

REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
TUESDAY, NOVEMBER 12, 2013
(Immediately following the Special Board Meeting)
(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 **Nick Acciavatti and Harvey Twidale, Dashwood Volunteer Fire Department**, re Fire Department Budget.
- 6 **Wendy Pratt, Nanaimo Community Hospice**, re Request for Financial Support.

MINUTES

- 7-14 Minutes of the Regular Committee of the Whole meeting held Tuesday, October 8, 2013.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 15-16 **Coralee Oakes, Minister of Community Sport and Cultural Development**, re Funding request for a restructure study.
- 17 **Douglas White, Snuneymuxw First Nation**, re RDN Liquid Waste Management Plan Amendment.
- 18 **Blain Sepos, Parksville Qualicum Beach Tourism Association**, re Tax amounts collected by accommodation providers.
- 19 **Claude Dauphin, Federation of Canadian Municipalities**, re Achievements in the Partners for Climate Protection Program.
- 20-21 **BC Food Systems Network**, re Core Review of the Agricultural Land Reserve and Agricultural Land Commission.
- 22 **Tamie Nohr, District of Lantzville**, re Trail Establishment along E&N Rail Corridor.

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

- 23-26 Mail Ballot Voting.
- 27-35 2014 AVICC Resolutions Notice and Call for Nominations.

FINANCIAL SERVICES

- 36-38 Bylaw No. 1691 – Cedar Sewer Service Reserve Fund Establishment Bylaw.
- 39-45 2014-2018 Financial Plan, Implications of Limiting Tax Increases to Inflation.

REGIONAL AND COMMUNITY UTILITIES

WATER & UTILITY

- 46-52 Bylaws No. 889.66 and 1124.11 – Inclusion of 962 Surfside Drive into Sewer Service Areas, Electoral Area 'G'.
- 53-56 Nanoose Bay Peninsula Water Service Area and Nanoose Bay Bulk Water Development Cost Charge Process

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

- 57-60 1554 Hill Ave, Electoral Area 'A' – Unsightly Premises.
- 61-79 Canadian Red Cross Society – Agreement for Disaster Recovery Services.

LONG RANGE PLANNING

- 80-86 Nanaimo Airport Planning Process.
- 87-135 Proposed 2014-2016 Agricultural Area Action Plan.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

- 136-141 Solid Waste Management Regulation Bylaw No. 1531.05 – 2014 Tipping Fees.

COMMISSIONS, ADVISORY & SELECT COMMITTEES

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

142-144 Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, September 11, 2013.

Agricultural Advisory Committee

145-147 Minutes of the Agricultural Advisory Committee meeting held Friday, September 27, 2013.

Grants-in-Aid Advisory Committee

148-149 Minutes of the Grants-in-Aid Advisory Committee meeting held Monday, October 21, 2013.

That the Gabriola Arts Council be awarded \$2,000.00 to be used for materials for the ART ARC workshops for teens and ART ARC Jr. workshops for children.

That the Gabriola Players Theatre Society be awarded \$2,304.75 to be used for the purchase of a portable stage.

That the Oceanside Building Learning Together Society be awarded \$1,000.00 for the purchase of books for the Books for Babes Program.

That the Oceanside Minor Lacrosse Association be awarded \$3,400.00 for arena costs and keepsake t-shirts for the 2014 Tyke Tournament.

That the remaining District 69 funds in the amount of \$5,336.00 be carried forward to the 2014 Grants-in-Aid budget.

Electoral Area 'E' Parks and Open Space Advisory Committee

150-153 Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, October 28, 2013.

District 69 Community Justice Select Committee

154-155 Minutes of the Regular Meeting of the District 69 Community Justice Select Committee meeting held Monday, November 4, 2013.

That the 2014 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs be approved at \$77,500.

That a 2014 grant in the amount of \$3,232 for the Citizens on Patrol Society, District 69 be approved.

156-169

Funding Request for Crime Prevention Programs in Oceanside

That the report on the Additional Funding Request for Crime Prevention Programs in Oceanside be received for information and be forwarded to the 2014-2018 Financial Plan discussion for consideration with other funding requirements of the Regional District of Nanaimo.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Removing Electoral Area 'B' from the Regional Growth Management Service — At the October 22, 2013 Board meeting Director Houle advised that he would be bringing forward the following motion for consideration at the November 12, 2013 Committee of the Whole meeting:

That the Board direct staff to prepare a report on options to remove Electoral Area 'B' from the Regional Growth Management Service.

IN CAMERA

That pursuant to Sections 90 (1) (e) and (i), and 90 (2) (c) of the Community Charter the Board proceed to an In Camera meeting for discussions related to acquisition of land and improvements, advice subject to solicitor-client privilege, and an Ombudsperson investigation.

ADJOURNMENT

Re: Fire Department Budget

From: Idema, Wendy

Sent: Wednesday, October 30, 2013 7:33 PM

Hi Nick and Harvey

Yes, we do want you to come and present on your budget change request for 2014 at Committee of the Whole Meeting Nov 12 @ 7pm.

Thank you

Wendy

*Wendy Idema, CGA
Director of Finance
Regional District of Nanaimo
Phone: (250) 390-6528
Fax: (250) 390-6572
widema@rdn.bc.ca*



NANAIMO COMMUNITY
HOSPICE

Caring • Commitment • Compassion

To: RDN Board Members – November 12, 2013 Meeting
From: Nanaimo Community Hospice Society
Re: Request for Financial Support - \$25,000

In late 2012 Nanaimo Community Hospice approached the Regional District of Nanaimo Board to ask for \$25,000 in support for the Expand the Heart of Hospice Capital Campaign to raise \$1.25 Million to move Hospice to a new home with twice the space and room to grow. The RDN very graciously responded with a \$10,000 donation from the 2013 budget cycle. We thank you so much for partnering with us in this way.

The campaign has raised \$1,010,500 in realized donations and pledges. This allowed us to purchase, renovate, furnish and move to our new facility. We still have \$200,000 left to raise to reach our ultimate goal of being mortgage free by April 2015.

We are asking the RDN to approve a further \$25,000 in funding to NCHS from your 2014 budget. This will go a long way towards helping us get back to the place we were prior to our Expand the Heart of Hospice campaign – one where funding efforts are focused exclusively on programs and supports that serve a very vulnerable population within our community.

As a result of funds raised to date the original building, which had some unexpected surprises, has been completely remediated and now provides our organization with a greatly increased asset. More importantly, it has provided us with a facility that is ultimately suited to the work of Hospice in our community. We are now able to offer a warm, welcoming, and homelike setting for the young children, teens, adults and seniors who reach out for support. We have already experienced an increased demand for our services, now that we have a greater capacity to serve, and have been able to both enhance existing programs and start adding much needed new services.

Nanaimo Hospice staff and volunteers have direct contact with over 2,250 individuals annually in their homes, in care facilities, in hospital, and at Hospice House, as well as through education and support provided in the schools, in the workplace, and through a variety of local educational institutions and community events.

The support of RDN has been invaluable. Thank you so much for your generosity in 2013 and thank you for considering this renewed request for support as part of your 2014 funding cycle. I look forward to attending your Board Meeting on November 12th and to presenting at that time.

Wendy Pratt,
Executive Director

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, OCTOBER 8, 2013 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Steven Rae, Alternate Director for Electoral Area 'A'.

DELEGATIONS

Dianne Eddy, Mapleguard Ratepayers Association, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area 'H'.

Dianne Eddy provided a visual presentation and spoke in opposition to Regional Growth Strategy and Official Community Plan Amendment Application PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area 'H'.

Len Walker, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area 'H'.

Len Walker provided a visual presentation and spoke in opposition to the Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area 'H'.

Director Greves left the meeting at 7:23 PM citing a possible conflict of interest with the next agenda item.

Andre Sullivan, Nanaimo Rail Trail Partnership Group, re Request to the Regional District of Nanaimo for Partnership.

Andre Sullivan provided a visual presentation with an overview of the Nanaimo Region Rail Trail Partnership and requested that the Regional District of Nanaimo be one of its founding partners and provide \$15,000 in funding to the Rail Trail Partnership.

Director Greves returned to the meeting at 7:49 PM.

Dr. Gilles Wendling, GW Solutions, Inc., re RGS and OCP Amendment Application PL2011-060 – Baynes Sound Investments Ltd – Electoral Area 'H'.

Dr. Gilles Wendling provided a visual presentation on hydrogeology regarding Regional Growth Strategy and Official Community Plan Amendment Application PL2011-060 – Baynes Sound Investments Ltd. – Electoral Area 'H'.

LATE DELEGATIONS

MOVED Director Ruttan, SECONDED Director Holme, that late delegations be permitted to address the Committee.

CARRIED

Jim Crawford, Baynes Sound Investments, re RGS and OCP Amendment Application No. PL2011-060 - Baynes Sound Investment Ltd. – Electoral Area 'H'.

Jim Crawford, Project Manager for Baynes Sound Investments Ltd. provided an update to the Board, spoke in support of the consultation process proceeding, and requested the Board provide time to conduct a water study.

Margaret Healey, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area ‘H’.

Margaret Healey provided the Committee a handout and spoke in support of Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd.

Keith Reid, re Water Quality, Land Development, and the Shellfish Industry.

Keith Reid spoke in support of the Baynes Sound Investment Application and stated that his concerns about water quality, storm and wastewater run-off have been addressed by the applicant.

Don Tillapaugh, Vancouver Island University, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area ‘H’.

Don Tillapaugh spoke in support of Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd., stating his view that the development would protect coastal waters and preserve the marine ecosystem.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Committee of the Whole meeting held, Tuesday, September 10, 2013, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Residents of Horne Lake area, Electoral Area ‘H’, re safety on local roads.

MOVED Director McPherson, SECONDED Director Johnstone, that correspondence from the residents of Horne Lake, Electoral Area ‘H’, regarding safety on local roads, be received.

CARRIED

Greta Taylor, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area ‘H’.

MOVED Director McPherson, SECONDED Director Johnstone, that correspondence from Greta Taylor regarding Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area ‘H’, be received.

CARRIED

John and Sandy Vanderwel, re Seaweed Harvesting, Deep Bay, BC.

MOVED Director McPherson, SECONDED Director Johnstone, that correspondence from John and Sandy Vanderwel, regarding seaweed harvesting at Deep Bay, BC, be received.

CARRIED

Jean and John Weighill, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area ‘H’.

MOVED Director McPherson, SECONDED Director Johnstone, that correspondence from Jean and John Weighill, regarding Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area ‘H’, be received.

CARRIED

Steve and Patty Biro, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area 'H'.

MOVED Director McPherson, SECONDED Director Johnstone, that correspondence from Steve and Patty Biro, regarding Regional Growth Strategy and Official Community Plan Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area 'H', be received.

CARRIED

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

Board Procedure Amendment Bylaw No. 1512.01.

MOVED Director Dempsey, SECONDED Director Anderson, that "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1512.01, 2013" be introduced and read three times.

CARRIED

MOVED Director Dempsey, SECONDED Director Anderson, that "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1512.01, 2013" be adopted.

CARRIED

RECREATION AND PARKS

RECREATION

Ravensong Aquatic Centre and Oceanside Place Apportionment Formula Bylaw Amendments – Bylaws 899.01 and 1358.01.

MOVED Director Anderson, SECONDED Director Lefebvre, that the apportionment formulas for Oceanside Place and Ravensong Aquatic Centre Service Bylaws be amended to 50% assessments / 50% usage, phased in over a five year period, with no expansion of the participation in the Ravensong Aquatic Centre Service to include Electoral Area 'E'.

CARRIED

MOVED Director Anderson, SECONDED Director Lefebvre, that "Regional District of Nanaimo District 69 Swimming Pool Service Amendment Bylaw No. 899.01, 2013" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Anderson, SECONDED Director Lefebvre, that "Regional District of Nanaimo District 69 Ice Arena Amendment Bylaw No. 1358.01, 2013" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER & UTILITY

Westerne Heights Water System – Engineering Design Review Funding.

MOVED Director Fell, SECONDED Director Anderson, that the Board approve funding for an Engineering Design Review of the Westerne Heights Water System, not to exceed \$15,000, be provided utilizing Community Works funds allocated to Electoral Area "F".

CARRIED

MOVED Director Fell, SECONDED Director Anderson, that the Board approve that Regional District of Nanaimo "Westurne Heights Water Service Study Area Establishing Bylaw No. 1677, 2013", be abandoned.

CARRIED

MOVED Director Fell, SECONDED Director Anderson, that the Board approve that Regional District of Nanaimo "Westurne Heights Water Service Study Area Loan Authorization Bylaw No. 1678, 2013", be abandoned.

CARRIED

French Creek Water Service Area – Water Quality Improvement Option.

MOVED Director Anderson, SECONDED Director Young, that the Board approve, in principle, the concept of a water supply connection from the Town of Qualicum Beach to the French Creek Water Service Area.

CARRIED

MOVED Director Anderson, SECONDED Director Young, that the concept of a water supply connection from the Town of Qualicum Beach to the French Creek Water Service Area be forwarded to the Town of Qualicum Beach Council for consideration.

CARRIED

San Pareil Water System and Fire Protection Upgrade Phase 2 – Project Contract Award.

MOVED Director Holme, SECONDED Director Fell, that the Board award the San Pareil Fire Protection Upgrade Phase 2 project to Windley Contracting Ltd. in the amount of \$884,783.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that the Board approve funding in support of the San Pareil Fire Protection Upgrade Phase 2 project, not to exceed \$350,000, utilizing Community Works funds allocated to Electoral Area "G".

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "San Pareil Water System (Fire Protection Improvements) Service Security Issuing Bylaw No. 1689, 2013" be given three readings.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "San Pareil Water System (Fire Protection Improvements) Service Interim Financing Bylaw No. 1690, 2013" be given three readings.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "San Pareil Water System (Fire Protection Improvements) Service Security Issuing Bylaw No. 1689, 2013" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "San Pareil Water System (Fire Protection Improvements) Service Interim Financing Bylaw No. 1690, 2013" be adopted.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

3272 Roper Road, Electoral Area 'A' – Building and Zoning Bylaw Contraventions.

MOVED Director McPherson, SECONDED Director Ruttan, that staff be directed to register a Notice of Bylaw Contravention pursuant to Section 57 of the *Community Charter* on the title of Lot 18, Section 2, Range 6, Cedar District, Plan 27748 (3272 Roper Road) and to take further enforcement as may be necessary to ensure the property is in compliance with Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010 and Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987.

CARRIED

ENERGY AND SUSTAINABILITY

Nanoose Bay Community Signage Program.

MOVED Director Holme, SECONDED Director Brennan, that the Board support the use of Community Works Funds allocated to Electoral Area 'E' in the amount of \$30,000 for the purpose of developing and implementing a pilot community signage program for Electoral Area 'E' (Nanoose Bay).

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that staff be directed to correspond with the Minister of Transportation and Infrastructure on the importance of community signage programs in unincorporated areas.

CARRIED

LONG RANGE PLANNING

Status Update – Regional Growth Strategy (RGS) and Official Community Plan (OCP) Amendment Application No. PL2011-060 – Baynes Sound Investment Ltd. – Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Lefebvre, that support for a review of Application No. PL2011-060 be withdrawn and the application not be allowed to proceed through the process to amend the Regional Growth Strategy and Area 'H' Official Community Plan.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to discuss options with the applicant about developing the site consistent with Regional Growth Strategy and Official Community Plan direction.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to work with Vancouver Island University to explore creative alternatives that support the objectives of the Deep Bay Marine Field Station. This includes working with Island Corridor Foundation, Vancouver Island University, Ministry of Transportation and Infrastructure and the applicant to improve access to the Deep Bay Marine Field Station.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

Regional District of Nanaimo – Operational and Efficiency Review.

MOVED Director Brennan, SECONDED Director Lefebvre, that the Board direct the Chief Administrative Officer to undertake an Operational and Efficiency Review at the Regional District of Nanaimo as proposed in the staff report and attachments.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Director Dempsey, SECONDED Director Kipp, to refer the Nanaimo Region Rail Trail request for funding to the 2014 budget discussions.

CARRIED

NEW BUSINESS

BC Hydro, re Draft Integrated Resource Plan.

MOVED Director Lefebvre, SECONDED Director Veenhof, that staff direct correspondence to BC Hydro on the Draft Integrated Resource Plan requesting that the Integrated Resource Plan include and preserve options for renewable energy projects on Vancouver Island, and throughout British Columbia.

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof, that correspondence be provided to BC Hydro prior to the October 18, 2013 deadline for comment on the Integrated Resource Plan.

CARRIED

Tax and Borrowing Increases.

MOVED Director Veenhof, SECONDED Director Fell, that the Regional District of Nanaimo tax increases be limited to the Consumer Price Index for budgets 2014 through 2019.

MOVED Director Brennan, SECONDED Director Anderson, that this item be referred to staff to prepare a report to the Board on the implications of limiting tax increases to the Consumer Price Index.

CARRIED

Island Corridor Foundation – Safety Requirements for Rail Transportation.

Director Lefebvre noted that the Island Corridor Foundation has addressed the City of Parkville's questions as outlined in his Notice of Motion provided at the September 24, 2013 Board meeting.

IN CAMERA

MOVED Director Holme, SECONDED Director Young, that pursuant to Sections 90 (1) (c) and (f) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to labour relations and law enforcement.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director McPherson, that this meeting terminate.

CARRIED

TIME: 10:19 PM

CHAIRPERSON

CORPORATE OFFICER



RDN CLERK'S OFFICE			
CAO	<input checked="" type="checkbox"/>	MR R&P	
GMS&CD		DM T&SW	
GM R&CU		DT	
OCT 23 2013			
DCS	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR			

Ref: 153893

OCT 21 2013

Mr. Joe Stanhope
 Chair
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC V9T 6N2

Dear Chair Stanhope:

Thank you for your letter of August 7, 2013, requesting funding for a restructure study for Electoral Area A.

Undertaking a restructure study is an important step in determining whether a change in local governance is prudent and sustainable. The study process allows for consideration of a variety of impacts that would arise from a change in local governance, which supports the electorate in making a well-informed decision on the issue. Providing a Board Resolution that identifies the Board's interest in receiving funding is a good first step.

There are many demands for funding and decisions must be made as to where best to allocate the limited resources that are available. The Ministry of Community, Sport and Cultural Development is rarely able to satisfy multiple funding requests for different areas within the same regional district. I am aware of interest in an additional study in another electoral area of your regional district, and I would strongly advise the Board give careful consideration to which of these initiatives should take priority.

Should you wish to proceed with a funding request, some additional information will be needed by my Ministry:

- Which community or communities within the electoral area would be the subject of the proposed study?
- What planning and servicing is in place that helps to define the study area?
- What is prompting an interest in change at this time?
- What indications are present that the community is interested in changing?
- What conditions exist that indicate a deficiency in the current governance model?
- What forums already exist for receiving community feedback on governance matters?

.../2

Ministry of Community, Sport and Cultural Development

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 124
Parliament Buildings
Victoria BC V8V 1X4

www.gov.bc.ca/cscd

Mr. Joe Stanhope, Chair
Page 2

If a study were to be funded, I would provide terms of reference with the offer of funding that outline the scope of the study and look to the relevant Electoral Area Director to work with Ministry staff to establish a community committee to oversee an objective and credible study process. This committee would select a qualified consultant to undertake the study, oversee the work of the consultant, and design a public process to disseminate the findings to the community.

Where an offer of funding is extended and accepted, the regional district is expected to manage the administrative aspects of the study process. It should be noted that the study process can be time and labour intensive, requiring staff to oversee the consultant contracting process, liaise with the committee, and advise the committee on procedural matters, such as conduct of open meetings. The capacity of the regional district to commit financial and staff resources to the study process is a significant factor when study funding is under consideration.

Governance and Structure Branch staff can provide advice on the study process generally, and on the restructure study options that may be available once more is known about the specific issues impacting the community. I am pleased to hear that Governance and Structure staff met with Regional District elected officials and senior staff at UBCM Convention to begin sharing some of this information. Your regular contact in relation to restructure matters is Ms. Liz Andersen, Program Analyst. Ms. Andersen may be reached by telephone at: 250 356-6333, or by email at: Liz.Andersen@gov.bc.ca.

Thank you again for writing.

Sincerely,



Coralee Oakes
Minister

pc: Ms. Liz Andersen
Program Analyst
Local Government Structure
Ministry of Community, Sport and Cultural Development



Snuneymuxw First Nation

668 Centre Street
Nanaimo, BC, V9R 4Z4

Telephone: 250/740-2300
Fax: 250/753-3492

RDN CAOS OFFICE		
CAO	<input checked="" type="checkbox"/>	GM R&P
GMS&CD		GM T&SW
GM R&CU	<input checked="" type="checkbox"/>	DF
OCT 30 2013		
DCS		BOARD <input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>	

October 24, 2013

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

Dear Joe,

Re: RDN Liquid Waste Management Plan amendment

I write in response to your letter of August 7, 2013 and communication from the RDN staff regarding the RDN's Liquid Waste Management Plan ("LWMP").

Thank you for providing the materials that you forwarded to our office. We have not had the expertise or time to fully review and comment on the technical details of the amendment.

However we do note there are aspects that relate to water and aquatic resources. The discharge of waste water into the environment will impact Snuneymuxw resources and the marine environment. As you may be aware, the Treaty of 1854 provides significant recognition and protection of Snuneymuxw constitutionally protected treaty rights related to water and fisheries. As such, going forward we need to have a real dialogue about the Treaty of 1854 and these resources in relation to the LWMP and more generally. I look forward to respectful and meaningful engagement between our governments and staff on this and other serious issues.

Yours truly,

Douglas White III Kwulasultun

cc: Paul Thorkelsson, Chief Administrative Officer
Randy Alexander, General Manager, Regional and Community Utilities

PARKSVILLE QUALICUM BEACH

Parksville Qualicum Beach Tourism Association

PO Box 239, Parksville, BC V9P 2G4
T: 250 248 6300 | F: 250-248-6308
ParksvilleQualicumBeach.com

October 28, 2013

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

Dear Chairman Stanhope and Directors:

Parksville Qualicum Beach Tourism is in the process of renewing the 2% Municipal Regional District Tax (MRDT) for our region. I am writing to ask for the Board's support of our renewal in the form of a resolution.

The MRDT was formerly known as the Additional Hotel Room Tax (AHRT) under previous Provincial tax legislation. The prescribed purpose of the MRDT has been, and will continue to be, for Parksville Qualicum Beach Tourism to invest in tourism marketing, programs and projects.

Parksville Qualicum Beach Tourism asks the RDN Board of Directors to include the following in its support resolution:

- That the RDN Board supports Parksville Qualicum Beach Tourism Association's (formerly the Oceanside Tourism Association) renewal of the 2% MRDT in Electoral Areas E, F, G & H, City of Parksville, and Town of Qualicum Beach. The City and Town have been approached for similar support resolutions.
- That the RDN Board supports MRDT amounts collected by accommodation providers in Electoral Areas E, F, G & H (per RDN Bylaws 1429 and 1430) to be provided directly to Parksville Qualicum Beach Tourism Assoc. by the Province.

Thank-you in advance for your support.

Best regards,



Blain Sepos,
Executive Director



President
Président
Claude Dauphin
Maire,
Arrondissement de Lachine,
Ville de Montréal, QC

First Vice-President
Premier vice-président
Brad Woodside
Mayor,
City of Fredericton, NB

Second Vice-President
Deuxième vice-président
Raymond Louie
Councillor,
City of Vancouver, BC

Third Vice-President
Troisième vice-président
Clark Somerville
Councillor,
Regional Municipality of
Halton, ON

Past President
Présidente sortante
Karen Lebovici
Councillor,
City of Edmonton, AB

Chief Executive Officer
Chef de la direction
Brock Carlton
Ottawa, ON

10, rue Rideau Street,
Ottawa, Ontario

Mailing address/
Adresse postale
24, rue Clarence Street,
Ottawa, Ontario K1N 5P3

T. 613-241-5221
F. 613-244-1515

www.fcm.ca

October 25, 2013

His Worship Board Chair Joe Stanhope and Members of the Board
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Dear Board Chair Stanhope and Regional Board Members:

I congratulate the District of Nanaimo for achieving the first three milestones of the Partners for Climate Protection (PCP) Program for community greenhouse gas (GHG) emissions. These milestones mark the completion of a GHG inventory, establishment of a community GHG reduction target and development of a local action plan to reduce GHG emissions. Your achievement of these milestones has been posted to the PCP website at www.fcm.ca/pcp.

We look forward to working with you as the Regional District of Nanaimo implements the local action plan and monitors results, which constitute the remaining PCP milestones. Your efforts, and those of the growing number of PCP participants, will make a significant contribution to reducing Canada's GHG emissions.

Cost-effective, community-based projects offer the very best opportunities for taking action on climate change. Since 2008, PCP member municipalities have voluntarily reported on over 700 projects to reduce GHG emissions. These projects represent more than \$1 billion in investments and over 1.7 million tonnes in GHG reductions.

Our Program Officer, Thierry Mallette is available to discuss how PCP can continue to serve the needs of your municipality. Should you have any questions, Mr. Mallette can be reached by telephone at (613) 907-6340 or via e-mail at pcp@fcm.ca.

Yours sincerely,

Claude Dauphin
FCM President

c. Enclosures

CD/TM: jlp

c: Chris Midgley, Sustainability Coordinator





More responsibilities for local government with no consultation or support?

The Core Review promises changes to the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC)

The Fraser Institute says dismantle it. The Premier seems to think it isn't working for BC. The Minister of Agriculture has been directed to examine it closely and "propose any changes necessary," and the Minister Responsible for the Core Review has announced that changes to the ALR and ALC are a top priority for the current provincial government.ⁱ

Change is coming for the ALR and the ALC.

This represents a major shift in policy at the Ministry of Agriculture and in the provincial government more generally. The 2013-14 Ministry of Agriculture Service Plan identifies work under way at the ALC to make the Commission more effective and to better define ALR boundaries. According to a recent report from the ALC Chair, this work, which was endorsed by the Province and supported by a 3-year budget increase, is progressing well.ⁱⁱ

Nonetheless, in August, the Minister Responsible for Core Review, Honourable Bill Bennett, expressed generalized frustration with the ALR on behalf of landowners who want to develop lands for non-agricultural purposes. He also identified adjustments to the ALR as an early Core Review target. The Core Review's terms of reference, published on 24 September, indicated that public input could be provided to the Select Standing Committee on Finance and Government Services in its September-October hearings around BC. Unfortunately, the invitation was published after the hearings had started.

Providing for input to the Core Review without proper notice and prior to tabling any proposals from the process does not serve British Columbians well. The Committee accepted comments until 16 October. No further opportunities for local government or public input to the Core Review have been identified.

For further information: www.fooddemocracy.org

Brent Mansfield, Co-Chair, ph: 604.837.7667 / email: brentmansfield@gmail.com

Linda Geggie, Policy Working Group Chair, ph: 250.896.7004 / email: lgeggie@telus.net

Have you been consulted about the changes requested of the Minister of Agriculture and proposed by the Core Review?

What happens to the ALR and the ALC directly affects you and your constituents. The ALR is a major provincial zone, tied to your government's interpretation of agricultural zoning and its related bylaws and land use plans. Any changes to the ALC's authorities and powers imply changes for local governments' authorities and powers, affecting your ability to plan for your region. Not just what the Province intends to do, but how it intends to do it – and who it expects to fund the changes – are central questions for your Council and Regional District.

The ALR is important for British Columbia.

The ALR is intended to preserve agricultural land, encourage farming and assist local governments and First Nations in planning for agriculture in their regions. The principle on which the ALR rests is that a productive, secure agricultural land base is vital to BC's ability to maintain agriculture as a viable industry and to secure our food supply. The ALR provides a means for protecting that capability and ensuring BC's agricultural businesses and farm families are supported over the long term.

If the ALR did not already exist, now would be the time to invent it. Economic, environmental and social instability and pressures on the province's farmland are many times greater now than they were when the ALR was created.ⁱⁱⁱ

Ronald Wright, author of *A Short History of Progress* (2004), summarized the key message of his book regarding the collapse of civilizations as: "Don't build on your agricultural land. Don't build on your agricultural land. Don't build on your agricultural land."

BC has 40 years of ALR study and experience to discuss.

There are strong arguments for the benefits of the ALR. Economic studies suggest that the ALR has been successful in containing urban sprawl and mitigating rising farmland values, helping to ensure that land remains available and affordable for BC's farm families and farming businesses. Research has also shown that agriculture contributes strongly to regional economies, and that converting agricultural lands to other uses often costs more in services than it produces in municipal tax revenues.^{iv}

According to SmartGrowth BC, "the ALR has been successful in mitigating [the] constant threat of incremental urban encroachment onto agricultural land by maintaining decision making at the provincial rather than the local level ... this is in direct contrast to virtually all other jurisdictions in North America where decisions on agricultural land use have been made at the local level and thus have been much more susceptible to development pressure."^v

After forty years' shared experience of farmland protection in BC, local governments deserve to be given the opportunity to discuss any proposed changes to the ALR with the Province and the ALC. There can be productive examination of long-standing issues, such as non-farm use and farm succession, without compromising the integrity of the provincial system and the ALC's current reform efforts.

Act TODAY to make your concerns known.

1. Contact your MLA, the Premier, and Ministers Bill Bennett and Pat Pimm to ask for an opportunity to discuss changes to the ALR and ALC beyond those already approved by government as outlined in the ALC Chair's report. Copy the rest of Cabinet and the UBCM on your letters or emails.
2. Discuss this matter with your Council or Regional District and pass a resolution expressing your views. As for item 1 above, copy the UBCM, the Premier and the Ministers on your resolution.

For further information: www.fooddemocracy.org

Brent Mansfield, Co-Chair, ph: 604.837.7667 / email: brentmansfield@gmail.com

Linda Geggie, Policy Working Group Chair, ph: 250.896.7004 / email: lgeggie@telus.net

What other local governments are saying:

City of Vancouver, 22 October resolution

THEREFORE BE IT RESOLVED THAT:

- Council reaffirms its support for the preservation of farmland in the Province's Agricultural Land Reserve
- Council work with Metro Vancouver and other municipalities to advocate for the Province of British Columbia to identify further opportunities to enhance the viability of farming in the Province.
- Council advocate that, if another review of the ALR and ALC is deemed important by the provincial government, a substantially longer period for input be afforded to the public.

The full text of the resolution is at

<http://former.vancouver.ca/ctyclerk/ccclerk/20131022/documents/motionb1.pdf>

Sunshine Coast Regional District, 10 October minutes

INFORM THE BC GOVERNMENT THAT:

- The SCRCD wishes to be a part of the targeted consultation during the Mandate Review process
- The protection of farmland is a fundamental element of a sustainable future in British Columbia and a reduction of the effectiveness of the ALR is not an effective means of saving money for the provincial government
- The foundation of any economy is the ability to produce food
- Speculation in agricultural land for future development is driving up the cost of agricultural land, threatening farming businesses in B.C. and B.C.'s food sovereignty. Preservation of farmland by removal of speculation and reinforcing the ALC and preservation of the ALR for food production is an important contribution to the B.C. economy

The full text of the resolution is at

<http://www.scrd.ca/files/File/Administration/Minutes/2013/2013-OCT-10%20BRD%20Minutes.pdf>

ⁱ Core Review terms of reference:

http://www2.news.gov.bc.ca/news_releases_2013-2017/2013MEM0014-001465.htm

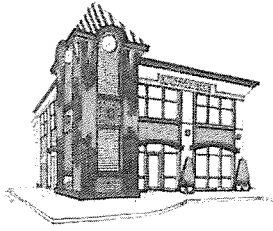
ⁱⁱ ALC Chair's report: <https://www.google.ca/#q=agricultural+land+commission>

ⁱⁱⁱ BCFSN submission to Finance and Government Services Committee: <http://fooddemocracy.org/what-we-do/protecting-the-agriculture-land-reserve/>

^{iv} Cost of community services studies, American Farmland Trust www.farmland.org

^v SmartGrowth BC, Position on the ALR:

<http://www.smartgrowth.bc.ca/Portals/0/Downloads/SGBCALRposition.PDF>



District of Lantzville

Incorporated June 2003

November 5, 2013

Island Corridor Foundation
P.O. Box 375 Stn A
Nanaimo, BC V9R 5L3

Attention: Graham Bruce, Chief Operating Officer

Dear Mr. Bruce

Re: Trail Establishment along E&N Rail Corridor

Please be advised that Council at its Regular Meeting held October 21, 2013 made the following resolution with regards to Island Corridor Foundation:

WHEREAS the Island Corridor Foundation is working to re-establish the passenger train service on the E&N railway; and

WHEREAS the E&N rail corridor has other important transportation and recreation values whether or not the passenger rail service is re-established at this time;

THEREFORE BE IT RESOLVED, that the District of Lantzville request that the Island Corridor Foundation work with all local governments and first nations along the route on the high priority of establishing bike and walking facilities along the entire length of the corridor without compromising future or existing rail services; and

BE IT RESOLVED, that the Island Corridor Foundation also seek senior government funding assistance for walking and biking facilities along the rail corridor; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to all local governments and first nations along the E&N railway corridor. **CARRIED**

Council urges the Foundation to continue with trail establishment along the corridor. Such facilities are important to the well-being of communities by providing family recreation and healthy activities.

Yours truly

Tamie Nohr
Deputy Director of Corporate Administration
District of Lantzville

File: 0360-20-ICF
Q: 2013\COUNCIL FOLLOWUP CORR\Oct 21_ICF_trail.docx
C: Mayor and Council
T. Graff, CAO
All Regional Districts, Municipalities and First Nations on the E&N Corridor

Phone: (250) 390-4006 Fax: (250) 390-5188
Email: district@lantzville.ca Website: www.lantzville.ca
P.O. Box 100, 7192 Lantzville Road, Lantzville, BC V0R 2H0



NDN REPORT	
CAO APPROVAL #11	
EAP	
COW	✓
NOV 05 2013	
RHD	
BOARD	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: November 12, 2013

FROM: Jacquie Hill
Manager of Administrative Services

SUBJECT: Mail Ballot Voting

PURPOSE:

To provide information regarding the implementation of mail ballot voting for the 2014 Regional District of Nanaimo (RDN) Local Government elections in response to interest expressed by Directors in support of this voting opportunity for eligible electors.

BACKGROUND:

Until March 2008, legislation only permitted local governments in British Columbia to offer mail ballots to electors who have a disability, or to electors who were considered living in an area that is considered 'remote' from a polling station. On March 31, 2008, Bill 7 received royal assent which enabled local governments to expand the provision of mail ballot voting to persons who expect to be absent from the regional district on general and advance voting days. The eligibility for mail ballot voting is outlined in Section 100 of the *Local Government Act* (LGA) which states that a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting as follows:

- 100 (3) For a regional district, the only electors who may be permitted to vote by mail ballot are*
- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,*
 - (b) if areas are specified for this purpose in the bylaw under subsection (1), persons who reside in a specified area of the jurisdiction for which the election is being held that is remote from voting places at which they are entitled to vote, and*
 - (c) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.*

The Regional District of Nanaimo conducts general local government elections for 7 electoral areas, and on behalf of School Districts 68 and 69, and the Islands Trust (Gabriola Island Local Trust Committee). The Islands Trust permits mail ballots where a Regional District authorizes their use to the same electorate for the Electoral Area Director and School Board Trustees, and School Districts 68 and 69 also permit mail ballots and have already worked successfully with RDN member municipalities to implement this voting opportunity. The participation of both of the School Districts and the Islands Trust in mail ballot voting is an important element that decreases the complexity of the mail ballot voting system that would be inherent if one or all chose not to participate.

Three of the RDN member municipalities have offered mail ballot voting for their electors in past local government elections (Nanaimo, Lantzville and Qualicum Beach). Parksville has not offered mail ballot voting, and has thus far made no plans to implement mail ballot voting in 2014. Overall, the provision of mail ballot voting for RDN electors would increase congruence with voting opportunities available to electors of RDN member municipalities.

Research conducted into the provision of mail ballot voting and discussions with Corporate Officers on Vancouver Island have brought forth some key issues that are highlighted below for the Board's consideration.

Mail Ballot Voting – Benefits

Supports and Strengthens Democracy

Recent legislative changes have expanded the mail ballot option to voters (both resident and non-resident) who expect to be absent on voting day(s) which creates additional voting opportunities for eligible electors. The provision of mail ballots will likely increase voter turnout, particularly for non-resident property electors and 'snowbirds', as it provides for as much opportunity as possible for these electors to vote. Furthermore, increasing voting opportunities through the provision of mail ballots may also serve to increase civic engagement for those who may otherwise have not been able to vote.

Provides Enhanced Election Services to the Public

While other local governments have reported that the number of electors voting by mail is relatively small, the consensus is that the additional service provided for voting has been really appreciated by the electors who are able to take advantage of this additional voting opportunity. Additionally, it was noted that complaints and inquiries by the public in regard to the lack of mail ballot voting was eliminated.

Currency and Consistency

Implementing mail ballot voting for the 2014 local government elections would make RDN election procedures more current and consistent with the *Local Government Act*, and would also bring the RDN more in line with voting opportunities available to electors of RDN member municipalities and the increasing availability of mail ballot voting for electors in other local governments throughout BC.

Mail Ballot Voting – Challenges

Development of Administrative Processes

As the RDN does not have mail ballot voting processes in place, there will be additional work for the Chief Election Officer to develop new administrative processes which would form a central part of the work program for the election year, and may mean that other initiatives will not be priorities during that time. These new processes, once in place, will reduce the amount of work in subsequent election years, but the overall management of the mail ballot process will remain.

Potential to Require Additional Staff Time

The new administrative processes may require additional staff time to maintain and manage, even once the processes have been developed and implemented for the first time. Staff will also need to be available for more one-on-one time with electors to assist with registering for mail ballot voting and answering questions; however, this may be offset with the time staff would otherwise need to spend answering written, telephone and email complaints about why the mail ballot option is not available. Overall, an increase in staff time will be dependent on public interest in utilizing mail ballot voting.

Determining Voter Eligibility and Validity of Mail Ballot

There may be questions raised or challenges regarding the validity of the mail ballot. While the legislation provides that the onus is on the voter signing a declaration stating that they are eligible to vote, voter eligibility will be difficult to verify as the legislation does not include any regulations that require electors to provide proof that they meet the eligibility outlined in Section 100(3)(a-c) of the *LGA*.

Short Timeline for Mailing and Return of Ballots

Another challenge frequently expressed by election officials and electors alike (particularly those who will be out of the country), is the turnaround time to send and receive mail ballots. This period of time is typically only a three-week window after the nomination period closes and after allowing one week for candidates to withdraw, and an additional week for printing of the ballots. This challenge does not create any risk or obligation for the local government as Section 100(9) of the *LGA* provides that it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the Chief Election Officer before the close of polls on general voting day.

While there are challenges associated to the implementation and provision of mail ballot voting, there are significant benefits associated to the provision of the additional voting opportunity for eligible electors that, in the view of staff, far outweigh any of the challenges presented in this report. Staff recommend the implementation of mail ballot voting, and elector registration in conjunction with mail ballot voting, for the Regional District of Nanaimo local government elections beginning in 2014.

ALTERNATIVES:

1. Approve mail ballot voting and permit elector registration in conjunction with mail ballot voting for the Regional District of Nanaimo local government elections beginning in 2014.
2. Approve mail ballot voting for registered electors only for the Regional District of Nanaimo local government elections beginning in 2014.
3. Not approve mail ballot voting at this time.

FINANCIAL IMPLICATIONS:

Increased costs to implement mail ballot voting are difficult to quantify as it will be partially dependent upon how many electors utilize this voting opportunity. The percentage of eligible electors who registered to vote by mail in RDN member municipalities for previous elections ranged between .5% - 2.3%. If there is a similar response to mail ballot voting in the RDN, approximately 149-684 electors could be expected to vote by mail. The costs to mail the packages would vary significantly depending on the size of the package and where the mail ballot package is being sent, but if roughly 1% of eligible electors register to vote, postage costs would range between \$1000-\$3000. There will also be increased costs for additional advertising (approximately \$2500), and nominal expenses for envelopes, labels and other stationary supplies. All of these additional expenses would be allocated amongst the RDN, the School Districts, and the Islands Trust; therefore the overall impact to the budget is expected to be low.

SUMMARY/CONCLUSION:

Changes to the *Local Government Act* in 2008 expanded the provision of mail ballot voting to eligible electors who expect to be absent from the regional district on general and advance voting days. The Regional District of Nanaimo conducts general local government elections for 7 electoral areas, and on behalf of School Districts 68 and 69, and the Islands Trust (Gabriola Island Local Trust Committee). The Islands Trust permits mail ballots where a Regional District authorizes their use to the same electorate

for the Electoral Area Director and School Board Trustees, and School Districts 68 and 69 also permit mail ballots which will decrease the complexity of the mail ballot voting system if the RDN implements one for the next local government election.

Three of the RDN member municipalities have offered mail ballot voting for their electors in past local government elections (Nanaimo, Lantzville, and Qualicum Beach). Parksville has not offered mail ballot voting, and has thus far made no plans to implement mail ballot voting in 2014. Overall, the provision of mail ballot voting for RDN electors would increase congruence with voting opportunities available to electors of RDN member municipalities.

Research conducted into the provision of mail ballot voting and discussions with Corporate Officers on Vancouver Island have brought forth some key issues for consideration of the Board outlined below:

Mail Ballot Voting – Benefits:

- Supports and strengthens democracy
- Provides enhanced election services to the public
- Currency and consistency with the *Local Government Act* and RDN member municipalities

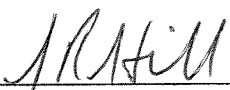
Mail Ballot Voting – Challenges:

- Development of administrative processes
- Potential to require additional staff time
- Determining voter eligibility and validity of mail ballot
- Short timeline for mailing and return of ballots


While there are challenges associated with the implementation and provision of mail ballot voting, there are significant benefits associated with the provision of the additional voting opportunity for eligible electors that, in the view of staff, far outweigh any of the challenges presented in this report. Staff recommends the implementation of mail ballot voting, and elector registration in conjunction with mail ballot voting, for the Regional District of Nanaimo local government elections beginning in 2014.

RECOMMENDATION:

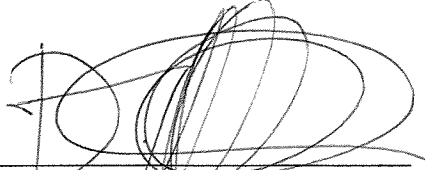
That the Board direct staff to prepare a new Election Bylaw for consideration by the Board, to include mail ballot voting and to permit elector registration in conjunction with mail ballot voting for the 2014 Regional District of Nanaimo local government elections.



Report Writer



Director Concurrence



CAO Concurrence



RDN REPORT	
CAO APPROVAL PH	
EAP	
COW	✓
NOV 06 2013	
RHD	
BOARD	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: November 12, 2013

FROM: Jacquie Hill
Manager of Administrative Services

SUBJECT: 2014 AVICC Resolutions Notice and Call for Nominations

PURPOSE

To advise the Board of the Association of Vancouver Island and Coastal Communities (AVICC) Resolutions Notice and Call for Nominations for the AVICC Executive.

BACKGROUND

The deadline to submit resolutions and nominations for consideration at the 2014 AVICC Annual General Meeting is Monday, February 24, 2014 (see Attachments 1 and 2).

Staff have not been advised of any topics that the Board would like to have considered at this years' AVICC Convention, and request that the Board identify and provide direction to Staff to review topics and/or issues that the Board wishes Staff to draft resolutions for their consideration. Upon direction from the Board, Staff will research and compile information on the topics identified, and will submit a report to the Board to consider resolutions for adoption and submission to the AVICC in advance of the established deadline.

ALTERNATIVES

1. That the Board receive the 2014 AVICC Resolutions Notice and Call for Nominations for information.
2. That the Board receive the 2014 AVICC Resolutions Notice and Call for Nominations and identify topics for which the Board wishes Staff to draft resolutions, and further that the Board direct Staff to present the resolutions to the Board for consideration of adoption and submission to the AVICC Annual General Meeting.

FINANCIAL IMPLICATIONS


There are no financial implications.

SUMMARY

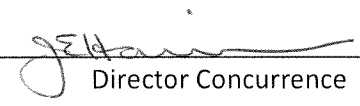
The deadline to submit resolutions and nominations for consideration at the 2014 AVICC Annual General Meeting is Monday, February 24, 2014. Staff request that the Board advise of topics and/or issues that the Board wishes Staff to draft resolutions that will be presented to the Board for consideration of adoption and submission to the AVICC Annual General Meeting.

RECOMMENDATION

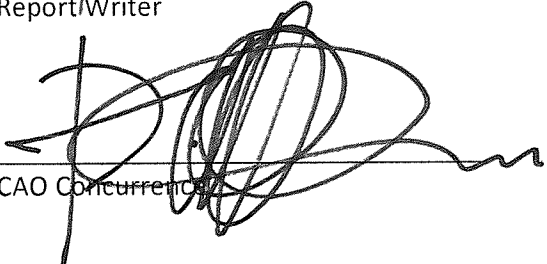
1. That the Board receive the 2014 AVICC Resolutions Notice and identify topics for which the Board wishes Staff to draft resolutions.
2. That the Board direct Staff to present the resolutions to the Board for consideration of adoption and submission to the AVICC Annual General Meeting.



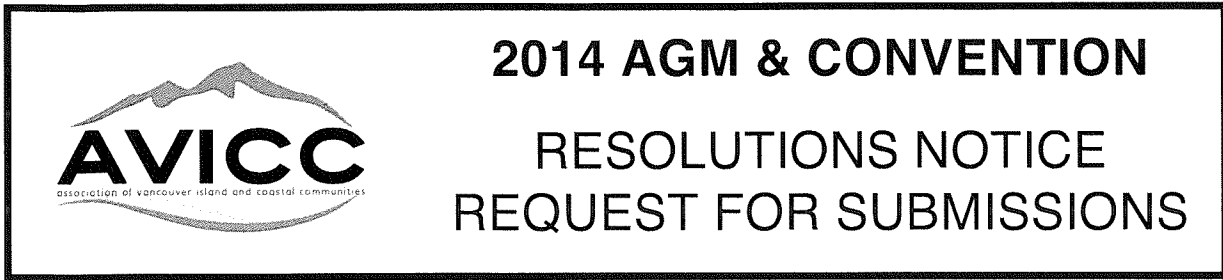
Report Writer



Director Concurrence



CAO Concurrence



DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 24, 2014**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online Submission: (http://www.formstack.com/forms/ubcm-avicc_2014_resolutions)
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
 - Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 9, 2014**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and the* enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119
Email: avicc@ubcm.ca

AVICC AGM & Convention – April 11-13, 2014 – Qualicum Beach & Parksville



2014 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 24, 2014**

AVICC AGM & Convention – April 11-13, 2014 – QUALICUM BEACH and PARKSVILLE

4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2014 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2014-15 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 24, 2014**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca.
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to avicc@ubcm.ca.

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

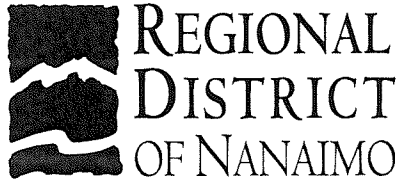
Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

AVICC AGM & Convention – April 11-13, 2014 – QUALICUM BEACH and PARKSVILLE



RDN REPORT		2/1
CAO APPROVAL		
EAP		
COW	✓	
NOV 8 5 2013		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: November 1, 2013

FROM: Tiffany Moore
Manager, Accounting Services

FILE:

SUBJECT: Bylaw No. 1691 – Cedar Sewer Service Reserve Fund Establishment Bylaw

PURPOSE:

To introduce for three readings and adoption the following reserve fund bylaw:

- “Cedar Sewer Service Reserve Fund Establishment Bylaw No. 1691, 2013”.

BACKGROUND:

The 2013 budget includes the establishment and funding of a reserve fund for the Cedar Sewer Service Area.

The Cedar Sewer Service was established in 2010, and has been an active service since 2010. As a utility service there will be possible expansions of the service as well as ongoing need for infrastructure repairs and replacement. The Cedar Sewer Service reserve fund will be used to set aside funds to pay for capital improvements, expansions, acquisitions or major repairs.

In order to retain these funds for these specified future purposes staff propose establishing formal reserve funds.

ALTERNATIVES:

1. Approve and adopt the bylaw as presented.
2. Do not approve the bylaw.

FINANCIAL IMPLICATIONS:

If the bylaw is adopted, the initial transfer to the reserve fund in 2013 is estimated at \$10,000 which is included in the 2013 budget.

STRATEGIC PLAN IMPLICATIONS:

The 2013 – 2015 Board Strategic Plan under the Regional Federation area includes the demonstration of fiscal responsibility by undertaking long-term financial planning, and protecting and maintaining assets. The establishment of reserve funds for future capital expenditures assists in reducing the taxation impact of costly capital replacements or improvements as well as offsetting unforeseen costs as a result of one-time events that impact a service area.

SUMMARY/CONCLUSIONS:

The 2013 budget includes the establishment of a reserve fund for the Cedar Sewer Service Area. A review of the 2013 financial results to date shows that there is sufficient funding available to transfer the \$10,000 budgeted amount to reserves for this service.

In order to retain these funds for future operating and capital purposes staff propose establishing a capital reserve fund.

RECOMMENDATION:

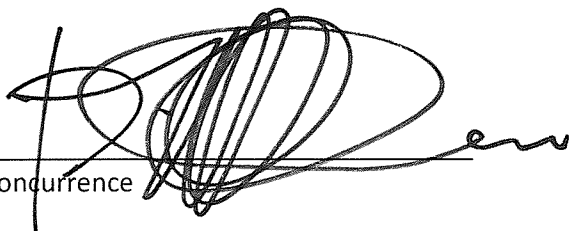
1. That "Cedar Sewer Service Reserve Fund Establishment Bylaw No. 1691, 2013" be introduced and read three times.
2. That "Cedar Sewer Service Reserve Fund Establishment Bylaw No. 1691, 2013" be adopted.



Report Writer



Director



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1691

A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE CEDAR SEWER SERVICE

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish, by bylaw, a reserve fund for a specified purpose;

AND WHEREAS it is considered desirable to establish a reserve fund to set aside funds to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure of the Cedar Sewer Service established pursuant to Bylaw No. 1445, cited as "Cedar Sewer Service Area Establishment Bylaw No. 1445, 2005";

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

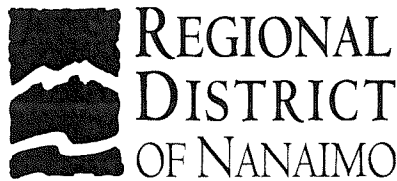
1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Cedar Sewer Service Reserve Fund".
2. Money from the current revenue of the Cedar Sewer Service Area, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Cedar Sewer Service Area.
5. This bylaw may be cited as the "Cedar Sewer Service Reserve Fund Establishment Bylaw No. 1691, 2013".

Introduced and read three times this day of , 2013.

Adopted this day of , 2013.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		[Signature]
CAO APPROVAL		
EAP		
COW	✓	
NOV 05 2013		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: November 1, 2013

FROM: Wendy Idema
Director of Finance

SUBJECT: 2014 – 2018 Financial Plan, Implications of Limiting Tax Increases to Inflation

PURPOSE:

To provide information on the implications and impacts to Regional District of Nanaimo (RDN) services if taxation increases were limited to the inflation rate.

BACKGROUND INFORMATION:

At the October 22, 2013 Board meeting the following motion was passed:

That the Regional District of Nanaimo tax increases be limited to the Consumer Price Index for budgets 2014 through 2019.

That this item be referred to staff to prepare a report to the Board on the implications of limiting tax increases to the Consumer Price Index.

Local governments are required to prepare five year budget forecasts. These financial plans are intended to guide the development of annual operating budgets. The 2013 to 2017 financial plan, approved in March 2013, includes estimated total requisition increases inclusive of all services of 6.3% for 2014; 3.9% for 2015; 5.4% for 2016 and 5.4% for 2017. At this time staff are working on the 2014 budget which will be revised from the plan approved in March based on new information and projects, carry forward surplus amounts, carry forward projects, and current direction from the Board.

The RDN provides and manages a large number of public services including water, sewer collection and treatment, solid waste collection and disposal, public transit, and recreation facilities and services. The primary focus for Regional District budgets is to demonstrate fiscal responsibility within the context of maintaining the service infrastructure, ensuring public health and safety, as well as making progress toward achievement of strategic plan goals.

Implications to Infrastructure

Limiting tax increases to inflation rates in individual service areas would have a variety of implications on the ability for the RDN to provide efficient and effective service to residents depending on the nature of any particular service. For those services where there is a significant renewal or expansion of an infrastructure component to the annual plan, it would not be feasible to complete those renewals or

expansions. In many cases, in addition to the necessity for prudent repair and maintenance of infrastructure, significant expansion or improvement projects are required in some of the service areas with the greatest impact on the Regional District budget. For example, the Province through the RDN's Liquid Waste Management Plan requires upgrades to both the Greater Nanaimo Pollution Control Centre (GNPCC) (estimated cost \$60 million) and the Nanoose Bay Pollution Control Centre (estimated cost \$4.1 million). Neither of these projects can be completed without borrowing significant sums and without resultant significant increases to the tax requisition.

As much as possible reserve accounts have been built up through phased tax increases (with annual contributions to reserve accounts) in anticipation of these projects. Development Cost Charges (DCCs) collected from new development will also be applied to the funding of these projects to decrease the impacts of borrowing. As one example, in the specific case of the upgrade to the GNPCC, in spite of consistent contributions to reserves in previous budgets and the inclusion of collected DCCs, current projections indicate that increases to the tax requisitions in amounts ranging from 6% to 15% will be required in future years to adequately fund the debt for this project and associated projects required to ensure compliance with regulations. It is also important to note that in addition to the capital costs of upgrading, the conversion to secondary treatment will result in additional operating costs for treatment and processing which will also impact budgets.

The Regional District was incorporated in 1967 and is now 46 years old. Many RDN facilities and infrastructure assets are more than 30 years old – meaning mechanical, electrical and other equipment is at the mid-point or later in their useful life. Annual costs have generally increased over the last several years in order to maintain and extend those useful lives. In some cases outright replacement with newer, more energy efficient equipment will be the recommended choice. In either case the impacts associated with increasing maintenance costs and/or equipment/facility/asset replacement on the annual budget, and the taxation necessary to support these effective and efficient services will continue, but this does not align well with the CPI limitations being considered by the Board.

Appropriate Price Index

The Consumer Price Index (CPI), which increased year over year at December 2012 by 1.5%, is a measure of a “basket of goods” representing a variety of items typically purchased by an average consumer such as food, shelter, clothing, transportation, health, recreation, education, alcohol and tobacco. While an appropriate gauge and measure for the changing costs of goods purchased by Canadian consumers, the CPI is not reflective of increasing costs experienced by local governments. For the RDN very few of the items included in the CPI “basket”, outside of the cost for motor fuel for transportation, reflect cost drivers that are experienced by and impact the RDN. RDN services are impacted more by the cost of construction and commodities (such as construction materials, fuels, electricity) and the cost of labour. Staff have reviewed a number of “price indexes” looking for some that may better reflect a local government’s “basket of goods” and the following identifies some specific indexes, but there is no one index that is a good reflection of many of the drivers of cost for a local government.

- Engineering News Record Construction Cost Index = 2.6% (2012)
- Statistics Canada Non-residential Building Construction Price Index = 2.7% (2012)
- Statistics Canada Electricity = 7.4% (2012)
- Statistics Canada Motor Gasoline = 1.6% (2012)

If the Board, in considering a price index cap on taxation increases wishes to implement such a cap, staff would recommend that additional consideration be given to determining a more appropriate index than the CPI.

Current Situation

There are now 103 specific and different RDN services with tax requisitions ranging from \$1,020 (French Creek Streetlighting) to \$7,792,818 (Southern Community Transit). 36 of those services are shared among multiple member jurisdictions such as Wastewater Management, Solid Waste Management, Electoral Area Planning, Recreation and Parks Services, and Transit. Sixty-seven services are paid for by a single member jurisdiction. Single member jurisdiction services include Animal and Noise Control bylaws, Community Parks, and specific water and sewer systems.

The table below illustrates the largest multi-participant service areas of the RDN and the tax requisitions related to those services. The year over year changes to the tax requisition shown are based on the current five-year financial plan adopted by the Board last year and include rising costs associated with the provision of core existing services, planned capital and infrastructure investments, contributions to reserve funds for future capital and infrastructure, and new services/funding requests.

These 11 services make up 80% of the total General Services tax requisition for the RDN and any limit to the overall tax rate increase for these services on an individual basis would result in the requirement for specific cuts to these services - service reductions and/or cuts to capital programs that would in many cases be significant and unacceptable. There are a number of other services with requisitions from other jurisdictions (such as the Vancouver Island Regional Library and Southern Community Recreation) that are determined by outside agencies.

Currently 30 of the 56 services included in the General Services Tax Requisition (excluding Local Service Areas such as utility and fire services), managed by the RDN, have requisition increases at 3% or lower.

Service Area	2013 Tax Requisition	2014 Tax Requisition Estimate	Year over Year change
Southern Community Transit	\$7,084,380	\$7,792,818	\$708,438 = 10%
Southern Community Wastewater	\$4,673,936	\$4,954,372	\$280,436 = 6%
Southern Community Recreation	\$1,018,617	\$1,145,704	\$127,087 = 12.5% Estimate only based on budget. Will depend on actual results for 2013
Northern Community Transit	\$883,944	\$910,462	\$ 26,518 = 3%
Northern Community Wastewater	\$4,132,120	\$4,380,047	\$247,927 = 6%
Ravensong Aquatic Centre	\$2,439,095	\$2,487,877	\$ 48,782 = 2%
Oceanside Place	\$1,716,565	\$1,776,645	\$ 60,080 = 3.5%
Northern Community Recreation	\$980,675	\$1,043,901	\$ 63,226 = 6.4%
Vancouver Island Regional Library	\$1,742,969	\$1,852,409	\$109,440 = 6.3%
Electoral Area Community & Long Range Planning	\$1,355,340	\$1,395,999	\$ 40,659 = 3%
Regional Parks Operating	\$986,940	\$1,070,830	\$ 83,890 = 8.5%

What can be seen from this table is that for those services where there are capital investments underway or significant expansions of service such as Southern Community Transit, both Wastewater

services, Regional Parks and in many of the Utility and Fire services, it would be extremely difficult to achieve increases that were limited at CPI. There are commitments in place for several of these services, (approved Transit expansions, CNG upgrades, and the new outfall for GNPCC as examples) which if cancelled would have significant implications for agreements with other governments. For the services where there are lesser capital requirements such as Ravensong Aquatic Centre, Electoral Area Planning, Northern Community Transit, and Oceanside Place, the increases are all much lower because there is a much smaller capital or one-time impact.

While these service specific percentage increases are above the CPI it is important, as indicated earlier, to understand that these increases include rising costs associated with the provision of core existing services, planned capital and infrastructure investments, contributions to reserve funds for future capital and infrastructure and new services/funding requests. The new services/funding requests typically consist of both internal additions (resulting from Board direction) as well as requests for funding support received from external organizations. In recent years the requests from external organizations has grown dramatically and far outstrips internally driven new services and related costs.

When the specific increases are examined as a whole, and the 'cause' of tax increases is evaluated, the RDN has consistently provided annual budgets that provide existing core services to the community with costs escalation that are in line with (or below) the CPI, and significantly less than the escalation of other (perhaps more appropriate) price indices.

The history relating to these changes is summarized below. Wherever possible increases on existing services have been minimized and have fallen in a similar range as the CPI.

	2009	2010	2011	2012	2013
Changed Service Levels	6.7	3.9	2.6	2.9	4.1
Other Jurisdictions	0.8	0.4	0.5	0.6	0.5
Existing Services	0.8	1.4	1.6	3.0	1.4
Ravensong Aquatic Centre – Upgrades		1.2	2.3		
Total	8.3	6.9	7.0	6.5	6.0

For comparison purposes the annual CPI applicable to the corresponding years indicated above was 2.3% (2008) for 2009, 0.3% (2009) for 2010, 1.8% (2010) for 2011, 2.9% (2011) for 2012 and 1.5% (2012) for 2013.

The nature of the services making up the largest portion of the RDN budget is such that infrastructure needs and expansion of services, as well as taxpayer requests for additional services, are the major drivers of cost and tax requisition escalation.

ALTERNATIVES:

1. Receive this report for information and proceed with the motion to maintain tax increases at CPI rates.
2. Receive this report for information and amend the motion to maintain tax increases for existing services excluding major capital at inflation rates.

3. Receive this report for information and direct staff to proceed with preparation of the 2014 Budget following the process and practices as established in the RDN.
4. Receive this report for information and provide alternate direction to Staff.

FINANCIAL IMPLICATIONS:

Alternative 1

The Regional District of Nanaimo's budget affects taxpayers differently depending on where they own property in the Regional District. Because not everyone pays for the same services, there is no guarantee that a limit on the overall tax increase to inflation would be equally felt by all. To hold the overall general services tax increase (excludes individual utility and fire protection services) at for example 2%, it would be necessary to cut \$1,320,420 from the existing \$1,982,540 projected increase.

Because there are services with previously approved significant capital or expansion commitments such as Transit, it would be necessary to cut other services by more to bring the overall change to inflation. As well, new service requests from external groups such as Community Policing, Hospice and Search and Rescue, if approved, would place additional strain on the budget and the RDN's ability to maintain existing services to the community. That is, the approval of new funding from external requests by the Board would necessitate additional cuts to the existing core services provided by the RDN, beyond those mandated by a 'cap', to accommodate new funds within the established cap. For the 2014 budget process there are currently \$163,000 of new service requests from external groups (with more expected) which if approved would represent a 0.5% increase to the requisition. There are also two new tax requisitions for utility services (San Pareil Fire Improvements and Hawthorne Rise Sewer) which will have an impact on the residents of those service areas only.

If this alternative is selected by the Board, Staff would request direction from the Board on specific service areas to be examined for reductions to accommodate the 'cap' on tax requisition and, in addition, that the Board deny any requests for consideration of new funding from external organizations in the 2014 budget.

Alternative 2

This alternative is more in keeping with past practice at the RDN and allows for the increases needed to fund service expansions and capital infrastructure programs. However, when one looks at the "basket of goods" that is included in the Consumer Price Index, very few items are those that drive costs at a local government level. Items such as the cost of construction, skilled labour, energy, commodity and insurance have more significant impacts on RDN services. Under this alternative further investigation into an appropriate index would be required.

Alternative 3

Under this 'status quo' alternative, Staff will continue the existing practice of presenting the budget for consideration by the Board outlining the division of the budget into constituent parts of increases as a result of changed service levels (expansion, new services, major capital), changes for other jurisdictions and changes within existing service levels. Staff will continue to use the CPI as a guide in relation to tax requisition increases for existing service levels.

Alternative 4

The financial implications of this alternative would depend on what direction the Board provided.

STRATEGIC PLAN IMPLICATIONS:

Linking taxation increases to the CPI has significant implications for the Board Strategic Plan. An attractive feature of the RDN is that the region is a colourful mosaic of distinct communities. The Plan acknowledges this diversity and stresses the importance of finding ways to achieve strategic goals and objectives while respecting the unique needs of each local area. Linking overall taxation increases to the CPI challenges this diversity.

Each local area in region, whether defined as a neighbourhood, geographic area, service area, or political jurisdiction, participates in a unique set of services tailored to meet the needs of its residents. As a result, one area may need to implement comparatively higher increases in order to manage infrastructure effectively, or to invest in desired expansions to public transportation, as examples. Meeting a CPI-based target for increases region-wide could require one local area to cut back services to its residents so that priority investments can proceed elsewhere, or a local area to sacrifice its goals so that the federation as a whole holds tax increases to a predetermined value. This is not respectful of the unique needs of each local area.

Alternatively, realizing the Board's strategic goals and objectives while constrained by the CPI would require an increased reliance on borrowing. This introduces risk and uncertainty into financial planning. Future interest rates are unknown and dependency on external lending agencies is built into future projects. In addition, shifting current costs to future debt imposes an escalating tax burden on the region's youth, young families and future residents. Such a legacy is inconsistent with the Board's vision for the future of the region.

This does not mean that tax increases should not be linked to an appropriate index at an appropriate time. When taxation rates are at a level that will finance assets adequately, as one example, then it may be appropriate to link increases to taxation to an applicable index. The Operational and Service Review scheduled for 2014 provides an opportunity to consider how taxation rates for different services can or should be linked to specific price indices.

SUMMARY/CONCLUSIONS:

At the October 22, 2013 Board meeting the following motion was passed.

That the Regional District of Nanaimo tax increases be limited to the Consumer Price Index for budgets 2014 through 2019.

That this item be referred to staff to prepare a report to the Board on the implications of limiting tax increases to the Consumer Price Index.

Limiting tax increases to inflation rates in individual service areas would have a variety of implications as detailed above on the ability for the RDN to provide efficient and effective service to residents depending on the nature of any particular service. CPI is a measure of a "basket of goods" purchased by an average person including many items with no relevance to a local government's purchases such as

food, shelter, clothing and education. The items that drive the cost of government are the cost of construction, and commodities (such as construction materials, fuels, electricity) and the cost of labour. There is no one index that reflects the cost of maintaining and enhancing services such as transit as well as delivering the extensive capital infrastructure replacements and upgrades that are facing local governments across Canada today. Any linking to a price index needs to be more reflective of the true costs of operating a local government.

The RDN has commitments in the Transit Service as well as provincially mandated compliance requirements related to Wastewater, Solid Waste and Water Services that are reflected in the tax increases included in the financial plan. These commitments, which are being funded through a combination of current requisitions as well as planned transfers to reserves and future debt, could not be completed under a requirement to hold tax increases at CPI without making significant cuts to other existing services.

For the 2014 budget process there are currently \$163,000 of new service requests from external groups which, if approved, would represent a 0.5% increase to the requisition. Holding the tax requisition increase to CPI would eliminate the RDN's ability to provide any additional funding to these groups or would again create a need to cut existing services to offset any approvals.

There are now 103 specific and different RDN services with tax requisitions ranging from \$1,020 (French Creek Streetlighting) to \$7,792,818 (Southern Community Transit) of which 56 are included in the General Services Tax Requisition (excludes local service areas for utilities and fire protection). Currently 30 of these 56 services have requisition increases at 3% or lower and those with larger increases are rising for a variety of factors, the most common of which is a need for infrastructure renewal and upgrades as well as demand for expanded services such as in Transit.

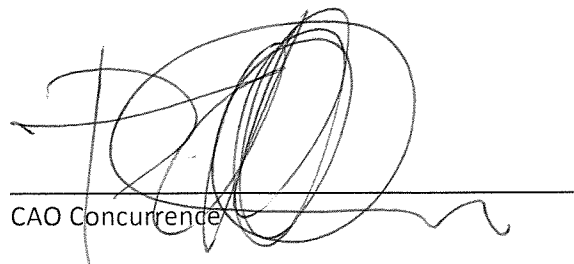
Each local area in region, whether defined as a neighbourhood, geographic area, service area, or political jurisdiction, participates in a unique set of services tailored to meet the needs of its residents. As a result, one area may need to implement comparatively higher increases in order to manage infrastructure effectively, or to invest in desired expansions to a service. Meeting a CPI-based target for increases region-wide could require one local area to cut back services or to sacrifice its goals so that the federation as a whole holds tax increases to a predetermined value. This is not respectful of the unique needs of each local area.

RECOMMENDATION:

1. That this report be received for information and that staff be directed to proceed with preparation of the 2014 Budget following the process and practices as established in the RDN and;
2. That staff be directed to continue to use the CPI as a guide in relation to tax requisition increases for existing service levels.



Report Writer



CAO Concurrence



RDN REPORT	
CAO APPROVAL DA	
EAP	
COW	✓
NOV 05 2013	
RHD	
BOARD	

MEMORANDUM

TO: Mike Donnelly
 Manager, Water & Utility Services

DATE: November 1, 2013

FROM: Deb Churko, ASCT
 Engineering Technologist

FILE: 5500-20-SR-01

SUBJECT: Bylaws No. 889.66 and 1124.11
 Inclusion of 962 Surfside Drive into Sewer Service Areas, Electoral Area 'G'

PURPOSE

To consider a request to include 962 Surfside Drive (Lot 10, Block 2, DL 9, Newcastle District, Plan 15370) into the Surfside Sewer and Northern Community Sewer Service Areas for the purpose of sanitary sewer connection (see Location Plan in Figure 1).

BACKGROUND

The subject property is located near the corner of McFeely Drive and Surfside Drive, just west of the Town of Qualicum Beach. The property has been occupied by one single family dwelling for 20 years, but has never been connected to the RDN sanitary sewer system. Instead of investing in an upgraded septic disposal field, the new owners of 962 Surfside Drive (Ross Gilley and Airlie Pinkerton) have petitioned the RDN to be included in the Surfside and Northern Community Sewer Local Service Areas for the purpose of joining the community sewer system.

The subject property is located outside the Urban Containment Boundary where sewer servicing is not normally provided. However, the Electoral Area 'G' Official Community Plan (OCP) recognizes that sewer servicing boundary expansions may be required in order to avoid environmental problems in the Little Qualicum River floodplain, and the inter-tidal zone. The subject property is located within 50 m of the ocean and is also adjacent to the Surfside Sewer Local Service Area boundary. A 150mm diameter (6-inch) sewermain is located at the property frontage, thereby making an expansion to the community sewer system possible. The property is already serviced with drinking water from the RDN Surfside Water Service.

Two Capital Charges are payable when a property is being brought into the community sewer service areas. A Capital Charge of \$1,224 is payable pursuant to *Surfside Sewer Local Service Area Capital Charge Bylaw No. 1516, 2007* (for sewage collection), and a Capital Charge of \$2,081 is payable pursuant to *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003* (for sewage treatment).

ALTERNATIVES

1. Accept the application to include the property at 962 Surfside Drive into the Surfside and Northern Community Sewer Local Service Areas.
2. Do not accept the application for sewer servicing. The owners would explore options for on-site sewage treatment and disposal.

FINANCIAL IMPLICATIONS

Under Option 1, if the application for 962 Surfside Drive is approved for inclusion into the sewer service areas, there are no financial implications to the RDN. All costs associated with connection to the community sewer would be at the expense of the applicants. The owners have paid Capital Charges in the amount of

\$3,305. Cost recovery for sewer service is done through parcel taxes. Annual user fees are also collected for sewer use.

Under Option 2, if the application for sewer servicing is not approved, the owners would explore options for on-site sewage treatment and disposal. The initial Capital Charges paid by the property owners would be refunded.

SUSTAINABILITY IMPLICATIONS

By including the subject property in the Surfside and Northern Community Sewer Service Areas, domestic sewage would be collected by the community sewer system and treated at the French Creek Pollution Control Centre. The provision of community sewer servicing would help avoid potential future problem areas from an on-site sewage disposal system installed in a floodplain and near the inter-tidal zone. Staff suggest that connecting this property to the community sewer system would be a more sustainable option than designing a new on-site treatment and disposal system.

DEVELOPMENT IMPLICATIONS

The subject property is located within a "Rural Residential" land use designation pursuant to the *Electoral Area 'G' Official Community Plan (OCP) Bylaw No. 1540, 2008*. The subject property is located within several Development Permit (DP) areas, and the Electoral Area 'G' OCP recognizes that sewer servicing boundary expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems.

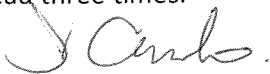
The property is zoned Residential RS2-M pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The "M" subdivision district provides a minimum parcel size of 2000 m² when a property is serviced with community sewer. The subject property is only 1040 m² in size; therefore subdivision into further lots is not possible under the current zoning.

SUMMARY/CONCLUSIONS

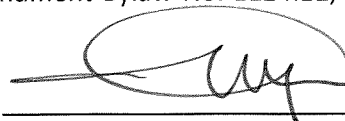
Petitions have been received from the owners of 962 Surfside Drive to amend the boundaries of the Surfside and Northern Community Sewer Service Areas in order to connect the subject property to the Regional District community sewer system. The Electoral Area 'G' OCP supports the connection of this property to community sewer. All costs associated with the connection of the subject property to community sewer would be paid by the owners. The owners have paid \$3,305 in Capital Charges. Cost recovery for sewer servicing is done through parcel taxes and annual user fees.

RECOMMENDATIONS

1. That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.66 2013" be introduced and read three times.
2. That "Surfside Sewer Local Service Boundary Amendment Bylaw No. 1124.11, 2013" be introduced and read three times.



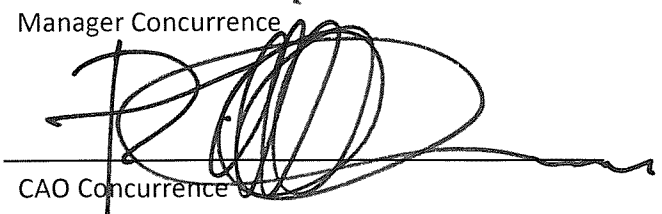
Report Writer



Manager Concurrence

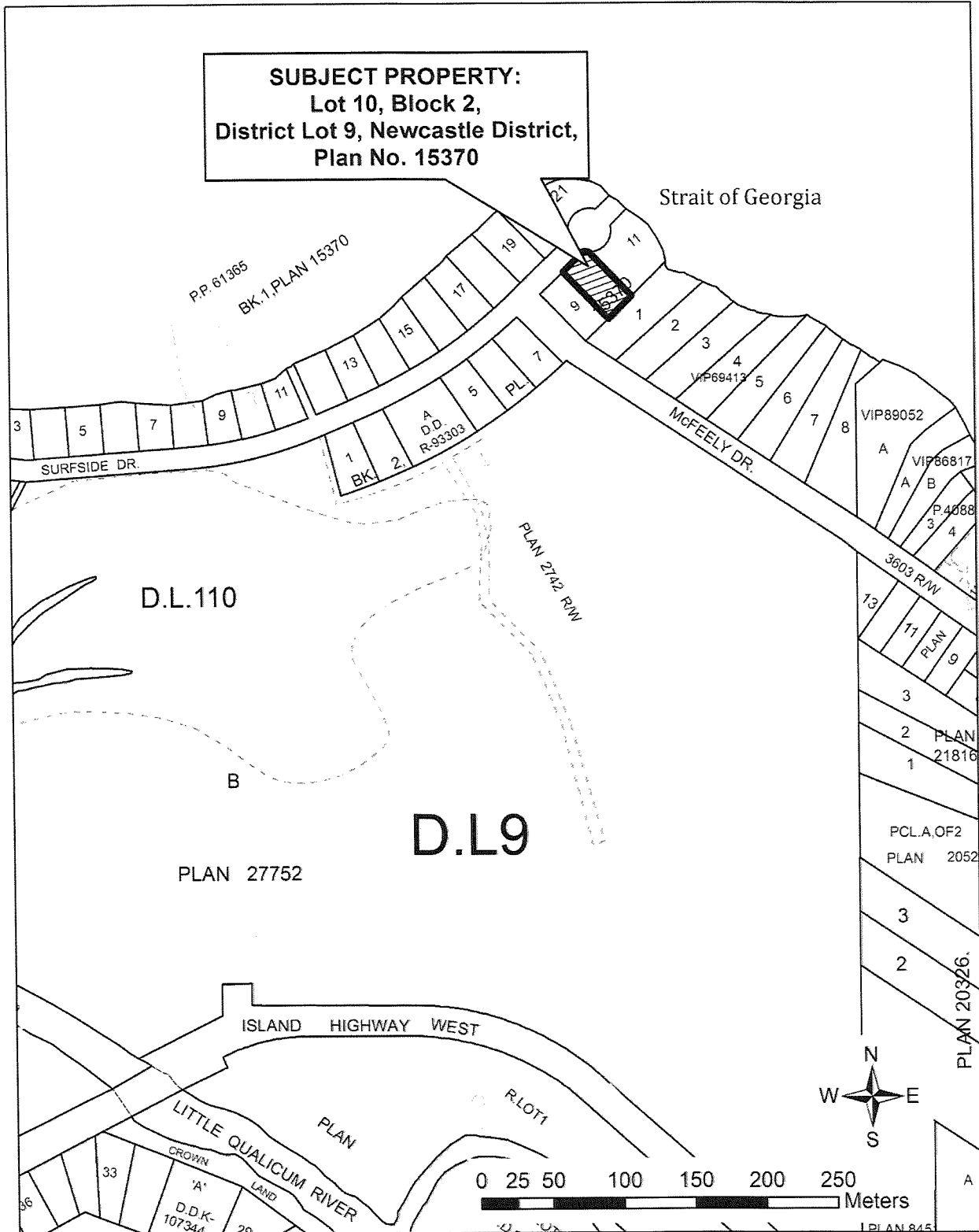


General Manager Concurrence



CAO Concurrence

Figure 1 - Location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.66

A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot 10, Block 2, District Lot 9, Newcastle District, Plan 15370;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.66, 2013”.

2. Amendment

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

- (1) By amending Schedule ‘C’ of Bylaw No. 889 (Benefitting Areas) to *add* the land outlined in black on Schedule ‘B’ of this bylaw; and
- (2) By amending Schedule ‘E’ of Bylaw No. 889 (Non-Benefititing Areas) to *remove* the land outlined in black on Schedule ‘B’ of this bylaw.

Introduced and read three times this ____ day of _____, 2013.

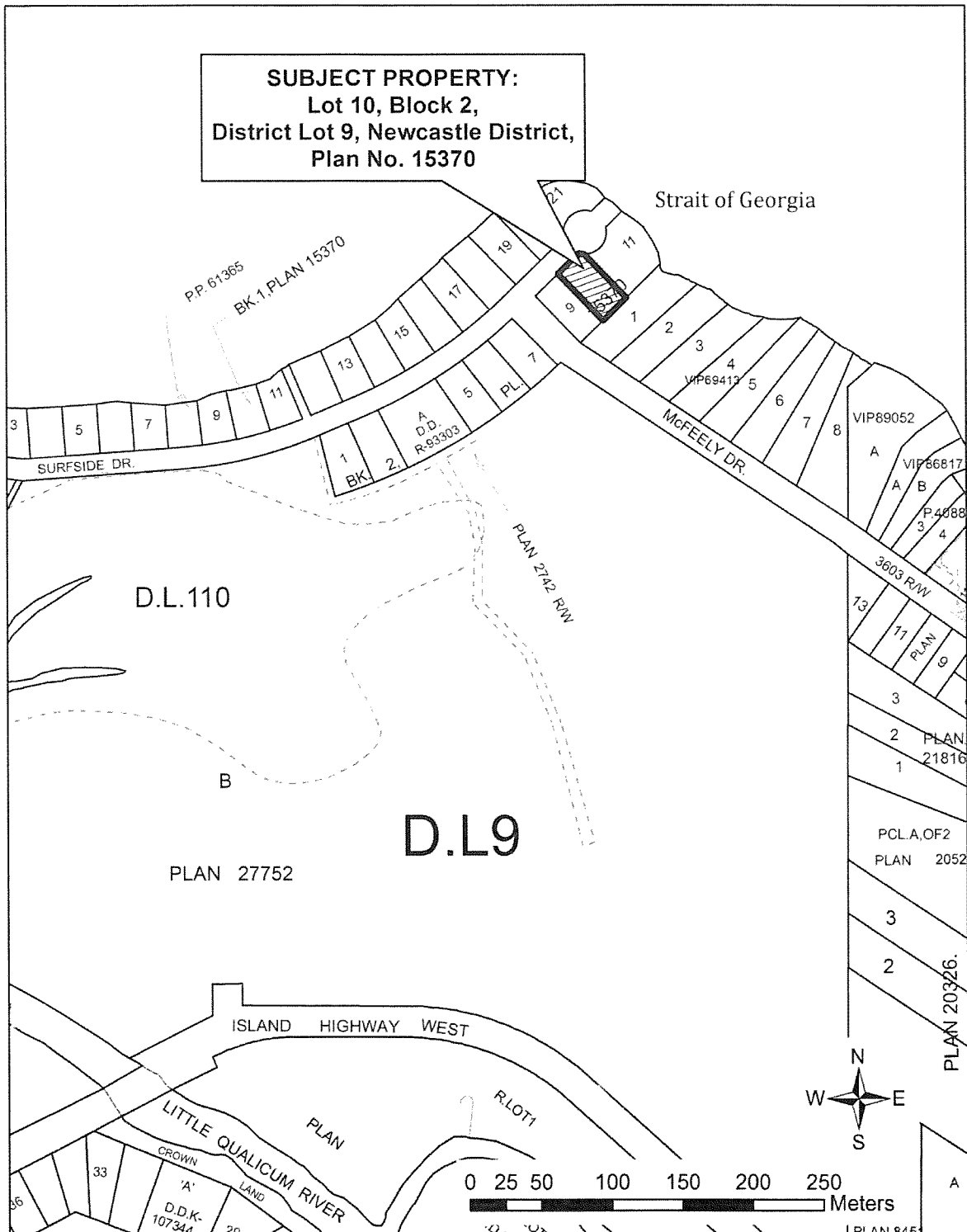
Adopted this ____ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1124.11

A BYLAW TO AMEND THE BOUNDARIES OF THE
SURFSIDE SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the Surfside Sewer Service pursuant to Bylaw No. No. 1124, 1998, cited as “Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners 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;

- Lot 10, Block 2, District Lot 9, Newcastle District, Plan 15370;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as “Surfside Sewer Local Service Boundary Amendment Bylaw No. 1124.11, 2013”.

2. Amendment

“Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998” is amended as follows:

By amending Schedule ‘A’ of Bylaw No. 1124 to add the lands shown outlined in Black on Schedule ‘B’ of this bylaw.

Introduced and read three times this ____ day of _____, 2013.

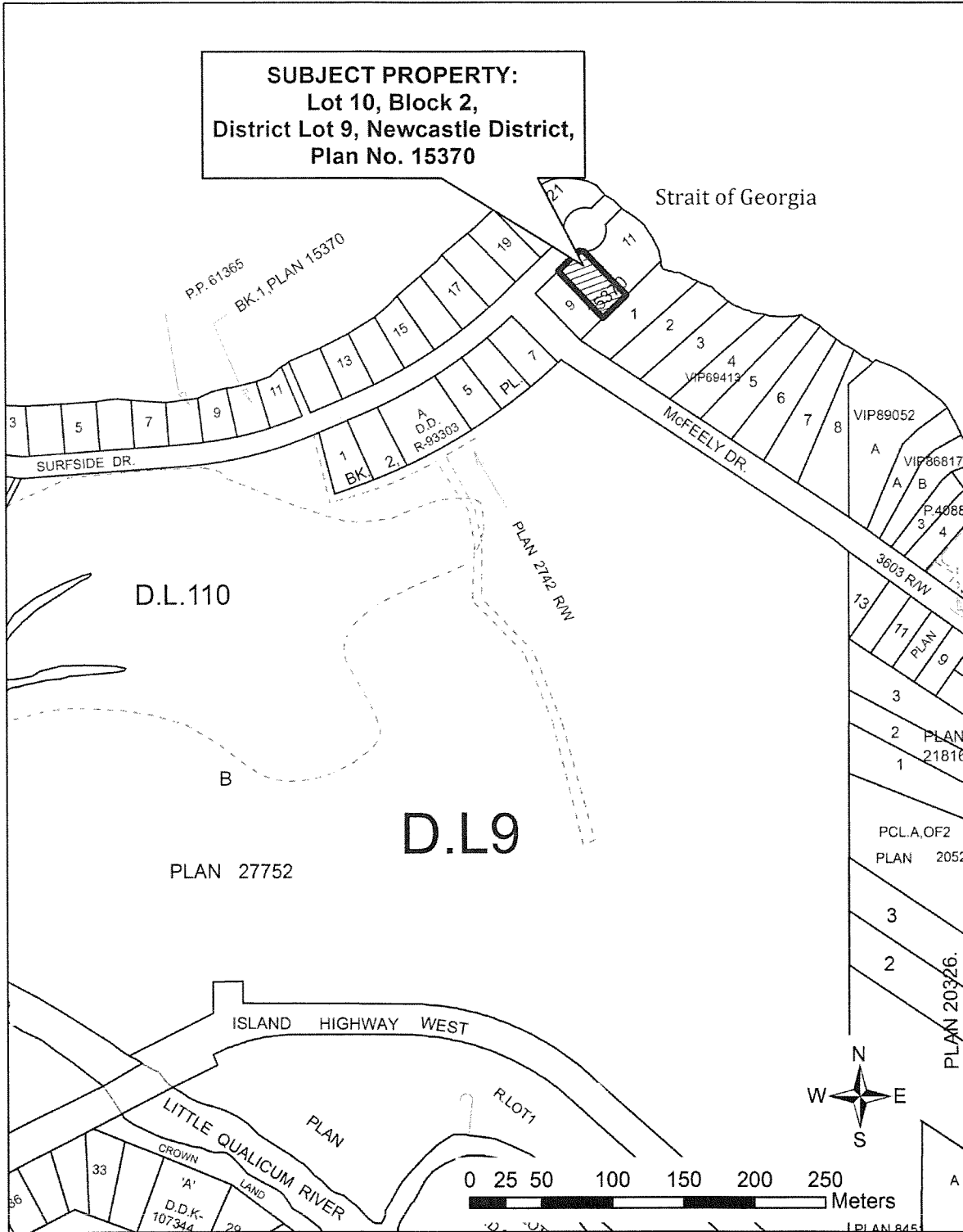
Adopted this ____ day of _____, 20__.

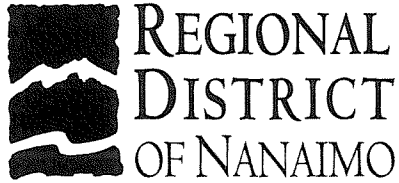
CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer





CAO APPROVAL ###	
EAP	
CoW	✓
NOV 05 2013	
RHD	
BOARD	

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: November 5, 2013

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 5500-22-NBP-01

SUBJECT: Nanoose Bay Peninsula Water Service Area and Nanoose Bay Bulk Water Development Cost Charge Process

PURPOSE

To bring forward the implementation process for a combined Development Cost Charge Bylaw for both the Nanoose Bay Peninsula Water Service Area and the Nanoose Bay Bulk Water Service Area.

BACKGROUND

The Nanoose Bay Peninsula Water Service Area (NBPWS) currently includes 2,497 properties with a population of approximately 4,900. The anticipated population on the peninsula with full development of all properties is estimated to reach 10,000 by 2031. To ensure the orderly and long term financial stability of this water system it will be important to establish the level of financial support that future growth will provide towards the water supply and distribution system.

The NBPWS was established in 2005 after an amalgamation of 7 separate Regional District of Nanaimo (RDN) operated water systems on the peninsula. The amalgamation allowed for the streamlining of the operation of the overall water supply and prepared the way for the eventual inclusions of the future Englishman River Water Service (ERWS) supply.

The future water supply to the peninsula will continue to access groundwater with the primary supply moving to surface water from the ERWS system. As the two systems become integrated there will be a need to align operational and administrative components of the systems in order to provide seamless integration and long term financial viability as it relates to growth.

Development Cost Charges (DCC) ensure growth supports those costs relative to their impact on existing infrastructure and on costs associated with expanded supporting infrastructure. For the NBPWSA, that would relate to costs for upgrades to the existing infrastructure. For the ERWS, it would reflect costs associated with the Arrowsmith dam, river intake and treatment process.

The Nanoose Bay Bulk Water Development Cost Charge bylaw was established in 1997. That DCC was established on estimated costs at that time and requires updating to include the recently determined costs for the ERWS project including river intake and treatment portion of the project. Preliminary work on a DCC for the NBPWSA was carried out in 2012 but has yet to be finalized.

Given both the planned ERWS and the existing NBPWSA infrastructure will be in place to service residents within the same area it is recommended that a common DCC bylaw be established.

A draft summary of the projects that would be considered for inclusion in a combined DCC has been included in this report for the Board's information (see attached). This preliminary assessment lists the upgrades required along with estimated costs. This is only a preliminary assessment but has been provided to illustrate the scope of the required works.

The development of DCCs is guided by the province's "Development Cost Charges Best Practices Guide". The guide provides the process and structure by which a DCC bylaw is established which must be followed closely as the province must approve the bylaw. The following steps outlined in the Best Practices Guide reflect a typical process for developing a DCC program.

- The regional district board passes a motion to consider a DCC program and the development of a DCC bylaw based on the *DCC Best Practices Guide*.
- Local government staff, or a consultant, develop a bylaw and calculate the DCC rates.
- During the bylaw development phase, input is obtained from the public and interested parties.
- A proposed bylaw is presented to the regional district board for first reading.
- Elected officials may request additional public input or revisions prior to second and third reading.
- Following third reading the DCC bylaw and supporting documentation will be forwarded to the Inspector of Municipalities for review and approval.
- If no revisions are required, the bylaw will be returned to the local government for adoption. At this point the DCC bylaw takes effect.

ALTERNATIVES

1. That the report be received for information and that the Board approves the development of a combined Nanoose Bay Peninsula Water Service Area and Nanoose Bay Bulk Water Development Cost Charge.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

Financial implications, once they are fully determined as part of the DCC bylaw development process will be brought before the Board for their consideration.

SUSTAINABILITY IMPLICATIONS

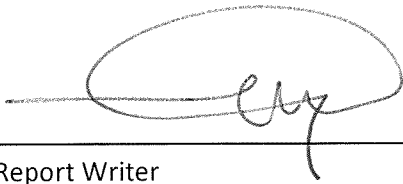
The financial sustainability of the NBPWSA system will be linked to the effective distribution of costs between existing and future users of the system as growth occurs.

SUMMARY/CONCLUSIONS

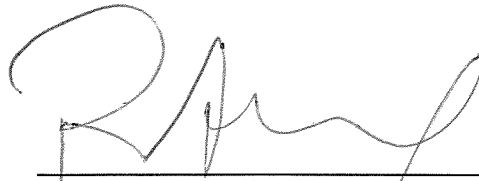
The Nanoose Bay Peninsula Water Service Area will see significant growth over the coming years which will result in a need for updated and improved water supply and distribution infrastructure. To meet that challenge it will be important to adopt strategies that recognize how the associated cost burden will be shared amongst both existing and future users. Development Cost Charges are the tool available to local government to meet that challenge.

RECOMMENDATIONS

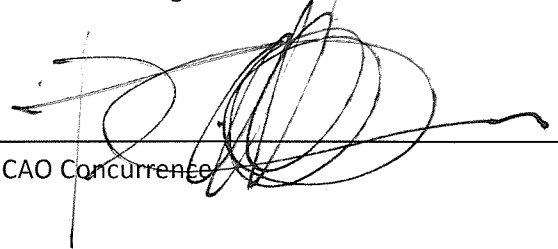
1. That the Board receive the report for information.
2. That the Board direct staff to develop a combined Development Cost Charge bylaw for both the Nanoose Bay Peninsula Water Service Area and the Nanoose Bay Bulk Water service.
3. That the Board approve the development of a Development Cost Charge program and the development of a Development Cost Charge bylaw based on the *DCC Best Practices Guide*.



Report Writer



General Manager Concurrence



CAO Concurrence



RDM REPORT		
CAO APPROVAL		
EAP		
COW	✓	
NOV 01 2013		
RHD		
BOARD		

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: October 30, 2013

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE201200007

SUBJECT: 1554 Hill Ave - Electoral Area "A" – Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention on the subject property.

BACKGROUND

The above-noted property (see map Attachment No. 1) is located in a residential neighbourhood in an area of neat well maintained properties and has been the subject of several unsightly premises complaints to the Regional District since 2005. In January 2012, a complaint was received that the subject property was once again in an unsightly condition. Staff conducted an inspection and confirmed the property contained an accumulation of derelict vehicles, unlicensed and derelict recreational vehicles, temporary structures, disused, discarded materials and refuse contrary to *Regional District of Nanaimo Unsightly Premises Regulatory Bylaw No. 1073, 1996*. (see photos Attachment No. 2)

On January 18th, 2012, staff issued a written order to clean up the property. Several site inspections followed with some work being done. On April 20, 2012, a second letter was sent to the property owners. Again some improvement was observed. In September 2013, a further complaint was received and another inspection was done, with the property being in worse condition than when staff first responded in January.

Despite being directed by staff on numerous occasions, the owners have demonstrated an unwillingness or inability to maintain the property in compliance with Regional District of Nanaimo regulations, and that Board direction is necessary.

ALTERNATIVES

1. That the Owners of the property be directed to bring the property into compliance with Regional District of Nanaimo regulations.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS


If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owners. If unpaid on December 31 in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION


Regional District staff received numerous complaints concerning the substantial and unsightly accumulation of derelict vehicles, RV's and motorcycles, tires, scrap wood, plastic, glass, tarps & machinery on the subject property. Despite efforts by staff, the property owners have demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

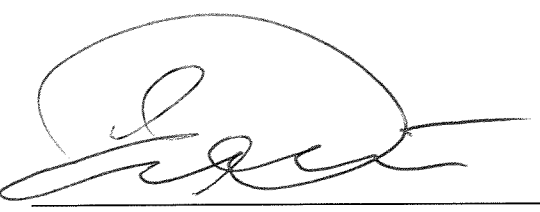
That the Board, pursuant to *Regional District of Nanaimo Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owners of Lot A (DDE34422), Block 13, Section 9, Range 7, Plan 2055, Cranberry District, Plan 2055, (1554 Hill Ave) to remove the accumulation of derelict vehicles, RV's and motorcycles, tires, scrap wood, plastic, glass, tarps & machinery from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or it's agents at the Owners' cost.



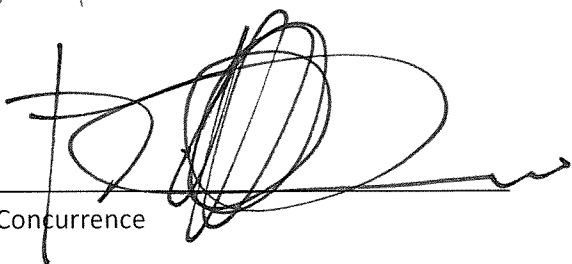
Report Writer



General Manager Concurrence

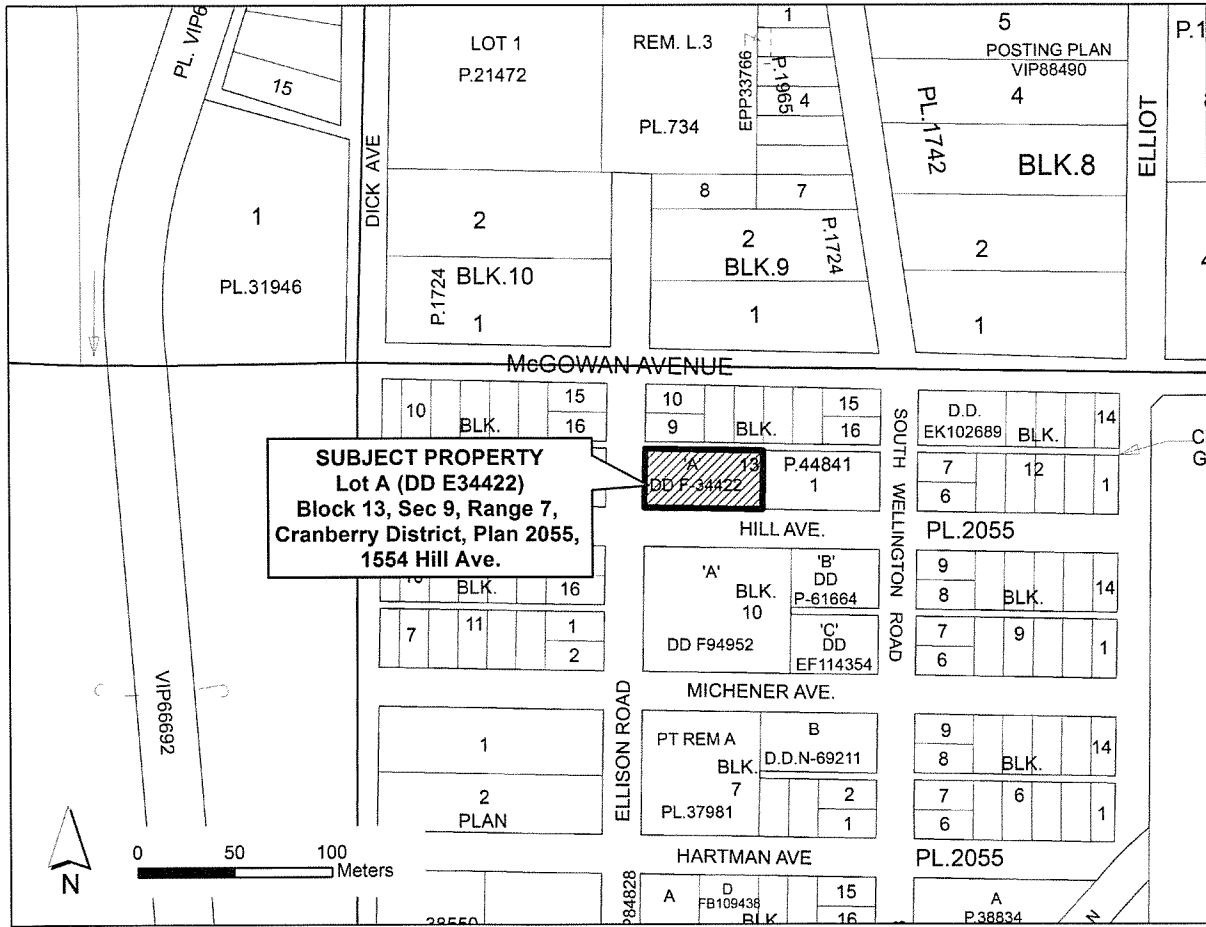


Manager Concurrence

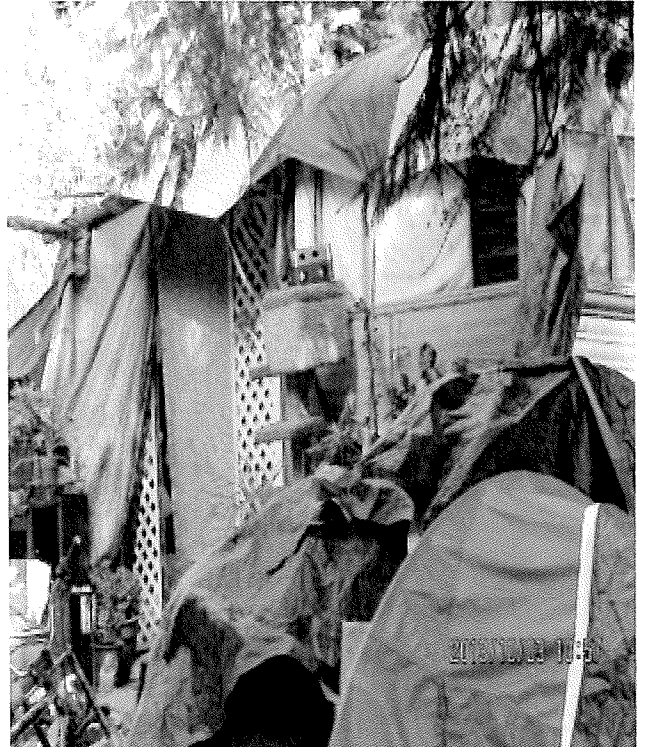
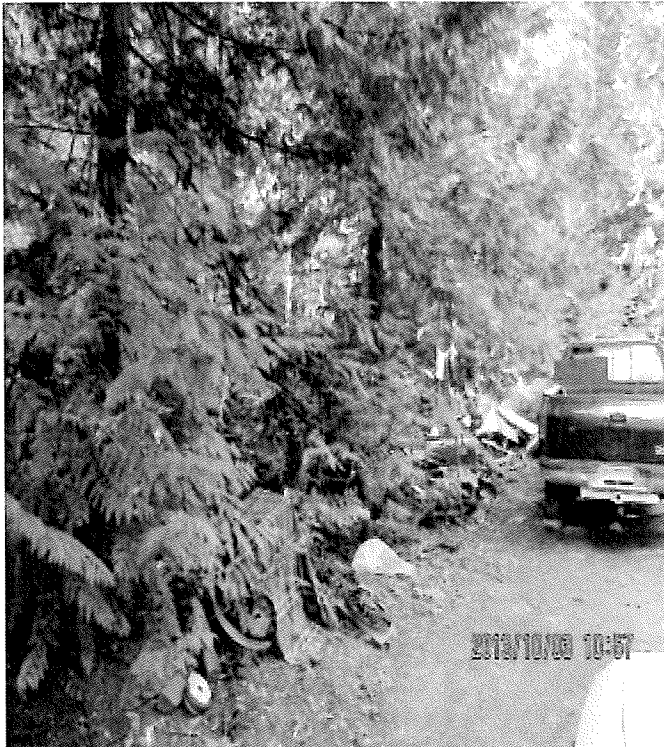
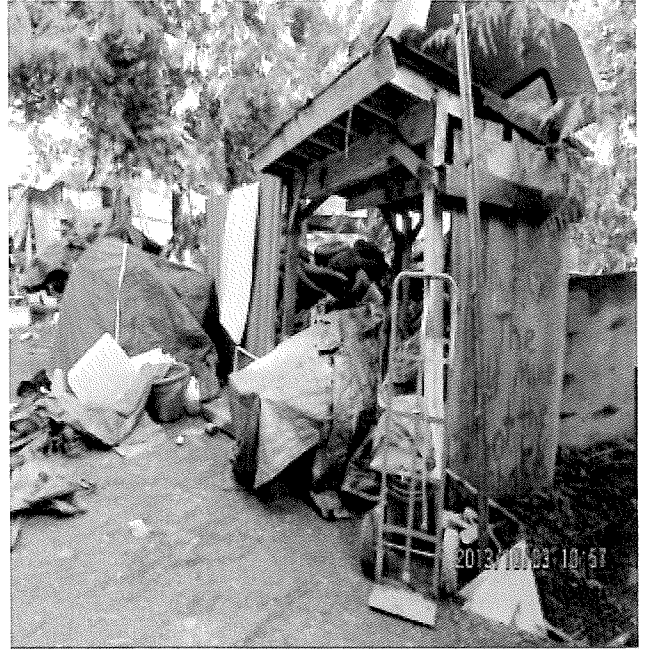


CAO Concurrence

ATTACHMENT NO. 1



ATTACHMENT NO. 2





RDN REPORT	
CAO APPROVAL ###	
EAP	
COW	✓
NOV 01 2013	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: October 30, 2013

FROM: Jani M. Drew, Emergency Coordinator

FILE: 7130-10-CRCS

SUBJECT: Canadian Red Cross Society - Agreement for Disaster Recovery Services

PURPOSE

To obtain Board approval for an Agreement with the Canadian Red Cross Society for recovery services in the event of a large or extended emergency or disaster in the Electoral Areas.

BACKGROUND

The RDN is responsible under provincial regulations to provide emergency response and recovery services to evacuees following an emergency or disaster. The RDN has an Emergency Response Plan and the capacity to implement and sustain an effective response during an emergency or disaster. However, should a large scale, regional event occur, the provision of extended recovery services may be beyond the capacity of the RDN and community resources. The CRCS has the resources and mandate to assist in the provision of disaster recovery and has similar Agreements with several local government organizations in British Columbia. An Agreement for these services will enable the RDN to meet its legislated responsibilities for recovery and the ability to build disaster resilience in the Electoral Areas.

At it's January 25, 2013, meeting the Emergency Management Select Committee considered a staff report on Disaster Recovery and carried the following motion:

MOVED Director Holme, SECONDED Director Houle, that staff be directed to prepare an Agreement with the Canadian Red Cross Society for the provision of disaster support and recovery services, for the Board's consideration.

Following that meeting, staff and the RDN Solicitor reviewed the Agreement which is attached for the Board's consideration.

ALTERNATIVES

1. Approve an Agreement with the Canadian Red Cross Society for the provision of disaster support and recovery services.
2. Not approve the Agreement and provide further direction to staff.

FINANCIAL IMPLICATIONS

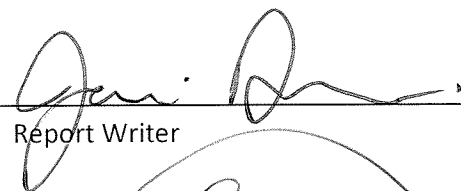
The financial implication of disaster recovery is dependent on the nature, scope and duration of the recovery effort. The CRCS provides volunteer human resources at no cost however, certain expenses such as travel, meals, lodging and material costs may be charged to the local authority. These expenses would be paid directly by the RDN and then reimbursed by the Province as Disaster Financial Assistance claims at 100% of response and 80% of recovery costs.

SUMMARY

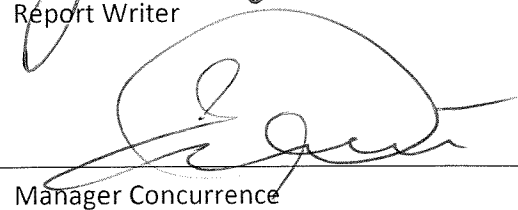
The RDN is responsible under provincial regulations to provide emergency response and recovery services to evacuees following an emergency or disaster. The RDN has an Emergency Response Plan and the capacity to implement and sustain an effective response during an emergency or disaster. However, should a large scale, regional event occur, the provision of extended recovery services may be beyond the capacity of the RDN and community resources. The CRCS has the resources and mandate to assist in the provision of disaster recovery and has similar Agreements with several local government organizations in British Columbia. An Agreement for these services will enable the RDN to meet its legislated responsibilities for recovery and the ability to build disaster resilience in the Electoral Areas.

RECOMMENDATION

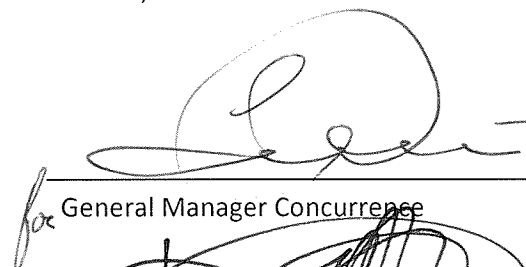
That the Board approve the Agreement between the Regional District of Nanaimo and the Canadian Red Cross Society for the provision of disaster support and recovery services for a term commencing December 1, 2013, and ending December 31, 2018.



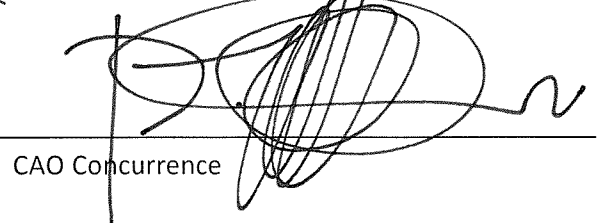
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

ATTACHMENT "A"

AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2013.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

CANADIAN RED CROSS SOCIETY
170 Metcalfe Street
Ottawa, Ontario BC K2P 2P2

(Hereinafter referred to as the "CRCS")

OF THE SECOND PART

WHEREAS the Regional District is responsible for direction and control of its response to emergencies;

AND WHEREAS the Regional District wishes to put into place procedures and practices to address disasters within the Regional District;

AND WHEREAS the CRCS is recognized officially as an auxiliary to the public authorities in providing protection and assistance to persons affected by disasters, and has the resources and mandate to assist in the provision of disaster relief;

AND WHEREAS the Regional District wishes to enter into an Agreement with the CRCS for the provision of disaster relief and recovery services in accordance with this Agreement and Schedule "A" (the "Services");

NOW THEREFORE, IN CONSIDERATION of the premises and of the mutual covenants herein, the Regional District and the CRCS (the "Parties") or individually (the "Party") hereto covenant and agree as follows:

1. **Definitions.**

1.1 For the purposes of this Agreement, the following terms and phrases shall have the following meanings:

- a) **“Approved”** means acceptable to the authority having jurisdiction
- b) **“Authorized Representatives”** means an individual who has the legal authorization to act on behalf of the Party.
- c) **“Business Day”** shall mean a day on which the Regional District’s and the CRCS’ offices are open for operations and excludes Saturday, Sunday and any other day which is a statutory or legal holiday in British Columbia.
- d) **“Calendar Days”** shall mean all days in a month, including weekends and holidays.
- e) **“Disaster”** means an urgent and critical situation, or an impending situation, of a temporary nature caused by an accident, an intentional act, the forces of nature or otherwise that constitutes a danger to the life, health, safety or property of the citizens of the Regional District and includes:
 - (i) **Personal Disasters** – refer to incidents, such as, house fires, that affect individuals or families and require the short-term application of limited human and material resources;
 - (ii) **Single Municipal Disasters** refer to incidents that affect individuals, families and the local community. It should be noted that municipalities include Aboriginal communities and rural and remote communities that may not necessarily be legally referred to as a ‘Regional District’;
 - (iii) **Multiple Municipal Disasters** relate to disasters that impact on more than one municipality or local jurisdiction;
 - (iv) **Provincial or Territorial Disasters** refer to disasters which affects a large portion of the province or territory.
 - (v) **Major Disaster** refers to disasters which affect more than one CRCS geographic area and exceeds such geographic area’s capacity and national emergency is declared.
 - (vi) **Catastrophic Disaster** refers to disasters which result in large numbers of casualties, extensive damage and destruction of infrastructure and where response and recovery is overwhelming.
- f) **“Disaster Management”** means ongoing efforts by a Regional District to prevent, mitigate, prepare for, respond to, and recover from, a Disaster.

- g) **“Eligible Expenses”** means those expenses incurred in the provision of Services of a type for which the CRCS is entitled to be reimbursed by the Regional District.
- h) **“Emergency Response”** means those activities, tasks, programs, and systems required for immediate and short-term actions to be taken to preserve life, and to protect property and the environment.
- i) **“Emergency Shelter”** means a center identified by the Regional District for the temporary lodging of affected persons during a Disaster.
- j) **“Emergency Sites”** means any facility utilized to provide services to Persons Affected by Disaster, such as Emergency Shelters and Reception Centres.
- k) **“Persons Affected by Disaster”** means any person who may be evacuated or required to evacuate from a location on an emergency basis as a preventive measure or as a result of an event that jeopardizes their physical integrity. Individuals required to comply with quarantine measures also qualify as Persons Affected by Disaster.
- l) **“Preparedness”** means those activities, tasks, programs and systems developed and implemented prior to a Disaster that are used to support the prevention of, mitigation of, response to, and recovery from a Disaster.
- m) **“Reception Centre”** means a center identified by the Regional District for the registration of affected persons during a Disaster or identified as an information center.
- n) **“Recovery Operation”** means those activities and programs designed to return conditions to a pre Disaster level that is reasonable to both Parties.
- o) **“Response”** means Disaster Management applications and activities designed to address the immediate and short-term effects of the Disaster.

2. **Services.**

- 2.1 The Services set out in Schedule “A” shall be provided by the CRCS for consideration of the fees as set out in Section 15 of this Agreement.
- 2.2 The CRCS shall provide those Services requested by the Regional District that are set out in Schedule “A” upon receipt of the Regional District’s Notification of a Disaster pursuant to Section 6 of this Agreement. However, nothing in this Agreement restricts the entitlement of the CRCS to provide additional services at its own expense, in the absence of Notification of a Disaster by the Regional District, and to raise funds independently for these additional services. In addition, the CRCS and the Regional District may negotiate payment to the CRCS for additional services (outside the Services set out in Schedule “A”) at the time of a Disaster or at any time thereafter.

3. **Term.**

3.1 The Parties agree that the right to request Services under this Agreement shall commence on December 1, 2013 and expire December 31, 2018, (the “**Term**”), unless terminated earlier in accordance with Section 23 (Termination). If the Parties wish to extend this Agreement, such extension shall be made in writing and agreed to by both Parties.

4. **Designation of Emergency Sites.**

4.1 The Regional District shall designate locations as potential Emergency Sites to be used by the CRCS in a Disaster Response and shall provide the CRCS with a list of designated sites.

5. **Licenses.**

5.1 The Regional District is responsible for obtaining any licenses, approvals or permits required to operate the Emergency Shelter(s).

6. **Notification of a Disaster.**

6.1 In the event of a Disaster where CRCS assistance is sought, the Regional District shall immediately contact the CRCS for the provision of the Services in accordance with the protocol as agreed to by both Parties in advance (“**Notification**”). The Regional District shall provide the following information to the CRCS prior to the commencement of Services:

- a) the nature and extent of the Disaster;
- b) the anticipated number of Persons Affected by the Disaster;
- c) the expected duration of the Disaster Response;
- d) any identified threats or hazards to those affected or volunteer workers;
- e) The services from Schedule “A” that the Regional District shall require CRCS to perform.

6.2 All Notification shall be done by the representatives of the Parties listed in Schedule “C” (or a substitute representative if the representatives are unavailable for any reason):

7. **Staff and Volunteers.**

7.1 When carrying out the Service under this Agreement, the CRCS shall provide the necessary staff and volunteers for the delivery of the Services. After the Notification of a Disaster, the Regional District shall remain responsible for providing the required staff to operate the Emergency Sites and for providing the required Services designated by law until the CRCS takes over operation of the Services as set out in Schedule “A”. CRCS shall provide the necessary staff and volunteers as soon as is reasonably possible.

If the CRCS is no longer providing the Services, the responsibility for the Emergency Sites and the provision of the required Services designated under law shall revert back to the Regional District.

- 7.2 For certainty, section 7.1 in no way limits discretion of the Regional District to do all acts it considers necessary to prevent, respond to or alleviate the effects of an emergency under the *Emergency Program Act*, R.S.B.C. 1996, c. 111, including the discretion to require a person to provide assistance or acquire or use any personal property considered necessary to prevent, respond or alleviate the effects of an emergency or disaster.

8. **Records Management.**

- 8.1 The CRCS shall establish, maintain, and retain records of all Persons Affected by Disaster who stay or are provided with services at an Emergency Site during the Disaster. The records shall include the following information:

- a) names of all family members;
- b) primary residence address;
- c) forwarding address and contact phone number for the Persons Affected by the Disaster when they leave Emergency Sites; and
- d) medical needs.

Upon the conclusion of the Services, the CRCS shall deliver all records to the Regional District.

9. **Supply Management.**

- 9.1 If requested by the Regional District, the CRCS shall be responsible to operate and manage the Emergency Sites and ensure that the necessary items are stocked and maintained in the Emergency Shelter. Items shall include, but are not limited to, the following:

- a) food for evacuees;
- b) cots or sleeping mats and bedding;
- c) clothing; and
- d) equipment, including tables, chairs and other equipment, necessary to operate the Emergency Shelter.

10. **Information about an Identifiable Individual.**

- 10.1 The Regional District and the CRCS shall keep confidential and not divulge, or use without the written consent of either Party, any personal information about an identifiable individual (including, but not limited to, the name and address and medical information of an individual) provided to the Regional District by the CRCS, by the CRCS to the Regional District or from any other source, except as required by either Party, in order to carry out its obligations under this Agreement or for the purpose of providing emergency services other than those specified in this Agreement.

For the purposes of handling such information, the Parties shall be subject to the requirements of the *Personal Information Protection and Electronic Act, 2000, c.5*, as amended, the provincial legislation respecting protection of privacy applicable in the province where the Regional District is located, and any other applicable legislation in Canada. The Parties shall not destroy any information about an identifiable individual unless expressly instructed to do so in writing by an Authorized Representative of either Party.

11. **Confidentiality.**

- 11.1 **Confidentiality Obligations.** Each Party agrees that they shall not disclose Confidential Information to any third party, except to its directors, officers, employees or volunteers, with a need to know in regard to this Agreement, without the express written consent, nor make use of any Confidential Information other than as required in the performance of this Agreement or for the purposes of providing emergency services. Each Party further agrees to protect Confidential Information from transfer or disclosure to others by use of the same measures that each Party uses to protect its own Confidential Information, but not less than reasonable measures.
- 11.2 **Confidential Information.** “Confidential Information” means any information or material that relates to each Party’s business and affairs including donor lists and any information relating to the suspension or termination of this Agreement, and that: (i) is clearly marked “confidential” or “proprietary” if provided in written or visual form, (ii) is preceded by a statement that such information is confidential or proprietary, if provided in oral form, or (iii) given the circumstances surrounding disclosure, should in good faith be treated as confidential or proprietary.
- 11.3 **Exclusions.** Confidential Information shall not include any information that: (i) is in the public domain at the time of its communication; (ii) is independently developed by each Party (iii) entered the public domain through no fault of the receiving Party subsequent to communication with the other Party; (iv) is in possession of the receiving Party free of any obligation of confidence at the time it was communicated to the receiving Party; or (v) is communicated to the receiving Party by a third party under no legal obligation to maintain the confidentiality of the information.

Additionally, each Party may disclose such Confidential Information to the extent required by legal process; provided that, prior to making any such disclosure, each Party shall notify the other Party of same and that each Party shall have the right to participate with the other Party in determining the amount and type of Confidential Information, if any, which must be disclosed in order to comply with any such legal process.

12. **Privacy Policy.**

12.1 The Parties acknowledge and agree that any personal information that is provided to a Party for the purpose of creating records or otherwise is provided to that Party in confidence and is protected by each Party's privacy policies and applicable privacy legislation with which each Party agrees to comply. The Parties agree that the personal information exchanged shall only be used for the limited purpose of providing the Services and other emergency services.

13. **Unaccompanied Children and Vulnerable Adults**

13.1 The CRCS agrees to have in place Standard Operating Procedures and work with any relevant local government and provincial authorities to assist unaccompanied children who are under 16 years of age and vulnerable adults, CRCS shall ensure that any such children or vulnerable adults be supervised in accordance with the applicable procedure until united with a family member that is not a minor or a vulnerable adult. CRCS shall ensure that Volunteers supervising unaccompanied children or vulnerable adults have a satisfactory police background check and a vulnerability sector check completed prior to their qualifying as a volunteer in this capacity, in accordance with the *Criminal Records Review Act*, R.S.B.C. 1996, c. 86.

14. **Alternative Accommodation.**

14.1 With the approval of the Regional District, the CRCS shall direct an evacuee to alternative accommodation if, in the opinion of the CRCS, the evacuee requires special care and is unable to be adequately housed in an Emergency Shelter.

15. **Financial Arrangements.**

15.1 The financial arrangements for this Agreement are attached as Schedule "D" to this Agreement.

16. **Indemnification.**

16.1 Each Party shall, during the Term and after the termination of this Agreement, indemnify and save harmless the other from any loss, damage, claim, cost, expense or liability whatsoever that the other may incur, suffer or be required to pay pursuant to any claim, demand, action, suit, litigation, charge, complaint, prosecution or other proceeding that may be made or asserted against or affect the party indemnified by reason of a wrongful or negligent act or omission on the part of the indemnifying Party, its employees, servants, agents, subcontractors or volunteers in the performance, or rendering of Services.

17. **Insurance.**

- 17.1 The Regional District shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement commercial general liability insurance covering all acts and omissions of its employees and volunteers in respect of loss by or injury to third parties, including CRCS staff and volunteers, arising from those acts or omissions in the course of this Agreement, both coverage's to a limit of at least Ten Million Dollars (\$10,000,000.00) per incident, or such lesser amount as is approved by the Society. Certificates of insurance will be delivered promptly to the CRCS, on request, throughout the Term of this Agreement.
- 17.2 Each policy of insurance must be endorsed to provide thirty (30) days notice to CRCS in the event of cancellation by the insurer. Additionally the Regional District must provide the CRCS with thirty (30) days written notice of its intention to cancel or not renew the policy.
- 17.3 The CRCS shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement commercial general liability insurance covering all acts and omissions of its employee and volunteers in respect of loss by or injury to third parties, including Regional District staff and volunteers, arising from those acts or omissions in the course of this Agreement, to a limit of at least Ten Million Dollars (\$10,000,000.00) per incident, or such lesser amount as is approved by the Regional District. Certificates of insurance will be delivered promptly to the Regional District from time to time, on request, throughout the Term of this Agreement.
- 17.4 Each policy of insurance must be endorsed to provide thirty (30) days notice to the Regional District in the event of cancellation by the insurer. Additionally the CRCS must provide the Regional District with thirty (30) days written notice of its intention to cancel or not renew the policy.

18. **Fundamental Principles.**

- 18.1 The Parties shall carry out the terms of this Agreement in accordance with the Fundamental Principles of the International Red Cross and Red Crescent Movement, as attached in Schedule "B".

19. **Reporting.**

- 19.1 Upon request by the Regional District, the CRCS shall provide the Regional District with a summary of events and a debriefing within a mutually agreeable timeframe. At the conclusion of the provision of Services during a disaster, the CRCS shall, provide to the Regional District a report and accounting of its activities during the Disaster.

20. **No Assumption of Partnership.**

- 20.1 Nothing in this Agreement gives rise to a partnership or joint venture between the Regional District and the CRCS or to an employment relationship between the Regional District and the employees or volunteers of the CRCS in the provision of Services.

21. **Amendment of Agreement.**

21.1 None of the terms, conditions or provisions of this Agreement shall be held to have been changed, waived, varied, modified or altered by any act or statement of either Party, their respective agents, servants or employees unless done so in writing signed by both Parties.

22. **Termination.**

22.1 This Agreement may be terminated by either Party by giving thirty (30) days notice in writing to the other Party.

Termination of this Agreement shall not relieve either Party of any ongoing obligation incurred in accordance with this Agreement prior to its termination.

23. **Withdrawal of Services.**

23.1 The CRCS may provide immediate notice at any time during a Disaster advising that it shall withdraw or reduce its services in the event conditions are such that the CRCS is unable to provide Services without compromising the health or safety of its employees and/or volunteers.

23.2 For certainty, section 23.1 in no way limits discretion of the Regional District to do all acts it considers necessary to prevent, respond to or alleviate the effects of an emergency under the *Emergency Program Act*, R.S.B.C. 1996, c. 111, including the discretion to require a person to provide assistance or acquire or use any personal property considered necessary to prevent, respond or alleviate the effects of an emergency or disaster.

24. **Notice.**

24.1 Any notice, instrument or document to be given, served or delivered must be in writing and sent to the other Party at the address indicated below, or to such other address as may be designated by notice provided by either Party to the other as indicated below:

For the Canadian Red Cross: Community Planning and Response Coordinator for BC/Yukon, Disaster Management Programs, Coastal Region, 909 Fairfield Road, Victoria, BC V8V 3A3

For the Regional District: Manager of Administrative Services, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

Any notice, instrument or document to be given by either Party to the other shall, in the absence of proof to the contrary, be deemed conclusively to have been received by the addressee (i) if delivered personally on a Business Day, then on the day of delivery; (ii) if sent by prepaid registered post, then on the second day following the registration thereof; (iii) if sent by ordinary mail, then on the third business day following the date on which it was mailed; or (iv) if sent by facsimile, upon confirmation of successful transmission of the notice.

25. **Dispute Resolution.**

25.1 The Parties shall make every reasonable effort to settle any dispute that arises as a result of any claim or controversy evolving from this agreement by negotiation. Any dispute, disagreement or issue of any kind arising out of this Agreement, that cannot be resolved through negotiations within thirty (30) Calendar Days of a written request for negotiations delivered by either Party to the other (the “**Notice**”), shall be resolved through mediation.

25.2 Such mediation shall be facilitated by a neutral third party that is to be determined by both Parties.

In the case the Parties cannot determine a neutral third party, if the mediation is unsuccessful, or if the mediation is not concluded within sixty (60) Calendar Days of the date of notification, an arbitrator shall be appointed by the international chamber of commerce.

25.3 The arbitration shall be conducted in one of the official languages of Canada and in accordance with the International Chamber of Commerce Arbitral Rules then in force. The place of arbitration shall be Nanaimo, British Columbia. The arbitrator’s decision shall be final and conclusive of the matter, and shall not be appealable or subject to judicial review.

25.4 Notwithstanding paragraphs 25.1 and 25.3, if a dispute arises as a result of any claim or controversy evolving from this agreement during a Disaster that the parties cannot resolve through negotiation, the parties agree to have the matter summarily resolved by the Manager of Administrative Services.

25.5 If either party is unsatisfied with a summary decision under section 25.4, at the conclusion of the Disaster, the dispute shall be resolved in accordance with the dispute resolution mechanisms in paragraphs 25.1 to 25.3.

26. **Entire Agreement.**

26.1 This Agreement constitutes the entire agreement and understanding between the Parties with regard to the Services and no amendment, modification or waiver of any of the terms or conditions herein shall be valid unless in writing and signed by an authorized representative of CRCS and the Regional District. For greater certainty, the Parties acknowledge that this Agreement does not affect any existing or future agreement that has been or may be put in place to deal with large scale emergencies which may occur within the Regional District.

27. **Applicable Law.**

27.1 This Agreement shall be interpreted in accordance with and governed by the laws in force in the Province of British Columbia. Any proceedings relating to the subject matter of this Agreement shall be brought in the courts of the Province of British Columbia.

28. **Survival.**

29.1 Except as otherwise provided in this Agreement, Articles 11, 12, 16, 17, and 18, shall survive the termination of this Agreement.

29. **Counterparts.**

29.1 This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The Parties to this Agreement may rely on a facsimile copy of this Agreement, when executed, as conclusive evidence of a valid and binding agreement between them.

30. **Schedules.**

This Agreement includes all of the Schedules annexed to it, the terms and conditions of which are expressly incorporated by reference herein and form a part of this Agreement. They are as follows:

- **Schedule "A" - Services**
- **Schedule "B" - Fundamental Principles**
- **Schedule "C" - Contact Information**
- **Schedule "D" - Payment of Expenses**

31. **Non-Waiver.**

31.1 No waiver by any Party of any breach by the other Party of any of its covenants, obligations and agreements hereunder shall be a waiver of any subsequent breach of the same or any other covenant, obligation or agreement, nor shall any forbearance in seeking a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

32. **Contractual Commitments with Third Parties.**

32.1 The Parties shall not be held liable for any contractual commitments entered into by the other Party with any third party for the performance of the obligations, duties or responsibilities under this Agreement.

33. **Enurement and Assignment.**

33.1 This Agreement shall be binding upon and ensure to the benefit of the Parties, their respective successors and permitted assigns. Neither Party may assign, subcontract or in any way transfer or delegate any of its rights or obligations hereunder except with the prior written consent of the other Party hereto. Any assignment carried out without such consent is null and void.

34. **Headings.**

34.1 All headings in this Agreement are inserted for convenience of reference only and are not to be considered in the construction or interpretation of any provisions of this Agreement.

35. **Severability.**

35.1 If any provision of this Agreement is, or becomes, illegal, invalid or unenforceable in any jurisdiction, the illegality, invalidity or unenforceability of that provision will not affect:

- a) the legality, validity or enforceability of the remaining provisions of this Agreement;
- or
- b) the legality, validity or enforceability of that provision in any other jurisdiction.

36. **Use of the CRCS Logo.**

36.1 The Regional District may not use the CRCS Logo or name without the review and written approval of the CRCS prior to publication or use.

36.2 Use of the CRCS Logo and name after written approval may only be used in relation to the Services. The Regional District is not permitted to use the CRCS Logo as a means of endorsement by the CRCS of the Regional District or as a co-branding initiative.

36.3 **The Emblem.** The Red Cross Emblem consists of a red cross on a white background and is universally recognized as a symbol of protection and neutrality. Conversely the CRCS Logo is the Red Cross Emblem plus the phrase "Canadian Red Cross/ Croix Rouge Canadienne" as set out in the CRCS Graphic Standards. Use of the Red Cross Emblem alone is strictly prohibited.

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

)	
)	
)	
_____)	(Seal)
Paul Thorkelsson)	
Chief Administrative Officer)	
)	
)	
)	
_____)	
Jacque Hill)	
Manager, Administrative Services)	
)	

For the CANADIAN RED CROSS SOCIETY

)	
)	
)	
_____)	(Seal)
Authorized Signatory)	
)	
)	
)	
)	
_____)	
Authorized Signatory)	
)	

SCHEDULE A – SERVICES

1. Shelter &/or Reception Centre Management Services

The Shelter and Reception Centre Management Services is to set up and operate a Shelter, a safe and temporary facility where evacuees receive basic services and a Reception Centre, a one-step service site, where evacuees are received and in which the six Emergency Social Services are provided: clothing, lodging, food, family reunification services and inquiry, reception and information and personal services.

2. Family Reunification Services

The purpose of the Family Reunification Services is to reunite family members separated in a Disaster and to collect information and answer inquiries concerning the condition and whereabouts of missing persons.

3. Emergency Lodging Services

The purpose of the Emergency Lodging Services is to provide, as quickly as possible, safe, temporary lodging to persons in need of this service in a Disaster.

4. Reception and Information Services

The purpose of the Reception and Information Services is to greet evacuees, provide information regarding services provided within the centre and provide access control to the facility.

5. Emergency Food Services

The purpose of the Emergency Food Services is to provide food to evacuees, emergency workers, and disaster volunteers.

6. Personal Services

The purpose of Personal Services is to provide for the initial reception of Persons Affected by Disaster arriving at Emergency Sites; inform them of immediate emergency help available; offer temporary care for unattended children and dependent elderly; assist with the temporary care of residents from special care facilities; and offer emotional care and comfort.

7. Emergency Clothing

The purpose of emergency clothing services is to provide clothing to persons in need in a disaster to prevent loss of life from exposure and to meet clothing needs until normal sources of supply are available.

SCHEDULE B – FUNDAMENTAL PRINCIPLES

Humanity

The international Red Cross and Red Crescent Movement, borne of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary Service

It is a volunteer relief movement not prompted in any manner by desire for gain.

Unity

There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

SCHEDULE C – CONTACT INFORMATION

The following CRCS personnel should be contacted:

- Gary Carlton – 24/7 Contact
- Contact Phone Numbers: 250-661-1805/cell phone
- Contact Email Address: gary.carleton@redcross.ca
- Preferred method of Communication: email
- Alternate means of Contact: 250-748-5298/home

The following Regional District personnel should be contacted:

- Jani Drew – 24/7 Contact
 - Contact Phone Numbers: 250-713-2057/cell phone
 - Contact Email Address: jdrew@rdn.bc.ca
 - Preferred method of Communication: email or cell phone
 - Alternate means of Contact: 250-390-6526/work, or 250-753-8511/home
-
- Emergency Coordinator Alternate #1: (Jack Eubank)
 - 250-713-4872
 - jeubank@rdn.bc.ca
-
- Emergency Coordinator Alternate #2: (Brian Brack)
 - 250-714-3987
 - bbrack@rdn.bc.ca

SCHEDULE D – PAYMENT OF EXPENSES

1. Expenses will be payable to the CRCS as long as they are incurred in the fulfillment of obligation under this Agreement.
2. Payments will be calculated based on the delivery of the Services described in Schedule “A” to this Agreement and in accordance with CRCS national assistance guidelines or any other guidelines as agreed to between the Parties.
3. Payments will be made to the CRCS through detailed invoicing and copies of expense reports where applicable.
4. The CRCS will receive full reimbursement of costs relating to personnel travel, accommodation, and meals for instructors as required for provision of services detailed in Schedule A of the Agreement. These costs will not exceed the below listed values:

a) **Travel Expenses:**

- i. **Meals per day:** \$66.75
- ii. **Accommodation per day:** \$125.00/per night plus tax
- iii. **Transportation:**

Private vehicle mileage: payment for KM shall be based on the provincial KM rate. Vehicle owners are responsible for adequate insurance to cover business use.

Rental Vehicle: Rental of vehicle will be reimbursed by the Regional District.

Parking: Will be reimbursed by the Regional District

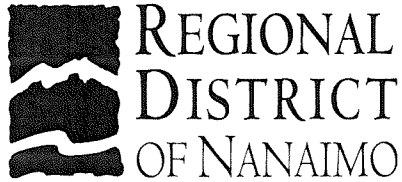
Bus/Taxi: Will be reimbursed by the Regional District.

- iv. **Rental of Facilities:** the Regional District will either require the CRCS to use its premises if the location is deemed suitable by the CRCS, or will reimburse the CRCS for rental of facilities if the proposed facilities are deemed unsuitable by the CRCS.

b) **Administrative Expenses:**

- i. All administrative expenses (such as long distance telephone calls, communications expenses, postal expenses, photocopying expenses, etc) incurred by the CRCS in the provision of the services shall be reimbursed.

5. All expenses incurred outside of this Schedule where the CRCS is specifically pre-authorized shall be paid.



RDN REPORT		
CAO APPROVAL		
EAP	<input type="checkbox"/>	
CCW	<input checked="" type="checkbox"/>	
NOV 01 2013		
RHD	<input type="checkbox"/>	
BOARD	<input type="checkbox"/>	

MEMORANDUM

TO: Geoff Garbutt
General Manager

DATE: October 30, 2013

FROM: Paul Thompson
Manager of Long Range Planning

FILE: 2400 20 NAV/AVI

SUBJECT: Nanaimo Airport Planning Process

PURPOSE

To approve the Terms of Reference for an Advisory Committee for Phases 2 and 3 of the Nanaimo Airport Planning Process.

BACKGROUND

Jurisdiction over land use regulation at the Nanaimo Airport has been an issue that the Regional District of Nanaimo (RDN) has been trying to address for several years. Most recently, during the review of the Electoral Area 'A' Official Community Plan the issue was raised over the uncertainty about jurisdiction over land use at the Nanaimo Airport. As the OCP Review process progressed, it became apparent that this matter could not be resolved within the time-frame of the OCP review so the RDN Board directed that a separate region-wide engagement process that focused on land use at the airport would be used. The Board also directed that the initial phase of the engagement process be conducted by an independent consultant.

The Nanaimo Airport Planning Process has three phases. The first phase is to obtain the views of the community and other stakeholders. The second phase is discussions between the RDN and Nanaimo Airport Commission (NAC) on future land use at the airport ideally leading to an agreement regarding future land use, community consultation and aquifer protection. The third phase is implementation which is likely to include a master plan for the airport, an amendment to the Electoral Area 'A' Official Community Plan and an amendment to the zoning bylaw which currently does not recognize the aviation related uses on the airport lands.

Phase 1 of the process was completed in the summer of 2012 and is documented in a report by City Spaces Consulting. The report includes recommendations on how to proceed with Phases 2 and 3 of the process. This document is intended to provide background information for both the RDN and NAC as they enter into discussions in Phase 2 of the process. Upon completion of Phase 1 of the process and receipt of the consultant's report, the Board adopted the following resolution at its October 2, 2012 meeting with regard to proceeding with Phases 2 and 3 of the process:

That in accordance with standard practice and process in respect of community planning for Electoral Areas that staff be directed to enter into discussions with the Nanaimo Airport Commission with the aim of reaching agreement on future land use and protection of the Cassidy aquifers in the form of a Draft Memorandum of Understanding as a proposed amendment to the Area 'A' Official Community Plan with input from and review by the Area 'A' OCP Citizens Advisory Group for subsequent approval by the Electoral Area Planning Committee.

A draft of the Terms of Reference for the Advisory Committee was presented to the Committee of the Whole (CoW) for a first time at its November 13, 2012 meeting. However, due to concerns raised by the NAC, the CoW recommended that the Terms of Reference for the Advisory Committee be referred back to staff. Subsequently, RDN staff, the RDN Chair and the Director for Electoral Area 'A' have met with the NAC on two occasions this year to discuss the content of the Terms of Reference for the Advisory Committee. Based on these discussions, a number of changes were made to the Terms of Reference. The Terms of Reference for the Advisory Committee is provided in Attachment 1.

ALTERNATIVES

1. Approve the Terms of Reference for the Nanaimo Airport Planning Process Advisory Committee and proceed to issuing the notice of a request for members.
2. Do not approve the Terms of Reference for the Nanaimo Airport Planning Process Advisory Committee and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The Nanaimo Airport Planning Process has been included in the Long Range Planning Work Plan for 2013 and 2014. Costs for the project have been included in the 2013 Budget and 2014 Draft Budget. This includes the allocation of RDN staff to the project and to cover the costs associated with the Advisory Committee and public meetings, advertising, and a small amount for a consultant should a facilitator be requested to assist with reaching agreement on the Memorandum of Understanding (MOU) or the master development plan.

LAND USE IMPLICATIONS

Based on all of the community input received during the Electoral Area 'A' OCP Review and the subsequent first phase of the Nanaimo Airport Planning Process there are three main issues. The first is that there is no certainty with respect to the types of uses that may be developed or proposed at the Nanaimo Airport in the future. The second is that there is no strategy for protecting the Cassidy Aquifer which is made more difficult with no certainty over future land use. Third, there is no opportunity for the community to have input on development proposals at the airport unlike there is for lands where the Regional District has jurisdiction over land use.

Based on the Board's direction, the first step prior to proceeding with Phase 2 of the process is to appoint an Advisory Committee as this group will be reviewing material and providing advice through Phases 2 and 3 of the process. The role of the Nanaimo Airport Planning Process Advisory Committee is to represent the community's interest in guiding the Regional District of Nanaimo's input into the development of a MOU with the Nanaimo Airport Commission and a master development plan for the Nanaimo Airport. Specifically, the Advisory Committee will review and provide recommendations on various subjects to be included in the MOU followed by input into a master development plan for the Nanaimo Airport. The Advisory Committee will then provide input during the formal processes to amend the OCP and zoning bylaw.

In addition to other community engagement methods, the Advisory Committee meetings will be open to the public and well-advertised so they will serve as both a working meeting for the Advisory Committee and provide an opportunity for the community to ask questions and be kept informed during the process.

For Phase 2, the first task of the Advisory Committee would be to review a draft set of principles that will form the basis of the MOU. Upon agreement of the principles to be used in the MOU the Advisory Committee will then review and provide comments on the rest of the content of a Draft MOU. The MOU is intended to include details on:

- principles relating to future development at the Nanaimo Airport
- the process to be used in Phase 3 in the development of a master development plan for the airport and subsequent OCP and zoning amendments
- items/issues to be addressed during Phase 3 of the process
- communication protocols between the RDN, NAC and the community

Once there is agreement on an MOU then Phase 3 could commence. Phase 3 consists of the development of a master development plan. This plan would include the details on land use, aquifer protection and other environmental considerations for development at the airport, roles for the NAC and RDN in relation to development approvals, and how the community will be consulted.

SUSTAINABILITY IMPLICATIONS

A key social component of a sustainable region is that decisions are made in an open and transparent manner. This concept is enshrined in the Regional Growth Strategy as one of eight sustainability principles: "Decision making processes are based on participation, collaboration and co-operation with citizens, other authorities and organizations". The formation of an Advisory Committee is consistent with this principle of open and transparent decision-making.

PUBLIC CONSULTATION IMPLICATIONS

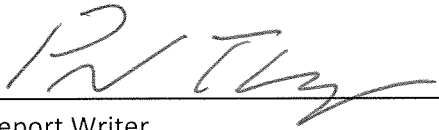
A key concern of community members is that the process to address future land use at the Nanaimo Airport is an open and transparent process with ample opportunity for the community to participate. The formation of an Advisory Committee prior to the commencement of Stage 2 of the process is a key part of ensuring that the process is open and transparent and that the community can provide comments and advice at each step along the way.

SUMMARY/CONCLUSIONS

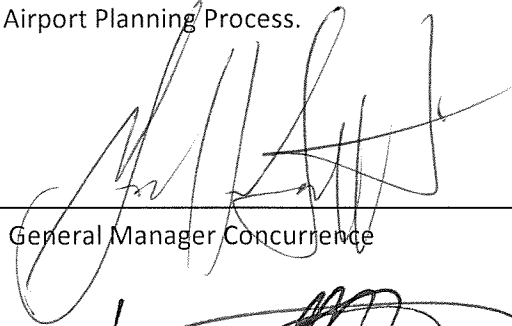
The Board directed staff to proceed with Phase 2 of the Nanaimo Airport Planning Process. Phase 2 consists of the development of a Memorandum of Understanding between the Regional District of Nanaimo and the Nanaimo Airport Commission that will include: a set of development principles; details on the process for land use planning which will occur in Phase 3; items/issues to be addressed during Phase 3; and communication protocols between the RDN, NAC and the community. Prior to proceeding with Phase 2, the Board has directed that an Advisory Committee be established that will review materials and provide advice to the RDN. The Advisory Committee will also be used for Phase 3 of the process which includes the development of a master development plan for the Nanaimo Airport followed by amendments to the OCP and zoning bylaw.

RECOMMENDATIONS

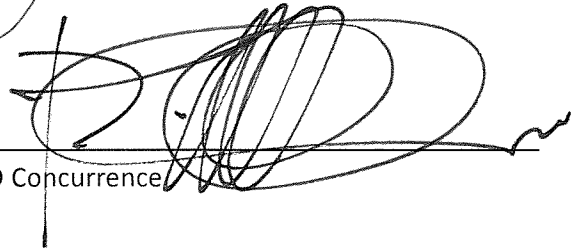
1. That the Terms of Reference for the Nanaimo Airport Planning Process Advisory Committee be approved.
2. That the RDN proceed with Phase 2 of the Nanaimo Airport Planning Process.



Report Writer

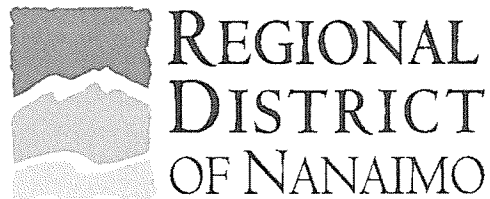


General Manager Concurrence



CAO Concurrence

Attachment 1



Terms of Reference

(November 26, 2013)

Nanaimo Airport Planning Process Advisory Committee

Background

Jurisdiction over land use regulation at the Nanaimo Airport has been an issue that the Regional District of Nanaimo (RDN) has been trying to address for several years. Most recently, during the review of the Electoral Area 'A' Official Community Plan (OCP) the issue was raised over the uncertainty about jurisdiction over land use at the Nanaimo Airport. As the OCP Review process progressed, it became apparent that this matter could not be resolved within the time-frame of the OCP review so the RDN Board directed that a separate region-wide engagement process that focused on land use at the airport would be used.

As outlined in Section 8.8 of the Electoral Area 'A' OCP, the RDN has no jurisdiction over aeronautic and aeronautic related uses and uses which are considered vital components of airport operations. The RDN has jurisdiction over uses which are not related to and are not vital to the operation of an airport. While the determination of these matters is ultimately one that would be made either by reaching an agreement with the Nanaimo Airport Commission (NAC) through a community planning process, or failing that, by the courts, generally speaking the RDN would expect to be able to control those uses which do not contribute to the functioning of an airport as a facility for air transportation.

The Nanaimo Airport Land Use Process has three phases. The first phase is to obtain the views of the community and other stakeholders. The second phase is discussions between the RDN and the NAC on future land use at the airport ideally leading to an agreement regarding future land use, community consultation and aquifer protection. The third phase is implementation which is likely to include a master plan for the airport, an amendment to the Electoral Area 'A' Official Community Plan and an amendment to the zoning bylaw which currently does not recognize the aviation related uses on the airport lands.

Phase 1 is now complete and the process is now entering Phase 2 which consists of the development of a Memorandum of Understanding (MOU) between the RDN and the NAC. The MOU will define relationships, outline development principles and set out communication protocols between the RDN and NAC. The MOU will include a set of guiding principles and the process by which a master development plan will be developed for the Nanaimo Airport that will be recognized as an amendment to the Electoral Area 'A' Official Community Plan.

Purpose

The purpose of the Nanaimo Airport Planning Process Advisory Committee is to represent the community's interest in guiding the Regional District of Nanaimo's input into the development of a Memorandum of Understanding with the Nanaimo Airport Commission and a master development plan for the Nanaimo Airport. Specifically, the Advisory Committee will review and provide recommendations on various subjects to be included in the Memorandum of Understanding followed by input into a master development plan for the Nanaimo Airport. The Advisory Committee will then provide input during the formal processes to amend the OCP and zoning bylaw.

Roles and Responsibilities

The Advisory Committee will be responsible for advising the RDN Board on the following items related to Phases 2 and 3 of the Nanaimo Airport Planning Process:

- a set of principles to form the framework of the MOU;
- various components of the draft MOU throughout Phase 2 of the process;
- key issues relating to the airport, future development, and aquifer protection;
- sharing of information about the Nanaimo Airport Planning Process with the regional community;
- issues and questions from the regional community;
- ideas and proposals from the RDN prior to presenting them to the regional community;
- public consultation, advertising, and scheduled events;
- comments and recommendations on each version of the master development plan for the Nanaimo Airport;
- comments on any other issues of relevance to the Nanaimo Airport Master Development Plan referred from the Regional District of Nanaimo;
- assisting Regional District of Nanaimo planning staff in identifying and evaluating potential alternatives to key issues relating to the regional community, future development at the Nanaimo Airport, and aquifer protection; and,
- providing information about the Nanaimo Airport Land Use Process to the regional community and encouraging regional community involvement.

Membership

The Advisory Committee will be comprised of a maximum of 10 members of the community appointed by the RDN Board. The Director for Electoral Area 'A' or his Alternate shall serve on the Advisory Committee as a non-voting Chairperson and shall not be included towards the maximum number of Advisory Committee members.

Membership representation will be as follows:

- Advisory Committee member selection will strive to include representatives of the following groups: Community Associations; Business Community; Farming Community; Aviation; and, Development/Construction Industry.
- Residents of the Regional District of Nanaimo with particular knowledge or interest in ecological systems, hydrogeological systems, tourism, transportation or infrastructure are encouraged to apply.

Term

The term of appointment for Advisory Committee members is one year. Committee members may be reappointed.

The committee will be disbanded upon completion of Phase 3 of the Nanaimo Airport Planning Process.

No remuneration for participation on the committee is provided unless otherwise approved by the Board.

Meetings

Dates, times and places of the meetings will be established at the first Advisory Committee meeting. Once established, notice of these meetings will be posted on the Regional District of Nanaimo web site and a schedule will be given to each member of the Advisory Committee.



RDN REPORT	
CAC APPROVAL	
EAP	
COW	✓
NOV 01 2013	
RHD	
BOARD	
DATE:	October 18, 2013

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

FROM: Greg Keller
Senior Planner

FILE: 0360 20 AAC

SUBJECT: Proposed AAP 2014 - 2016 Action Plan

PURPOSE

The purpose of this report is to seek Board endorsement of the proposed 2014 - 2016 Agricultural Area Plan Action Plan.

BACKGROUND

Following the adoption of the Agricultural Area Plan (AAP) by the Board on October 23rd, 2012, the Agricultural Advisory Committee (AAC) met to review and discuss the Action Items identified in the AAP. Action Items represent specific recommended actions for implementation of the AAP's goals and objectives intended to support and remove barriers to agriculture/aquaculture in the region.

The result of the AAC's review was to narrow down the 128 Action Items contained in the AAP to 68 prioritized Action Items, which represent those that were of highest priority to consider within the first work plan.

In the analysis, staff considered which Action Items clearly fell within the RDN's core business area, which Action Items could be considered at a later date should the Board wish to include new activities within work plans, which Action Items may require the RDN to consider expanding its current service levels, and which Action Items are most appropriately addressed by other agencies and organizations. Action Items were then reviewed based on the cost, impact on RDN staff and resources, and available in-house expertise.

The Action Items were then grouped into six projects based on similar characteristics and what could reasonably be considered within the first work plan. These six proposed projects form the basis of the proposed 2014-2016 Action Plan and address a number of Action Items within a range of RDN Resource Requirements and AAC priority levels.

Following staff's analysis, a draft Action Plan was presented to the AAC at its September 27th meeting. The AAC received and endorsed the Action Plan which is attached as Attachment No. 1 for the Board's consideration.

DISCUSSION

The proposed 2014 – 2016 Action Plan includes six projects. Some can be completed with existing staff resources and are already part of day to day operations while others could be completed with existing staff and resources if deemed a priority by the board and existing resources are allocated. A summary of the six projects included in the proposed Action Plan is included below.

Proposed 2014-2016 Action Plan Projects

Project 1: Bylaw and Policy Updates (Addressed 14 Action Items)

A comprehensive review of all RDN Bylaws and policies related to agriculture and aquaculture to remove obstacles and barriers and ensure consistency.

Project 2: AAC Terms of Reference (Addresses 2 Action Items)

A review of the AAC Terms of Reference to consider allowing the AAC to provide comments on all applications to the Agricultural Land Commission and to consider adopting the Agricultural Land Commission's policy of rejecting applications that are not consistent with the Regional Growth Strategy, Official Community Plans, and Zoning Bylaws.

Project 3: Agricultural Promotion and Economic Development (Addresses 18 Action Items)

A multi-faceted approach to exploring the way in which agricultural information is distributed, promoting agriculture in the region, and encouraging responsible economic development.

Project 4: On-farm water-related infrastructure (Addresses 2 Action Items)

An investigation of the construction of on-farm water-related infrastructure to determine if there are barriers and opportunities that may have an impact on farmers and to consider what role the RDN could play in addressing any issues or opportunities that arise.

Project 5: Invasive Species Management (Addresses 1 Action Item)

To gain a better understanding of invasive species management in the region and consider what role the RDN could play.

Project 6: Composting Facility (Addresses 3 Action Items)

An exploration of composting and the nutrient requirements of the agriculture and aquaculture industries to determine if there is demand and support for a communal method of composting that ties in with existing organic waste composting facilities.

Of the projects identified above, projects 1 and 2 are well positioned for immediate action. In particular, Project 1 involves amendments to RDN policies and bylaws that could have significant short-term

positive effects on agriculture and aquaculture in the region. In addition, this project represents Action Items that are completely within the RDN's control and could result in action on the ground in the near future. Changes to policies and bylaws could directly benefit the agriculture and aquaculture industries.

Projects 3 – 6 require further investigation as the initial step is understanding what other agencies and organizations are currently doing to address the issue and what role the RDN could play. It is intended that these projects be further refined and reconsidered in more detail in future work plans once more information is available.

Should the Board adopt the proposed 2014-2016 Action Plan, staff will include the identified projects and Action Items in annual work plans as time and resources permit. Action Items, which remain at the end of 2016, will be brought forward for reconsideration in subsequent Agricultural Area Plan Implementation Action Plans.

ALTERNATIVES

1. That the Board endorse the attached 2014-2016 Agricultural Area Plan Action Plan.
2. That the Board not endorse the attached 2014-2016 Agricultural Area Plan Action Plan and provide staff with further direction.

FINANCIAL IMPLICATIONS

No immediate impact on financial resources is expected as a result of the proposed Action Plan. However, should the Board endorse the attached Action Plan, staff will consider the identified projects in future work plans and budgets. The Board will have an opportunity to consider staff and resource implications in the preparation of future work plans and budget deliberations.

SUSTAINABILITY IMPLICATIONS

The AAP is a regional plan that contains a number of recommended actions intended to encourage and facilitate positive change and investment within the agriculture and aquaculture industries across the region. The proposed Action Plan outlines the actions necessary to implement the AAP which is in keeping with the Board's Strategic Plan which supports implementation of regional plans with action on-the-ground. Implementation of the AAP is consistent with the Strategic Plan Economic Viability Objective which states *"to strengthen the local agriculture economy so that local food systems are productive and viable, and contribute to the cultural identity of the region"*. Taking action on the AAP would also help the Board seek out opportunities to advance sustainable approaches to the agriculture and aquaculture industries.

The proposed AAP Action Plan is well aligned with the direction provided by the Board's Strategic Plan.

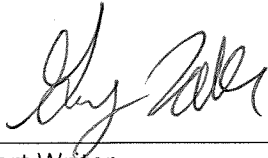
SUMMARY/CONCLUSIONS

Following the adoption of the AAP, the next step is to consider implementation of some of the plan's recommended actions. The proposed 2014 - 2016 Action Plan addresses 40 of the 68 prioritized Action Items through six projects that if completed would result in significant progress being achieved.

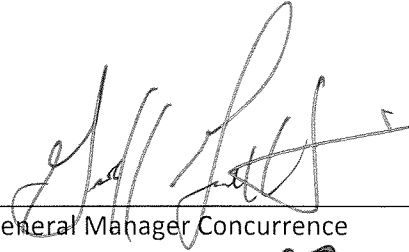
Implementation of the AAP is consistent with the Board's Strategic Plan and could result in action on-the-ground and a positive contribution to the agriculture and aquaculture industries in the region.

RECOMMENDATION

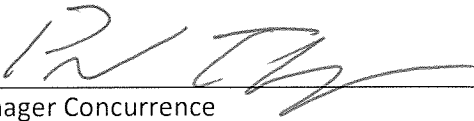
That the Board receive and endorse the proposed Agricultural Area Plan 2014-2016 Action Plan as Attached.



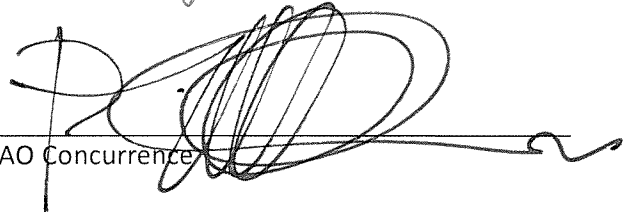
Report Writer



General Manager Concurrence



Manager Concurrence



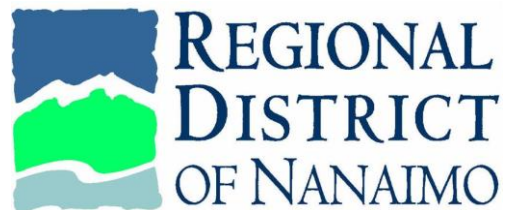
CAO Concurrence



Regional District of Nanaimo
Agricultural Area Plan Implementation
DRAFT 2014-2016 Action Plan



September 2013



CONTENTS

Background 3

Strategic Direction 3

Methodology..... 3

AAP Promotion..... 4

Projects 4

 Project 1: Bylaw and Policy Updates 5

 Project 2: AAC Terms of Reference..... 6

 Project 3: Agricultural Promotion and Economic Development 7

 Sub-project 1: Creation of a Local Food Guide and Annual Food Tour 8

 Sub-project 2: Advocate for Changes in Farm Tax Assessment..... 8

 Sub-project 3: Creation of an Agricultural Website..... 9

 Sub-project 4: Creation of an Agricultural Support Officer 9

 Sub-project 5: Consider Establishing an Agricultural Development Committee..... 10

 Sub-project 6: Year Round Farmers Market 10

 Sub-project 7: Right to Farm Act Education..... 11

 Project 4: On-farm water-related Infrastructure..... 12

 Project 5: Invasive Species Management 12

 Project 6: Composting Facility 13

Budget..... 13

Remaining Action Items 13

 Large Studies..... 13

 Other Actions 14

Flexibility 14

Proposed Work Plan 14

Attachment 1 – Action Item Description 17

 Project 1: Bylaw and Policy Updates 17

 Project 2: AAC Terms of Reference..... 24

 Project 3: Agricultural Promotion and Economic Development 25

 Project 4: On-farm water-related infrastructure..... 33

 Project 5: Alien and Invasive Species Management 34

 Project 6: Exploration of Composting..... 35

Attachment 2 – Remaining Action Items..... 37

Background

The Regional District of Nanaimo (RDN) Agricultural Area Plan (AAP) was adopted in October 2012. The AAP includes 128 recommended Action Items that originated through extensive public and stakeholder consultation with the local farming community, AAC input, and Board review.

In the months following the AAP adoption, the AAC reviewed the AAP's 128 recommended Action Items with the intent of identifying those which were of highest priority to consider within the first work plan. The result of the AAC review was a list of 68 priority Action Items to be considered within the first work plan. The priority Action Items represent a broad range of topics related to agriculture and aquaculture in the region. Staff was tasked with organizing the priority Action Items into projects and tasks which could be included within the first work plan. This document represents an Implementation Action Plan for the first three-year work period from 2013 to 2016.

The AAC identified Action Items that are intended to support and remove barriers to agriculture/aquaculture in the region. The AAC provided a high level overview of recommended actions and relevant stakeholder information at the time the Plan was prepared. Upon further analysis, it was determined that for many of the priority Action Items it is not clear about the status of the project or the role of the RDN. Therefore, the initial step for some of the Action Items is to gather information about their current status to better determine an appropriate role for the RDN.

Implementation of the Action Items requires a coordinated effort by a number of RDN departments. In addition, the proposed Implementation Action Plan must be considered amongst other ongoing resource priorities and other competing projects and policy direction. Completion of the proposed work plan requires allocation of staff, funding, or other resources.

Strategic Direction

The AAP is a regional plan that contains a number of recommended actions intended to encourage and facilitate positive change and investment within the agricultural and aquaculture industries across the region. This Plan outlines the actions necessary to implement the AAP which is in keeping with the Board's Strategic Plan which supports implementation of regional plans with action on-the-ground. Implementation of the AAP is consistent with the Strategic Plan Economic Viability Objective which states *"to strengthen the local agricultural economy so that local food systems are productive and viable, and contribute to the cultural identity of the region"*. Taking action on the Agricultural Area Plan would also help the Board seek out opportunities to advance sustainable approaches to the agriculture and aquaculture industries.

The proposed AAP Implementation Action Plan is well aligned with the direction provided by the Board's Strategic Plan.

Methodology

Staff analyzed the 68 prioritized Action Items with intent to identify achievable projects to include in the first work plan. In the analysis, staff considered which Action Items clearly fell within the RDN's core business area, which Action Items could be considered at a later date should the Board wish to include new activities within work plans, which Action Items may require the RDN to consider expanding its current service levels, and which Action Items are most appropriately addressed by other agencies and organizations.

Staff categorized the Action Items into three general project types Study, Public Outreach, and Bylaws and Policies. Action Items were then reviewed based on the cost, impact on RDN staff and resources, and available in-house expertise. RDN Resource Requirements were ranked between 1 and 4 as follows:

Table 1.0 RDN Resource Requirements

RDN Resource Requirements	Description
1	Action Item could be completed with existing staff and resource levels (already part of day to day operations).
2	Could be completed if resources are allocated. (If deemed a priority by the Board could be completed with existing staff and resources).
3	Action Item requires significant additional staff and/or resources.
4	Action item is most appropriately addressed by another agency or organization.

The Action Items were then grouped into six projects based on similar characteristics and what could reasonably be considered within the first work plan. As a result of staff’s analysis, the 68 Action Items were narrowed down to 40 for consideration during the first work plan.

The proposed projects address a number of Action Items with a range of RDN Resource Requirements and AAC priority levels. Those Action Items that did not fit into a specific project were categorized into ‘Studies’ and ‘Other’ Action Items which represent projects that can be considered in future work plans as time and resources become available or opportunities arise.

Refer to Attachments 1 and 2 for more detailed information on each Action Item.

AAP Promotion

Now that an AAP is in place, it is important to raise awareness of the Plan especially since many of the Action Items included in the Plan require participation by other agencies or organizations. One of the first steps required to implement the AAP is to arrange to meet with member municipalities, the Ministry of Agriculture, local agriculture/aquaculture organizations, and farmers to make them aware of the Plan and initiate discussions about implementation Actions that fall within each group or organizations’ area of responsibility.

Projects

Prior to initiating many of the Action Items identified in this Action Plan, it will be necessary to raise awareness of the priorities in the Agricultural Area Plan with relevant organizations and stakeholders to discuss roles and responsibilities and what the next steps may be.

Following a thorough evaluation, staff have grouped the AAC’s top 68 actions into the following six projects and sub-projects to be considered during the first work plan (2014-2016):

1. Bylaw and Policy Updates
2. AAC Terms of Reference

3. Agricultural Promotion and Economic Development
 - a. Local Food Guide
 - b. Advocate for Changes in Farm Tax Assessment
 - c. Website
 - d. Agricultural Development Committee
 - e. Farmers’ Market
 - f. Right to Farm Education
 - g. Consider the Creation of an Agricultural Support Officer
4. On-farm water-related infrastructure
5. Invasive Species Management
6. Composting Facility

The evaluation was based on identifying similarities in action items, along with AAC priority, difficulty level, and resource commitment. The following provides a brief summary of each project.

Project 1: Bylaw and Policy Updates

This project addresses the following Action Items organized by RDN resource requirements.

Action Item	RDN Resource Requirements	Action Item	RDN Resource Requirements
1.1.b	3	7.2.c	2
1.1.e	2	7.2.d	1
2.2.c	2	7.3.c	2
4.2.a	2	7.3.d	1
7.1.d	2	7.3.f	2
7.1.g	1	7.4.a	2
7.2.a	1	7.4.d	1

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

A central theme contained within many of the Action Items is the desire to review the existing Regional Growth Strategy (RGS), Official Community Plans (OCP), and regulatory bylaws to:

- i. ensure consistency between policies and regulations;
- ii. remove regulatory barriers and obstacles that hinder agriculture and aquaculture;
- iii. promote sustainable practices that support agricultural production and preserve farm land; and,
- iv. protect against the impacts of non-farm use.

Amendments to RDN policies and bylaws could have significant short term positive effects on agriculture and aquaculture in the region. In addition, this project represents Action Items that are completely within the RDN’s control and could result in action on the ground in the near future. Changes to policies and bylaws could directly benefit the agricultural and aquacultural industries.

A comprehensive review of existing policy and regulatory documents is required. Staff will prepare an in-depth proposal outlining all of the projects components for the Board’s consideration. This project will require a comprehensive public engagement process. Amendments to bylaws such as the RGS, OCPs, Zoning Bylaws, and Sign Bylaws are contemplated within the scope of this project.

It should be noted that some of the Action Items that are included within this project overlap and can be considered concurrently.

This is a significant project which incorporates 14 Action Items (for more information see Attachment 1).

Resource Requirements

This project requires a significant amount of staff time to complete. To lessen the impact on existing staff time, it is proposed that this project be undertaken over a three year period starting in 2014 with existing staff resources. Budgetary considerations must include advertising, meeting expenses, and additional staff time as needed for public meetings, etc.

Project 2: AAC Terms of Reference

This project addresses the following Action Items organized by RDN resource requirements.

Action Item	RDN Resource Requirements
1.1.a	1
7.2.b	1

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

The highest priority Action Item that was identified by the AAC was to amend the AAC Terms of Reference to allow the AAC to make comments on applications to the Agricultural Land Commission (ALC). The prioritized list (Attachment 1) also includes a similar Action Item that supports consideration of adopting the ALC recommendation of rejecting Agricultural Land Reserve (ALR) applications that are not consistent with OCPs and zoning in combination with a revised AAC Terms of Reference.

This project was recently supported by a motion of the Board at its June 25th, 2013 meeting:

“MOVED Director Johnstone, SECONDED Director McPherson, that the Agricultural Area Plan Recommended Implementation Action 1.1A, “consider updating the Agricultural Advisory Committee (AAC) Terms of Reference to allow the AAC to make comments on every application (exclusion, non-farm use, subdivision) that is forwarded to the Agricultural Land Commission (ALC)”, be referred to staff for a report on options to proceed; including in those options, the opportunity for optional Area Director comment to be incorporated into the process.”

Staff are in the process of proceeding with the Board's direction and a report will be prepared for the Board's consideration.

Resource Requirements

This project involves conducting research and preparing a report and amended AAC Terms of Reference for the Board's consideration. This project can be completed with minimal impact to existing staff resources and no additional budgetary requirements need to be considered. Should the Board wish to amend its approach to handling application to the ALC, it is anticipated that additional staff time will be required for preparing information and a report on each application for the Board and/or AAC. In addition, it is expected that application processing time would be extended to allow for additional work required to refer applications to the AAC and/or Board.

Project 3: Agricultural Promotion and Economic Development

The purpose of this project is to raise awareness and general knowledge of agriculture and aquaculture in the region and promote development and investment opportunities in agriculture and aquaculture. This project can be accomplished through a range of different actions and includes the following sub-projects that together form a single larger project.

- Sub-project 1: Creation of a Local Food Guide and Annual Food Tour
- Sub-project 2: Advocate for Changes in Farm Tax Assessment
- Sub-project 3: Creation of an Agricultural Website
- Sub-project 4: Creation of an Agricultural Support Officer
- Sub-project 5: Consider Establishing an Agricultural Development Committee
- Sub-project 6: Year Round Farmers' Market
- Sub-project 7: Right to Farm Education

Many of the Action Items included within this project require the RDN to investigate the current status of the issue to better understand who is involved, what is already being done, and what information already exists to determine what role the RDN could play in addressing the Action item.

It is intended that this is an ongoing project with no definite end date. However, it is proposed that during the first work plan most of the staff time allocated to this project be primarily focused on getting a better understanding of each of the identified sub-projects in preparation for the next work plan. At that time the Board can provide direction on work plan priorities when more information is available.

The following is a brief description of each project.

Sub-project 1: Creation of a Local Food Guide and Annual Food Tour

This project addresses the following Action Items organized by RDN resource requirements.

Action Item	RDN Resource Requirements
2.2.a	2
2.2.d	4

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

Producing a food guide would require the RDN to research what other organizations are already doing with respect to local food guides and annual food tours. Once information is gathered, staff would need to arrange to meet with stakeholders to raise awareness about the AAP Action Items and to discuss what role the RDN might play in supporting/creating a local food guide and annual tour. Based on the outcome of the above, a strategy could be developed for the Board’s consideration.

Resource Requirements

RDN resource requirements are dependent on the outcome of the discussions with other organizations. The exploration of the Action Items associated with this project would not have a significant impact on staff resources. If it is found that the RDN could/should play a lead role in this project, it could be done with existing staff time. However, an amount would have to be budgeted to hire a consultant and for printing and promotion. Staff would seek funding from a number of different sources (See Appendix 1 of the AAP) to assist with the project.

Sub-project 2: Advocate for Changes in Farm Tax Assessment

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
1.1.f	2

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

The purpose of this project is to advocate for changes in farm tax assessment to include the sale of value-added and agri-tourism products in determining primary production gross income.

This project requires the RDN to conduct research into farm tax assessment and further define what the issues to be addressed are. This approach may also include preparing a motion for consideration by the Union of British Columbia Municipalities requesting changes to the BCAA farm tax requirements.

Resource Requirements

This project can be completed with minimal impact on existing staff and resources and no additional budgetary requirements need to be considered.

Sub-project 3: Creation of an Agricultural Website

This project addresses the following Action Items organized by RDN resource requirements.

Action Item	RDN Resource Requirements	Action Item	RDN Resource Requirements
1.2.a	2	3.2.a	3
1.2.c	2	4.1.a	2
1.2.f	1	5.1.b	2
1.3.a	2	6.1.b	2
1.3.c	2	6.2.a	3
1.3.e	2		

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

Of the 68 Action Items, 11 propose to share and distribute information in a way which is conducive to the use of a website. Therefore, the creation of an agricultural information website would address the intent of the AAP. The creation of a website involves both sourcing and creating information from a number of different sources. The initial step in this project is to contact senior governments and agricultural organizations to see what information is already available online and to discuss what role the RDN could play.

Resource Requirements

RDN Resource requirements are dependent on the outcome of the initial research which is required. Should it be found that there is a role for the RDN to play in creating or assisting with the creation of a website, additional staff time will be required along with an amount to be considered in future budget years, depending on the RDN’s role, for graphic design, advertising, staff time, meeting expenses, and web support.

Sub-project 4: Creation of an Agricultural Support Officer

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
2.1.a	3

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

This project involves meeting with member municipalities and/or Economic Development Corporations to discuss the need and benefit of the creation of a new regional position titled Agricultural Support Officer.

The position's role could generally be to provide one-on-one support to businesses, to provide responsive and focused assistance to the agricultural sector, and to develop promotional and marketing opportunities. This position may also be well suited to coordinate initiating AAP Action Items in which the RDN is not the lead, but plays an active role. Other duties may also include being responsible for coordination of all AAC activities and processing applications to the Agricultural Land Commission.

The creation of an Agricultural Support Officer Position would ultimately increase service levels to the Agricultural Community and those interested in investing in the agricultural industry in the region.

Resource Requirements

If it is deemed desirable to create this new position, additional funding is required. The position may be considered as part time during an initial evaluation period and then extended to full time in future years if work load demands.

Sub-project 5: Consider Establishing an Agricultural Development Committee

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
2.1.b	3

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

This project seeks to establish an Agricultural Development Committee (ADC) possibly as an extension of the City of Nanaimo's Economic Development Corporation (EDC) to improve communication, promote agriculture business development and initiatives, and identify and access funding opportunities. A similar approach may be considered for the Regional District of Nanaimo's northern communities with a preference given to a shared approach between the northern and southern communities.

Resource Requirements

The project would be initiated by Regional District of Nanaimo Staff. Discussions with the City of Nanaimo EDC would be required and further action would be dependent on the outcome of those discussions. If supported by Nanaimo EDC, it is anticipated that some staff time and resources would be required to obtain Board Approval and assist with the project.

Sub-project 6: Year Round Farmers Market

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
2.2.b	2

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

Action Item 2.2.b supports the idea of having a year-round indoor farmer’s market, possibly at the VIEX Grounds. In response to this Action Item, this project involves meeting with the City of Nanaimo and other stakeholders to discuss this possibility. Future follow up may be required depending on the outcome of the discussions with the City.

Resource Requirements

Minimal staff time is required to initiate the discussions with the City of Nanaimo and other interested parties. Should support grow for the project, additional staff time and resources may be required.

Sub-project 7: Right to Farm Act Education

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
6.1.a	2

For a description of RDN Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

This project involves meeting the Ministry of Agriculture and Agricultural Land Commission to determine what is already being done with respect to raising awareness about the *Right to Farm* Act and what role the RDN could play.

Resource Requirements

This project can be completed with existing staff and resources.

Project 4: On-farm water-related Infrastructure

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
4.2.a	2
4.2.c	2

Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

This project, in response to Action Items 4.2.a and 4.2.c, was rated the highest priority within the large study category. This initial step in this project is to meet with the AAC and other stakeholders to find out more information about what the concern is and what role the RDN may play in addressing it.

Resource requirements

Resource requirements are unknown at this time and will be evaluated through the initial review. Should it be found that the RDN can play a role, a proposal will be included in future work plans and budgets.

Project 5: Invasive Species Management

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
5.2.a	4

Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

This project in response to Action Item 5.2.A, involves researching what senior governments and other organizations are already doing and providing assistance where appropriate.

Resource Requirements

The initial step associated with this project could be handled with existing staff time should the Board wish to make this a priority. It should be noted that Invasive Species Management has been identified as an Action Item that is most appropriately addressed by another agency or organization. Therefore, the RDN would likely play a limited role.

Project 6: Composting Facility

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
1.2.d	2
5.3.a	3
5.3.b	3

Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

The AAC identified three Action Items related to composting initiatives. The initial phase of the project, that would be the primary focus for this work plan, would be to hold meetings with relevant stakeholders across the region to gauge the need and support for composting facilities. Should there be a need and general support the project could be considered in more detail in future work plans and budgets.

If it is found to be in demand and generally supported, future phases of this project may include a feasibility study looking at the possibility of connecting the existing regional organics composting program with the current composting needs of the agriculture and aquaculture communities. The intent could be to explore the establishment of a shared regional composting facility where agricultural wastes could be incorporated into the existing organic feedstock and be processed into nutrient-rich compost, which could be made available for application to farm land to increase nutrient levels. The project could also include the identification of potential composting facility sites and promotion of local composting.

Budget

The RDN Board will consider undertaking one or more action items each year, starting in 2013 with actions that can be completed in a short timeframe with existing staff resources. In subsequent years implementation will require both existing staff and additional resources to be considered as a part of the budgetary process for each year. Please refer to the attached work plan for more information on future budgetary considerations related to AAP implementation.

Remaining Action Items

The 2013 – 2016 Action Plan represents Actions to be considered during the first work plan period. If this work plan were implemented steps will have been taken to address 40 out of the 68 prioritized Action. There would continue to be a number of other Action Items that do not fit within one of the identified projects and will remain outstanding at the end of the first work plan. These items may be reconsidered in subsequent AAP Implementation Work Plans. The remaining Action Items are grouped into two categories: Large Studies and Other Actions, which will be considered in future work plans as implementation of the AAP will be on-going (See Attachment 2).

Large Studies

There are a number of Action Items which require the RDN to undertake a research study. Further investigation into each of these Action Items is required prior to committing funds or staff time to ensure that the information does not already exist and that it would result in a new benefit to agriculture and/or aquaculture in the region. These items generally require consideration in future budget years to hire consultant and/or cover other associated expenses. The AAC may want to make a recommendation on these items for inclusion in future work plans.

Other Actions

A number of Action Items were grouped into an ‘Other Actions’ category. These are Action Items which do not fit within one of the identified projects or are Action Items where the RDN is not the lead organization. The AAC may want to reconsider these items for future work plans.

Flexibility

It is anticipated that during the first work plan period opportunities may arise to address Action Items not included within this Work Plan. Staff time and resources will be the primary determining factors in deciding whether to pursue any additional Action Items that may arise. Priority shall be given to those Action Items identified in this Work Plan.

Proposed Work Plan

The following represents a proposed Work Plan for 2013-2016. Please note where additional staff time and other resources are required, consideration would be given to these Action Items in future budget years. Reallocation of staff time and resources as well as reprioritization is required to implement the proposed work plan.

Agricultural Area Plan Implementation Proposed 2013 – 2016 Work Plan						
			2013 Actions	2014 Actions	2015 Actions	2016 Actions
Project Name						
1	Bylaw and Policy Updates	No net loss policy <i>(Item 1.1.b)</i>				
		Notes				
		Residential Siting Guidelines <i>(Item 1.1.e)</i>				
		Notes				
		Agri-tourism Review <i>(Item 2.2.c)</i>				
		Notes				
		Water-related infrastructure zoning review <i>(Item 4.2.a)</i>				
		Notes				
		Aquifer				

Agricultural Area Plan Implementation Proposed 2013 – 2016 Work Plan						
			2013 Actions	2014 Actions	2015 Actions	2016 Actions
Project Name						
2	Amend the AAC Terms of Reference	Protection Review <i>(Item 7.1.d)</i>	Notes			
		Monitor ALC Policy <i>(Item 7.1.g)</i>	Notes	Ongoing		
		Agricultural Policy Review <i>(Item 7.2.a)</i>	Notes			
		Farmland Protection DPAs <i>(Item 7.2.d)</i>	Notes			
		RGS, OCP, Zoning Consistency <i>(Item 7.2.c)</i>	Notes			
		Sign Bylaw Review <i>(Item 7.3.f)</i>	Notes			
		Barriers to Agricultural product processing <i>(Item 7.3.c)</i>	Notes			
		Review policies to ensure agriculture is encouraged <i>(Item 7.3.d)</i>	Notes			
		Consider Agricultural Land Use Designation <i>(Item 7.4.a)</i>	Notes			
		Reduce Regulatory Barriers for Holding Tanks <i>(Item 7.4.d)</i>	Notes			
2	Amend the AAC Terms of Reference		Notes:	This Action Item is already in progress.		

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

3	Agricultural Promotion and Economic Development		
		Notes:	This is an ongoing project.
4	On-farm water-related infrastructure		
		Notes	Determine current status and RDN role.
5	Invasive Species Management		
		Notes:	Determine current status and RDN role.
6	Exploration of Composting		
		Notes:	Determine current status and RDN role.

Attachment 1 – Action Item Description

Project 1: Bylaw and Policy Updates

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.1.b	3	Consider adopting a “no net loss to agriculture within the same bioregion” criterion when evaluating land development proposals, whether they are within the ALR or adjacent to it. Ensure that any farmland removed is replaced with equivalent Agricultural Capability soils or better. Use the same criterion to plan transportation, drainage and utility corridors.	Research and develop options. Liaise with the ALC and Province to ensure they would consider the policy in making decisions. Likely would go into OCPs within Agriculture Land Use Designation or as general agricultural policies.	Planning	High

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.1.e	2	Develop guidelines for siting and size of residential uses in the ALR.	Research BMP's and review zoning bylaws. Develop a discussion paper with options, hold a series of Public Meetings or other means of obtaining community input. Draft amendment bylaws and proceed with adoption process.	Planning	High
2.2.c	2	Link agri-tourism activities to farm stays, Willing Workers on Organic Farms (WWOOFing), and working holiday programmes and coordinate with the Economic Development Strategy and with other tourism promotion activities and include aquaculture.	Review OCPs and Zoning Bylaws for anything that would prevent or discourage agri-tourism. If necessary make amendments.	Planning	High
4.2.a	2	Support efforts to allow farmers to develop on-farm water-related infrastructure to help with farm operations (such as storage,	Review current zoning bylaws for barriers to water-related infrastructure. If necessary make amendments.	Planning	High

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		holding tanks, ponds, winter water surplus storage).			
7.1.d	2	Strengthen the RDN development approval process to better consider the potential water-related impacts of new development on agriculture and aquaculture (e.g. runoff and rain water management) and ensure that agricultural water supply is not negatively impacted. Establish processes to address water management issues and impacts if they do occur.	Conduct a thorough review of all water/aquifer protection policies and regulations. Look for inconsistencies and opportunities to increase protection. Develop a proposal and present it to the various communities. Initiate bylaw amendments if required.	Planning	Medium
7.1.g	1	Monitor Agricultural Land Commission/ALR policy changes and update policies and bylaws as needed.	Periodic check and tracking of changes to ALC policy.	Planning	Low

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
7.2.a	1	Continue to provide support for agriculture and aquaculture as legitimate activities that increase the RDN's long-term sustainability and resilience as outlined in the RGS and OCPs.	Internal review of the RGS, and Official Community Plans to ensure that these Plans support agriculture.	Planning	High
7.2.d	1	Consider adopting a Development Permit Area (DPA) for Farmland Protection in the OCPs for Electoral Areas C, F, and H to ensure consistency throughout the RDN for requirements of development (e.g. vegetative buffers, consideration of road endings) within properties adjacent to ALR land for development permit and subdivision applications on properties adjacent to ALR land. Request member municipalities to adopt similar DPA guidelines	Review existing OCPs and develop a draft Farm Land Protection Development Permit Area. Hold public information meetings in affected areas prior to initiating amendments.	Planning	High

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		for Farmland Protection.			
7.2.c	2	Strive for greater consistency between land use designations in the RGS and OCPs and zoning in the Zoning Bylaws for ALR land. This may involve creating an Agriculture Land Use Designation at the RGS and OCP levels, as is supported by Electoral Area 'A's OCP. That way, if land is removed from the ALR, but is still designated and zoned locally for agriculture, use of that land will be limited to activities outlined in the Agriculture designation and associated zone, such as farming and silviculture.	Review and compare the RGS, OCPS, and zoning bylaw to ensure consistency. Write a report and include a potential Agricultural Land Use Designation. Look at minimum parcel sizes for ALR land. Provide opportunities for public input.	Planning	High

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
7.3.f	2	Update regional and local sign bylaw(s) to allow farm businesses to: Advertise farms on farm properties and along roadsides; Identify agricultural and aquaculture areas, similar to groundwater or watershed signs; Engage the public in respecting farm traffic; Provide directions to local farmers markets; Develop themed signs such as a "Wine Route" or "Circle Farm Tour" or "Entering a Farm Fresh Area."	Review sign bylaws and determine what the Province is already doing and what the RDN's role could be. If necessary prepare a bylaw and report to the board. Meet with agriculture/aquiculture organizations and the Ministry of Transportation and Infrastructure to discuss what role the RDN could play in supporting agricultural signage.	Planning	High
7.3.c	2	Encourage the development of processing, warehousing, distribution facilities, and retail/sales (including signage) for local food products by ensuring that these activities are recognized as permitted uses in local zoning bylaws (e.g. allow	Review OCPs and zoning Bylaws to ensure that there are no barriers to the establishment of agricultural product processing or warehousing. Develop draft policy/regulations and seek community input, and if generally supported proceed with potential amendments.	Planning	Medium

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		opportunities for combined or cooperative on-farm processing and sales).			
7.3.d	1	Ensure all local policies and guidelines encourage Agriculture and Aquaculture	Review existing RGS and OCPs and note any inconsistencies for future amendment.	Planning	Medium
7.4.a	1	Ensure that all policy documents make it clear that neither a subdivision approving officer nor the ALC is obliged to approve subdivision applications that meet minimum lot sizes in the ALR.	Review OCPs and zoning bylaws and consider adding new policies.	Planning	High
7.4.d	1	Reduce regulatory restrictions for farmers who wish to create water holding tanks, detention ponds, or other water-related infrastructure on ALR land.	Meet with AAC to define the issues and the barriers. If necessary review OCPs and zoning bylaws and make any necessary, changes to remove regulatory barriers.	Planning and GIS	High

Project 2: AAC Terms of Reference

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.1.a	1	Consider updating the AAC Terms of Reference to allow the AAC to make comments on every application (exclusion, non-farm use, subdivision) that is forwarded to the Agricultural Land Commission (ALC). Precedence for the Terms of Reference and protocols exist in many other jurisdictions.	Amend TOR to allow AAC to comment to Board on applications.	Planning	High
7.2.b	1	Consider adopting the ALC recommendation of rejecting ALR exclusion and non-farm use applications if they do not align with Electoral Area OCP land use designations and/or zoning, rather than forwarding applications directly to the ALC for decision-making.; or consider adopting a policy to comment on ALR applications, perhaps in combination with a revised Terms of Reference for the AAC (see Recommendation 1.1 A in this Plan).	Conduct research and write a report to the Board.	Planning	High

Attachment 1 – Action Item Description

Project 3: Agricultural Promotion and Economic Development

Sub-Project: Local Food Guide					
Action #	RDN Resource Requirements	Brief Description	What’s Involved	Lead Department	AAP Priority
2.2.a	2	Create and distribute a local food guide or directory, similar to what is produced in the Cowichan Valley and Southern Vancouver Island, and include aquaculture. Ensure that it is available online. This would assist not only the public, but also farmers to know what types of activities are occurring in their area and potentially create opportunities for collaboration and cooperation. Promote those farms that participate in the Environmental Farm Plan (EFP) to build consumer awareness of the stewardship efforts by farmers. Work with the tourism industry to develop ‘taste of RDN’ tours, guidebooks, cookbooks and promotions at local and regional restaurants, convention/hotel facilities and other venues.	Meet with farmers, producers, etc. to find out what is currently being done and what role the RDN could play.	Planning	High
2.2.d	4	Develop a Circle Farm Tour, Slow Food Cycle Tour, and other events for the RDN that take members of the public to different farms and highlight farming activities.	Meet with Agricultural and Economic Development Organizations to gauge interest for a Farm Tour. Provide assistance where necessary. For Example, advertising within the Recreation Activity Guides.	Parks and Recreation	High

Sub-project: Write a Letter to BCAA					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.1.f	2	Advocate BC Assessment Authority (BCAA) for changes in farm tax assessment to include the sale of value-added and agri-tourism products in determining primary production gross income. Currently only the sale of raw farm products are included in the calculation of income, and this threshold is often too high for small farms to achieve farm status for tax purposes.	Research the issue, which may include meeting with farmers and BCAA. Consider writing a letter to BCAA and/or preparing a resolution for UBCM.	Planning	High

Sub-Project: Website					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.2.a	2	Create a webpage for agricultural information and related issues that extends from the RDN website. Use the webpage to promote local farm directory, including an 'operation/farmer of the month' feature, seasonal local food recipes, 'fact sheets' and videos created for the AAP. The directory could also be included as an insert in local newspapers.	Investigate what information is currently available online. Based on this investigation consider if an additional web page is necessary. If so. work with a graphic designer and Web Master to develop a layout. Prepare content. Collect a range of useful information from various Ministries and Agricultural Organizations. Oversee the construction of a website.	Planning	High
1.2.c	2	Conduct/undertake the uploading of all provincial soil capability and soil series map data so that farmers can investigate and identify agronomic opportunities and constraints.	The first step for the remaining Action Items within this sub-project are dependent on the outcome of Action Item 1.2.a.	GIS	Medium
1.2.f	1	Assist farmers in accessing other sources of information and funding that result in the implementation of environmental farm management practices.		Planning	Medium

Sub-Project: Website					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.3.a	2	Coordinate a farmland clearinghouse or land-linking database to connect potential farmers with voluntary landowners and link it to a regional agriculture website. Include a database maintenance strategy.		Planning	High
1.3.c	2	Provide information to both farmers and non-farming ALR landowners about different types of land use agreements (licences, leases, profit-a-prendres, and memorandums of understanding) to ensure that the maximum amount of farmland is in its most productive use regardless of ownership.		Planning	High
1.3.e	2	Provide access to research and information regarding alternative farm business arrangements such as strata's, cooperatives, and corporations and alternative land ownership/tenure models.		Planning	High

Sub-Project: Website					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
3.2.a	3	Improve the identification of local agricultural and aquaculture job opportunities for youth, especially seasonal opportunities for increased labour. This could be a simple internet-based local labour posting service or pool that better connects food industry workers and employers on a regional basis. The Canadian Agri-Labour Pool could be used as a template to create a similar regional or Vancouver Island-based system.		Planning	High
4.1.a	2	Widely advertise and share the in-depth online map data available on RDN watersheds (WaterMap) and through the BC Water Resources Atlas to regional water users.		Water Services	High
5.1.b	2	Encourage farmers to enroll in the Environmental Farm Plan (EFP) to expand agricultural best practices throughout farm operations in the RDN.		Planning	Medium

Sub-Project: Website					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
6.2.a	3	Assist with the promotion of agricultural and aquaculture events and festivals in the RDN with other Vancouver Island events. Encourage agriculture/aquaculture-focused public education activities, events and celebrations. Identify existing activities and events that could feature local agriculture and aquaculture.		Planning	Medium
6.1.b	2	Use mainstream and social media in promoting local agriculture and aquaculture business to raise awareness of local agriculture.		Planning	High

Sub-Project: Agricultural Development Committee					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
2.1.b	3	Consider establishing an Agricultural Development Committee (ADC), possibly as an extension of the City of Nanaimo's Economic Development Corporation (EDC) or through the rural economic development office, with a mandate to improve communication, promote agricultural and aquaculture business development and initiatives, and identify and access funding opportunities. As first order of business, have the ADC pursue an Economic Development Strategy for agriculture in the region.	Meet with member Municipalities, Economic Development Corporation, and other stakeholders to gauge interest in establishing an Agricultural Development Committee.	Planning	High

Sub-Project: Farmers' Market					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
2.2.b	2	Support a year-round indoor farmers' market, possibly at the VIEx grounds.	Investigate what is currently being considered region-wide. Determine what role the RDN could play.	Planning	High

Sub-Project: Right to Farm Education					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
6.1.a	3	Partner with realtors and the Real Estate Board to: Encourage the real estate industry to provide education for realtors to market farmland for farming; Educate the real estate and development industry regarding the <i>Right to Farm Act</i> . This could involve producing a brochure and communicating with realtors, and lobbying for disclosure statements to be included for property sales adjacent to farms; Develop information materials that could be provided to new or future residents who have purchased or are considering purchasing ALR property or property adjacent to or nearby farmland or aquaculture operations.	Determine what information is currently available and what is currently being done. Meet with the Real Estate Board to gauge interest in public education and what role the RDN could play.	Planning	High

Sub-Project: Consider the creation of an Agricultural Support Officer					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
2.1.a	3	Secure funding for and create the position of Agricultural Support Officer either through the RDN in collaboration with member municipalities or through an Economic Development Corporation. The role would involve one-on-one support to businesses; responsive and focused assistance to the agriculture sector; and development of promotional and marketing opportunities.	Work with other agencies to consider need and benefit of an Agricultural Support Officer. Research options and if necessary prepare a Board report. Implement recommendations as approved by the Board.	Unknown	High

Attachment 1 – Action Item Description

Project 4: On-farm water-related infrastructure

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
4.2.a & c	2	Support efforts to allow farmers to develop on-farm water-related infrastructure to help with farm operations (such as storage, holding tanks, ponds, winter water surplus storage). And Encourage farmers to use provincial and/or	Determine what the issues and concerns are, what information is currently available, and what role the RDN could play.	Planning	High/Medium

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		federal programs to develop shared facilities and infrastructure (e.g., water storage, distribution). Access any available funding sources such as infrastructure programs to support shared storage facilities and water distribution systems among individual farms.			

Attachment 1 – Action Item Description

Project 5: Alien and Invasive Species Management

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
5 .2.a	4	Develop a management strategy for over-abundant, alien, and invasive species on agricultural lands. This management strategy could include recommendations for management of invasive species within non-agricultural lands.	Research what senior governments and other organizations are already doing. Provide support where appropriate.	Planning	High

Attachment 1 – Action Item Description

Project 6: Exploration of Composting

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.2.d	2	Distribute information regarding farm waste composting and the availability of local compost to farms that need to improve soil structure.	Compile information on nutrient needs and the rationale for shared composting facilities.	Planning/Solid Waste Services	Low
5.3.a	3	Work with member municipalities to identify a location for a composting facility that would accept compostable wastes (plant material, manure, fish wastes) from farms and aquaculture operations.	Meet with the farmers and aquaculture operators to determine needs. Based on findings proceed with next steps.	Solid Waste Services	High
5.3.b	3	Investigate opportunities to connect regional composting and zero waste initiatives with the current nutrient cycling (composting) needs of farmers and aquaculture operators so that excess waste can be made available to those in need of extra nutrients. Identify any regulatory	Write an RFP and Hire a consultant to conduct a study. Coordinate the project and present the results to the Board and Member Municipalities.	Solid Waste Services	High

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		impediments that may exist in achieving this goal.			

Attachment 2 – Remaining Action Items

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.1.c	2	Work with the province to create financial deterrents, profit recapture taxes, or penalties applied to ALR that is for sale for non-agricultural land use.	Meet with the Provincial Government to explore how the two levels of government can address this issue.	n/a	High
1.1.d	2	Encourage Member municipalities to form AACs and appoint liaison staff to sit on the RDN AAC.	Write a letter to Member Municipalities requesting a presentation to Council. Make a presentation to council regarding the AAP and desire to have AACs formed.	n/a	High
1.2.e	2	Promote and encourage research into small and medium-sized farming strategies.	Provide in-kind support where needed.	n/a	Medium
1.3.b	2	Ease efforts of aquaculture operators in securing licence tenure by hosting consultation sessions with First Nations and other government agencies.	Meet with the Provincial Government, Aquaculture operators, and First Nations to determine the extent of the concerns. If needed organize a meeting between the parties.	n/a	High

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.3.d	2	Assist farm families dealing with the challenge of farm succession and financial assistance by connecting them with professional support services and information.	Research the available services. Determine the role for the RDN.	n/a	High
2.2.f	4	Assist the agricultural and aquaculture community with the development of a common local identity, logo, or brand that can be used to highlight RDN farms and their farm products and differentiate them from other Island farms and farming areas.	Meet with agriculture and aquaculture community to determine what role the RDN could play.	n/a	Medium
2.3.a	4	Support and improve linkages to Vancouver Island Produce and other farmer-owned brokerage firms or co-ops to: Co-ordinate production and on-stream timing, Provide a central order desk for local retailers, Provide information about sources of supply and on-farm markets, Co-ordinate transportation of inputs and goods for sale.	Provide in-kind support where needed.	n/a	High
2.3.e	4	Set up a system of coordinated distribution for local food products to reach retailers and restaurants. Further develop relationships between RDN farmers, aquaculture operators, and hotels and	Provide assistance on an as needed basis.	n/a	Low

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		restaurants on the island. Some food distributors, such as Sysco and Gordon Food Services (Neptune), are assisting by developing contracts with local producers for restaurants who want to profile local foods.			
2.4.a	4	Meet with the Comox Valley Farmers Institute, who operates a similar equipment sharing endeavour, to discuss opportunities and challenges.	Provide in-kind support where needed.	n/a	High
2.5.a	4	Develop a database of local on-farm, aquaculture, and commercial processing facilities in the region. Investigate the feasibility of pursuing community kitchen/other shared processing initiatives to encourage local value-added opportunities.	Provide in-kind support where needed.	n/a	High
3.1.b	4	Support apprenticeships, mentoring, incubator farms, and other farm-based or aquaculture-based employment programs. This could include: industry-based training programs (e.g. for dairy technicians, shellfish operators); Step-Up - a federal mentoring program; Willing Workers on Organic Farms; and VIU's Culinary Arts Program. This will assist	Provide in-kind support where needed.	Planning	Medium

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		new/emerging farmers to gain experience prior to renting or purchasing land. Investigate opportunities for farmers to be reimbursed for time spent working with apprentices.			
4.1.b	2	Communicate the progress of the RDN's upcoming Agriculture Water Demand Model project with Farmer Institutes, the aquaculture industry, and other agricultural stakeholders once it is launched and as it progresses.	Develop a Consultation Plan in conjunction with the agricultural industry.	Water Services/Planning	High
5.2.d	3	Advocate to the Ministry of Environment to develop carrying capacity parameters and population management strategies for wildlife in the RDN that are a nuisance to farmers, including consideration of strategies used in other jurisdictions. AND Develop a public communications tool to inform both farmers and the community about how wildlife is affecting farming, discussing issues and possible solutions such as greenbelts and	Meet with farmers to find out what the concerns are. Meet with the Ministry of Environment or whoever has responsibility to find out what is currently happening. Find out what role the RDN could play.	Planning	Medium

Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		wildlife corridors (possibly web-site based).			
5.2.e	4	Investigate the feasibility of establishing a farmland-wildlife stewardship organization that delivers programs to recognize valued habitat preservation for wildlife.	Provide in-kind support where needed.	n/a	Medium
5.3.c	3	Discourage large-scale slash burns and encourage efforts to reduce CO2 emissions from farming activities by promoting green composting, wood re-use, agroforestry techniques, shelterbelts, and alley cropping.	Research options on what role the RDN could play. Consider implementing best option.	Unknown	High
6.1.g	4	Partner with School Districts to add agriculture and aquaculture into the District school curriculum and extend this up to the University and College level by supporting the provincial Agriculture in the Classroom program;	Provide in-kind support where necessary.	Planning	Medium

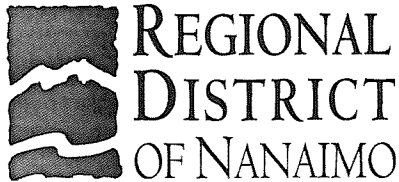
Draft Agricultural Area Plan Implementation 2014 – 2016 Action Plan

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
		<p>encouraging schools to grow food on school grounds; developing farm-based learning opportunities for credit for high school students; reviving/enhancing 4H programs through the school system; encouraging school policies that provide and promote local food choices for lunch and snack programs; and supporting the creation of scholarships in agriculture/aquaculture to a Grade 12 student interested in pursuing agricultural studies.</p>			
7.1.c	1	<p>Continue to provide pre-application assistance to farmers requiring approvals for farm related structures and other works that fall under regional authority where applicable (i.e. farm buildings are exempt from building permit process).</p>	<p>Find out in what instances RDN approvals are required. Meet with applicants prior to making an application.</p>	Planning	High

Large Studies					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.3.f	3	Work with the province to set up an agricultural land bank to purchase farmland from retiring farmers and sell to new farmers.	Meet with farmers and member municipalities to determine interest in developing an agricultural land bank. Determine what role the RDN, senior government, farmers, and member municipalities could play.	Planning	Low
2.1.c	4	Initiate a regional market research project to identify: Current consumer perceptions, Competitive advantages (e.g., organic, quality, freshness), Market gaps, new product niches and opportunities, Trends and opportunities for processed and value-added products, Potential for expansion of alternative marketing channels.	Support the research on an as needed basis by assisting with information.	Planning	Medium
4.1.d	2	Review current groundwater inventory and mapping and assess potential opportunities for irrigation from aquifer sources.	Review available information and assess opportunities for irrigation. Meet with Vancouver Island University to gauge interest in the project. Create a document that can be used by	Water Services	High

Large Studies					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
			others.		
4.1.e	2	Review the feasibility of reusing wastewater from municipal waste treatment systems, rainwater discharge, or other large water-using activities for use as irrigation water.	Host a meeting with farmers, the province, and other potential stakeholders to determine what the RDN's role could be.	Wastewater Services	High
4.2.e	3	Use the Ministry of Agriculture Watercourse Classification in Agricultural Areas, and Agricultural Ditch Maintenance Guidelines to help determine drainage priorities and options.	Identify farm areas where drainage is an issue. Work with farmers and agricultural agencies to address concerns.	Water Services	Low

Large Studies					
Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
5.4.b	3	Explore the role of agriculture in supplying carbon credits and supporting carbon storage techniques. Develop a pilot carbon sequestration incentive program that helps the RDN reduce its carbon footprint and meet Bill 27 requirements. Reinvest carbon credits back into agriculture.	Hire a consultant to conduct a study. Coordinate the project.	Energy and Sustainability	Medium
5.5.b	3	Encourage the development of on-farm energy production programs, which give producers the power to assess and plan renewable energy options for their farms.	Investigate what information currently exists. If there is a need, write an RFP and Hire a consultant to prepare a renewable on farm energy guidebook.	Energy and Sustainability	High
7.4.e	3	Consider developing Integrated Storm water Management Plans (ISMPs) in watersheds that drain agricultural areas.	Meet with the Ministry of Agriculture and Agricultural Land Commission to determine what information already exists and what role the RDN could play.	Water Services	High
8.1.c	3	Investigate the feasibility of implementing flood control strategies for farmland located in flood areas.	Gather information and research the issue and develop potential options. Further action depends on what is determined through initial investigation.	Planning	Medium



RDN REPORT	
CAO APPROVAL ###	
EAP	
COW	✓
NOV 05 2013	
RHD	
BOARD	

MEMORANDUM

TO: Daniel Pearce
Acting Manager Solid Waste

DATE: October 29, 2013

FROM: Maggie Warren
Superintendent Scale & Transfer Service

FILE: 5360-00

SUBJECT: Solid Waste Management Regulation Bylaw No. 1531.05 – 2014 Tipping Fees

PURPOSE

To introduce a bylaw to amend “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2010” to reflect the tipping fees included in the 2013 to 2017 Financial Plan.

BACKGROUND

The RDN provides sustainable solid waste management services to residents and businesses region-wide. The Regional Landfill on Cedar Road in south Nanaimo and the Church Road Transfer Station near Parksville will process approximately 52,000 tonnes of municipal solid waste and 12,000 tonnes of recyclable material in 2013. These two facilities are financed entirely through user fees that will generate an estimated \$8 million in revenue this year.

Over the last five years, the amount of municipal solid waste processed at RDN facilities has declined by 20% due primarily to waste diversion policies and programs. Although this decline has saved landfill capacity and deferred expensive cell expansion projects, as garbage volumes decline, RDN solid waste services must charge customers more to cover the fixed costs of operations.

Consequently, the 2013 to 2017 Financial Plan for the Regional District’s solid waste management facilities includes a tipping fee increase from \$120 to \$125 per tonne effective January 1, 2014. The fee changes are required to adequately fund operating and capital requirements.

2013 Rate Changes

Under the proposed fee schedule effective January 1, 2014, the first 0-50 kg of solid waste will remain at the flat rate of \$6 but every kilogram over 50 kg will be charged at \$125 per tonne. Based on a tipping fee of \$125 per tonne for solid waste, all other commodity tonne rates will be adjusted accordingly. The Solid Waste Management Regulation Amendment Bylaw No. 1531.05 attached to this report reflects these changes.

ALTERNATIVES

1. Adopt Solid Waste Management Regulation Amendment Bylaw No. 1531.05 as presented.

2. Do not adopt the bylaw and amend the 2013 to 2017 Financial Plan accordingly.

FINANCIAL IMPLICATIONS

Alternative 1

Under this alternative, fees will increase in accordance with the financial plan. The tonne charge of \$125 will generate an estimated \$375,000 in operating revenues. Based on preliminary 2014 budgeting, the increased revenues will continue supporting both operations and the long term capital plan.

Alternative 2

Under Alternative 2, without the additional revenues (\$375,000) noted above it will be necessary to increase the tax requisition greater than the 5 year financial plan. Also increasing fees in an orderly manner permits adequate time to distribute notices to haulers and our municipal members for their budgeting purposes. The increased fees also maintain a user pay cost recovery for operating the Regional Landfill and the Church Road Transfer Station.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

Once approved, communications will be prepared to advise all customers of the fee increase, including letters to account holders, signage at both facilities, flyers, advertisements and information on the RDN web page.

SUMMARY/CONCLUSIONS

The 2013 to 2017 Financial Plan for the Regional District's solid waste management facilities includes a tipping fee increase from \$120 to \$125 per tonne effective January 1, 2014. This increase is required to maintain a user pay recovery of operating costs and to help cover long term capital improvement plans.

The proposed amendments to Bylaw No. 1531 will increase the tipping fee from \$120 to \$125 per tonne.

RECOMMENDATION

1. That "Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.05, 2013" be introduced and read three times.
2. That "Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No 1531.05, 2013" be adopted.

M. Kamen

Report Writer

R. Shaves

per General Manager Concurrence

R. Shaves

per Manager Concurrence

[Signature]
CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1531.05

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT REGULATION BYLAW 1531**

WHEREAS the “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2010” provides for the regulation of Solid Waste Management Facilities within the Regional District of Nanaimo;

AND WHEREAS the Board wishes to amend fees and charges established by Bylaw No. 1531;

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.05, 2013.”

2. Amendment

Schedule ‘A’ of Bylaw No. 1531 is hereby deleted and replaced with Schedule ‘A’ attached to this bylaw.

Introduced and read three times this __ day of __, 2013.

Adopted this __ day of __, 2013.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

Schedule 'A'

Charges and Procedures for use of Solid Waste Management Facilities effective January 1, 2014

1.	Solid Waste, excluding Controlled Waste	Flat Rate	51 kg or greater
a.	Municipal solid waste, construction/demolition waste, roofing waste (asphalt/tar/gravel), medical facility waste, or material recovery facility waste	\$6.00/0-50 kg	\$125.00/tonne
b.	Municipal solid waste (containing recyclables) with offence	\$6.00/0-50 kg	\$250.00/tonne
c.	Construction/Demolition waste (containing recyclables) with offence	\$6.00/0-50 kg	\$360.00/tonne
d.	Municipal solid waste, District 69 compactor bins delivered to the Regional Landfill	\$6.00/0-50 kg	\$110.00/tonne
e.	Weighing service	\$20.00 flat rate	
f.	Surcharge for improperly covered or secured loads	\$20.00 flat rate	

2.	Recyclables	Flat rate	51 kg or greater
a.	Organic waste	\$6.00/0-50 kg	\$110.00/tonne
b.	Organic waste (containing mixed solid waste or recyclables) with offence	\$6.00/0-50 kg	\$250.00/tonne
c.	Garden Waste	\$6.00/0-100 kg	\$55.00/tonne
d.	Wood waste including wood roofing	\$6.00/0-50 kg	\$250.00/tonne
e.	Gypsum (Church Road Transfer Station only)	\$6.00/0-50 kg	\$250.00/tonne
f.	Metal recycling, metal appliances with ODS (ozone depleting substance)	\$6.00/0-50 kg	\$55.00/tonne
g.	Corrugated cardboard	\$6.00/0-50 kg	\$55.00/tonne
h.	Miscellaneous recyclables including: non-deposit glass, paper, household plastics, metal food and beverage containers, vehicle batteries and oil filters	\$6.00 flat rate	

3.	Controlled Waste	Flat rate	51 kg or greater
a.	Contaminated soil, grit and screenings and bio-solids	\$6.00/0-50 kg	\$125.00/tonne
b.	Controlled waste (misc.), large dead animals and asbestos waste	\$6.00/0-50 kg	\$250.00/tonne
c.	Food processing waste and treatment works		\$250.00/tonne
d.	Steel cable		\$500.00/tonne

4. Any load containing Prohibited Waste will be charged all costs associated with any special handling or removal of the Prohibited Waste in addition to the volume rates above.
5. Where the charge is based on weight, it shall be based on the difference in weight between loaded weight and the empty weight of the vehicle.
6. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Nanaimo.
7. All charges payable under this bylaw shall be paid prior to leaving the site.

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD
WEDNESDAY, SEPTEMBER 11, 2013 AT 7:00PM
AT CEDAR HERITAGE CENTRE

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Angela Vincent-Lewis
Kerri-Lynne Wilson
Patti Grand
Chris Pagan
Bernard White

Staff: Dean Banman, Manager of Recreation Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Carolyn Mead
Eike Jordan

CALL TO ORDER

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

MINUTES

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held June 19, 2013 be received.

CARRIED

CORRESPONDENCE/COMMUNICATIONS

MOVED Commissioner Vincent, SECONDED Commissioner Wilson that the following correspondence be received:

K. St. Cyr/ B. Stupich, Cedar Family of Community Schools to Regional District of Nanaimo, RE: Grant Support

D. Slater, St. Philip Cedar to S. Pearson, RDN, RE: Grant in Aid, Area A

S. Pearson, RDN to F. Garnish, Cedar School and Community Enhancement Society, RE: Cedar Heritage Centre Lease Renewal

CARRIED

PARKS

Cedar Skate Park Update (verbal)

Ms. McCulloch gave an update on the award of contract for the Cedar Skatepark to Newline Skateparks Inc. who was the lowest bidder on the project. Board approval was granted on Aug 27th and construction began

on Sept 9th. The estimated completion date for the contract is the end of November- a 13 week construction schedule.

7:14pm Commissioner White joined the meeting.

Ongoing meetings with the school district are scheduled to ensure disruption is minimized during construction. RDN and Newline staff met with the immediate neighbours to inform them of the construction schedule and provide contact information should they have questions. Construction updates will be posted on the RDN Cedar Skatepark webpage – www.rdn.bc.ca/parks.

Potential change orders that are currently being considered include: 1) bringing permanent power to the site and installing electrical conduits to allow lighting in the future; and 2) the removal of a soil mound and blackberries located in the parking lot in order to improve sightlines into the park.

Park Naming – The park will officially be known as the *Cedar Skatepark* as suggested by the Cedar Skateboard Park Association.

Ideas for the Spring Grand Opening were discussed and at a later date as Sub-committee may be formed to organize events for the opening.

Chair McPherson inquired about the potential need for security cameras at the park. Staff will look into what other jurisdictions are using for security at their skateparks.

MOVED Commissioner Grand, SECONDED Commissioner Vincent that the Cedar Skate Park Update be received.

CARRIED

RECREATION

Recreation Update

Mr. Banman updated the Commission about the resignation of Sandra Pearson, Superintendent of Recreation Services and the hopes of having someone in place by the next meeting. He noted until then, any inquiries that would have gone to Sandra, to please direct them to him for the interim.

Mr. Banman gave an update on the 2013 capital projects have been done including the HVAC, exterior paint, new gutters/downspouts, landscaping and next will be the exterior doors replaced for 2013.

Mr. Banman reminded that the grant deadline is September 27, 2013 and after that time a sub-committee meeting will be scheduled.

He noted that the 2014 Budget process has started and the next meeting, November 20th, more information for the 2014 budgets will be on the agenda for discussion.

MOVED Commissioner Wilson, SECONDED Commissioner White the Recreation Update be received.

CARRIED

NEW BUSINESS

Volunteer Mileage Policy

Mr. Banman explained the RDN's acknowledgement for the volunteer mileage costs for those members who are eligible and not already reimbursed by another organization. He noted that Commission members should send Ms. Harvey their one way kilometre distance from their home to Cedar Heritage Centre.

Chair McPherson said he would get back to the Commission about an inquiry of a volunteer dinner once a year that he thought had been passed by the Board.

Grants in Aid Deadline

Discussed prior.

COMMISSIONER ROUND TABLE

Commissioner Fiddick noted his concern of the busy Nelson Road boat launch.

Commissioner Grand said she has enjoyed researching different aspects of skateboard parks and their shapes.

Commissioner Pagan went to Nanaimo River Park over the summer. It is very nice park and trails. Although not in our area, Blue Heron Park is also very nice and would love to see a park like this in Electoral Area A.

Commissioner McPherson told the Commission that the residents around Quenell Lake have sent a letter to MOTI for more signage in the area. He said he would scan the letter and send it to Ms. McCulloch. He was told MOTI would put up more signage but that it would have to go through the RDN.

ADJOURNMENT

MOVED Commissioner Grand, SECONDED Commissioner Wilson, that this meeting be adjourned.

TIME: 7:50 PM

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY, SEPTEMBER 27, 2013 AT 2:00 PM
IN THE RDN COMMITTEE ROOM

Present:

Director D. Johnstone	Chairperson
Director H. Houle	Electoral Area B
Director J. Fell	Electoral Area F
C. Evans	Representative (South)
A. Brown	Representative (North)
R. Wahlgren	Representative (North)
J. McLeod	Regional Agricultural Organization
C. Springford	Regional Agricultural Organization

Also in Attendance:

G. Garbutt	General Manager of Strategic and Community Development
J. Holm	Manager of Current Planning
P. Thompson	Manager of Long Range Planning
G. Keller	Senior Planner
N. Hewitt	Recording Secretary

Regrets:

K. Reid	Shellfish Aquaculture Organization
A. Benson	Representative (South)

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by the Chair.

DELEGATION

Sasha Angus, Nanaimo Economic Development Corporation.

Provided a verbal and visual overview of the Nanaimo Economic Development Corporation.

MINUTES

MOVED H. Houle, SECONDED C. Springford, that the minutes of the regular Agricultural Advisory Committee meeting held May 17, 2013 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Geoff Garbutt, General Manager of Strategic and Community Development provided a verbal overview of the Agriculture and Aquaculture policies of the Comox Valley Regional District.

Fall Agriculture- Aquaculture Tour

The Committee hoped that the Fall tour could be geared towards the northern portion of the Regional District of Nanaimo. Suggested locations could be the Echo Valley Farms (Walshes Farm), Bergen Farms, Committee members felt Friday would work best and it would be appropriate to include Nanaimo Economic Development to attend.

Chairperson Johnstone left the meeting at 2:50pm, Director J. Fell stepped into the Chairperson position.

CORRESPONDENCE

ALC – Information Bulletin, Medical Marihuana Production in the Agricultural Land Reserve.

MOVED H. Houle, SECONDED C. Evans, that the correspondence from the ALC– Information Bulletin, Medical Marihuana Production in the Agricultural Land Reserve be received.

CARRIED

Growing Forward 2, New Funding, New Horizons.

MOVED H. Houle, SECONDED C. Evans, the correspondence from Growing Forward 2, New Funding, New Horizons be received.

CARRIED

District of West Kelowna, Agricultural Advisory Committee, re: Property Assessment Rates on Farm Improvements.

MOVED H. Houle, SECONDED C. Evans, the correspondence from the District of West Kelowna, Agricultural Advisory Committee, re: Property Assessment Rates on Farm Improvements be received.

CARRIED

NEW BUSINESS

Volunteer Mileage Reimbursement Policy A2.19.

Recording secretary will provide each member with the calculated mileage and confirm that the mileage is correct for their location according to the Board Policy A2.19.

Agricultural Action Plan – Implementation.

MOVED H. Houle, SECONDED R. Walhgren, that the Agricultural Action Plan Implementation document be received and endorsed by the Committee.

CARRIED

NEXT MEETING

UBCM Resolutions.

Look at agricultural base resolutions and find out what the decisions were.

Farm Guide Map.

Would like to see an RDN version of Farmers Guide Food Maps there has been such maps created within the Comox Valley Regional District, Cowichan Valley had their food map thru Green Foodies.

Albert Brown stated that the food map was placed in the newspaper in Comox.

Nanaimo Economic Development Corporation.

Chairperson Johnstone requested that Sasha Angus of the Nanaimo Economic Development Corporation attend the Agriculture Advisory Committee for quarterly reviews.

ADJOURNMENT

MOVED H. Houle, SECONDED J. McLeod, that this meeting be adjourned at 3:45 pm.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE MEETING OF THE GRANTS-IN-AID ADVISORY COMMITTEE
HELD ON MONDAY, OCTOBER 21, 2013 AT 1:05 PM
AT THE REGIONAL DISTRICT OFFICES**

Present: M. Young Chairperson
J. Wilson-Storey Citizen Advisory Group
B. Erickson Citizen Advisory Group
G. Wiebe Citizen Advisory Group
M. Patterson Citizen Advisory Group

Regrets: D. Willie Director, District 69

Staff: J. Hill Manager, Administrative Services
C. Golding Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

MOVED G. Wiebe, SECONDED M. Patterson, that minutes of the Grants-in-Aid meeting held Wednesday, May 22, 2013, be adopted.

CARRIED

DISTRICT 68

Funds available: \$ 4,304.75

J. Wilson-Storey left the meeting citing a possible conflict of interest regarding the application from the Gabriola Arts Council.

MOVED G. Wiebe, SECONDED M. Patterson, that the late application from the Gabriola Arts Council be excluded from review by the Committee.

DEFEATED

MOVED B. Erickson, SECONDED G. Wiebe, that the Gabriola Arts Council be awarded \$2,000.00 to be used for materials for the ART ARC workshops for teens and ART ARC Jr. workshops for children.

CARRIED

J. Wilson-Storey returned to the meeting.

MOVED G. Wiebe, SECONDED M. Patterson, that the Gabriola Players Theatre Society be awarded \$2,304.75 to be used for the purchase of a portable stage.

CARRIED

Name of Organization	Amount Requested	Amount Recommended
Gabriola Arts Council	\$ 4,000.00	\$ 2,000.00
Gabriola Players Theatre Society	4,857.78	2,304.75

DISTRICT 69

Funds available: \$ 9,736.00

MOVED B. Erickson, SECONDED G. Wiebe, that the grant request from 893 Beaufort Squadron Air Cadets for \$3,000.00 be denied as the application submitted is incomplete as it does not specify what the funding would be used for.

CARRIED

MOVED M. Patterson, SECONDED J. Wilson-Storey, that the Oceanside Building Learning Together Society be awarded \$1,000.00 for the purchase of books for the Books for Babes Program.

CARRIED

MOVED J. Wilson-Storey, SECONDED G. Wiebe, that the Oceanside Minor Lacrosse Association be awarded \$3,400.00 for arena costs and keepsake t-shirts for the 2014 Tyke Tournament.

CARRIED

MOVED M. Patterson, SECONDED J. Wilson-Storey, that the grant request from Parksville & District Historical Society for \$5,000.00 be denied as the application submitted is incomplete as it does not provide details of items to be purchased or cost estimates for the project.

CARRIED

Name of Organization	Amount Requested	Amount Recommended
893 Beaufort Squadron Air Cadets	\$ 3,000.00	Denied
Oceanside Building Learning Together Society	1,000.00	\$ 1,000.00
Oceanside Minor Lacrosse Association	5,000.00	3,400.00
Parksville & District Historical Society	5,000.00	Denied

MOVED B. Erickson, SECONDED G. Wiebe, that the remaining District 69 funds in the amount of \$5,336.00 be carried forward to the 2014 Grants-in-Aid budget.

CARRIED

MOVED J. Wilson-Storey, SECONDED G. Wiebe, that late applications will no longer be considered by the Grants-in-Aid Committee.

CARRIED

ADJOURNMENT

MOVED G. Wiebe, SECONDED M. Patterson, that this meeting adjourn 2:42 PM.

CARRIED

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'E'
PARKS AND OPEN SPACE ADVISORY COMMITTEE
FAIRWINDS PARK DEDICATIONS AND IMPROVEMENTS SEMINAR
MONDAY, OCTOBER 28, 2013
9:00AM

(Oceanside Place, 830 West Island Hwy, Parksville)

Attendance: George Holme - Chair
Peter Law
Robert Rogers
Vicki Voros
Frank van Eyde (alternate)

Staff: Elaine McCulloch, Community Parks Planner
Kelsey Cramer, Regional Parks Planner
Wendy Marshall, RDN Manager of Park Services
Jeremy Holm, Manager of Current Planning
Ann-Marie Harvey, Recording Secretary

Fairwinds Representatives:
Russell Tibbles, Bentall Kennedy (Canada, LP)
Paul Fenske, Ekistics
Jeanette Elmore, Ekistics

Regrets: Randy Orr
Gordon Wiebe
George Jarvis

CALL TO ORDER

Chair Holme called the meeting to order at 9:05am.

INTRODUCTIONS

Attendees introduced themselves around the table.

NEW BUSINESS

Zoning Amendment Process

Mr. Holm gave an overview of the amendment applications received July 2012. The applications will consist of two bylaws related to land use regulations, one specific for Lakes District and one specific for Schooner Cove. There is also an amendment to the zoning bylaw that relates to the subdivision servicing standards that has not gone to the board for review.

The Phase Development Agreement (PDA) is being developed and it will outline phasing, park land dedication, improvements for dedicated parklands. At the discretion of the Regional Board it can be a 20year agreement. The steps for the approval of the amendment application and PDA area as follows: committee consideration of the amendment application, board consideration of the first and second bylaw readings, a public consultation hearing, and Board consideration of a third reading of the bylaw, and then approvals.

Presentation – Fairwinds Representatives

Mr. Fenske presented the information that was presented the September Public Open House:

- **Lakes District Community and Regional Park Phasing**

The phasing is broken into six general phases, four of them sequential and two independent phases.

- Phase 1 is Parks dedications in Dolphin Ridge and the Summit of the Notch.
- Phase 2 is Enos Lake
- Phase 3 is the area in the Northwest, encompassing the large Garry Oak Meadows
- Phase 4 is the Gateway - the 4 way stop down to Enos Lake
- The two independent phases are Dolphin Lake independent phase and Enos Lake independent phase in and around the lake head and the D&D entrance. Within those larger phases are sub-phases which contain community parks.

Mr. Law asked, why is the land around Enos Lake not dedicated in the first phase? Mr. Fenske said it has to do with the servicing of water and sanitary services and the fact that developing the land around the lake would trigger transfer of ownership of the lake bottom.

Mr. Rogers asked if the Enos Lake dedication will be at the end of Phase Two. Mr. Fenske stated that the sub-phases A, B & C are within the phasing and that park dedication would happen within sub-phase A of Phase Two. Mr. Rogers asked if until that Phase Two dedication happens, it still gives Fairwinds the opportunity to restrict access? Mr. Fenske said is does technically but over the last 29 years Fairwinds has been very open to people using the lake and those areas would still be open to use.

- **Lakes District Parks and Trails Improvements**

Mr. Fenske summarized the content of trails and community parks and pathways within the Phases and clarified that the improvement to the parks will be built by Fairwinds before the property is transferred to the RDN.

- **Standards – Regional and Community Parks**

Mr. Fenske reviewed the guidelines and standards and the level of maintenance for the Community Parks. Mr. Holm noted that the higher level of service would be funded by a Service Area established for Fairwinds.

Ms. Varso asked asked for clarification on the 'option to purchase' in the PDA. Mr. Tibbles clarified that the RDN has the option to purchase that land at a later time. Mr. Holm said the RDN has 2 years from the time of dedication to purchase the land. The Lookout starts later on in the development when it is dedicated. Mr. Tibbles also explained that an appraisal mechanism to determine fair market value is included in the PDA.

- **Schooner Cove Boardwalk and Pathway Improvements**

- Three basic phases – Phase One – The Village, the land of the existing tarmac, hotel and boat launch , Phase Two water front land, develops with infrastructure to and improved Dolphin Drive, Phase Three is the completion of the neighborhood with 'The Commons' where the tennis court site is adjacent to Dolphin Drive.
- Schooner Cove has no public parks where the land is actually dedicated. There is public access to the waterfront greenway and the public pathway/boardwalk.

- **Standards - Boardwalk and Pathway**

- Mr. Fenske reviewed the Pathways Standards brochure.

Mr. Rogers asked if there would be any restriction to public access in the future. Mr. Tibbles said they would be protected by Statutory Rights of Way.

Mr. Law asked for clarification on the construction of the waterfront walkway and future repairs. Mr. Fenske explained the decked structure proposed and possible options to build.

Mr. Rogers asked if transit was being anticipated in the area. Mr. Tibbles noted that the density would need to be there for the RDN to consider it, but transit plans are a part of their plans and a healthy vibrant community.

Regional Park Management Plan and Community Parks Development Plan

Ms. Marshall explained the process for the Regional Parks Management Plan development and explained that the plan will get underway shortly after the PDA is signed. The Management Plan Terms of Reference (TOR) has been developed and will be part of the PDA. An advisory committee for the planning process will have representation from Electoral Area E POSAC, the Regional Parks and Trails Select Committee, staff, First Nations and Fairwinds.

Mr. Van Eyde asked Ms. Marshall if the current staff level is enough to manage the new addition of parkland. Ms. Marshall stated that this issue of maintenance and staffing levels could be examined as part of the management plan.

Mr. Law asked if the plan includes the lake. Ms. Marshall replied that the Enos Lake Water Monitoring Plan and the Garry Oak Ecosystem Management Plan will be developed at the same time and that the information from those plans will feed into the Regional Park Management Plan.

Mr. Law stated that he felt the Enos Lake Water Monitoring Plan should be part of the Regional Park plan but should also be linked the Development plan. Mr. Fenske explained that the Enos Lake Water Monitoring Plan and Storm Water function would be part of the engineering service with the RDN. The management of the lake edge and docks would fall to the Parks Department.

Mr. Law mentioned that the TOR for the Management Plan refers to the Garry Oak meadow and not the eco system. He feels that it should be more focused on the ecosystem. Mr. Tibbles said this was looked at in the neighborhood plan.

Mr. Law sees a large reliance on professionals and feels we should be relying on the community and public to monitor Enos Lake and the Garry Oak Meadows. Mr. Tibbles noted that Fairwinds is very serious about environmental solutions and accountability and wants transparency and objectivity that a third party provides.

Ms. Marshall explained the Community Parks Programs and said that Fairwinds will develop a detailed development plan for each community park as they come on with each phase. The detailed plans will be forward to the POSAC for their review at that time.

QUESTIONS / OTHER

Ms. Varos asked about the Lakes District Community Centre and where it would be located. Mr. Fenske said it would not be a public building run by the RDN; it would be private but may be open for public use and membership and would be park of Phase Two.

Mr. Van Eyde asked the only community consultation has been thought this POSAC Committee? Mr. Holm said no, there have been open houses and public consolation throughout the process.

Mr. Rogers thanked Fairwinds for having this presentation. He would have like to have had it sooner but does appreciate it. As a comment he noted that it seems to provide a good size of parks space and is impressed with it.

ADJOURNMENT

MOVED F. van Eyde that the meeting adjourned at 11:25.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE
SELECT COMMITTEE MEETING
HELD ON MONDAY, NOVEMBER 4, 2013 AT 2:00 PM
IN THE OCEANSIDE PLACE MEETING ROOM, PARKSVILLE, BC**

Present:

Director Marc Lefebvre	Chairperson
Director Dave Willie	Town of Qualicum Beach
Director George Holme	Electoral Area E
Director Julian Fell	Electoral Area F
Director Joe Stanhope	Electoral Area G

Regrets:

Director Bill Veenhof	Electoral Area H
-----------------------	------------------

Also in attendance:

Wendy Idema	Director of Finance
Tiffany Moore	Manager, Accounting Services
Staff Sgt. Brian Hunter	Oceanside RCMP Detachment
Cpl Jesse Foreman	Oceanside RCMP Detachment

CALL TO ORDER

The Chairperson called the meeting to order at 2:10pm.

DELEGATION

Victim Services, Restorative Justice and Community Dispute Resolution Program Update

Staff Sgt. Brian Hunter, Oceanside RCMP Detachment, and Cpl. Jesse Foreman, Community Policing NCO, updated the Committee regarding the Victim Services and Restorative Justice Programs. He indicated they are requesting the same amount of funding for both programs for 2014 and that the funding amounts are matched by the Provincial Government for these programs. He provided examples of how the funds assist the RCMP in being able to meet the needs of the community. He also discussed the significant contributions being made by the two staff members working in the Victims Services and Restorative Justice programs in terms of the quality of service they provide and the extra hours they contribute.

Consistent with the prior year, Director Lefebvre requested a letter from Staff Sgt. Hunter with more information on the staff members so recognition of their service can be provided.

MINUTES

MOVED Director Stanhope, SECONDED Director Holme, that the minutes of the District 69 Community Justice Select Committee meeting held November 26, 2012, be adopted.

BUSINESS ARISING FROM THE DELEGATION

MOVED Director Holme, SECONDED Director Willie, that the report of the delegation be received.

CARRIED

MOVED Director Willie, SECONDED Director Holme, that the District 69 Community Justice Select Committee recommend that the 2014 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs be approved at \$77,500.

CARRIED

ADMINISTRATION

Community Safety Grant-in-Aid Applications

MOVED Director Willie, SECONDED Director Holme, that a 2014 grant in the amount of \$3,232 for the Citizens on Patrol Society, District 69 be approved.

CARRIED

Funding Request for Crime Prevention Programs in Oceanside

Cpl. Jesse Foreman, Community Policing NCO provided additional information about the Funding Request for Crime Prevention Programs in Oceanside. Until 3 years ago, \$13,000 to \$14,000 per year was secured through Gaming Revenues for Community Policing and ICBC provided funds as well for traffic related programs. Community Policing received no funds from Gaming in 2013 and ICBC has reduced funding. The RCMP and its volunteers are prohibited from fundraising.

There are a total of 171 volunteers including 106 participating in Citizens on Patrol, 18 with Speed watch, 40 with Community Policing and 7 Board members. Some examples of the requirements for the programs that were provided are to purchase an additional Speed Watch machine (currently they only have one working machine), traffic cones for bike rodeos and other public events as well as safety equipment for volunteers. It was noted that City of Parksville has donated \$6,000 to go toward the \$30,220 Community Policing budget which brings the funding request down to \$24,220. The total funding request including \$5,000 for Citizens on Patrol, D69 for operating expenses is revised from \$35,220 to \$29,220.

MOVED Director Stanhope, SECONDED Director Willie, that the report on the Additional Funding Request for Crime Prevention Programs in Oceanside be received for information and be forwarded to the 2014-2018 Financial Plan discussion for consideration with other funding requirements of the Regional District of Nanaimo.

ADJOURNMENT

MOVED Director Holme, SECONDED Director Stanhope that the meeting adjourn.

CARRIED

TIME: 3:05 PM

CHAIRPERSON



RDN REPORT		DI
CAO APPROVAL		
EAP		
COW	✓	
OCT 30 2013		
RHD		
BOARD		

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: October 18, 2013

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Funding Request for Crime Prevention Programs in Oceanside

PURPOSE:

To provide analysis regarding Additional Funding Request for Crime Prevention Programs in Oceanside.

BACKGROUND:

Corporal Jesse Foreman appeared as a delegation at the Regional District of Nanaimo Board meeting held September 25, 2013 and made a presentation on a Funding Proposal for Crime Prevention Programs in Oceanside (Presentation attached as appendix A). The presentation provides details on an additional funding request totaling \$35,220 with \$30,220 to run specific programs through Oceanside Community Policing and \$5,000 for operating expenses for the Citizens on Patrol Society, District 69. The following motion was passed at the September 24, 2013 Board meeting:

MOVED Director Veenhof, SECONDED Director Houle, that Community Policing Funding be referred to the 2014 budget discussions.

The District 69 Community Justice Select Committee has been established as a forum to receive and consider annual reports from Restorative Justice, Victim Services and Citizens on Patrol Society, District 69 programs and to discuss other related issues of concern.

Current Funding Arrangements for Restorative Justice, Victim Services and Citizens on Patrol Society, District 69:

Victim Services are currently funded in District 69 in the following way. A service was established by "Regional District of Nanaimo Crime Prevention And Community Justice Support Service Bylaw No. 1479, 2006" which includes Parksville, Qualicum Beach and Electoral Areas E, F, G and H, and provides funding to both Restorative Justice and Victim Services programs operated through the Oceanside RCMP detachment. Funds totaling \$77,500 for these programs are raised by a parcel tax levy at a 2013 rate of \$3.25 per property. At present the Victim Services operations receive \$52,500, which matches funding provided through the Ministry of the Attorney General, the Restorative Justice program receives \$25,000 annually. The RCMP detachment in District 69 provides in-kind services of office space and operating supplies to both programs.

The Citizens on Patrol Society, District 69 apply annually to the D69 Community Justice Select Committee Grants in Aid program to obtain funds to compensate the Society members for the gasoline usage in their personal vehicles during patrols. The amounts received under this Grants in Aid Program have been based on actual expenditures made and range from \$1,320 to \$9,000 between 2006 and 2013. Citizens on Patrol Society, District 69 has submitted a request to the D69 Community Justice Select Committee Grants in Aid for \$3,232 for 2014. This report deals with an additional funding request that is separate from the existing funding in place for the Citizens on Patrol Society, District 69.

ALTERNATIVES:

1. Approve the additional funding amount of \$35,220 by parcel tax levy:
 - Under this alternative, the RDN would provide full funding for the request for Oceanside Community Policing programs and Citizens on Patrol Society, District 69 operational funding and this would be done by increasing the parcel tax levy.
 - This would allow all of the Community Policing programs outlined in the proposal to proceed and also allow for the operational funding for Citizens on Patrol Society, District 69.
 - Under this alternative, Bylaw 1479 would need to be amended to increase the amount that can be requisitioned.
2. Approve an additional funding amount which is less than \$35,220 by parcel tax levy:
 - Under this alternative, the RDN may choose to provide additional funding that is less than the amount requested
 - This alternative would not allow all of the programs as outlined in the Funding Proposal to proceed but may be more affordable to the taxpayer.
3. Approve an additional funding amount but move to an assessment based tax levy instead of the existing parcel tax levy:
 - Under this alternative, the Board would provide direction to staff to amend the existing Bylaw 1479 to allow for an assessment based tax levy.
4. Status Quo:
 - Under this alternative, funding would remain status quo.

FINANCIAL IMPLICATIONS:

1. Approve the additional funding amount of \$35,220 by parcel tax levy:
 - Under this alternative, the parcel tax levy would increase from \$77,500 to \$112,720.
 - Parcel tax rates would increase from \$3.25 per parcel to \$4.71 per parcel.
 - This represents a 45% increase in the parcel tax levy.
2. Approve an additional funding amount which is less than \$35,220 by parcel tax levy:
 - Under this alternative, the parcel tax levy would increase from \$77,500 to an amount less than \$112,720.

- Parcel tax rates would increase from \$3.25 per parcel and would be below \$4.71 per parcel depending on the amount of the additional funding approved. For example, if \$17,610 of additional funding was approved, this would result in an increase to \$3.97 per parcel.
 - There would be a parcel tax levy that would result in less than a 45% increase in the parcel tax levy depending on the amount of additional funding approved. If the amount of additional funding was \$17,610, the increase would be 22.5%.
3. Approve an additional funding amount but move to an assessment based tax levy instead of the existing parcel tax levy:
- Under this alternative, tax payers would pay \$.30 per hundred thousand of assessed value.
 - Based on the 2013 tax roll assessments, for additional funding amounts of \$17,610 or \$35,220, the requisitions would be as follows:

City of Parksville	\$ 4,427	\$ 8,854
Town of Qualicum Beach	\$ 3,526	\$ 7,053
Electoral Area E	\$ 3,147	\$ 6,295
Electoral Area F	\$ 2,135	\$ 4,270
Electoral Area G	\$ 2,697	\$ 5,394
Electoral Area H	\$ 1,678	\$ 3,354
Total	\$17,610	\$35,220

4. Status quo
- There would be no financial implications associated with this alternative.

STRATEGIC PLAN IMPLICATIONS:

The Action Areas of the 2013-2015 Strategic Plan supports providing additional funding for Crime Prevention Programs in Oceanside but also encourages fiscal responsibility as follows:

- Enhance the reputation of the RDN as a valuable and effective level of government for delivering services, exploring regional issues, and creating opportunities for dialogue with residents by supporting volunteer opportunities for residents,
- Balance the RDN’s vision for the region and pursuit of innovation with fiscal responsibility by ensuring that increases to the costs of existing services are kept to a minimum, and that consideration of increased service levels balances the need for fiscal restraint with residents’ needs and desires, and Board vision, values and priorities.

SUMMARY/CONCLUSIONS:

Corporal Jesse Foreman appeared as a delegation at the Regional District of Nanaimo Board meeting held September 25, 2013 and made a presentation on a Funding Proposal for Crime Prevention Programs in Oceanside (Presentation attached as appendix A). The presentation provides details on an additional funding request totaling \$35,220 with \$30,220 to run specific programs through Oceanside Community Policing and \$5,000 for operating expenses for the Citizens on Patrol Society, District 69. The following motion was passed at the September 24, 2013 Board meeting:

MOVED Director Veenhof, SECONDED Director Houle, that Community Policing Funding be referred to the 2014 budget discussions.

A service was established by "Regional District of Nanaimo Crime Prevention And Community Justice Support Service Bylaw No. 1479, 2006" which includes Parksville, Qualicum Beach and Electoral Areas E, F, G and H, and provides funding to both Restorative Justice and Victim Services programs operated through the Oceanside RCMP detachment. Funds totaling \$77,500 for these programs are raised by a parcel tax levy at a 2013 rate of \$3.25 per property. At present the Victim Services operations receive \$52,500, which matches funding provided through the Ministry of the Attorney General, the Restorative Justice program receives \$25,000 annually. The RCMP detachment in District 69 provides in-kind services of office space and operating supplies to both programs.


The Citizens on Patrol Society, District 69 apply annually to the D69 Community Justice Select Committee Grants in Aid program to obtain funds to compensate the Society members for the gasoline usage in their personal vehicles during patrols. Citizens on Patrol Society, District 69 has submitted a request to the D69 Community Justice Select Committee Grants in Aid for \$3,232 for 2014. This report deals with an additional funding request that is separate from the existing funding in place for the Citizens on Patrol Society, District 69.

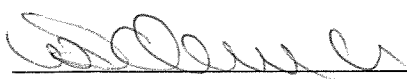
The Action Areas of the 2013-2015 Strategic Plan supports providing additional funding for Crime Prevention Programs in Oceanside but also encourages fiscal responsibility.

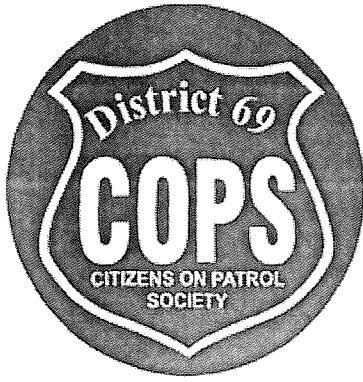
RECOMMENDATIONS:

That this report on the Additional Funding Request for Crime Prevention Programs in Oceanside be received for information and be forwarded to the 2014-2018 Financial Plan discussions for consideration with other funding requirements of the Regional District of Nanaimo.


Report Writer


C.A.O. Concurrence


Director Concurrence



FUNDING PROPOSAL FOR CRIME PREVENTION PROGRAMS IN OCEANSIDE

Prepared by:

Corporal Jesse Foreman

Non-Commissioned Officer in Charge of Community Policing

Oceanside RCMP

“Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.” - Sir Robert Peel

Author Introduction:

My name is Corporal Jesse Foreman. I am the R.C.M. Police officer in charge of Community Policing for the communities of Oceanside. I am writing this application on behalf of the 138 dedicated volunteers who run the two Community Policing Offices and the Crime Prevention Programs in the Oceanside area.

Mission Statement:

Oceanside Community Policing is focused on encouraging and helping Oceanside residents to be engaged and active in promoting a safe community. Community Policing is a partnership between the Royal Canadian Mounted Police and the Communities of District 69.

Background:

After attending a stakeholders meeting on February, 19th, 2013 it was apparent that officials of the Regional District of Nanaimo (RDN), the Town of Qualicum Beach and the City of Parksville wanted to expand and promote Community Policing in the Oceanside area. The stumbling block (as with most initiatives) is funding. There was a preliminary group consensus reached determining that, sustainable, annual funding was needed in order to grow and expand Crime Prevention initiatives. It was apparent that stakeholders did not want to be approached randomly and every time funding was needed for a specific program or initiative. Rather, the stakeholders wanted to be approached annually with a full operations budget proposal for Crime Prevention Programs and Community Policing Initiatives.

The other item that became apparent was the fact that there was confusion as to what Community Policing means and what programs are offered. Stakeholders did not distinguish between Citizens on Patrol (COPS) and Community Policing Office (CPO)volunteers. Stakeholders often wondered why these different groups were both requiring funding and grants in aid.

Overview:

The RCMP in Oceanside has been involved with organized Community Policing since 1994. There are two Community Policing offices in the Oceanside area, one in Parksville and one in Qualicum Beach.

“Community Policing Offices of District 69” is a registered charitable Organization BN# 867509176RR001. The other major Society in Oceanside offering crime prevention is the **“Citizens on Patrol Society of District 69”** (COPS). Although the COPS are a separate society that work closely with the volunteers at the Community Policing Offices, they operate under their own budget and Board of Governance.

A total budget requirement of **\$40,220 dollars** is required in order to maintain and enhance all Community Policing initiatives. This budget is based on the current model in which the Town of Qualicum Beach and the City of Parksville continue to offer the in-kind donation of office space for their respective Community Policing Offices.

In order to avoid confusion the budget will be broken into two (2) separate proposals that describe the programs and why the funding is needed.

Oceanside Community Policing (OCP): Funding needed \$30.220

Brief Program descriptions and services provided by Oceanside Community Policing.

MEDICAL ALERT KIT: These Kits act as a storage area for people to leave their important medical information so it is readily available for Emergency Responders. The kits are made and provided through the Community Policing Offices. The importance of this program has been enhanced by the presentations being done by an ambulance attendant and volunteer Firefighters in our district. The Kit is an essential tool for anyone taking prescription medications, and is modelled after the Vial of Life program. OCP is also working with Emergency preparedness Program to include the MAK pack in Grab and Go bags in all emergency kits. Local pharmacies have asked for demonstrations in their store, and at local events.

BLOCK WATCH: This Crime Prevention Program has increased again this year, with education and promotion we anticipate including a great many more housing areas in the program. With an increase in vandalism and petty crime in the area the value of Block Watch has been reinforced. Household Insurers offer a reduction in insurance rates to residents taking part in a Block Watch program. Blockwatch is starting to expand into all areas of Oceanside.

CHILD IDENTIFICATION: This valuable program is available for all children, including teens. OCP holds Child ID clinics as often as 5 times per year, and will arrange to do the printing in our office in special circumstances. OCP volunteers continue to fingerprint approximately 300 - 400 children each year.

KEEPING IN TOUCH: Daily contact is made to seniors who live alone, have had medical problems, and often to people who have no other contact with the community. Calls are done EVERY day of the year. The Program is responsible for providing medical assistance to clients who have had falls or medical emergencies, and therefore has perhaps saved lives.

GATEKEEPERS PROGRAM: This 24 hr. Hot Line is available to persons, who know of, or suspect that someone they know is the victim of abuse be it financial, physical, mental or self abuse. Responders will refer to appropriate designated agencies to get immediate help. Our volunteers monitor the phone during business hours and a team share the afterhours monitoring. The program has had excellent rapport with the Victims Services, and the Ambulance Services who work with us to curb the cycle of abuse.

SENIORS SAFETY: As a community with a large population of seniors, our focus is on providing programs and information to enhance the lifestyle of seniors. Presentations are delivered to OAP groups, Legions, Apartment buildings, and Newcomer groups. A recent addition to the Seniors Safety Awareness is a Safe Driving event for Scooter riders, and continuing presentations with regard to frauds and scams geared to the senior population.

SCOOTER RODEO(s): The Oceanside Community Policing Offices and the RCMP now organize, sponsor and implement a Scooter Rodeo Program. The focus of the event is to promote, inform and demonstrate safe practices for seniors operating scooters and electric wheelchairs. The second annual event held in June of 2012 was a huge success and included partnerships with local businesses and ICBC. There are plans to keep growing the event as our aging population has a need for this information and exposure. With growing the event, the need for advertising, prizes and the printing of a large quantity of materials will become a necessity. There will also be the need to devote a significant amount of volunteer hours to make these events successful.

BICYCLE RODEO(s): The Oceanside Community Policing Offices and the RCMP now organize, sponsor and implement bicycle safety rodeos within the District 69 area. The events focus on bicycle safety including how to ride safe, helmet use and hand signals. Since getting involved with promoting bicycle safety there has been an overwhelming desire from schools, community groups, parks and recreation and service clubs to do more events. The RCMP has conducted 3 bicycle safety rodeos in the first half of 2013. These events need volunteers as there are several staging areas and courses for children to ride through. In consultation with the volunteers, it was decided that a large scale bicycle rodeo should be an annual event. On August 10th the first annual Oceanside Summer bike Rodeo was conducted. The event was offered to every child in the Oceanside area between 3-11 years of age. It was extremely well attended!

FANOUT PROGRAM: This program is vital to ensuring the Businesses of District 69 (Oceanside) are alerted in a timely fashion to criminal activity in their area of business. A copious amount of volunteer hours are contributed to ensure the business file is up-to-date with contact information and the program is continually being promoted to bring more businesses on line. Currently there are over 400 businesses registered with the Fanout program. The program is in the midst of a full re-vamp in which the database is being updated and changed from a fax based system to an e-mail system. This way, the Oceanside RCMP can use this database to get real time information, warnings and alerts to the business community. The program went 'live' in July of 2013 with the first business e-mail sent.

BUSINESS PROPERTY REFERENCE: This program is managed by RCMP and supported by Community Policing Volunteers by obtaining and maintaining Business Property profiles to aid the RCMP in emergency response. As well, the program provides police with current updated information on emergency contact information for business representatives.

SAFETY BEAR: The Safety Bear program is an important community participation in schools, pre schools, and community events. It is a symbol of safety for children and a valuable learning tool.

The Safety Bear also attends Special Events held by Community Policing for children in the community.

Request for Funding of Operating Expenses for

Community Policing Offices of District 69 AKA Oceanside Community Policing (OCP)

Projected In-Kind

	Proposed 2014 & Beyond
Office Space QB & PV	\$ 105,000
Utilities (QB & PV) phones, fax	\$ 3,500
Weekly advertising Oceanside Star (Bluenose motors) 52 x \$200	\$ 10,400
Total of In-Kind	\$ 118,900

Projected Revenue

	Proposed 2014 & Beyond
Donations	\$ 1,400
Other Income (primarily GST rebates)	\$ 220
Total of Revenue	\$ 1,600

Projected Expenses:

	Proposed 2014 & Beyond
Administration:	
Bank Charges ¹	\$40
Directors' & Officers' Insurance ²	\$400
Computer Supplies ³	\$200
Computing/Internet/Website	\$1,500
Meetings ⁴	\$400
Licences & Dues ⁵	\$400
Office Supplies ⁶	\$500
Photocopying (paper and cartridges)	\$500
QB Photocopier maintenance agreement	\$400
Postage	\$50
Repairs & Maintenance ⁷	\$80
Telephone ⁸	\$560
Capital Asset Purchases ⁹	\$200
Program and Event Vehicle and Insurance ¹⁰	\$6,000
New Banner and Promo material with logo	\$1,000

Volunteer Management:

Awards ¹¹	\$400
Volunteer Recognition ¹²	\$1,600
Supplies – Non-capital ¹³	\$450
Training Travel & Accommodation ¹⁴	\$2,000
Development & Printing of training manuals ¹⁵	\$600
Volunteer Orientation Package	\$400
Volunteer ID photo cards	\$100
Uniforms and safety vests	\$1,100
Operational Programs:	
Blockwatch: Dues, Printed Materials and Office Supplies	\$1,450
Medical Alert Kit: Forms, brochures, labels, vials and bags	\$535
Keeping in Touch: Brochures, advertising, Event-hall, supplies, cards, & postage	\$400
Crime Prevention & Safety for Seniors 50 @ \$2.00	\$100
Gatekeepers: 24 hour monitored phone	\$480
Child Identification Program: handouts and cleanup materials	\$ 50
Fanout Business Alerts: Pamphlets/emails/stamps/office supplies	\$200
Business Property: Paper, envelopes, printer ink:	\$100
Special Community Events:	
Newspaper advertisements: 4 @ \$175.00	\$700
Volunteer care – refreshments	\$1,000
Children’s prizes, pins, stickers, etc. for special events.	\$1,800
Bike Rodeo: supplies traffic cones and signage	\$200
Scooter Rodeo: Ads, food for participants	\$100
Volunteer Fair: Registration	\$ 25
Safety Bear: suit cleaning, cooling vest and maintenance	\$500
Parades, Family days, kidfest, kitefest and other community events	
20% Contingency and future development of programs and expenses	\$5300
Total of Expenditures	\$ 31,820
FUNDING REQUIRED (Projected Expenses – Projected Revenue)	\$30,220

¹ Bank Charges – cheques ordered for the account

² Directors’ & Officers’ Insurance – liability coverage for members of the Board of Directors in the event of a lawsuit.

³ Computer Supplies – printer cartridges, toner, and software.

⁴ Meetings – coffee and snacks for general meetings for members, including the annual general meeting

⁵ Licences & Dues – memberships in the BC Crime Prevention Association and the Oceanside Volunteer Association, filing fee for the society annual report, domain name renewal fee and web hosting fee

- ⁶ Office Supplies – stationery and other supplies, printing crime prevention notices, printing the Society’s brochure that promotes the society and is used in recruiting new members
- ⁷ Repairs & Maintenance – minor repairs to office equipment
- ⁸ Telephone: PV office main phone
- ⁹ Capital Asset Purchases – purchase of items such as printer/fax, office furniture, phones or computers that are classified as capital assets.
- ¹⁰ Vehicle Lease and Insurance, Grant of \$5600 received from City of Parksville for Aug 2013 renewal date.
- ¹¹ Awards - primarily service awards recognizing 5, 10, 15 and 20 years
- ¹² Volunteer Recognition – a catered dinner for active members (based on 60 members at \$25 per person)
- ¹³ Supplies – Non-capital – safety vests, flashlights, first-aid kits, flares, etc used in patrol kits, but excluding any items that are capital assets
- ¹⁴ Training – cost of sending a number of members to seminars or conferences related to crime prevention and aimed at enhancing our members’ skills
- ¹⁵ Design and Publishing of Training Manual.

CITIZENS ON PATROL (COPS): Funding needed \$10,000

Brief Program descriptions and services provided by Citizens on Patrol.

COPS are a well organized and highly motivated group of over 100 volunteers in the Oceanside area. They work in 5 geographical groups (patrol zones) which include, Nanoose, Parksville, Qualicum Beach, Arrowsmith and Bowser. They truly are the ‘eyes and ears’ of the community. COPS work closely with the Oceanside RCMP and patrol areas and ‘hot-spots’ indentified to have problems. They also work on road safety initiatives and projects with ICBC. COPS perform 2 person vehicle patrols, foot patrols and work on other special projects. All COPS have passed an RCMP criminal records check as a requirement for membership and inclusion.

Request for Funding of Operating Expenses

Citizens on Patrol Society, District 69 (the Society) is requesting \$5,000.00 on an annual basis, with these funds to be used toward general operating expenses. This requested amount is over and above funds currently requested through the Regional District of Nanaimo’s Community Safety Grants-in-Aid Program, where these funds are used to compensate the Society members for the gasoline usage in their personal vehicles during patrols (this additional grants-in-aid funding is projected to be approximately \$5,000 per year).

The RDN grants-in-aid program has been used by the Society since 2006 to provide gasoline compensation to its members, and this expense continues to be the largest single operating expense for the Society. The Society remains hopeful that future applications for these grants-in-aid will continue to be successful since the loss of such funding could have a major negative impact on the Society’s ability to get patrols out.

In addition to the grants-in-aid funding, the Society has received volunteer recognition grants from ICBC. These grants are not, however, assured on an annual basis, and they are not intended to cover general operating expenses.

The remainder of our society's funding is through unsolicited donations. None of these donations are assured on an annual basis, and the recent downturn in the economy has seen a decrease in the donations as well. Our society has also, at times, made applications to the City of Parksville and the Town of Qualicum Beach for funding to send members to a training conference held annually for several years in Nanaimo; but, again, such funds cannot be used toward general operating expenses. Thus, it would be highly desirable to have an ongoing source of funds for general expenses.

Bank Balance: The Society's year-end bank balance fluctuates somewhat from year to year depending on the level of donations and the expenditures required, but we have been fortunate to maintain this balance in the range of \$14,000 for several years, with the balance at December 31, 2012 being \$14,222.49. While this balance is reasonably healthy, the Society feels it is prudent to have sufficient funds on hand to cover one year of operating expenses should donations and grants be unavailable to us. The average of our operating expenses from 2010 to 2012 was \$11,555.71 and thus the balance on hand at December 31, 2012 would be sufficient to cover this level of operating expenses.

Projected Revenue

	Proposed 2014 & Beyond
Donations	\$1,000
RDN Community Safety Grants-in-Aid	\$5,000
ICBC Volunteer Recognition Grant	\$500
Interest Income	\$30
Other Income (primarily GST rebates)	\$165
Total	\$6,695

Projected Expenses

	Proposed 2014 & Beyond
Awards ¹	\$400
Bank Charges ²	\$40
Batteries	\$40
Computer Supplies ³	\$200
Gasoline Compensation ⁴	\$5,000
Directors' & Officers' Insurance ⁵	\$400
Licences & Dues ⁶	\$300
Volunteer Recognition ⁷	\$2,000
Meetings ⁸	\$400
Office Supplies ⁹	\$500
Photocopying	\$100

Postage	\$25
Repairs & Maintenance ¹⁰	\$80
Supplies – Non-capital ¹¹	\$450
Telephone ¹²	\$560
Training ¹³	\$1,000
Capital Asset Purchases ¹⁴	\$200
Total	\$11,695

**FUNDING REQUIRED (Projected Expenses – Projected Revenue) \$5000 total
*if RDN Community Safety Grants in Aid remains consistent at \$5000***

- ¹ Awards - primarily service awards recognizing 10, 15 and 20 years
- ² Bank Charges – cheques ordered for the account
- ³ Computer Supplies – printer cartridges, toner, software
- ⁴ Gasoline Compensation – member drivers are compensated on a kilometre basis to cover the cost of the gasoline used in the personal vehicles while on patrol
- ⁵ Directors’ & Officers’ Insurance – liability coverage for members of the Board of Directors in the event of a lawsuit.
- ⁶ Licences & Dues – memberships in the BC Crime Prevention Association and the Oceanside Volunteer Association, filing fee for the society annual report, domain name renewal fee and web hosting fee
- ⁷ Volunteer Recognition – a catered dinner for active members (based on 80 members at \$25 per person)
- ⁸ Meetings – coffee and snacks for general meetings for members, including the annual general meeting
- ⁹ Office Supplies – stationery and other supplies, printing crime prevention notices, printing the Society’s brochure that promotes the society and is used in recruiting new members
- ¹⁰ Repairs & Maintenance – minor repairs to equipment used in patrols
- ¹¹ Supplies – Non-capital – safety vests, flashlights, first-aid kits, flares, etc used in patrol kits, but excluding any items that are capital assets
- ¹² Telephones – one-year pay and talk cards purchased for five cell phones
- ¹³ Training – cost of sending a number of members to seminars or conferences related to crime prevention and aimed at enhancing our members’ patrolling skills
- ¹⁴ Capital Asset Purchases – purchase of items such as cell phones or computers that are classified as capital assets.

Future Considerations:

There is so much room for growth and further programming with Community Policing. Every new and reinvigorated program has been met with significant budget shortfalls. All funds that existed due to the past acquisition of Gaming Grants is now gone. Community policing was not successful in acquiring a Gaming Grant this year (new and stringent conditions) and has therefore run out of funds.

The community, local government and partners have repeatedly asked Cpl. Foreman why certain programs are not being done in this area? The answer is simple, there is no money to work with.

With adequate annual funding there can be expansion of programs, implementation of new programs, training and recognition of volunteers. Oceanside is in need of this model of funding. A model that works well in the neighbouring communities of Nanaimo, Port Alberni, The Comox Valley and the regions of Cowichan.

The funding proposed allows for growth and accommodation of future needs.

Thank you very much for your consideration!

Corporal Jesse Foreman