is not anticipated to be affected. Further, this fare change will provide incentive for riders to switch to monthly passes, thus encouraging more consistent ridership while reducing costs related to fare collection.

BC Transit is also recommending that handyDART fares be in alignment with Conventional fares to ensure there is no discrimination against anyone who requires the service.

BC Transit supports this fare change.

### **BACKGROUND**

#### Conventional Fares

The last fare increase was in March 2012, at which time the RDN implemented a \$0.25 fare increase to Conventional and handyDART cash fares and approximately 5% to all other fare products.

BC Transit and the staff initiated a fare review in January 2017. The purpose of the fare review was to:

- Maximize fare revenue
- Promote ridership
- Improve transit operator security and
- Be cost-effective to administer

Below are three options that were proposed in public consultation:

#### Fare Option 1

- There are no changes to the adult cash and ticket fares (\$2.50), though the adult and senior/youth monthly passes and day pass fares will see slight reductions.
- As a result of the elimination of discount fares, youths and seniors will see an increase of \$0.25 per ride when paying with cash and \$0.23 per ride when paying with tickets.
- While the monthly pass price for university students increases, the price of a semester pass is reduced.

#### Fare Option 2

- The cash fare would be increased to \$3.00, which would be the highest conventional cash fare in the province.
- To incentivize the on board purchase of day passes, the price will be \$5.00, less than twice the cash fare recommended by BC Transit.
- As a result of the elimination of discount fares, students and seniors will see an increase of \$0.75 per ride when paying with cash and \$0.68 per ride when paying with tickets.
- The monthly pass price for university students increases, as does the price of a semester pass.

#### Fare Option 3

- This option also increases the cash fare to \$3.00.
- Further, all customers, with the exception of adult day pass customers, will see an increase to their transit fares.

With all three options, paper transfer would be removed which would trigger a change in how day passes would be purchased. Currently, day passes are purchased from vendors. Under the proposed options, day passes will be purchased exclusively on the bus. This will be done in two ways:

1. Paying cash into the farebox
2. Submitting two tickets into the farebox.

In both instances, upon payment the transit operator would give the customer a paper day pass which would allow that customer to ride all day on the RDN Transit System. This is identical to the system currently used in Victoria.

For public consultation, the three proposed fare options were communicated through printed leaflets available on RDN vehicles and published on the BC Transit website. Feedback options, including an online survey, voicemail, email and mail were made available between January 16 and February 24, 2017.

In total there were 582 responses and 250 comments. Online survey's received the best feedback with 576 of the responses and 244 of the comments.

User groups including the Vancouver Island Students Union were also consulted with and provided the survey to Vancouver Island University students.

Below is a summary of votes received through public consultation:

Form of Consultation	Option 1	Option 2	Option 3
Public Online Survey (Question 7)	497 (86%)	47 (8%)	32 (6%)
Operator Survey	58 (64%)	20 (22%)	13 (14%)
Email	-	-	-
Telephone	2 (100%)	-	-
<b>Total</b>	<b>557 (83%)</b>	<b>67 (10%)</b>	<b>45 (7%)</b>

As shown above, Option 1 received the highest level of support in public consultation.

Transit operators were also asked their opinion on the three options presented to the public. The results of the operator survey were very similar, with the majority also voting for Option 1. BC Transit also supports this option.

Further, the impacts of the three fare structures on fare revenue and ridership were quantitatively and qualitatively examined by BC Transit and are presented below:

#### Quantitative Analysis

Metric	Option 1	Option 2	Option 3
Projected Annual Revenue Impact	+\$278,338	+\$575,201	+\$682,112
Projected Ridership Impact	-1,247 (-0%)	-63,268 (-3%)	-116,864 (-5%)

#### Qualitative Analysis

Objective	Option 1	Option 2	Option 3
1. Attractive to Customers and Encourages Ridership	5	3	3
2. Marketable	6	6	6
3. Low Costs of Operation and Debt Service	5	4	5
4. Secure	6	6	6
<b>Total score (max. 24, min. -24)</b>	<b>22</b>	<b>19</b>	<b>20</b>



The removal of paper transfers in all options would trigger a change in how day passes would be purchased. Currently, day passes are purchased from vendors. Under the proposed options, day passes will be purchased exclusively on the bus. This will be done in two ways:

1. Paying cash into the farebox
2. Submitting two tickets into the farebox.

In both instances, upon payment the transit operator would give the customer a paper day pass which would allow that customer to ride all day on the RDN Transit System. This is identical to the system currently used in Victoria.

### Seniors/Students

BC Transit is recommending that local governments no longer offer age-based discounts on cash fares, tickets and day passes. Instead, BC Transit recommends moving towards a model where age-based discounts would be offered on monthly passes. This system has been implemented in Victoria Regional Transit System as well as Kelowna Regional Transit System. BC Transit has found that removing age-based discounts is becoming more popular across Canada and has several benefits, including:

- Offers simplicity in the fare structure, making it easier for customers to understand and use, and simpler for vendors to promote and sell.
- Reduces the reliance on operators to enforce age-based fares, potentially reducing conflict.
- Provides incentives for riders to switch to monthly passes, thus encouraging more consistent ridership while reducing fare collection.

### handyDART Fares

BC Transit recommends that handyDART fares align with conventional cash fares. RDN handyDART fares are currently \$1.00 or \$1.25 greater than an adult conventional ticket. BC Transit acknowledges that providing handyDART service is higher than conventional service however they recommend that fares should not be higher, so there is not discrimination against anyone who requires the service. Winnipeg and the City of Kelowna have experienced human rights complaints regarding handyDART fares.

Prior to the fare change implementation staff will be conducting a fare education campaign to work with transit riders.

### **ALTERNATIVES**

1. That the Board approve a conventional and handyDART fare change as shown in Appendix 'A', including the removal of the paper transfer system, to be implemented on September 3, 2017.
2. That the Board provide alternative direction to staff.

### **FINANCIAL IMPLICATIONS**

Under Option 1 of the Fare Review, revenues are anticipated to increase by 8% or \$278,000 over an annual period. Further, ridership is not anticipated to be impacted.

The RDN Transit system currently receives approximately \$4,193,000 in revenue or a 33% cost recovery based on the Annual Operating Agreement with BC Transit. While this cost recovery is considered good by BC Transit our expenses have been increasing at a rate of approximately 5% per year. Based on the Option 1 of the fare review, revenues would be better matched to meet growing expenses.

### STRATEGIC PLAN IMPLICATIONS

The Fare Review and proposed fare changes supports the Focus on Service and Organizational Excellence – *“The RDN will deliver efficient, effective and economically viable services that meet the needs of the Regional District of Nanaimo”*.



---

Daniel Pearce, A/Director Transportation and Emergency Services

[dpearce@rdn.bc.ca](mailto:dpearce@rdn.bc.ca)

March 6, 2017

Attachment

1. Appendix 'A'

Reviewed by:

- D. Trudeau, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

**Appendix 'A'**

<b>Fare Product</b>	<b>Audience</b>	<b>Current Fare</b>	<b>Proposed Fare</b>
Cash	Adult / University	\$2.50	\$2.50
	Senior / Youth	\$2.25	
Day Pass	Adult / University	\$6.25	\$5.00
	Senior / Youth	\$5.50	
Tickets (10)	Adult / University	\$22.50	\$22.50
	Senior / Youth	\$20.25	
Monthly Pass	Adult	\$67.50	\$65.00
	University Student	\$55.00	
	Senior / Youth	\$41.00	\$40.00
Semester Pass	University Student	\$176.00	\$170.00
Pro Pass (monthly)*	Adult	\$57.94	\$55.79
Paper Transfers	All Ages	One way, up to 75 mins	*Removal of paper transfer

\*Paper transfers will be replaced by the sale of day passes on board the bus



If an applicant does not agree with the eligibility outcome, they have the right to appeal the decision with BC Transit staff.

#### *BC Transit Pilot Project Eligibility Outcomes*

In the CVRD, the pilot project resulted in:

- 14 of the 235 applicants did not continue with the handyDART enhanced registration process
- 8 people were no-shows for their in-person assessment.
- 18 applicants were determined to be conventional transit capable and thus, ineligible for handyDART services.

In total, this reduced the number of handyDART users by 40 people.

In Vernon, the same pilot project resulted in:

- 30 of the 225 applicants not continuing the application process.
- 11 applicants failed to appear for the in-person assessment.

In total, this reduced the number of handyDART users by 41 people.

#### **ALTERNATIVES**

1. That the Board directs staff to work with BC Transit to implement the enhanced Custom Transit Registration Process for new handyDART applications.
2. That the Board provide alternative direction to staff.

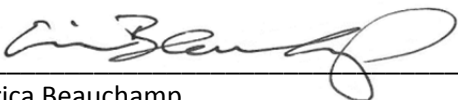
#### **FINANCIAL IMPLICATIONS**

The cost for the proposed custom transit enhanced application process is estimated to be \$35,000 annually, cost-shared with BC Transit. This cost is primarily due to the use of third-party contracted occupational therapists (mobility coordinators), as well as the cost to transport applicants, free-of-charge, to their mobility assessment.

BC Transit indicates that the use of a third-party contracted occupational therapists, (mobility coordinators), will make handyDART more financially efficient since handyDART has a higher cost per ride than conventional transit.

#### **STRATEGIC PLAN IMPLICATIONS**

Staff has reviewed the enhanced Custom Transit application process and determines that it aligns with the 2016-2020 Board Strategic Plan. Continuously improving the viability and efficiency of handyDART services aligns with the priority to focus on service and organizational excellence.



Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)

March 3, 2017

Reviewed by:

- D. Pearce, A/ Director, Transportation & Emergency Planning Services
- D. Trudeau, General Manager, Transportation, Emergency Planning & Fire Services
- P. Carlyle, Chief Administrative Officer

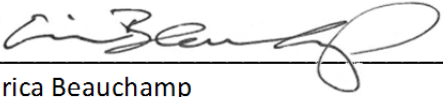


## FINANCIAL IMPLICATIONS

Staff estimates that four (4) conventional buses for 15 hours each, from 9:00 am to 12:00 pm, for a total of 60 hours of service throughout the event on July 1<sup>st</sup>, 2017 will cost an estimated \$7,500. These costs can be accommodated without any additions to the existing financial plan or the current annual operating agreement.

## STRATEGIC PLAN IMPLICATIONS

Providing additional bus service for the Nanaimo 150 Celebration - Canada Day 150 Celebration event supports the RDN's strategic priorities to 'Focus on Relationships' by providing an opportunity to partner with the Nanaimo 150 Celebration, one of our government partners.



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Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)

March 7, 2017

### Attachment

1. Appendix 'A' - Nanaimo 150 Celebration Correspondence

### Reviewed by:

- D. Pearce, A/Director, Transportation and Emergency Services
- D. Trudeau, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

# Canada Day 150 Celebration

A community celebration and a legacy project

February 18, 2017

Daniel Pearce  
Manager of Transportation  
Regional District of Nanaimo

Hi Daniel,

Thank you for meeting with me earlier this month with regard to the Canada 150 Celebrations in Nanaimo.

I understand our request must go forward to the Transportation Advisory Committee for busses to begin this RDN sponsored service on a rotation basis commencing at 9:00 am. to 11:00 pm. following the grand finale fireworks display.

As mentioned we are anticipating that during the course of the day Maffeo Sutton Park could see thousands of mid-island residents attending the exciting Celebration of Canada's 150<sup>th</sup>. birthday. The RDN's partnership in addressing the huge parking problem would add greatly to the success of the day's events.

The Regional District of Nanaimo will be recognized in all our promotional material and on local media.

Most Sincerely,  
Diana Johnstone,  
Co-Chair, Nanaimo 150 Celebration







**Sheila Malcolmson, Member of Parliament  
Nanaimo—Ladysmith**

March 1, 2017

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

To the Board of the Regional District of Nanaimo,

I'm hearing from many constituents and business leaders in our community who support the extension of bus service to Duke Point. They are telling me that this gap in public transportation presents considerable challenges for the growing number of people living and working Duke Point, and for ferry passengers travelling via Duke Point.

My office would be happy to support the extension of service to Duke Point by working with the Regional District of Nanaimo on federal funding associated with this public transit expansion.

Sincerely,

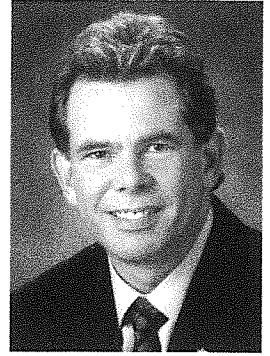
A handwritten signature in blue ink, appearing to be 'SM', written in a cursive style.

Sheila Malcolmson  
Member of Parliament, Nanaimo—Ladysmith

c.c. Daniel Pearce, Acting Director of Transportation, Regional District of Nanaimo  
Philippe Lucas, Vice President, Tilray



Province of  
British Columbia  
Legislative Assembly



Doug Routley, MLA  
(Cowichan-Ladysmith)

February 23, 2017

Tilray, Philippe Lucas  
Vice President, Patient Research & Access  
1100 Maughan Road  
Nanaimo, BC V9X 1J2

Re: Letter of support for Duke Point Bus Route

Dear Mr. Lucas,

As the MLA for Nanaimo~North Cowichan I am pleased to offer my support to the initiative led by Tilray, to seek a regular bus route that would assist employees and others with needs to meet or work with the businesses and industries situated in Duke Point.

I understand that consideration for re-instatement of this bus service is supported by the Chamber of Commerce, BC Ferries, and other business interests – as well as assisting those who work in such offices and commercial enterprises in the Duke Point area.

Bus routes serve many purposes, including being a reliable means to ensure that business and development interests are secure and well-served. And of course there are many who would find such service a great asset in getting to and from BC Ferries.

I am pleased to say that the benefits of such service, and the ongoing contribution to residents and visitors to the region, as well as to commerce and businesses, would be well served by re-establishing a bus service to Duke Point.

Please don't hesitate to be in touch should my office be able to assist in any way.

Sincerely,

Doug Routley, MLA  
Nanaimo~North Cowichan

bcgeu

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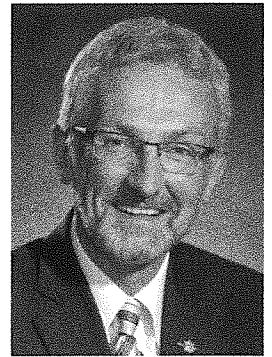
Community Office: 1 – 16 High St., Ladysmith, BC ❖ Telephone: 250.245.9375 ❖ Fax: 250.245.8164  
Mail: Box 269 Ladysmith, BC V9G 1A2 ❖ Email: douglas.routley.mla@leg.bc.ca ❖ Website: www.dougroutley.ca  
Legislative Office: Room 201 Parliament Buildings Victoria, BC V8V 1X4 ❖ Telephone 250.387.3655 ❖ Fax: 250.387.4680

Leonard Krog, MLA  
(Nanaimo)  
Room 201  
Parliament Buildings  
Victoria, BC V8V 1X4  
Phone: 250 953-4698  
Fax: 250 387-4680

RECEIVED  
FEB 23 2017



Province of  
British Columbia  
Legislative Assembly



Leonard Krog, MLA  
(Nanaimo)

**Community Office:**  
4 – 77 Victoria Crescent  
Nanaimo, BC V9R 5B9  
Phone: 250 714-0630  
Fax: 250 714-0859  
e-mail: leonard.krog.mla@leg.bc.ca  
website: www.leonardkrog-mla.ca

February 17, 2017

To Whom It May Concern:

**Re: Extension of bus service to Duke Point**

I am the MLA for Nanaimo. Many of my constituents work at Duke Point, or travel through the Duke Point Terminal of BC Ferries.

If there was ever an appropriate extension of bus service, then extending it to Duke Point is certainly a very logical step. In Europe and other parts of the world no one would expect to come off a public transportation system like a ferry and not be able to get onto a bus or some other form of public transportation linking you with the most significant urban centre nearby, or taking you to other forms of transportation, i.e. airports etc.

So for what it is worth, I am strongly supportive of the extension of public transportation to Duke Point, and would publically thank the RDN and all others involved, as well as BC Transit, for such an appropriate extension.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Krog".

Leonard Eugene Krog, MLA  
New Democrat Official Opposition  
Nanaimo

LK/si



February 27, 2017

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

**Re: Public Transportation Serving Duke Point**

It has come to our attention that the Regional District of Nanaimo is considering regular bus service to Duke Point to improve access to the BC Ferry Terminal and to accommodate the transportation needs of increasing numbers of employees working for businesses located in the adjacent industrial park.

The Vancouver Island Economic Alliance continues to have improvements to public transit in support of efficient movement of people as a key element in its intermodal transportation strategy. While Vancouver Island possesses excellent transportation infrastructure in our ports, airports, ferry services, and public transit in its urban centres, gaps still exist that make it difficult for people to travel between nodes.

For instance, VIEA is a strong supporter for inter-regional public transportation as outlined in the BC Transit Future Plan for Vancouver Island. Within this plan, we understand that projected ridership volumes are sufficient to warrant inter-regional bus service between Duncan and Nanaimo. Such service would enable people from Ladysmith who do not have personal vehicles or who cannot afford the expense of driving distances to commute north or south for employment. You may know that BC Transit has already been providing inter-regional commuter service between Victoria and Cowichan and that ridership is strong.

Given the increased and increasing numbers of employees in the Duke Point Industrial Park combined with the opportunity to improve the prospects for walk-on ferry ridership at the Duke Point Terminal which we know is important to the Island's tourism industry, we believe it is prudent for the RDN Board to give serious consideration to providing public transit service to Duke Point.

As a matter of policy, the Economic Alliance generally does not advocate for or against ideas at a community or regional level. Rather, our focus is on the broad economic issues and opportunities common to the Island. In this case, we write to endorse consideration of this service extension because the idea is consistent with our Island-wide intermodal transportation strategy and because we understand that improvements to transportation on the Island will happen incrementally. Service to Duke Point might be one of these incremental improvements as might inter-regional public transportation between Duncan and Nanaimo.

Sincerely,

George Hanson, M. Sc., CPHR, President

March 10, 2017

Mr. Philippe Lucas  
Tilray  
1100 Maughan Road  
V9X 1J2

Dear Mr. Lucas:

It's my pleasure to provide this letter of support for the initiative struck by Tilray to encourage public transit's return to Duke Point providing transportation options for BC Ferries foot passengers as well as the many hundreds of workers within Duke Point Industrial Park.

I found our meeting with BC Ferries and RDN staff to be very enlightening and this encouraged the Chamber to become an official supporter of your initiative. Increasing Nanaimo's connectivity with the lower mainland, offering public transit as a travel option to workers in the area, allowing people to make a choice in cutting their carbon footprint by providing options to a typical 'car and driver' scenario are all important considerations that warrant our support.

In the weeks since that meeting, the Chamber contacted every business in the Duke Point area by phone to raise awareness about this issue and seek their opinions and ask permission to include them in a survey to assess potential transit demand numbers. Although the survey results are not all in, 15 of the businesses we contacted out of the 25 on the business license roll indicated support for public transit to the area. The other 10 either did not have employees or were simply operating an industrial storage yard or had no employees on site. I am attaching a list of these businesses. We will send survey results on completion.

If the Greater Nanaimo Chamber of Commerce can be of further assistance, we are happy to provide whatever resources we can. Please keep us informed as this project proceeds.

Sincerely,



**KIM SMYTHE, President & CEO**

**OUT OF 25 LICENSED BUSINESSES CONTACTED BY CHAMBER AT DUKE POINT:**

<b>Duke Point Auto Recycling</b>	- Fully support, sent survey
<b>Duke Point Transload</b>	- Fully support, sent survey
<b>Harris Rebar</b>	- Fully support, sent survey
<b>Menzies Metal Products</b>	- Fully support, sent survey
<b>Nanaimo Organic Waste</b>	- Fully support
<b>Raylec Power LP</b>	- Would support with a letter
<b>Terrapure</b>	- Support concept
<b>West Coast Reduction</b>	- Fully support, sent survey
<b>Wetlands Pacific</b>	- Fully support, sent survey
<b>DP World</b>	- Fully support, sent survey
<b>Imerys Canada</b>	- Fully support, sent survey
<b>New Concrete Concept</b>	- Support concept
<b>Seaspan</b>	- Support concept
<b>Canexus</b>	- Fully support, sent survey
<b>Tilray</b>	- Leading initiative

5 Businesses could not be contacted

5 Businesses did not wish to share their opinion

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**TO:** Regional District of Nanaimo Board                      **DATE:** March 28, 2017

**FROM:** Angela Buick  
Planner    **FILE:** PL2016-108

**SUBJECT: Zoning Amendment Application No. PL2016-108.  
Midora Road and Virostko Road Electoral Area 'C'.  
Amendment Bylaw 500.406, 2017 – Third Reading.  
Parcel Z (DD K83923) Section 13, Range 1 and Sections 12 and 13, Range 2, Cranberry  
District, Except That Part in Plan VIP86100**

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**RECOMMENDATIONS**

1. That the Board receive the report of the Public Hearing held on March 7, 2017 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017”.
2. That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017”.

**SUMMARY**

The applicant proposes to rezone a portion of the subject property from Comprehensive Development 19 (CD19) to Residential 2 - Subdivision District 'J' (RS2 J) to facilitate a future two-lot subdivision. The amendment bylaw was introduced and given first and second reading on February 28, 2017, and proceeded to Public Hearing on March 7, 2017. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the Bylaw for adoption (see Attachment 2 - Conditions of Approval). Staff recommends “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017” be considered for third reading.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Wessex Enterprises Ltd. on behalf of Linda and George Addison to rezone a portion of the subject property in order to facilitate a two-lot subdivision. A portion of the subject property would be rezoned from Comprehensive Development 19 (CD19) to Residential 2 - Subdivision District 'J' (RS2 J).

Amendment Bylaw No. 500.406 was introduced and given first and second reading on February 28, 2017 (see Proposed Amendment Bylaw No. 500.406, 2017 - Attachment 3). This was followed by a Public Hearing held on March 7, 2017. The summary of the minutes and submissions is attached for the Board’s consideration (see Attachment 1 - Summary of the Public Hearing).

Following the close of the Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

#### **ALTERNATIVES**

1. To receive the report of the Public Hearing and give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017”.
2. To receive the report of the Public Hearing and to not give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017”.



---

Angela Buick  
abuick@rdn.bc.ca  
March 8, 2017

#### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Summary of the Public Hearing
2. Conditions of Approval
3. Proposed Amendment Bylaw No. 500.406, 2017



**Attachment 1  
Summary of the Public Hearing**

**2140 Ryder Street, Electoral Area 'C'  
Tuesday, March 7, 2017 at 6:00 pm  
To Consider "Regional District of Nanaimo Land Use and Subdivision  
Amendment Bylaw No. 500.406, 2017"**

Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.

Present:

Maureen Young	Chair, Electoral Area 'C' Director, RDN
Jeremy Holm	Manager, Current Planning, RDN
Angela Buick	Planner, RDN
Wayne Hamilton	Representative
Linda and Chuck (George) Addison	Subject Property Owners

Six members of the public attended the meeting.

The Chair called the hearing to order at 6:10 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Angela Buick provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 500.406, 2017.

No written submissions or comments were received at the hearing.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:17 pm.

Certified true and accurate this 8<sup>th</sup> day of March 2017.



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Angela Buick  
Recording Secretary

**Attachment 2**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017” being considered for adoption:

Condition of Approval

The applicant shall provide the community amenity contribution in the amount of \$3,000 for the Extension Recreation Society as offered by the applicant.

**Attachment 3**  
**Proposed Amendment Bylaw No. 500.406, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.406**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

**Parcel Z (DD K83923) Section 13, Range 1 and Sections 12 and 13, Range 2, Cranberry District,  
Except That Part In Plan VIP86100**

from Comprehensive Development 19 (CD19) to Residential 2 - Subdivision District ‘J’ (RS2 J)

Introduced and read two times this 28th day of February 2017.

Public Hearing held this 7th day of March, 2017.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_ day of \_\_\_\_\_ 20XX.

\_\_\_\_\_  
Chairperson

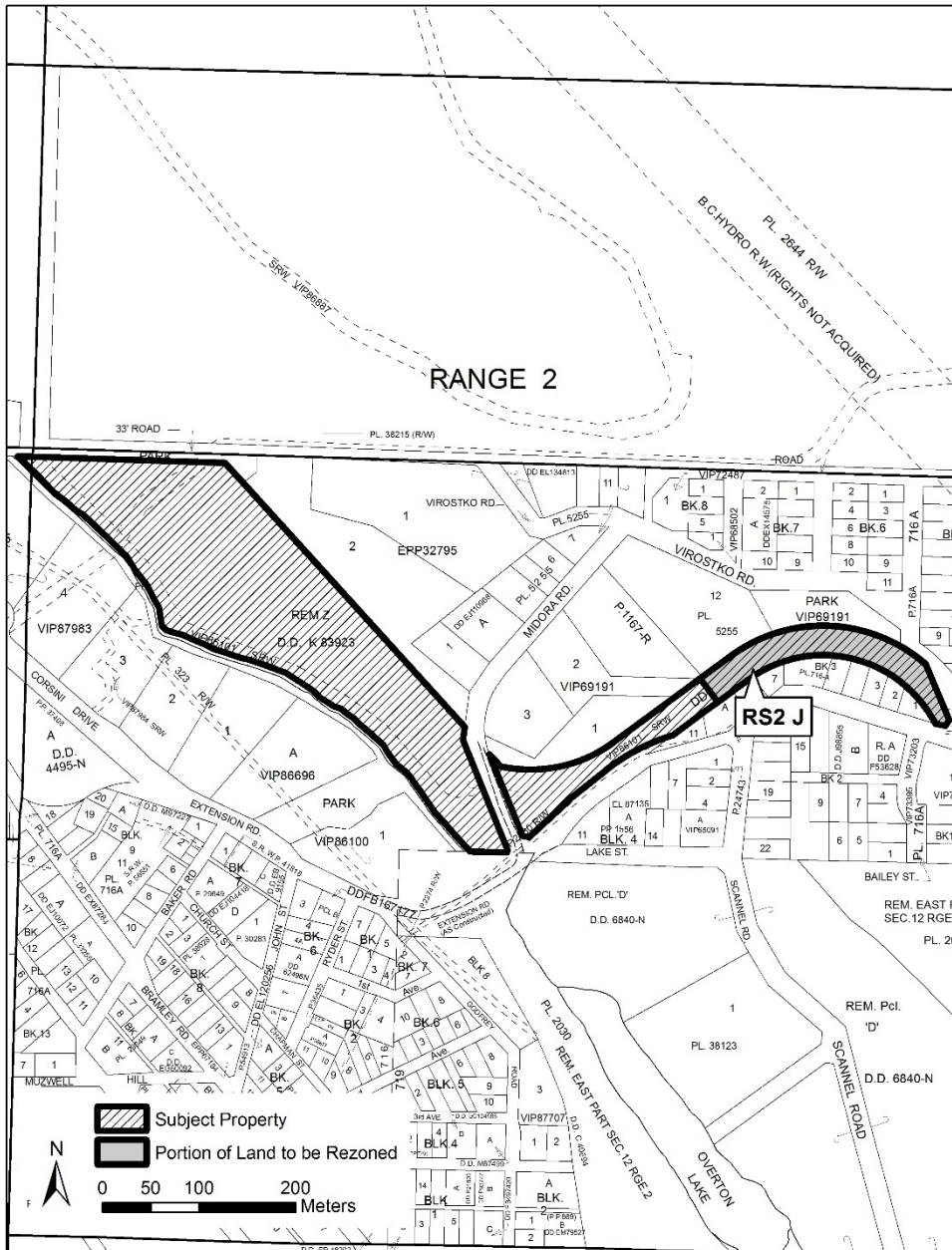
\_\_\_\_\_  
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".

\_\_\_\_\_  
Chairperson

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

### Schedule '1'



**TO:** Regional District of Nanaimo Board      **DATE:** March 28, 2017

**FROM:** Angela Buick  
Planner      **FILE:** PL2016-161

**SUBJECT:** **Zoning Amendment Application No. PL2016-161.  
Pratt Road – Electoral Area ‘F’.  
Amendment Bylaw 1285.27, 2017 – Third Reading.  
Lot 7, DL 8, Cameron District, Plan EPP10381**

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#### **RECOMMENDATIONS**

1. That the Board receive the report of the Public Hearing held on March 15, 2017 for “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.
2. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.

#### **SUMMARY**

The applicant proposes to rezone the subject property from FR-1 Zone (Forestry/Resource 1), to a new FR-2 Zone (Forestry/Resource 2) to permit a second dwelling unit. The amendment bylaw was introduced and given first and second reading on January 24, 2017 and proceeded to Public Hearing on March 15, 2017. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the Bylaw for adoption (see Attachment 2 – Conditions of Approval). Staff recommends “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”, be considered for third reading.

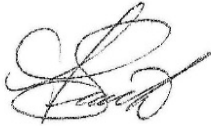
#### **BACKGROUND**

The Regional District of Nanaimo has received an application from Maureen Pilcher & Associates on behalf of Wayne and Pamela Potts to rezone the subject property from FR-1 Zone (Forestry/Resource 1), to a new FR-2 Zone (Forestry/Resource 2) to permit a second dwelling unit on the property and add secondary suite as an accessory use. Amendment Bylaw No. 1285.27 was introduced and given first and second reading on January 24, 2017 (see Attachment 3). This was followed by a Public Hearing held on March 15, 2017. The summary of the minutes and submissions is attached for the Board’s consideration (see - Attachment 1 - Summary of the Public Hearing).

Following the close of the Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

## ALTERNATIVES

1. To receive the report of the Public Hearing and give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.
2. To receive the report of the Public Hearing and to not give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.



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Angela Buick  
abuick@rdn.bc.ca  
March 16, 2017

### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Summary of the Public Hearing
2. Conditions of Approval
3. Proposed Amendment Bylaw No. 1285.27, 2017

**Attachment 1**  
**Summary of the Public Hearing**  
**Held at Bradley Centre**  
**975 Shearmer Road, Coombs, Electoral Area 'F'**  
**Wednesday, March 15, 2017 at 6:30 pm**  
**To Consider Regional District of Nanaimo Land Use and Subdivision**  
**Amendment Bylaw No. 1285.27, 2017**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Jack McLean, RDN	Chair, Electoral Area 'F' Alternate Director
Angela Buick, RDN	Planner
Sarah Preston, RDN	Planning Technician
Maureen Pilcher	Agent

Four members of the public attended the meeting.

The Chair called the hearing to order at 6:30 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Angela Buick provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 1285.27, 2017.

No written submissions were received at the hearing. The following comments were received.

*Maureen Pilcher, Agent, Explained that her applicants purchased the property a long time ago and did not realize they could not have two dwelling units. They live on the mainland and are now looking to move over but would like to have a second dwelling unit for their daughter-in-law.*

*Amen Stinson, 1185 Grafton Road, explained that he owns Lot 3 across the road from the proposed amendment property. He said he went to the Regional Board Meeting to make sure the property could not be re-zoned to R-1 as he was concerned that, in that case, the R-1 zone would permit six dwelling units. He expressed that he feels that the proposed FR-2 zone is a fair approach on such a large parcel.*

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:44 pm.

Certified true and accurate this 15<sup>th</sup> day of March 2017.



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Angela Buick, Recording Secretary



**Attachment 2**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017” being considered for adoption:

Conditions of Approval

1. The applicant shall provide a voluntary community amenity contribution in the amount of \$1,000 to Electoral Area ‘F’ Parks Reserve Fund to be used for local park improvements.
2. The applicant shall obtain the appropriate approvals from Island Health for domestic water supply to the proposed second dwelling unit prior to adoption of Bylaw 1285.27, 2017.
3. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title prohibiting Building Strata, pursuant to the *Strata Property Act*, on the subject property.

**Attachment 3**  
**Proposed Amendment Bylaw No. 1285.27, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1285.27**

**A Bylaw to Amend Regional District of Nanaimo  
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017".
- B. "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
  - 1. Under SECTION 2 – GENERAL REGULATIONS, 2.18 Secondary Suites, 1, by inserting ", FR-2" after "R-4".
  - 2. Under SECTION 4 – ZONES, by adding the following zoning classification and corresponding short title after Section 4.16 FR-2 (Forestry/Resource 2):

Section 4.16 A, FR-2 – (Forestry/Resource 2)
  - 3. By adding Section 4.16 A, (FR-2 - Forestry/Resource 2) as shown on Schedule '1' which is attached to and forms part of this Bylaw.
  - 4. By rezoning the lands shown on the attached Schedule '2' and legally described as Lot 7, DL 8, Cameron District, Plan EPP10381 from FR-1 – (Forestry/Resource 1) to FR-2 – (Forestry/Resource 2)

Introduced and read two times this 24th day of January, 2017.

Public Hearing held this 15th day of March, 2017.

Read a third time this XXth day of XX, 201X.

Adopted this XXth day of XX, 201X.

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Chairperson

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Corporate Officer

\_\_\_\_\_  
Chairperson

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Corporate Officer

**Schedule '1'**

**FR-2 – FORESTRY/RESOURCE 2**

**SECTION 4.6 A**

**4.6.1 Permitted Principal Uses**

- a) Dwelling Unit
- b) Agriculture<sup>1</sup>
- c) Log Storage and Sorting Yard
- d) Primary Mineral Processing
- e) Silviculture
- f) Wood Processing

**4.6.2 Permitted Accessory Uses**

- a) Accessory Buildings and Structures
- b) Farm Business
- c) Home Based Business
- d) Secondary Suite

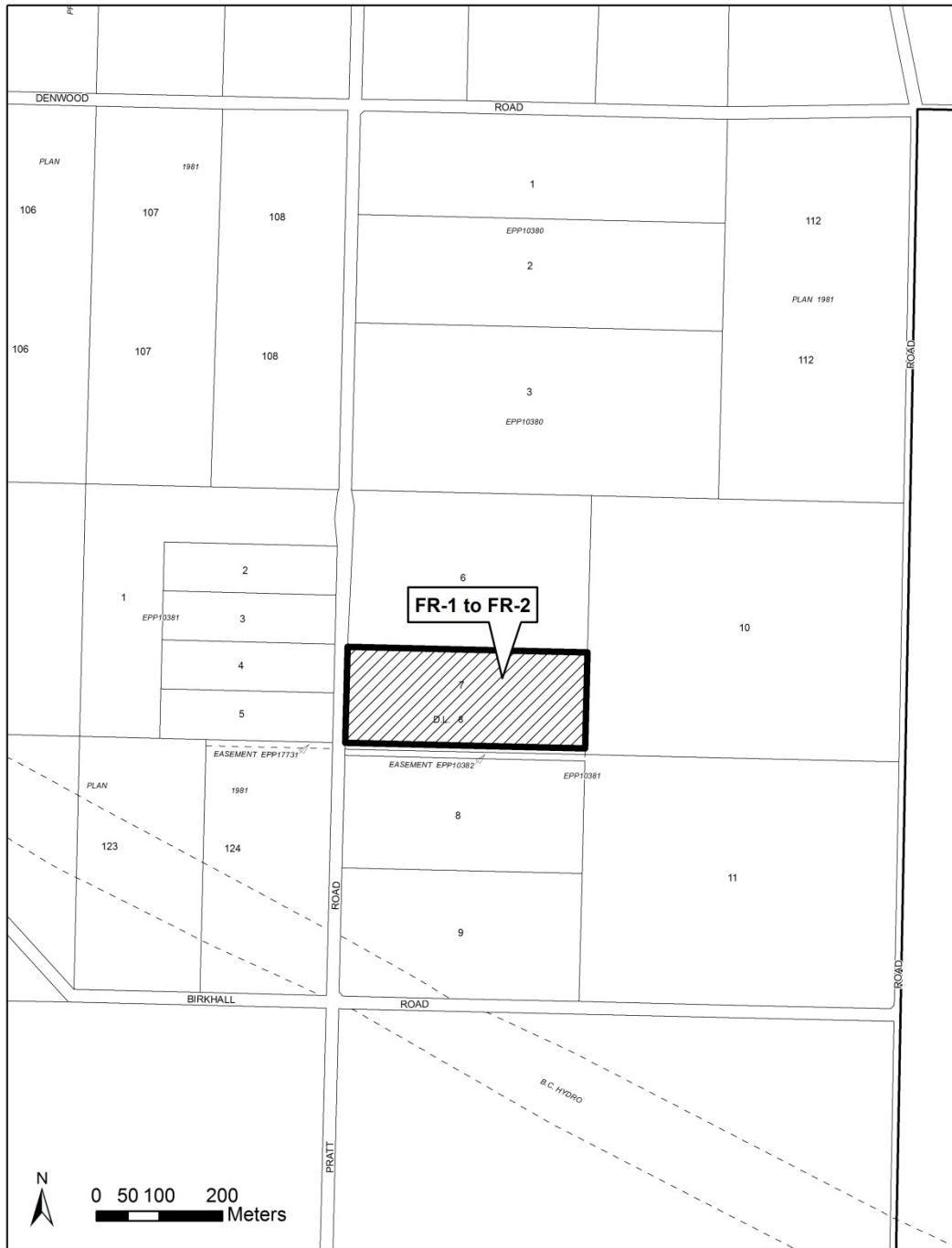
**4.6.3 Regulations Table**

Category	Requirements
a) Maximum Density	1 Dwelling Unit per ha to a maximum of 2 Dwelling Unit per lot
b) Minimum Lot Size	50 ha
c) Minimum Lot Frontage	400 metres
d) Maximum Lot Coverage	10 %
e) Maximum Building and Structure Height	10 metres
f) Minimum Setback from	4.5 metres
i) Front and Exterior Side Lot Lines	2 metres
ii) All Other Lot Lines	
g) Minimum Setback of all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations <sup>2</sup>
h) Minimum Setback of all buildings or structures for primary mineral processing from all watercourses	30 metres <sup>3</sup>
i) General Land Use Regulations	Refer to Section 2 – General Regulations

Chairperson

Corporate Officer

### Schedule '2'



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**TO:** Regional District of Nanaimo Board      **MEETING:** March 28, 2017  
**FROM:** Wendy Idema  
Director of Finance      **FILE:** 1700-06  
**SUBJECT:** 2017 to 2021 Financial Plan Revised Bylaw No. 1755

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### **RECOMMENDATIONS**

1. That third reading of “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be rescinded.
2. That “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be amended to replace Schedule A as shown on Attachment 1.
3. That “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be read a third time as amended and as outlined in Attachment 1.
4. That “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be adopted.

### **SUMMARY**

Bylaw 1755 was introduced and given three readings at the February 28, 2017 Board meeting. Since that time, revised information has been received for BC Transit and for parcel numbers used for parcel taxes. The attached revised Schedule A represents current information for Bylaw adoption. The tax requisition changes by \$264 to reflect final parcel tax amounts.

### **BACKGROUND**

Bylaw 1755 was introduced and given three readings at the February 28, 2017 Board meeting. Since that time, revised information has been received for BC Transit and final information has been received for the number of parcels used for parcel taxes. The tax requisition total amount increases from \$50,094,511 to \$50,094,775 as a result of having the final parcel count for parcel taxes.

The impact of the BC Transit changes is reflected in a number of the operating accounts and revised surplus applied to future years. BC Transit bills the RDN based on budget for our share of the service and holds the difference between actual costs and budget (\$873,810) in a special reserve to be used to offset future inflation impacts on the RDN Transit Service. This process is in accordance with their agreement with the Province and *BC Transit Act* Regulations.

In order to comply with public sector accounting requirements and ensure RDN Transit Service expenses are recorded at actual values, the RDN is required to record the reserve fund as a decrease in expenses for 2016. BC Transit has advised they will not be able to provide a final budget for their 2017/2018 year or a three-year plan until the Provincial budget is passed in the Legislature likely in the fall. Staff have completed the 2017 to 2021 Financial Plan based on the information we have been provided for 2017 and estimates for 2018 to 2021.

## **ALTERNATIVES**

1. Approve the 2017 to 2021 Financial Plan as revised and adopt Bylaw No. 1755 as amended.
2. Provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

There are no changes to taxation amounts being levied to RDN property owners other than the \$264 increase to the parcel tax which reflects additional parcels as a result of development. Further impacts related to the BC Transit special reserve fund will be provided in the 2018 budget after BC Transit is able to provide final budgets.

## **STRATEGIC PLAN IMPLICATIONS**

The 2017 to 2021 proposed Financial Plan is consistent with the current strategic plan and is guided by the Board governing principles to “Be Transparent and Accountable” and to “Show Fiscal Restraint” through improved financial planning and prudent use of tax dollars and to deliver the services expected by residents of the Region as cost effectively as possible.



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Wendy Idema  
widema@rdn.bc.ca  
March 17, 2017

### Reviewed by:

- M. Manhas, Manager, Capital Accounting & Financial Reporting
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Bylaw No. 1755

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1755**

**A BYLAW TO ADOPT THE 2017 TO 2021 FINANCIAL PLAN**

WHEREAS the Regional District of Nanaimo shall, in accordance with the the *Local Government Act*, adopt by bylaw a five year financial plan;

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

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

**1. Definitions**

“**Emergency**” means a present or imminent event that:

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

**2. Financial Plan**

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2017 to December 31, 2021.

**3. Financial Plan Amendments**

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

**4. Citation**

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017”.

Introduced and read three times this 28th day of February, 2017.

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

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CHAIRPERSON

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CORPORATE OFFICER





**CONSOLIDATED FINANCIAL PLAN  
2017 to 2021**

Schedule 'A; to accompany "Regional District of Nanaimo 2017 to 2021 Financial Plan Bylaw No. 1755, 2017"

Chairperson

Corporate Officer

	2016 Budget	2017 Proposed	2018	2019	2020	2021	Total
<b>Operating Revenues</b>		5.5%	6.4%	5.2%	3.8%	2.8%	
Property taxes	(42,652,979)	<b>(44,980,223)</b>	(47,961,163)	(50,557,217)	(52,509,826)	(54,027,302)	(250,035,731)
Parcel taxes	(4,514,950)	<b>(4,763,907)</b>	(4,990,193)	(5,142,837)	(5,281,174)	(5,394,264)	(25,572,375)
Municipal agreements	(321,202)	<b>(350,645)</b>	(368,917)	(382,407)	(396,055)	(397,867)	(1,895,891)
	<b>(47,489,131)</b>	<b>(50,094,775)</b>	(53,320,273)	(56,082,461)	(58,187,055)	(59,819,433)	(277,503,997)
Operations	(3,133,785)	<b>(3,566,245)</b>	(3,538,541)	(3,571,246)	(3,616,318)	(3,647,360)	(17,939,710)
Interest income	(150,000)	<b>(150,000)</b>	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Transit fares	(4,401,562)	<b>(4,486,982)</b>	(4,642,438)	(4,688,862)	(4,824,415)	(4,872,658)	(23,515,355)
Landfill tipping fees	(7,741,024)	<b>(7,600,000)</b>	(7,600,000)	(7,676,000)	(7,676,000)	(7,752,760)	(38,304,760)
Recreation fees	(590,740)	<b>(608,156)</b>	(620,710)	(633,847)	(647,003)	(660,475)	(3,170,191)
Recreation facility rentals	(549,505)	<b>(541,795)</b>	(558,049)	(574,791)	(592,034)	(609,795)	(2,876,464)
Recreation vending sales	(4,500)	<b>(4,500)</b>	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation concession	(3,000)	<b>(5,000)</b>	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Recreation other	(411,785)	<b>(453,415)</b>	(467,018)	(481,028)	(495,459)	(510,322)	(2,407,242)
Utility user fees	(4,629,751)	<b>(4,830,285)</b>	(4,927,726)	(5,026,607)	(5,127,511)	(5,230,484)	(25,142,613)
Operating grants	(6,449,033)	<b>(6,216,146)</b>	(6,566,780)	(6,592,775)	(6,913,786)	(6,981,254)	(33,270,741)
Planning grants	(272,260)	<b>(301,898)</b>	(86,386)	(7,100)	(7,100)	(7,100)	(409,584)
Grants in lieu of taxes	(149,645)	<b>(149,290)</b>	(149,290)	(149,290)	(149,290)	(149,290)	(746,450)
Interdepartmental recoveries	(6,913,798)	<b>(6,346,161)</b>	(6,531,335)	(6,721,742)	(6,835,582)	(6,912,789)	(33,347,609)
Miscellaneous	(7,337,473)	<b>(8,652,686)</b>	(7,756,260)	(8,194,627)	(8,855,562)	(8,438,719)	(41,897,854)
<b>Total Operating Revenues</b>	<b>(90,226,992)</b>	<b>(94,007,334)</b>	(96,924,306)	(100,559,876)	(104,086,615)	(105,751,939)	(501,330,070)
<b>Operating Expenditures</b>							
Administration	4,387,180	<b>4,521,662</b>	4,591,557	4,639,393	4,687,519	4,737,195	23,177,326
Community grants	56,528	<b>787,758</b>	36,596	36,596	36,596	36,596	934,142
Legislative	498,394	<b>511,635</b>	608,288	542,041	536,132	541,478	2,739,574
Professional fees	2,522,668	<b>2,464,845</b>	1,927,938	1,689,352	1,736,742	1,761,525	9,580,402
Building ops	3,232,608	<b>3,286,717</b>	3,344,304	3,402,000	3,461,463	3,526,305	17,020,789
Veh & Equip ops	7,868,665	<b>7,722,123</b>	7,857,800	8,012,640	8,165,512	8,322,166	40,080,241
Operating costs	16,849,605	<b>17,341,000</b>	18,873,565	20,135,522	21,512,486	21,927,640	99,790,213
Program costs	946,870	<b>1,109,238</b>	1,103,651	1,114,423	1,125,371	1,129,487	5,582,170
Wages & benefits	30,319,473	<b>32,313,526</b>	33,233,791	33,954,468	34,633,541	34,979,887	169,115,213
Transfer to other gov/org	7,244,413	<b>6,917,002</b>	6,977,443	7,080,650	7,226,446	7,375,801	35,577,342
Contributions to reserve funds	8,456,997	<b>8,369,629</b>	6,756,599	5,820,543	6,312,620	6,229,528	33,488,919
Debt interest	4,513,284	<b>4,533,834</b>	4,498,566	4,155,790	4,088,872	3,923,956	21,201,018
<b>Total Operating Expenditures</b>	<b>86,896,685</b>	<b>89,878,969</b>	89,810,098	90,583,418	93,523,300	94,491,564	458,287,349
<b>Operating (surplus)/deficit</b>	<b>(3,330,307)</b>	<b>(4,128,365)</b>	(7,114,208)	(9,976,458)	(10,563,315)	(11,260,375)	(43,042,721)
<b>Capital Asset Expenditures</b>							
Capital expenditures	44,814,373	<b>65,901,871</b>	64,103,495	29,864,532	7,540,099	7,564,532	174,974,529
Transfer from reserves	(20,070,177)	<b>(36,654,987)</b>	(20,425,674)	(10,736,675)	(3,883,500)	(2,536,080)	(74,236,916)
Grants and other	(6,426,060)	<b>(5,973,767)</b>	(2,171,480)	(611,000)		(778,320)	(9,534,567)
New borrowing	(14,974,713)	<b>(19,144,870)</b>	(39,031,526)	(16,618,796)	(2,150,000)	(2,100,000)	(79,045,192)
<b>Net Capital Assets funded from Operations</b>	<b>3,343,423</b>	<b>4,128,247</b>	2,474,815	1,898,061	1,506,599	2,150,132	12,157,854
<b>Capital Financing Charges</b>							
Existing debt (principal)	4,787,627	<b>4,371,769</b>	4,294,515	4,178,865	4,175,930	3,892,090	20,913,169
New debt (principal & interest)	150,885	<b>191,448</b>	1,772,874	4,562,594	5,701,138	5,866,652	18,094,706
<b>Total Capital Financing Charges</b>	<b>4,938,512</b>	<b>4,563,217</b>	6,067,389	8,741,459	9,877,068	9,758,742	39,007,875
<b>Net (surplus)/deficit for the year</b>	<b>4,951,628</b>	<b>4,563,099</b>	1,427,996	663,062	820,352	648,499	8,123,008
Add: Prior year (surplus) / deficit	(11,482,486)	<b>(12,163,067)</b>	(7,599,968)	(6,171,972)	(5,508,910)	(4,688,558)	(36,132,475)
<b>(Surplus) applied to future years*</b>	<b>(6,530,858)</b>	<b>(7,599,968)</b>	(6,171,972)	(5,508,910)	(4,688,558)	(4,040,059)	(28,009,467)

\*Surplus Appropriation (BC Transit Reserve)