

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, AUGUST 26, 2014  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**  
5 **Domenico Iannidinardo, TimberWest**, re Overview of Company Land Operations.
- 3. BOARD MINUTES**  
6-20 Minutes of the Regular Board meeting held Tuesday, July 22, 2014 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**  
(All Directors – One Vote)  
21-22 **Coralee Oakes, Minister of Community, Sport, and Cultural Development**, re Request to Reconsider Changes to the Classification of Land as a Farm Regulation.  
23-25 **Jay Schlosar, Province of British Columbia, Gary MacIsaac, UBCM**, re Successful Efforts to Measure and Reduce your Corporate Greenhouse Gas Emissions for the 2013 Reporting Year.  
26 **Wendy Pratt, Nanaimo Community Hospice**, re Expand the Heart of Hospice Capital Campaign.  
27-31 **Guillermo Ferrero, City of Nanaimo**, re City of Nanaimo Application for Additional Hotel Room Tax.  
32-38 **Ross Peterson**, re Englishman River Water Service – Implications for Nanoose Bay.  
39-40 **Art Kaehn, Chair, Regional District of Fraser-Fort George**, re Call for Changes to the Provincial Recycling Regulation.

41-42 **Bill Miller, Chair, Regional District of Bulkley-Nechako**, re Transit of Hazardous Materials Through our Communities.

43-44 **Bill Woollam**, re Environmental Impacts of Fracking.

**6. UNFINISHED BUSINESS**

**BYLAW ADOPTION**

45-48 **Bylaw 975.62 – Pump and Haul Local Service Establishment Amendment to Exclude – 7187 Lantzville Road, Lantzville, BC (All Directors – One Vote).**

*That "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014" be adopted.*

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

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

49-51 **Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held Monday, June 2, 2014** (For Information) (All Directors – One Vote).

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

52-54 **Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Tuesday, June 3, 2014** (For Information) (All Directors – One Vote).

*That staff investigate the siting and development of the proposed additional trail in Cox Community Park.*

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

55-59 **Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission Meeting held Wednesday, June 18, 2014** (For Information) (All Directors – One Vote).

**8. ADMINISTRATOR'S REPORTS**

60-62 **Contract Award – Regional Landfill Sanitary Line Relocation** (All Directors – Weighted Vote).

63-64 **Wastewater Services – Centrifuge Rotating Assembly Purchase** (Nanaimo, Lantzville, Parksville, Qualicum Beach, Electoral Areas C, E, F, G, and H – Weighted Vote).

65-67 **Extension School Building Assessment – Community Works Funds** (All Directors – One Vote).

68-86                    **Proposed Legislative Changes and Implementation of a Uniform BC Building Code**  
(All Directors – One Vote).

87-113                   **Board Remuneration Review Committee Recommendations** (All Directors – One  
Vote / All Directors 2/3 [Recommendations 4 & 6]).

**9.            ADDENDUM**

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

**11.           NEW BUSINESS**

**Appointments to the Board of Variance and Regional Solid Waste Advisory  
Committee** (All Directors – One Vote)

*That the Board approve the appointments to the Board of Variance, and  
Regional Solid Waste Advisory Committee, as follows:*

*(List to be distributed at meeting)*

**Meadowood Community Park Temporary Community Hall** (All Directors – One  
Vote).

*At the July 22, 2014 Board meeting, Director Fell advised that he would be bringing  
the following motion to the August 26, 2014 Board Agenda:*

*That staff be directed to investigate the opportunity to acquire a surplus  
modular classroom from School District 69 to be sited at the Meadowood  
Community Park for the purposes of a "temporary" Community Hall, and report  
back to the Board on the options, costs, funding sources and potential schedule  
for the work necessary.*

**On-going Funding Support to the Arrowsmith Search and Rescue SD69** (All  
Directors – One Vote).

*At the July 22, 2014 Board meeting, Director Fell advised that he would be bringing  
the following motion to the August 26, 2014 Board Agenda:*

*That staff be directed to investigate the opportunities, costs and funding options  
to provide on-going funding support to the Arrowsmith Search and Rescue in  
School District 69 and report back to the Board in time for consideration of  
funding through the 2015 Regional District of Nanaimo Budget process.*

**13. IN CAMERA**

*That pursuant to Section 90 (1)(e) of the Community Charter the Committee proceed to an In Camera meeting for discussions related to the acquisition of land.*

**14. ADJOURNMENT**



**Re: Overview of Company Land Operations**

From: Makenzie Leine

Sent: Friday, August 01, 2014 10:15 AM

Subject: TimberWest Presentation to RDN Committee of the Whole

Domenico Iannidinardo, TimberWest's VP of Sustainability and Chief Forester would like to provide an overview of the company's land and operations within the Regional District of Nanaimo.

Domenico will have powerpoint slides to accompany his presentation.

Please let me know if you need any other details and how to best get the digital information to you.

Look forward to hearing from you,  
Makenzie

Makenzie Leine, RPF

TimberWest Forest Corp.

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**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 22, 2014 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
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
Alternate	
Director A. Mostad	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director A. McPherson	Electoral Area A
Director J. de Jong	District of Lantzville
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director J. Kipp	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Services
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
D. Banman	A/Gen. Mgr. Recreation & Parks
M. O'Halloran	Legislative Coordinator
C. Golding	Recording Secretary

## **CALL TO ORDER**

The Chairperson called the meeting to order and welcomed Alternate Directors Pattje, Mostad and McKay to the meeting.

## **DELEGATIONS**

### **Ian MacDonnell, re Funding to the E&N Railway.**

Ian MacDonnell presented a slide show and requested that the Board vote against funding the railway voicing his concerns regarding the cleanup of the right of way, clogged ditches and culverts in Electoral Area 'H'.

## **LATE DELEGATIONS**

- 14-512 MOVED Director Holme, SECONDED Director Pattje, that late delegations be permitted to address the Board.

CARRIED

### **Sheila Malcolmson, re Vancouver Island Passenger Rail.**

Sheila Malcolmson provided a brief history of Vancouver Island's rail corridor and asked the Board to vote in support of the Vancouver Island passenger rail service.

## **BOARD MINUTES**

### **Minutes of the Regular Board meeting held Tuesday, June 24, 2014.**

- 14-513 MOVED Director Holme, SECONDED Director Johnstone, that the minutes of the Regular Board meeting held Tuesday, June 24, 2014, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **Frank J. Butzelaar, SVI Rail Link, re Via Rail Train Service Agreement / Railway Infrastructure Upgrade.**

- 14-514 MOVED Director Johnstone, SECONDED Director Veenhof, that the correspondence received from Frank J. Butzelaar, SVI Rail Link, regarding the Via Rail Train Service Agreement and Railway Infrastructure Upgrade, be received.

CARRIED

### **Director Ted Greves, City of Nanaimo, re Resignation from Appointment to the Board of the Island Corridor Foundation.**

- 14-515 MOVED Director Johnstone, SECONDED Director Veenhof, that the correspondence received from Director Ted Greves, City of Nanaimo, regarding his resignation from appointment to the Board of the Island Corridor Foundation, be received.

CARRIED

**UNFINISHED BUSINESS**

**BYLAW ADOPTION**

**Bylaws 889.67 and 1021.10 – Inclusion of Lot 5, DL22, Nanoose Land District, Plan 10012 into the Pacific Shores Service, Electoral Area ‘E’ (1544 Terrien Road, J. Hunter).**

- 14-516 MOVED Director Holme, SECONDED Director Lefebvre, that "Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.10, 2014" be adopted.

CARRIED

- 14-517 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.67, 2014" be adopted.

CARRIED

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

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

**Minutes of the Electoral Area Planning Committee meeting held Tuesday, July 8, 2014.**

- 14-518 MOVED Director Holme, SECONDED Director Veenhof, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, July 8, 2014, be received for information.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Dan Cullon, re Zoning Amendment Application No. PL2014-028 – Bylaw 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area ‘C’.**

- 14-519 MOVED Director Young, SECONDED Director Holme, that the correspondence from Dan Cullon, regarding Zoning Amendment Application No. PL2014-028 – Bylaw 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area ‘C’, be received.

CARRIED

**Rob Williams, French Creek Residents’ Association, re Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’.**

- 14-520 MOVED Director Young, SECONDED Director Holme, that the correspondence from Rob Williams, French Creek Residents’ Association, regarding Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’, be received.

CARRIED

**DEVELOPMENT PERMITS**

**Development Permit Application No. PL2014-039 – Robinson/Bauer – 1559 Stone Lake Drive, Electoral Area ‘E’.**

- 14-521 MOVED Director Holme, SECONDED Director Veenhof, that Development Permit Application No. PL2014-039 to address the construction of a stepped retaining wall and associated remediation works within the Watercourse Protection Development Permit Area be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit Application No. PL2014-048 – Barry O’Neill – 1965 Walsh Road, Electoral Area ‘A’.**

- 14-522 MOVED Director Holme, SECONDED Director Young, that Development Permit Application No. PL2014-048 to permit a proposed subdivision in the Nanaimo River Floodplain and the Watercourse and Fish Habitat Protection Development Permit Areas be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. PL2014-022 – Herold Engineering Ltd. – 1475 Island Highway East, Electoral Area ‘E’.**

- 14-523 MOVED Director Holme, SECONDED Director Veenhof, that Development Permit with Variance Application No. PL2014-022 to permit a proposed industrial building addition and related site improvements be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

**Development Permit with Variance Application No. PL2014-040 – Fern Road Consulting Ltd. – Flamingo Drive, Electoral Area ‘G’.**

- 14-524 MOVED Director Holme, SECONDED Director Fell, that Development Permit with Variance Application No. PL2014-040 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit with Variance Application No. PL2014-061 – Sepos / Fern Road Consulting Ltd. – 1070 Price Road, Electoral Area ‘F’.**

- 14-525 MOVED Director Fell, SECONDED Director Young, that Development Permit with Variance Application No. PL2014-061 be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2014-052 DeClark – 2181 Addison Way, Electoral Area ‘A’.**

- 14-526 MOVED Director Holme, SECONDED Director Young, that Development Variance Permit Application No. PL2014-052 to reduce the minimum setback requirement from the eastern lot line from 8.0 metres to 3.7 metres be approved subject to the conditions outlined in Attachments 2 to 3.

CARRIED

**Development Variance Permit Application No. PL2014-055 – J.E. Anderson & Associates – 1634 Brunt Road, Electoral Area ‘E’.**

- 14-527 MOVED Director Holme, SECONDED Director Veenhof, that Development Variance Permit No. PL2014-055 to legalize the siting of an existing dwelling unit, deck, stairs and two concrete walls be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

**ZONING AMENDMENT APPLICATION**

**Zoning Amendment Application No. PL2014-028 – Bylaw No. 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area 'C'.**

14-528 MOVED Director Young, SECONDED Director Holme, that the Summary of the Public Information Meeting held on June 11, 2014, be received.

CARRIED

14-529 MOVED Director Young, SECONDED Director Holme, that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.393 being considered for adoption.

CARRIED

14-530 MOVED Director Young, SECONDED Director Holme, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014", be introduced and read two times.

CARRIED

14-531 MOVED Director Young, SECONDED Director Holme, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014", be chaired by Director Young or her alternate.

CARRIED

**Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry's Road, Electoral Area 'G'.**

14-532 MOVED Director Holme, SECONDED Director Young, that the Summary of the Public Information Meeting held on June 25, 2014, be received.

CARRIED

14-533 MOVED Director Holme, SECONDED Director Veenhof, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.394 being considered for adoption.

CARRIED

14-534 MOVED Director Holme, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be introduced and read two times.

CARRIED

14-535 MOVED Director Holme, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be chaired by Director Stanhope or his alternate.

CARRIED

14-536 MOVED Director Holme, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be scheduled following written confirmation from EPCOR that it can provide sufficient water to service the proposed development.

CARRIED

- 14-537 MOVED Director Holme, SECONDED Director Veenhof, that the applicant provide a concept design of a fence, landscaping and tree retention, where feasible, along the rear lot line of the lot proposed to back onto Lowry's Road and the re-named Robertson Boulevard prior to staff scheduling a Public Hearing.

CARRIED

**Zoning Amendment Application No. PL2013-062 – Bylaw No. 500.392 - Keith Brown Associates Ltd. - 1868 Fielding Road, Electoral Area 'A'.**

- 14-538 MOVED Director Holme, SECONDED Director Young, that the Summary of the Public Information Meeting held on April 28, 2014, be received.

CARRIED

- 14-539 MOVED Director Holme, SECONDED Director Young, that the conditions set out in Attachment 2 of the staff report be completed prior to Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014, being considered for adoption.

CARRIED

- 14-540 MOVED Director Holme, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014", be introduced and read two times.

CARRIED

- 14-541 MOVED Director Holme, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014", be chaired by Director McPherson or his alternate.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

**Minutes of the Committee of the Whole meeting held Tuesday, June 10, 2014.**

- 14-542 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Committee of the Whole meeting held June 10, 2014, be received for information.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Kelly Collins, Nanoose Bay Activities and Recreation Society, re Modular Building – Home for Nanoose Community Services.**

- 14-543 MOVED Director Houle, SECONDED Director Veenhof, that the correspondence from Kelly Collins, Nanoose Bay Activities and Recreation Society, regarding a modular building home for Nanoose Community Services, be received.

CARRIED

**Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, re Issues related to Medical Marihuana Production in British Columbia.**

- 14-544 MOVED Director Houle, SECONDED Director Veenhof, that the correspondence from Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, regarding issues related to medical marihuana production in British Columbia, be received.

CARRIED

**Selina Robinson, MLA, re Meetings at 2014 UBCM Conference.**

- 14-545 MOVED Director Houle, SECONDED Director Veenhof, that the correspondence from Selina Robinson, MLA, regarding meetings at the 2014 Union of BC Municipalities Conference, be received. CARRIED

**Greg Field, Arrowsmith Search and Rescue, re Appreciation of \$5000 Grant.**

- 14-546 MOVED Director Houle, SECONDED Director Veenhof, that the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the appreciation of the \$5000 grant, be received. CARRIED

**FINANCE**

**Island Corridor Foundation Contribution Agreement.**

- 14-547 MOVED Director Ruttan, SECONDED Director Greves, that the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation.

MOVED Director Fell, SECONDED Director Veenhof, that the agreement be amended by substituting section 6.1(a) as follows:

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include SVI's guarantee that the scope of repairs proposed under this agreement will meet VIA's safety requirements for the return of train service.

DEFEATED

A recorded vote was requested.

The vote was taken on the main motion:

The motion was CARRIED with Directors Greves, Johnstone, McKay, Mostad, Pattje, Ruttan and Stanhope voting in the affirmative, and Directors Fell, Holme, Houle, Lefebvre, Veenhof, Willie and Young voting in the negative.

Recorded Vote Weighted: In Favour – 29, Opposed - 21

- 14-548 MOVED Director Johnstone, SECONDED Director Pattje, that the Board direct staff to allocate \$68,000 of the 2014 Strategic Community Investment Fund grant from the Province of BC towards the Contribution Agreement with the Island Corridor Foundation in order to reduce the 2015 tax requisition impact by that amount. CARRIED

**Bylaw No. 1713 – Alberni-Clayoquot Regional District – 2015 Permissive Tax Exemption.**

- 14-549 MOVED Director Holme, SECONDED Director Willie, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be introduced and read three times. CARRIED

- 14-550 MOVED Director Holme, SECONDED Director Willie, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be adopted. CARRIED



**CORPORATE SERVICES**

**ADMINISTRATION**

**RDN General Local Election Bylaw No. 1700, 2014.**

14-551 MOVED Director Veenhof, SECONDED Director Lefebvre, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be introduced and read three times.

CARRIED

14-552 MOVED Director Veenhof, SECONDED Director Lefebvre, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be adopted.

CARRIED

Director Veenhof left the meeting at 7:48 pm citing a possible conflict of interest with the next agenda item.

**Bylaw No. 1706 – Marine Search and Rescue Funding Service Establishment Bylaw – Electoral Area 'H'.**

14-553 MOVED Director Willie, SECONDED Director Houle, that "Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

14-554 MOVED Director Lefebvre, SECONDED Director Willie, that the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of Electoral Area 'H' to establish a Northern Community Marine Search and Rescue Contribution Service and that the referendum question be as follows:

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1706 to provide for the following:

- establishing the "Northern Community Marine Search and Rescue Contribution Service" within Electoral Area 'H' to provide for a contribution to societies providing marine search and rescue in Electoral Area 'H'; and
- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value to pay for the service?"

CARRIED

14-555 MOVED Director Lefebvre, SECONDED Director Willie, that the Board approve the synopsis of Bylaw No. 1706 for the publication of notices associated with the referendum as follows:

"Bylaw No. 1706 - Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014 — This bylaw provides for the following:

- establishing a service to provide for a contribution to societies that provide marine search and rescue in Electoral Area 'H';
- establishing the boundaries of the service area to be Electoral Area 'H'; and
- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value on land and improvements within the participating area to pay for the service."

CARRIED

Director Veenhof returned to the meeting at 7:49 pm.

#### ***STRATEGIC AND COMMUNITY DEVELOPMENT***

##### ***LONG RANGE PLANNING***

##### **Regional Growth Strategy Indicators and Targets Project – Draft Indicators and Targets.**

14-556 MOVED Director Willie, SECONDED Director Johnstone, that staff proceed with community engagement activities as per the adopted Terms of Reference, to gather feedback on the draft list of indicators and targets. Following community engagement, prepare a report on the results with recommendations for a final list of indicators and targets.

CARRIED

#### ***REGIONAL AND COMMUNITY UTILITIES***

##### ***WASTEWATER***

##### **Engineering Services for the Replacement and Upgrading of the Nanaimo Pollution Control Centre Five Fingers Marine Outfall – Bylaw No. 1712.**

14-557 MOVED Director Houle, SECONDED Director Pattje, that the Board award the contract for Engineering Services for the replacement of the Five Fingers Outfall to Opus Dayton Knight for the submitted upset price of \$742,000.

CARRIED

14-558 MOVED Director Ruttan, SECONDED Director Mostad, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014", be introduced and read three times.

CARRIED

14-559 MOVED Director Ruttan, SECONDED Director Mostad, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014", be adopted.

CARRIED

**Bylaw 975.62 – Pump and Haul Local Service Establishment Amendment to Exclude – 7187 Lantzville Road, Lantzville, BC.**

14-560 MOVED Director Mostad, SECONDED Director McKay, that the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District.

CARRIED

14-561 MOVED Director Mostad, SECONDED Director McKay, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014" be introduced and read three times.

CARRIED

***WATER AND UTILITY***

**Nanoose Bay Peninsula Water Service Area Capital Improvements Referendum – Bylaw No. 1714.**

14-562 MOVED Director Holme, SECONDED Director Ruttan, that the "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

14-563 MOVED Director Holme, SECONDED Director Ruttan, that the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of the Nanoose Bay Peninsula Water Service Area for borrowing \$2,600,000 in support of the 2015 to 2019 capital improvements and upgrades, and that the question be as follows:

Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1714 to authorize the borrowing of up to \$2.6 million to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019?

CARRIED

14-564 MOVED Director Holme, SECONDED Director Ruttan, that the Board approve the synopsis of Bylaw No. 1714 for the publication of notices associated with the referendum as follows:

Bylaw No. 1714 - "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" — The general intent of this bylaw is to authorize the Regional District of Nanaimo to borrow upon the credit of the Regional District a sum not exceeding Two Million Six Hundred Thousand Dollars (\$2,600,000) to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.

CARRIED

**Bylaws No. 813.52, 889.68, 1707, 1708, 1709, and 1710 – Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw and Loan Authorization Bylaw.**

14-565 MOVED Director Holme, SECONDED Director Johnstone, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

14-566 MOVED Director Holme, SECONDED Director Johnstone, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

14-567 MOVED Director Holme, SECONDED Director Johnstone, that Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.52, 2014, be introduced and read three times.

CARRIED

14-568 MOVED Director Holme, SECONDED Director Johnstone, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.68, 2014", be introduced and read three times.

CARRIED

14-569 MOVED Director Holme, SECONDED Director Veenhof, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014", be introduced and read three times.

CARRIED

14-570 MOVED Director Pattje, SECONDED Director McKay, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1710, 2014", be introduced and read three times.

CARRIED

***EXTERNAL BOARDS***

**Englishman River Water Service.**

**Minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014.**

14-571 MOVED Director Lefebvre, SECONDED Director McKay, that the minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014, be received for information.

CARRIED

**Minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014.**

14-572 MOVED Director Lefebvre, SECONDED Director McKay, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

CARRIED

**Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains.**

14-573 MOVED Director Lefebvre, SECONDED Director McKay, that the Board receive for information the report titled "Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains", dated June 5, 2014.

CARRIED

14-574 MOVED Director Holme, SECONDED Director Lefebvre, that the Englishman River Water Service Management Board direct the Englishman River Water Service Management Committee to continue to proceed with negotiating the terms and conditions with the two top rated membrane vendors for the purpose of engaging the top rated membrane vendor for detailed design services in the amount not to exceed \$415,000 plus GST.

CARRIED

14-575 MOVED Director Holme, SECONDED Director Lefebvre, that the Englishman River Water Service Management Board authorize the Englishman River Water Service Management Committee to engage CH2M Hill to complete Phase 4 – Detailed Design of the Water Intake, Treatment Plant and Supply Mains for \$1,619,328 plus GST.

CARRIED

#### **Arrowsmith Water Service**

##### **Minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014.**

14-576 MOVED Director Holme, SECONDED Director Lefebvre, that the minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

CARRIED

#### **NEW BUSINESS**

##### **Nanoose Bay Activities and Recreation Society, re Modular building – Home for Nanoose Community Services.**

14-577 MOVED Director Holme, SECONDED Director Johnstone, that the Nanoose Bay Activities and Recreation Society be permitted to site a portable on Regional District of Nanaimo leased lands at Lot 2, District Lot 6, Nanoose District Plan 50996 to be used by Nanoose Community Services conditional on the Society attaining the necessary permits from the Regional District of Nanaimo Building Inspection Department.

CARRIED

##### **Island Corridor Foundation Contribution Agreement.**

14-578 MOVED Director Willie, SECONDED Director Greves, that the Regional District of Nanaimo request the Island Corridor Foundation to send the financial statements from last year and that they be distributed to the Board by July 15, 2014.

CARRIED

##### **Tourism Vancouver Island, re Request for Funding Contribution.**

14-579 MOVED Director Ruttan, SECONDED Director Johnstone, that the request for funding from Tourism Vancouver Island be referred to staff to provide options.

CARRIED

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

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

**Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 23, 2014.**

- 14-580 MOVED Director Young, SECONDED Director Johnstone, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 23, 2014, be received for information.

CARRIED

**Anders and Dorrit's Community Park Development Report.**

- 14-581 MOVED Director Young, SECONDED Director Johnstone, that the Regional District proceed with the removal or demolition of the vacant Olsen residence, located in Anders and Dorrit's Community Park, as a first stage of parkland development outlined in Concept Design 1.

CARRIED

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

**Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, June 25, 2014.**

- 14-582 MOVED Director Veenhof, SECONDED Director McKay, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, June 25, 2014, be received for information.

CARRIED

- 14-583 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Regional District provide funding of \$20,000 annually for four years for a total of \$80,000 to the Lighthouse Community Centre for capital repairs and upgrades.

CARRIED

- 14-584 MOVED Director Veenhof, SECONDED Director Lefebvre, that the 2014 funding of \$20,000 for the Lighthouse Community Centre be taken out of Community Works Funds for Electoral Area 'H'.

CARRIED

**Agricultural Advisory Committee**

**Minutes of the Agricultural Advisory Committee meeting held Friday, July 11, 2014.**

- 14-585 MOVED Director Johnstone, SECONDED Director Ruttan, that the minutes of the Agricultural Advisory Committee meeting held Friday, July 11, 2014, be received for information.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Gabriola Historical & Museum Society Agreement Renewal.**

- 14-586 MOVED Director Houle, SECONDED Director Lefebvre, that the Board direct staff to complete a three year extension to the agreement with the Gabriola Historical & Museum Society for the January, 2014 to December 31, 2016 period.

CARRIED

**Tourism Vancouver Island – Request for Hiking Trails Strategy Phase 1 Funding Contribution.**

- 14-587 MOVED Director Veenhof, SECONDED Director Houle, that up to \$2,500 be funded from the 2014 Regional Parks Operations Budget for contribution to Tourism Vancouver Island for Phase 1 of the Vancouver Island and the Sunshine Coast Hiking Trails Strategy.

CARRIED

**Zoning Amendment Applications No. PL2012-096 & PL2012-097 – 3536696 Canada Inc. and bclMC Realty Corporation – Lakes District & Schooner Cove – Electoral Area ‘E’ – Phased Development Agreement Authorization Bylaw 1692, and Amendment Bylaws 500.384, 500.385, and 500.388 – Adoption.**

- 14-588 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013", be adopted.

CARRIED

- 14-589 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013", be adopted.

CARRIED

- 14-590 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013", be adopted.

CARRIED

- 14-591 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013", be adopted.

CARRIED

- 14-592 MOVED Director Holme, SECONDED Director Veenhof, that the Board endorse execution of the Lakes District and Schooner Cove Memorandum of Understanding.

CARRIED

**Licence Renewal for Portions of the Trans Canada Trail on Island Timberlands Property.**

- 14-593 MOVED Director Ruttan, SECONDED Director Young, that the Board accept and execute the 2014 – 2016 licence renewal agreement with Island Timberlands for the purpose of continuing the operation of the Trans Canada Trail.

CARRIED

**Englishman River Water Service – Grant Funding.**

- 14-594 MOVED Director Holme, SECONDED Director Young, that the Board direct staff to participate in developing a joint application with City of Parksville, to the New Building Canada Fund, for a financial contribution toward construction of the Englishman River Water System drinking water treatment infrastructure and distribution system.

CARRIED

**NEW BUSINESS**

**Notice of Motion – Meadowood Community Park Temporary Community Hall**

Director Fell noted that the following motion will be brought forward to the August 26, 2014 Board Agenda:

That staff be directed to investigate the opportunity to acquire a surplus modular classroom from School District 69 to be sited at the Meadowood Community Park for the purposes of a "temporary" Community Hall, and report back to the Board on the options, costs, funding sources and potential schedule for the work necessary.

**Notice of Motion – On-going Funding Support to the Arrowsmith Search and Rescue SD 69**

Director Fell noted that the following motion will be brought forward to the August 26, 2014 Board Agenda:

That staff be directed to investigate the opportunities, costs and funding options to provide on-going funding support to the Arrowsmith Search and Rescue in School District 69 and report back to the Board in time for consideration of funding through the 2015 Regional District of Nanaimo Budget process.

**IN CAMERA**

14-595 MOVED Director Holme, SECONDED Director Houle, that pursuant to Sections 90 (1)(e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to the acquisition of land.

CARRIED

TIME: 8:20 PM

**ADJOURNMENT**

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

CARRIED

TIME: 8:24 PM

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CHAIRPERSON

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CORPORATE OFFICER





JUL 25 2014

Ref: 156020

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

RDN CAOS OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD	<input checked="" type="checkbox"/>	GM T&SW	
GM R&CU		DF	
JUL 30 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		

Dear Chair Stanhope:

Thank you for your letter of June 16, 2014, requesting that the Province of British Columbia reconsider changes to the Classification of Land as a Farm Regulation to add value added products and agri-tourism to the list of qualifying agricultural uses/products for determining farm classification.

You expressed your concern that the current minimum income thresholds are too high for small farmers to meet in order for their property to be qualified for farm class. Please note the Farm Assessment Review Panel considered input received from the public and stakeholders from consultations in 12 locations throughout the province and over 100 written submissions, prior to making its recommendations. The general message received by the Panel was that the \$2,500 threshold was too low and an increase was recommended. Nevertheless, to continue support for small holding farms the \$2,500 threshold was not changed and is still the lowest in Canada.

As you may already know, the purpose of farm classification is to provide a tax benefit to farmers who are using their land to produce farm products, such as food intended primarily for human and animal consumption. Although agri-tourism can provide a limited exposure to farming activities, the potential agricultural productivity of the land is not always the focus of the operation. This is not consistent with the intended purpose of the tax benefit to encourage and support production of farm products. For these reasons, the Ministry of Agriculture has not supported including agri-tourism in the Farm Regulation.

The Panel did recommend that value added products such as jams be considered as qualifying farm products. However, after careful review by government, value added to farm products to preserve market value (e.g., packaging in plastic bags for transportation) was the only change considered. The concern was that, given the nature of value added products (such as jams) the actual value of the agriculture product (i.e., fruit) was a very small fraction of the product price. This would result in the farm class tax benefit being based on packaging and marketing and not on production of the raw farm product.

.../2

Mr. Joe Stanhope, Chair  
Page 2

I want to assure you that the Province is committed to ensuring the agriculture industry in British Columbia remains sustainable and recognizes the changing demands and expectations of the marketplace. Your suggested additions to the list of qualifying agricultural uses will be taken into account should the Province consider further changes to the Farm Regulation.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink that reads "Coralee Oakes". The signature is written in a cursive, flowing style.

Coralee Oakes  
Minister

pc: Honourable Norm Letnick  
Minister of Agriculture

Ms. Connie Fair  
President and Chief Executive Officer  
BC Assessment Authority



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CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD	<input checked="" type="checkbox"/>	GM T&SW	
GM R&CU		DF	
AUG 13 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

Ref: 156222

August 9, 2014

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

Dear Chair Stanhope and Members of the Board:

On behalf of the joint Provincial-Union of BC Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to measure and reduce your corporate greenhouse gas emissions for the 2013 reporting year.

As a signatory to the Climate Action Charter (Charter), you have demonstrated your commitment to work with the Province and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

Climate change is a global challenge. The work that your local government has undertaken to measure and reduce its corporate emissions demonstrates strong climate leadership and sets the stage for broader climate action in your community. This leadership and commitment is essential to ensuring the achievement of our collective climate action goals.

As you are likely aware, the GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is attached to this letter for your reference.

As a Charter signatory who has completed a corporate carbon inventory for the 2013 reporting year and has demonstrated familiarity with the Community Energy and Emissions Inventory, you have been awarded Level 2 recognition – 'Measurement.'

In recognition of your achievements, the GCC is very pleased to provide you with 'green communities' branding for use on official websites and letter heads. An electronic file with the 2013 logo will be provided to your Chief Administrative Officer. Also included with this letter is a 2013 Green Communities window decal, for use on public buildings.

.../2

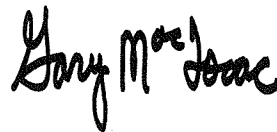
Mr. Joe Stanhope, Chair and Members of the Board  
Page 2

Congratulations again on establishing your corporate emissions inventory and your overall progress. We wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality and your efforts to reduce emissions in the broader community.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Schlosar", with a long horizontal flourish extending to the right.

Jay Schlosar  
Assistant Deputy Minister  
Local Government Division

A handwritten signature in black ink, appearing to read "Gary MacIsaac", written in a cursive style.

Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures



## GCC Communiqué on the Climate Action Recognition Program

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In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the **Climate Action Recognition Program** for BC local governments for the 2013 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each *Charter* signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

### *Level 1: Progress on Charter Commitments*

All local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

### *Level 2: Measurement*

Local governments who have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2013' logo, for use on websites, letter head and similar.

### *Level 3: Achievement of Carbon Neutrality*

Local governments who achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2013' logo, for use on websites, letter head and similar.

To be eligible for this program, local governments will need to complete a Climate Action Revenue Incentive Program (CARIP)/Carbon Neutral Progress Report and submit it to the Province in accordance with the program guidelines. Determination of the level of recognition that each community will receive will be based on the information included in each community's annual CARIP report. Additional information on CARIP reporting is available online at: [www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm](http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm) .



NANAIMO COMMUNITY  
**HOSPICE**

*Caring • Commitment • Compassion*

August 13, 2014

Regional District of Nanaimo  
Board of Directors & Staff  
Nanaimo, B.C.

**Re: Expand the Heart of Hospice Capital Campaign**

Dear Friends at the RDN,

In July of 2012 a delegation met with Joe Stanhope at the RDN. We provided information on the *Expand the Heart of Hospice* capital campaign to purchase, renovate and equip a new home for Hospice and were invited to make a presentation at the September 11, 2012 RDN meeting of the Committee of the Whole to request support for this project. After moving into the facility in July 2013, we requested further support from you. Both bids were successful with the RDN providing a total of \$15,000 to this project.

The campaign started in February 2012 with a bid to raise \$1.25Million. The real cost of the project was \$1.8Million and was almost completely covered by cash donations from the community of \$1,050,000, as well as the proceeds of the sale from our previous facility, and close to \$300,000 in gift in kind donations from suppliers and trades. Today we are only \$146,000 away from being mortgage free and expect to be able to meet that final obligation by our goal date of April 2015.

We couldn't have done it without the RDN and so many others. It's impossible to know how to thank our community for their generosity – we can only do that one contributor at a time. Today we are honouring your support in helping to make our dream of a new home for Hospice come true.

Heartfelt thanks to everyone at the RDN – your support means more to us than we can say.

Sincerely,

On behalf of everyone at Hospice

Wendy Pratt  
Executive Director

1080 St George Cresc • Nanaimo BC V9S 1X1 • Tel 250-591-8811 • Fax 250-591-1858  
www.nanaimohospice.com • info@nanaimohospice.com

2014-JUL-24

File 0400-50

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

Attention: Ms. Jacquie Hill, Manager of Administrative Services

Dear Ms. Hill:

**Re: City of Nanaimo Application for Additional Hotel Room Tax**

At the Regular Meeting of Council held 2014-APR-28 Council received a report regarding the proposed implementation of an accommodation tax and gave "Accommodation Tax Request Bylaw 2014 No. 7189" first three readings (copy of report and bylaw attached). At the 2014-MAY-12 Meeting, Council adopted the bylaw which will provide for a 2 percent tax to be imposed under the provisions of the *Provincial Sales Tax Act*, designating the boundaries of the City of Nanaimo as the accommodation area.

Another component of the application process is to provide evidence that the City has consulted the Regional District in which the City is located as to whether the Regional District supports or opposes the imposition of the Additional Hotel Room Tax. Accordingly, we request that the Regional District of Nanaimo Board include consideration of a letter of support for the City of Nanaimo's proposed application for the implementation of an Additional Hotel Room Tax on the agenda of the next Board Meeting.

If you require clarification or additional information, please give me a call at 250-755-4423.

Yours truly,



Guillermo Ferrero  
Director of Information Technology and  
Legislative Services

Attachments  
/kk

**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2014-APR-28

AUTHORED BY: GUILLERMO FERRERO  
DIRECTOR OF IT AND LEGISLATIVE SERVICES

RE: ACCOMMODATION TAX

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STAFF RECOMMENDATION:

That Council:

1. receive the report pertaining to "Accommodation Tax Request Bylaw 2014 No. 7189"; and,
2. authorize the Mayor and the Corporate Officer to execute the agreement between the City and the Nanaimo Hospitality Association, should Council adopt Bylaw 7189.

PURPOSE:

To provide Council with background information on the Accommodation Tax application process and introduce a bylaw to permit a two percent tax for overnight guest accommodation in accordance with the provisions in the *Provincial Sales Tax Act*.

BACKGROUND:

Provincial legislation enables the City of Nanaimo to charge an accommodation tax of up to two percent for overnight guest accommodation. City Staff have been working with the Nanaimo Hospitality Association (NHA) and the Nanaimo Economic Development Corporation (NEDC) to move forward in the process for the implementation of the tax in the City of Nanaimo.

The accommodation tax on the purchase of overnight guest accommodation is intended to assist communities in funding marketing, programs and projects for tourism purposes, including financing the operation of new tourism facilities.

The process for collection and implementation of the funded initiatives works as follows:

- the additional two percent accommodation tax is collected by the individual guest accommodation businesses (i.e. hotel, motels, etc.)
- the collected tax is remitted to the Province, who forwards the funds to the City of Nanaimo;
- the City of Nanaimo forwards the funds to the NHA in accordance with the agreement between the two parties;
- the NHA administers the funding and works with the NEDC to implement the tourism initiatives as outlined further in this report.

Projected annual revenues of between \$375,000 and \$405,000 from this tax are anticipated and will be directed toward the following initiatives:

- creation of new or enhanced multi-day festivals/events to be held in the spring and fall;

Committee: \_\_\_\_\_  
 Open Meeting  
 In-Camera Meeting  
Meeting Date: 2014-APR-28



- working with the Snuneymuxw First Nation to support their plans to enhance the cultural and educational experience, tourism appeal and product potential of Newcastle Island; and,
- marketing activities specifically in support of the previous initiatives.

#### DISCUSSION:

In April 2009, Council was provided with information at an "In-Camera" Meeting that the hotel sector was interested in exploring an accommodation tax for Nanaimo. Since then the NHA has been working to obtain industry support to carry out the plan.

The City and the NHA have nearly completed all of the elements required to file an application with the Province to implement this tax.

Attachment A to this report is a copy of the City of Nanaimo Business Plan and Application for the Municipal and Regional District Accommodation Tax, which is required for submission to the Ministry of Finance, Tourism Strategy and Policy Branch. The attachments provide detailed information on the program and the interaction between the different agencies.

Currently, the outstanding items to complete the application process to the Province to permit the implementation of the tax are:

- adoption of "Accommodation Tax Request Bylaw 2014 No. 7189";
- letter to the Regional District of Nanaimo requesting support for the implementation of accommodation tax; and,
- signing of the agreement between the City and NHA and an agreement between NHA and NEDC.

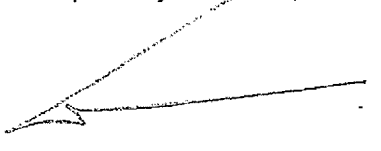
#### **Important consideration**

Staff recommend that the City of Nanaimo enter into an agreement with NHA for the administration of funds obtained through the Accommodation Tax. Currently, tourism funding is provided primarily by the NEDC. By signing the agreement, the City is committing to \$570,000 of funding for tourism through the term of the five year agreement, either by continued funding of the NEDC, or in the event of discontinued funding to the NEDC, by directly funding tourism via this contract. Table 2 on page 19 of the attached Business Plan provides a detailed description of revenue and expense projections.

#### Strategic Plan Considerations


Community Building Partnerships – Alliances or partnership are particularly useful when several organizations value and share similar outcomes, share constituents, and that collaboration can bring synergy and enhanced impact.

Respectfully submitted,



G. Ferrero  
DIRECTOR OF IT AND LEGISLATIVE SERVICES

Concurrence by:



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Ian Howat  
GENERAL MANAGER OF  
CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

*Drafted: 2014-APR-10*

CITY OF NANAIMO

BYLAW NO. 7189

A BYLAW TO REQUEST THE IMPOSITION OF A MUNICIPAL ACCOMMODATION TAX

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WHEREAS the Council of the City of Nanaimo, wishes to raise revenues for the purpose of increasing overnight visitor stays as measured by improved hotel/motel occupancy rates;

AND WHEREAS the Council may by bylaw request that the Lieutenant Governor in Council make a regulation designating the municipality as the recipient of an accommodation tax not exceeding two percent (2%) on sales of accommodations within the municipality.

THEREFORE the Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "Accommodation Tax Request Bylaw 2014 No. 7189".
2. The Lieutenant Governor in Council is requested to make a regulation under Section 240 of the *Provincial Sales Tax Act* designating the area within the boundaries of the municipality as a designated accommodation area under Section 123 of the *Act* and designating the City of Nanaimo as a designated recipient of an additional tax on accommodation purchased in the municipality effective 2014-JUN-01.
3. The tax to be imposed under the provisions of the *Act* is requested to be two percent (2%).
4. All funds paid to the City of Nanaimo under the provisions of the *Act* shall be applied to funding tourism marketing, programs and projects including the financing and operation of new tourism facilities.

PASSED FIRST READING 2014-APR-28  
PASSED SECOND READING 2014-APR-28  
PASSED THIRD READING 2014-APR-28  
ADOPTED 2014-MAY-12

\_\_\_\_\_  
J. R. RUTTAN

MAYOR

\_\_\_\_\_  
C. JACKSON

CORPORATE OFFICER

Board of Directors  
 Regional District of Nanaimo  
 6300 Hammond Bay Road  
 Nanaimo, B.C.

July 14, 2014

RDN CAO'S OFFICE			
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GMS&CD		GM T&SW	
GM R&CU		DF	
JUL 24 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

Members of the Board:

**Re: Englishman River Water Service – Implications for Nanoose Bay.**

I offer the following comments and suggestions on the ERWS project with specific reference to Nanoose Bay, following the June 5<sup>th</sup> public meeting on this project.

The proposed provision of additional potable water to Nanoose Bay raises questions with respect to: (1) justification for additional water, (2) balancing supply and demand, and choice of planning/management strategy, (3) supply uncertainties, for example with respect to global warming effects, (4) water quality uncertainties, and the need for a risk assessment, (5) meeting ecological protection requirements, and (6) the process for soliciting public opinion.

**1. Justification for Additional Water.**

As a Nanoose Bay resident, I'm not convinced the ERWS is good for me, or whether Nanoose Bay in total needs any additional water from outside its borders – even with the proposed Fairwinds development. Years ago, with the various local water service areas, we were advised by RDN that there was adequate water from our aquifers to meet the demands of a total buildout (Fairwinds wasn't in the equation at that time). Then came the water main linking Nanoose Bay with Parkville and the amalgamation of all Nanoose Bay water service areas (all done with little public consultation) reaching a point where no one knew anymore where their water came from, and most people lost touch with who and what was controlling their water supply.

Now, we are simply being told that we need more water. Whether this new water is needed for Nanoose Bay with or without the new Fairwinds development demands, we don't know, and is very confusing. Also, it seems strange to me that the only source of additional water being offered is Englishman River water. Why is this? What about the Claudet Road well? Are there others? Can these ground water sources supply all of Nanoose Bay's future needs, even including the Fairwinds development demand?

In determining future water needs, and deciding whether Nanoose Bay needs additional water at all, how much consideration has been given to savings though further water

conservation measures? Surely some or perhaps most of the increased usage of water in the summer months by Nanoose Bay residents is discretionary (lawn sprinkling, car washing, etc.), which to some would be considered a waste of a vital and finite resource. Is RDN going to look into more effective measures of promoting conservation, and perhaps impose more enforceable bylaws to ensure targets are met? Conservation should be the cheapest source of “new” water.

These are all important questions for us, and are all the more difficult to understand given the loss of our individual water service areas and subsequent loss of identity with our own water. Over all, I don’t think RDN has done a good job convincing us that we need more water, and that the only viable source of additional water is the Englishman River. This is a major issue for Nanoose Bay, in large part because of the huge cost (\$9.7M) in buying into the ERWS Project.

RDN has acknowledged that most of perceived need for additional water is to satisfy the demands of the new Fairwinds development. There is a big issue of fairness here. Should the cost of additional water be evenly applied to all water users, or should it be mainly born by the new users of the Fairwinds development? From what was revealed at the June 5<sup>th</sup> meeting, it seems likely that the general Nanoose Bay residents may be paying a disproportionately large share of the cost. As planned, the ERWS infrastructure will be installed prior to the Fairwinds development, with financing authorized and paid by the existing Nanoose Bay water users. As explained by RDN at the June 5<sup>th</sup> public meeting, Fairwinds would ultimately contribute to the infrastructure via Development Cost Charges. However, since DCCs are applied later on at the subdivision application phase, it seems likely that project’s debt may be retired (that is paid in full by Nanoose water users) by the time the Fairwinds development is completed and all DCCs are paid. This does not seem fair.

**Suggestion:**

RDN should address the following questions:

1. How much water can be provided by Nanoose Bay aquifers, or what is our total inventory of available water?
2. How much additional water can be provided via conservation measures?
3. How much water is needed for total buildout without the new Fairwinds development?
4. How much water is needed for total buildout with the new Fairwinds development?

5. Given the above, is outside water (ie from Englishman River) required for buildout, either without or with Fairwinds development?
6. How will issues of fairness be addressed? (That is payment by existing residents vs Fairwinds.)

Addressing these questions will be essential to the public understanding of the Nanoose Bay water issue, and to adequately prepare the public for a referendum regarding payment for the ERWS project. Without this information, the referendum's validity may be in question.

## **2. Balancing Supply and Demand and Choice of Strategy.**

It is apparent that the ERWS project is demand-driven. In fact, one of the slides at the June 5<sup>th</sup> public meeting was headed: *"Supply must meet demand"*. If this represents a deliberate strategic choice by RDN, then I have the following concerns.

A demand-driven resource strategy goes hand in hand with the myth that population growth is inevitable and uncontrollable, and that we must, somehow provide resources to support this growth. This, of course, is nonsense; yet is an idea that is perpetuated by some in the community who see nothing wrong with continued growth and ignore the finite realities of our water supply. In terms of controlling growth, local governments have all the powers needed through zoning authority to effectively determine whatever population size they, and the public desire. It makes sense to me that faced with a finite water resource, local governments would want to cap growth commensurate with its water supply, and adopt a supply-driven strategy to ensure they are being wise stewards of this vital resource.

Demand-driven use of any fixed natural resource cannot be considered sustainable – yet RDN has “sustainability” as one of its objectives for the project. The reality is that the water supply is fixed, while the demand is flexible, and can be anything we want it to be. Thus, a more logical and sustainable approach would involve a supply-driven strategy that recognizes this. A supply-driven strategy would start with a measurement of what we have to work with (or an inventory of available supply); then consider what is necessary to maintain various ecological functions, and by subtraction, calculate what is left over for allocation to other, including domestic uses. This is the most effective way to manage a fixed water resource - anywhere.

Also, a supply-driven strategy is required by the Nanoose Bay Official Community Plan. Under Water Management, the OCP says: *"Acknowledge that fresh water is an essential*

*element in our life support system, and because of its finite supply, should be a determiner of further growth and development". Also, "Complete an inventory and assessment of water resources that recognizes the importance of water and its finite supply".*

**Suggestion:**

RDN should honor its commitment to the NBOCP and change its water strategy to one that is supply-driven.

**3. Supply Uncertainties.**

Global warming and unusual weather conditions can have profound effects on seasonal water supply. It is tempting for those who are more worried about demand than supply to assume and plan for a bumper crop of water every year, but history shows how unrealistic this would be. A critical question involves determining where on the water supply curve we should be pegging realistic demands. Of course, a supply-driven strategy would force us to be very careful in our calculation of what will be available in the future. How well we understand the effects of global warming, and those of periods of unusual weather will be key to effective and sustainable allocation decisions in the future.

**Suggestion:**

RDN should employ a precautionary approach here, with the understanding that a bad or overly-generous allocation policy would be difficult to reverse should supply prove to be less than anticipated or planned for.

**4. Water Quality Uncertainties.**

With such a large proposed dollar investment in and dependence on the Englishman River watershed for long term supply of domestic water, I was surprised to learn at the June 5<sup>th</sup> public meeting that RDN had not undertaken a formal risk assessment of the watershed, examining: (a) all potential activities that could influence the quality and quantity of water, and (b) all people, agencies and interests who actually control resources and activities in the watershed.

This oversight is surprising considering that RDN/Parksville do not own the watershed and are not, therefore, in control of anything that may go on in the watershed that could affect water.

A 2008 RDN document from Action For Water, says: *“The RDN is trying to avoid the problems experienced with other natural resources by being proactive, rather than reactive. We want to be able to anticipate problems in our watersheds before they arise, and seek solutions before a crisis erupts.”* Although this comment was not specifically in reference to water, it represents the kind of proactive management strategy needed for the ERWS project.

**Suggestion.**

RDN should undertake a formal risk assessment of the watershed; including in particular all resource extraction industries and activities, and their potential for affecting water quality.

**5. Ecological Protection.**

The mission of the ERSW project is: *“The environmentally sensitive use of water to improve fish habitat and domestic water supply”.*

Improvement of Fish Habitat.

I am assuming that what is meant by improvements to fish habitat involves increasing summer flows in the river by reducing the domestic summer withdrawal volumes, with no other habitat creation or adjustments. Will there be some measurement of the effectiveness of this action? If studies are planned, what context is planned for this: a comparison with immediate past years? Is there an adequate base or before-change condition available for this comparison, such as test transects? Or, is it simply assumed that reducing summer withdrawals will improve conditions for fish, and that no measurements are needed?

Are there plans to consider a comparison with historic river flows; that is before extensive groundwater withdrawals from the watershed? I ask because groundwater extraction from the Englishman River watershed over the years has undoubtedly had some effect on surface water flows in the river. Has this been calculated or estimated? I think it would be informative, perhaps even essential (?) to understand the total effect of domestic water extraction (surface and groundwater) on historic river flows and aquatic ecosystem health and productivity.



### Winter Flow Withdrawal.

An important consideration is the ecological effect of the withdrawal of winter flows from the river. Unfortunately, many believe that high winter flows in the river represent “wasted water”, of no ecological value and therefore any withdrawal of winter flows would have no ecological impact.

Aquatic ecologists know this is not the case, and some explanation may be of use. Rivers benefit from and are rejuvenated by periodic flood events. Increased volumes and velocities: (1) promote bank erosion and thereby contribute needed coarse sediments, (2) scour and sift sediments, and (3) redistribute gravels and boulders – thereby maintaining the river’s dynamic and productive character. In contrast, a river denied its periodic flooding will become less productive with a gradual coarsening of bottom substrates that would be of lower value to many important aquatic organisms. As well, high winter flows are important in stimulating spawning migrations of important fish species.

To put the possible effects into perspective, while a small withdrawal of water from a major flood volume might represent a minor and perhaps acceptable change to the ecological condition, the same withdrawal volume from a minor or lower volume flood might have a larger or more significant effect, and the same withdrawal in years of no flooding might have serious ecological consequences.

There are also potential effects to the river’s estuary and the near shore marine environment. For example, without continued or repeated sediment loading, the estuary will erode, with negative ecological effects. A reduction of freshwater loading into the estuary and marine environment will alter the salinity patterns and ecological structure.

In making these points, I acknowledge that only that part of the river system below the water intake would be subject to these effects, but I feel that some examination of this possibility is warranted. Have these issues received any consideration?

### Water Intake Relocation.

What scope of study will be applied to the proposed intake relocation? Obviously, it would be useful to understand what difference this would make over the existing location, so a study area including the river length between these two locations would seem appropriate. What studies will be undertaken, and will studies extend further downstream?

**Suggestion.**

To comply with its mission statement "...to improve fish habitat...", RDN should address all the above issues associated with the withdrawal of river water and relocation of the intake.

The 2008 RDN document "Action for Water" says: *"An important part of this program will be providing information to residents on the health of our watersheds and water resources. A "state of the water" reporting system will be established.....local residents will be involved in developing and helping with watershed plans that address issues in their area."* Can we expect such reporting and citizen involvement for the proposed ERWS project?

**6. Soliciting Public Opinion.**

Referring to the Open House Feedback Form distributed at the June 5<sup>th</sup> Open House, I am surprised that RDN would have authored, or at least distributed such a highly slanted series of questions.

Marketing experts know all too well that answers can be directed by the way the questions are worded. By wording the questions the way you have (ie. using the words *"I support"* in front of most questions), you have already planted the idea in the readers' minds this this is a favourable project.

On this basis, I would argue that the questionnaire's results have questionable value.

Respectfully,



Ross Peterson  
1482 Madrona Drive  
Nanose Bay, B.C. V9P 9C9

cc. M.Donnelly  
R. Alexander



# REGIONAL DISTRICT of Fraser-Fort George

Head Office:  
155 George Street  
Prince George, BC  
V2L 1P8

Telephone:  
(250) 960-4400  
Long Distance  
from within  
the Regional District:  
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**Municipalities:**

McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**

Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

July 23, 2014

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

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input type="checkbox"/>
GMS&CD	<input type="checkbox"/>	GM T&SW	<input checked="" type="checkbox"/>
GM R&CU	<input type="checkbox"/>	DF	<input type="checkbox"/>
AUG - 5 2014			
DCS	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		<input type="checkbox"/>

BOA 1.8

Dear Chair Stanhope:

The Regional District of Fraser-Fort George invites you to join our call for changes to the provincial Recycling Regulation. We are interested in seeing changes that would compel product stewards to deliver EPR programs in all communities where fees are collected to support these programs.

The Recycling Regulation is a strong piece of legislation, but falls short in holding product stewards accountable for delivering EPR programs that are accessible, or that don't shift the responsibility for collection to other levels of government. Many stewardship programs have a standard established to recover 75% of the materials they produce. However this standard can be easily achieved by focusing serving on large urban centres with dense populations.

In short, the regulation does not provide for equitable service levels for rural and urban areas and consumers.

A recent review of the accessibility of stewardship programs in our region showed that out of 14 different stewardship categories, only six were available to residents in McBride and Mackenzie, while seven were available in Valemount. These communities are two to three hours driving time from large centres such as Prince George where a full suite of stewardship services are offered. As such, residents in and around these smaller centres face significant challenges when it comes to participating or engaging in recycling programs.

The Printed Paper and Packaging (PPP) stewardship program is the newest program and at this time in our region, there are no provisions for access to this program outside of Prince George. And unlike other EPR programs, there are no alternatives through retailers, making curbside and depot collection challenging for small and rural communities.

We understand there are several other communities in the province that are also facing this challenge. The lack of reasonable access to stewardship programs make it challenging for Regional Districts to meet waste diversion targets as established in their Regional Solid Waste Management Plans.

The Regional District of Fraser-Fort George has submitted a resolution on this issue for consideration at the UBCM convention this fall. We ask you to consider supporting the resolution and add your voice to the call for change.

The resolution is as follows:

*WHEREAS the Minister of Environment approved a Packaging and Printed Paper Stewardship Plan that allows the Producers of packaging and printed paper to achieve a Province wide recovery rate of 75% and the Producers can meet this recovery rate by focusing service delivery in denser and more populated regions of the Province and consequently avoid service delivery in rural and small communities;*

*AND WHEREAS many of the rural and small communities will not have reasonable access to collection services even though these communities have retail services that will be paying fees to the stewardship agency in support of the operation of collection services for residential packaging and paper products;*

*THEREFORE BE IT RESOLVED THAT NCLGA and UBCM lobby the Minister of Environment on behalf of all BC Local Governments that the Extended Producer Responsibility Regulation be amended to ensure that in any community where a regulated product or material is retailed to a residential consumer that collection services for these same products be made available.*

The most practical solution to address this unfairness in service delivery is to have the Minister of Environment amend the Recycling Regulation so that it meets a simple principle that where regulated products/materials are distributed that there is also a collection service for these same products/materials. Where this may not be practical, the Minister also has the ability to prescribe increased service performance standards that would ensure that small and rural communities are reasonably served.

We thank you for your consideration and look forward to your support.

Sincerely,



Art Kaehn  
Chair

AK:RM:jg



37, 3RD AVE, PO Box 820  
BURNS LAKE, BC  
VOJ 1E0

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

July 30, 2014

The Honourable Lisa Raitt  
Minister of Transport  
House of Commons  
Ottawa, ON  
K1A 0A6

Dear Minister Raitt,

At its July 17, 2014 Board meeting, the Regional District of Bulkley-Nechako Board of Directors addressed a letter from the Village of Telkwa in regard to CN's Emergency Response Plan and the transportation of dangerous goods and resolved the following:

"That the Regional District of Bulkley-Nechako Board of Directors write a letter supporting the Village of Telkwa's letter to Minister Raitt regarding HAZMAT; and further, that the letter be distributed to Regional District's in British Columbia requesting support throughout the region and province."

The Regional Board has brought forward and discussed concerns regarding dangerous goods transportation through our region with CN Rail many times over the past several years. As indicated in our letter to you, dated March 19, 2014, the Regional Board is concerned that CN Rail carries hazardous materials through our communities, which should a derailment occur and hazardous material spill, very well could result in loss of life and/or significant environmental impacts to our region.

CN does not notify or contact local government and/or their first responders to advise what is being transported through our communities, putting lives at risk. The response teams CN Rail has employed under contract and the equipment required to respond to a hazardous material spill, are at a minimum, 24-36 hours away. As a result of the time it takes to actually affect a response, whole communities could be dead, dependent upon the event.

First Responders in the region include volunteers who are not necessarily trained in how to handle specific types of hazardous materials. In support of the Village of Telkwa, a regional HAZMAT response centre in Prince George, with required equipment and trained staff, would allow for adequate and timely response

**MUNICIPALITIES:**

SMITHERS FORT ST. JAMES  
VANDERHOOF FRASER LAKE  
HOUSTON TELKWA  
BURNS LAKE GRANISLE

**ELECTORAL AREAS:**

A - SMITHERS RURAL E - OOTSA LAKE/FRANCOIS LAKE  
B - BURNS LAKE RURAL F - VANDERHOOF RURAL  
C - FORT ST. JAMES RURAL G - HOUSTON RURAL  
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

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FX: 250-692-3305

TF: 800-320-3339

capabilities to our communities and region as a whole. The safe transit of HAZMAT through our communities and the safety of our residents and infrastructure is of utmost importance.

Thank you for your consideration of this request.

Yours truly,

  
for Bill Miller  
Chair

cc: Regional Districts

**From:** Bill Woollam  
**Sent:** Saturday, July 12, 2014 12:19 PM  
**To:** [actionalerts](#); [ruth.paulsen@northcowichan.ca](mailto:ruth.paulsen@northcowichan.ca)  
**Subject:** Council: Fracking Fact Sheet

Council Members:

Advocates of the Liquid Natural Gas industry seem to ignore the toxic process with which natural gas is being extracted. This process is known as 'induced hydraulic fracturing' or 'fracking'.

There is growing peer-reviewed scientific evidence of the harmful effects of contamination to aquifers by shale gas development and deep coalbed methane extraction. 'Pro-fracking' opinions focus on the big bucks and ignore the detrimental effects on our limited fresh water systems.

This is relevant to valley residents because according to geologist David Hughes our provincial government is on the hook for 65,000 fracking sites over the next 25 years, to meet its gas export licenses granted by the National Energy Board.

The latest news is an LNG plant proposed for Port Alberni and an accompanying pipeline to transport the gas from northern BC to Port Alberni. That means the necessary fracking and resulting water contamination is going to move full steam ahead in BC to feed that Liquid Natural Gas Plant and proposed export facility. Search on your computer for the topic: First Nations sign Port Alberni project agreement

A fracking well in a shale formation can use between 7.5 million to 19 million litres of water. That water becomes toxic by the addition of: fracturing fluids mixed with friction-reducing additives; biocides; oxygen scavengers and stabilizers to prevent corrosion of metal pipes; and acids to remove drilling mud. 80 % of this fracking fluid comes back to the surface and 20 % stays in the shale excavation. High cancer rates and damaging side-effects to human and animal life occur where waste-water tailing ponds and fracking fluid has escaped into underground and above-ground waterways.

This is the part which outweighs the financial benefits. Toxifying our limited water resources is insanity to say the least. No amount of remuneration can justify contaminating underground aquifers and surface-water for coming generations.

For those in the immediate area of fracking sites, home water testing must take place both prior to and after seismic testing involved in fracking operations. If a well-owner does not test and show healthy conditions were present prior to nearby 'fracking', then there is no possibility of claiming damages when contamination does eventually occur.

Be wary of industry-backed politicians who do not mention the contamination factor at all. Just do a Google search on the following topics:

- Some states confirm water pollution from drilling
- What is in Frack Water? Watershed Sentinel
- Duke study on shale gas and fracking reveals contamination
- the documentary titled: 'Fracking Hell - The Untold Story'
- Ailing Shale Gas Returns Force a 'Drilling Treadmill'

The green house gas emission footprint of the Liquid Natural Gas industry is much greater than the burning of Coal according to Bob Conibear, engineer and former LNG operations manager. One must take into account the leaking gases during extraction, the fuel spent to transport, the cooling of the gas into a liquid for export by tanker, and the burning at the country of destination.

Sincerely  
Bill Woollam  
960 Marchmont Rd  
Duncan, BC V9L 2M5  
250-746-0290



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.62

A BYLAW TO AMEND THE BOUNDARIES OF THE  
PUMP & HAUL LOCAL SERVICE

WHEREAS the Regional District of Nanaimo established a Pump and Haul Service pursuant to Bylaw No. 975, cited as "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to reduce the boundaries of the service area to exclude the land legally described as:

Lot A, District Lot 27G, Plan 29942, Wellington Land District;

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 "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014".

**2. Amendment**

"Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" is amended by deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

Introduced and read three times this 22nd day of July, 2014.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
CHAIRPERSON

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

Schedule 'A' to accompany "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014".

\_\_\_\_\_  
Chairperson

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

**BYLAW NO. 975.62**

**SCHEDULE 'A'**

**Electoral Area 'B'**

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
5. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
6. Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District
7. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
9. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
10. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
11. Lot 14, Section 21, Plan 5958, Nanaimo Land District.
12. Lot 108, Section 13, Plan 21531, Nanaimo Land District.
13. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District.
14. Lot 72, Section 13, Plan 21531, Nanaimo Land District.
15. Lot 61, Section 18, Plan 21586, Gabriola Island, Nanaimo District.

**Electoral Area 'E'**

1. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
2. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
3. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
4. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
5. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
6. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
7. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
8. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
9. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
10. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.
11. Lot 57, District Lot 78, Plan 14275, Nanoose District
12. Lot 18, District Lot 78, Plan 19688, Nanoose District

**Electoral Area 'F'**

1. Lot 2, District Lot 74, Plan 36425, Newcastle Land District.

**Electoral Area 'G'**

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

**Electoral Area 'H'**

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. Lot 1, District Lot 40, Plan 16121, Newcastle District.
8. Lot 27, Plan 16121, District Lot 40, Newcastle Land District.

**District of Lantzville**

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot 1, District Lot 85, Plan 15245, Wellington Land District.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
JUNE 2, 2014  
7:00pm  
(Nanoose Place, Nanoose Bay)**

**Present:** George Holme - Chair  
Scott Rowswell – Secretary  
Walter Kirschner  
Randy Orr  
Gordon Wiebe  
Frank Van Eynde  
Elaine McCulloch - RDN Parks Planner

**Not Present:** Vicki Voros

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**CALL TO ORDER**

The Chair called the meeting to order at 19:00.

The Chair welcomed Frank Van Eynde as a standing member of the committee replacing Gordon Jarvis who has resigned.

**DELEGATIONS**

No delegations in attendance.

**MINUTES OF LAST MEETING**

S. Rowswell, Secretary noted that the minutes issued were changed from those created. Consequently, no motion to accept the minutes was passed. The minutes as written will be re-issued and a motion to accept them introduced at the next meeting.

**UNFINISHED BUSINESS**

**Fairwinds Update**

Chair Holme provided an update on the re-zoning application - which has been passed by the RDN. This item will now be closed pending further developments as regards the development of parks and open spaces as the development proceeds at which time it will be included in the Work Program.

**REPORTS**

**Monthly Update of Community and Regional Parks and Trails Projects – January 2014**  
**Monthly Update of Community and Regional Parks and Trails Projects – Feb – Mar 2014**  
**Monthly Update of Community and Regional Parks and Trails Projects – April 2014**

The Parks Functions Reports dated Feb 13, 2014, April 7, 2014 and May 9, 2014 were reviewed.

MOVED F. Van Eynde, SECONDED R. Orr that the Parks Function Reports be received.

CARRIED

## Work Program Review

### 5 Year Plan

E McCulloch reviewed the draft of the 5 Year project Plan.

The report does not show project distribution by year. It will be updated for the next meeting to show a 5 year view.

Blueback Park is the area E priority project for 2014. \$70,000 has been reserved in the budget for the completion of planned activity.

Davenham Community trail is shown on the plan as 2 projects. It was recommended that these be combined into a single project and included in the Medium Priority Category.

It was recommended that the category "Additional Project Suggestions" be renamed "CPTS Identified Projects" as it was felt this better represents the source of the identified activity and indicates these projects are derived from planning activities which have received approval.

### 2014 Work Plan

E McCulloch reviewed progress on the Blueback Community Park project.

A budget of \$70,000 has been approved for the project. Targeted completion date remains Dec 2014, but this is seen as a stretch and it is likely that construction will roll into Q1 15.

An initial concept design for the park was presented. The concept was felt to be directionally sound and there was significant discussion. Comments included:

- Area scuba companies currently using the area as a location for open water certification of new divers be approached for contributions to the park enhancements. As these activities are business oriented and represent one of the most significant uses of the park, it was felt that this is a justified measure.
- The potential be explored that the area reserved for dive group staging (# 3 on the concept) can be moved to the area immediately above the beach as this is more likely to be where divers will group to prepare for dives and rest between dives.
- That the need for a change area be reviewed. It was felt a standalone change shelter as shown might be more than is necessary. It was agreed that a porta potty installed within a wood structure as shown in the insert bubble on the concept was good.
- The area shown as the "Restoration Area" on the concept and which is currently covered by Blackberry bushes be considered as a discrete phase of the project given the magnitude of the project to remove and permanently eliminate the Blackberry.
- The surfacing of the parking area was discussed and the need to pave it and to provide reserved handicap parking questioned. This will be reviewed in more detail as the plan is developed.
- The concept that the area shown as seating (#4 on the concept) be left as undeveloped as possible (i.e. no picnic table or other structure provided) was considered good.
- The need to remove the cedar standing in the centre of the park (#2 on the concept) is to be reviewed.
- The concept that an interpretive sign (#5 on the concept) be installed which identifies the locations viewed across the water as well as describing the underwater geography and sea life was considered good.

MOVED W.Kirschner, SECONDED R. Orr that the work plan documents be received.

CARRIED

**NEW BUSINESS**

No New Business

**ADJOURNMENT**

MOVED G. Holme, SECONDED S. Rowswell that that the meeting be adjourned there being no more business at 8:30pm.

CARRIED

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Chairperson

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
TUESDAY, June 3, 2014  
7:00pm**

***(GABRIOLA WOMEN'S INSTITUTE HALL)***

**Attendance:** Howard Houle, Director, RDN Board, Chair  
Jacinthe Eastick  
Randy Young  
Sam Betts  
Megan Dickinson  
Mark Woolley  
Ivan Bulic

**Staff:** Elaine McCulloch, Park Planner

---

**CALL TO ORDER**

Chair Houle called the meeting to order at 7.00 p.m.

**AGENDA**

MOVED J. Eastick, SECONDED Randy Young to adopt the agenda after adding "Business arising from communications and correspondence" before "New Business".

CARRIED

**DELEGATION**

Referring to her letter M. Gillis presented a request to the RDN to consider creating a Gabriola Dog Park on Gabriola Island. She mentioned the benefits of such endeavor, as well as the ideal set-up: fully fenced, 3 feet high and double-gated, section of small dogs as well as larger area, poop- bag dispenser and poop garbage bin. A lot of support for this request has already been ascertained. Director Houle mentioned that if this idea was supported by POSAC members, that Paisley Park (behind Emcon Yard) might be a location where neighbours would not be affected as the Park is surrounded by Institutional properties.

If this idea is supported any park development expenses would come out of the Electoral Area 'B' Community Parks budget.

**MINUTES**

MOVED R. Young, SECONDED Mark Woolley to adopt the Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held March 4, 2014, as presented.

CARRIED



## **CORRESPONDENCE/COMMUNICATIONS**

J. Ewert, Gabriola Tennis Players to E. McCulloch, RDN, RE: Request for consideration of creating a third tennis court in Huxley Park Master Plan.

R. Young, POSAC B Member to E. McCulloch, RDN, proposal to add a new trail in Cox Park . Map presented in correspondence.

MOVED J. Eastick SECONDED M. Dickinson to receive the correspondence.

CARRIED

## **MONTHLY UPDATE ON COMMUNITY and REGIONAL PARKS and TRAILS PROJECTS REPORTS (Feb-Mar and April 2014)**

There were questions about anti-graffiti coating. It is a clear coating that prevents adhering to.

There was a question about a potential new park acquisition mentioned in the April Report. Director Houle will send something to all POSAC members on this in-camera matter.

### **MUDGE ISLAND WATER ACCESS – Verbal Update Report by E. McCulloch**

Ministry of Transportation was contacted regarding the design of the parking lot. Emcon cannot help with the construction of the parking lot in Davidson Bay when on Mudge doing road maintenance. Quotes are therefore to be sought to improve the lay-out of the 14 existing parking spaces and to create an opportunity for an additional 4 spaces in the future. A few trees may need to be taken down. Project to start in a few months.

### **HUXLEY PARK MASTER PLAN REPORT – Verbal Update by E. McCulloch**

Third tennis court 'not feasible' due to existing layout but upgrade requirements will be included in the Master Plan which will also serve as a Management Plan for the Park (priorities, layouts, phasing, upgrades, cost estimates, maintenance, etc).

The focus of this park is to be an active park, any cultural or other type of activity could happen on top of that but predominantly it is to be an active park. Permanent stage ruled out but removable stage could be installed as needed. Plaza area to be left as a paved, open and un-programmed space with seating along the bank and flexibility of use kept optional as much as possible. Power supply was acknowledged as an area needing careful planning for the whole park.

MOVED J. Eastick, SECOND M. Woolley that POSAC endorses the "Huxley Community Park Master Plan Engagement Summary #2 & Design Direction" document presented by staff along with consideration of the additional elements discussed at the meeting i.e. addition of play elements with benches for toddlers, doubling the free standing tennis practice wall with a rock climbing wall and the construction of built-in concrete table tennis stations.

CARRIED

**BUSINESS ARISING FROM THE CORRESPONDENCE/COMMUNICATIONS**

It was unanimously agreed that a dog park on Gabriola would be a good project. Staff to present a feasibility study at a future date.

MOVED S. Betts, SECONDED R. Young that staff investigate the siting and development of the proposed additional trail in Cox Community Park.

CARRIED

**AREA B FIVE YEAR PROJECT PLANNING**

It was agreed to move to Medium Priority: McDonald/Peterson Trail Development; Mudge Island Water Access M-14 and Paisley Dog Park feasibility study.

It was agreed to move Mudge Island M-18 Water Access Development to Low priority projects.

**MUDGE ISLAND WATER ACCESS BOUNDARY IDENTIFICATION UPDATE**

M. Woolley provided a written update of the volunteer work done so far to locate the Right-of-Ways accurately, the means and the ways things are done and the growing volunteering involvement on Mudge on this issue. Elaine will look into supplying some equipment to M. Woolly to aid in their investigation.

MOVED by M. Dickinson, SECONDED M. Woolley to receive all the reports.

CARRIED

**ROUND TABLE**

There was an assurance that the community will have a say in regards to a Dog Park in Paisley Park once the feasibility study is completed.

GALTT received an agreement with the Government of Canada re: a trail near the Turkey shoot.

**ADJOURNMENT**

MOVED M. Dickinson to adjourn at 9.07 p.m.

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Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, June 18 , 2014  
7:00PM  
(CEDAR HERITAGE CENTRE)

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Patti Grand  
Bernard White  
Angela Vincent  
Eike Jordan  
Carolyn Mead  
Andrew Thornton

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

**Regrets:** Kerri-Lynne Wilson

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:09 PM.

**DELEGATIONS**

**Deborah Blum – Pace Road Beach Access**

Ms. Blum gave her opinion that the property that allowed access between Pace Rd and Shasta Rd in the past is now not accessible due to the new owners of the property blocking the private access that was once available to locals. She suggested that a small trail down to the beach would be a substantial improvement to the existing lack of access.

**Tom & Sabine Molfenter -Shasta Road Beach Access**

Mr. Molfenter recapped his submission to the committee regarding the walking loop through the "40 acre piece". With the new ownership there is now blocked access through that property. In his original submission he had wanted to express his desire to continue to have a walking loop which is why he had suggested that a loop could be maintained by developing MoTI water accesses which would facilitate access to a beach loop walk. However since his submission it had come to his attention that they do have an opportunity to maintain access through the '40 acre' property and that that would be their preference over the beach access to beach access link. They would like to keep the current beach accesses accessible but discreet as they are.

**Daniel & Patricia Johnston - Shasta Road Beach Access**

Mr. Johnston spoke about the path that had been used for trail for a long time by community members. He mentioned that the Fish Club members had had a meeting to discuss the issue of having access to the property. There was a strong sentiment that the community should be able to continue to enjoy access to the beach with consideration to privacy and the challenges with parties, fires, safety, etc with the public on the beaches. He'd like to see the community work together to find a way to do that without any significant involvement of the RDN. There ways to make a trail without a significant cost.

He noted the unfortunate loss of the access to the '40 acre' property but sees the beach access development as a way to continue that enjoyment so long as safety is regarded in accessing the beach. Headland, Driftwood, Shasta(drop). Headland is most important access back up to Pace Rd., Holden Corso, need that access on headland to do that loop.

MOVED P. Grand, SECONDED B. White to receive the late delegation.

CARRIED

**Adam Paters**, a member of the gallery (was not clear on the name) asked Chair McPherson if the RDN would consider a letter from community members requesting the RDN require a trail connection through the subject property.

Chair McPherson answered that at subdivision a property owner is not required to dedicate parkland as long as the resulting lots are over 2 hectares in size; and there is no requirement for public amenities. He explained some of the land issues with the property from his knowledge and what will need to be done.

**Robert Scott – 2303 Ravenhill Rd.**

Mr. Scott acknowledged that many local residents have used the trail route through private property which links Shasta Rd. and Pace Rd. and that this is an important trail loop within the community. He recognized that the new owners no longer permit public access through their property. He requested that the RDN ask for a public trail connection through the property as a requirement through subdivision.

Chair McPherson explained the RDN development procedure, OCP considerations, etc.

Commissioner Fiddick said there are 28 beach accesses and only 2 are developed. He said that he would like to see more developed as they are a public access point, not private accesses.

**MINUTES**

MOVED Commissioner Grand, SECONDED Commissioner White that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 16, 2014 be received.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED B. White, SECONDED A. Vincent that the following Communications/ Correspondence be received:

H. King, RDN (on Behalf of A. McPherson) to Cedar Skate Park Association, **Re: Thank you- Cedar Skate Park**

H. King, RDN (on Behalf of A. McPherson) to A. Elliott, **Re: Thank you - Cake for Cedar Skate Park Opening**

CARRIED

**BOARD AND COMMITTEE UPDATES****Community Works Fund**

Chair McPherson gave a history of how the Community Works Funds came to be and how the funds are used and the new criteria that has been added for use for recreation facilities. The funds can also not be spent all on one item. He noted that it is estimated that EA 'A' would receive \$290,000 for 2014/2015.

**Morden Colliery Regional Trail – Nanaimo River Bridge**

Chair McPherson updated that he attended the Regional Parks and Trails Select Committee and the engineer has come up with two concepts for the bridge - a suspension bridge and a truss bridge. When the report is complete, he would like this committee to send their feedback to the board on their preference of the structure type.

Commissioner Fiddick reported that the Cedar Horse Club has been working with Kelsey Cramer about putting up some trail courtesy signs on the trail. He showed the committee the mockup of the proposed sign. He said they started with Hemer Park and because many riders ride through Morden Colliery Regional Trail, he worked with Ms. Cramer to get those up in there as well.

**Morden Colliery Tipple Engineering Report**

Chair McPherson updated that the Friends of Morden Mine have written to the Minister and asked for a contribution towards the funding for the engineering report. They were hoping to receive a response before the RFP goes out and have not heard back as of this date.

MOVED Commissioner Jordan, SECONDED Commissioner Vincent that the Board and Committee Updates be received.

CARRIED

**REPORTS****Monthly Update of Regional and Community Parks and Trail Projects – April 2014**

Ms. McCulloch reviewed the report for Area 'A' items.

**Water Access Update (Commission)**

Commissioner Vincent gave an update of the water access inventory table. She has added all the information for each site that she had written down. Still need to get some latitudes and longitudes but it's a good start.

The commissioners will look at the water access Word documents and consider any changes. When there is more of a final format they will meet so they can talk about priorities.

MOVED Commissioner White, SECONDED Commissioner Vincent that the reports be received.

CARRIED

## **NEW BUSINESS**

### **2014 Recreation Planning Session**

Ms. King wanted to check in with the Commission to see if they wanted to plan a Recreation Planning Session.

The Commission decided to have some agenda items for recreation planning on the September agenda for discussion.

## **COMMISSIONER ROUND TABLE**

**Commissioner Vincent** remarked how nice it was to see people from the community attending the meeting.

**Commissioner Fiddick** remarked that we are a Parks, Recreation and Culture Commission but what do we do for 'Culture'?

**Chair McPherson** questioned whether the RDN should be offering some cultural programs and noted that this is a topic to discuss in the upcoming planning session.

Ms. McCulloch noted that some of the Commission's grants are given to culture groups for their programs.

**Commissioner Thornton** commented that what he feels is missing is an identity for the area.

**Commissioner Grand** commented that the culture in the community is like a well-kept secret and its time to expose the secret.

**Commissioner Mead** noted that there is a new pharmacy in town and that she appreciates the growing number of services provided in Cedar. The skateboard park opening was a great turn out with the breath of age groups. She checked out beach access #6 and will continue going there.

**Commissioner White** updated the members on some of the key themes he took away from attending the BCRPA Symposium. He will review more at the recreation planning discussion this upcoming September. The theme of the conference was 'Connections' and the continued message he got from each session is the importance of a leader, coordinator, or entity being responsible for bringing the community together with programs. He feels the community has lost that with the loss of the programmer in 2012 and that it is going to be a long road to get that momentum of community connection back. We must find a new source of leadership to pull it all together again; perhaps funds will have to be found to put towards someone or some association to get that connection back.

Chair McPherson notes that the RDN has other areas that are run as a society and that is something this commission can look at to shepherd the recreation in this area. This could be put in the next agenda for discussion as an item to be discussed and budgeted for.

**Chair McPherson** remarked that the community needs a gathering place and whether that is through the RDN or through development remains to be seen but it's definitely important to the community.

**IN CAMERA**

MOVED Commissioner Grand, SECONDED Commissioner Mead, that pursuant to Section 90(1) (e) of the Community Charter the Commission proceed to an In Camera Commission meeting to consider items related to land issues.

**TIME: 9:45pm**

CARRIED

**ADJOURNMENT**

MOVED Commissioner Thornton SECONDED Commissioner Jordan that the meeting be adjourned at 9:57.

CARRIED

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*Chair*



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# MEMORANDUM

**TO:** Dennis Trudeau **DATE:** August 7, 2014

**FROM:** Larry Gardner **FILE:** 5330-20-RLNB2

**SUBJECT:** Contract Award - Regional Landfill Sanitary Line Relocation

## PURPOSE

To recommend that the Board endorse a tender award for the Regional Landfill sanitary line relocation in the amount of \$412,028.

## BACKGROUND

The sanitary sewer line that serves the community in the area of the landfill is currently on the landfill property. The landfill leachate collection system is connected to the sanitary line, conveying leachate and sewage to the Greater Nanaimo Pollution Control Centre (GNPCC). As the sanitary line is on landfill property, the Regional District bears the cost of the maintenance of this infrastructure. In 2012, the City of Nanaimo and Regional District of Nanaimo (RDN) mutually identified the benefit of relocating the sanitary line off the landfill property. Benefits to the City include:

- Increased potential for further servicing of the area and allowance for future development;
- Reduced operational/maintenance complexity and ease of access due to physical separation from the landfill and leachate collection system. The leachate system will still flow into the sanitary line but the two collection systems will function independently.

The benefits to the RDN include:

- Cost reduction of the North Berm construction. The North Berm construction was one of the key elements of the 2009 Landfill Design and Operations Plan and is the basis for the current projected life span of the site to 2036. Relocating the sanitary line facilitates construction of the North Berm at a lower cost. The cost saving are estimated to be equivalent to the cost of the sanitary line relocation.
- The Regional District saves on long term responsibility and maintenance of the sanitary sewer line.
- Relocation of the sanitary sewer will reduce the cost of utilities to service the planned relocation of the landfill operations buildings which is also necessary for the landfill expansion.



The preliminary cost estimate of \$410,000 for construction was set for budgeting purposes. Design for the relocated sanitary sewer was carried out in the first quarter of 2014 providing additional detail for project construction as follows:

- Revealing existing services that were previously not characterized resulting in the need for a significant excavation to a depth of 8 meters.
- Quantifying the substantial amount of rock blasting required for the excavation.
- Qualifying the risk of damage from blasting to an existing force main on the opposite road shoulder. The risk is manageable but as a consequence requires a lower rate of blasting and consequently higher costs.

Harold Engineering was retained to carry out the project design and evaluation of the construction tender process.

The construction tender closed on June 5, 2014 with 5 submissions. The bid amounts are as follows:

1. Windley Contracting Ltd	\$412,028
2. Milestone Equipment Contraction Inc.	\$425,242
3. David Stalker Excavating Ltd.	\$489,987
4. IWC Excavating Ltd.	\$499,147
5. Palladian Developments Inc.	\$688,767

On July 14, 2014, Herold Engineering submitted the attached summary of their bid evaluation and a recommendation to award the project to the Windley Contracting. Herold Engineering further recommends that a \$50,000 contingency be available to cover any unforeseen issues since the actual blasted rock and import fill item quantities may vary from what has been estimated for design and tender purposes.

## **ALTERNATIVES**

Alternatives in proceeding with the project are as follows:

- 1) Award the project.
- 2) Decline award for the project on the basis that the low bid exceeds the budgeted value by a little over \$2000.

Under option 2, the North Berm construction could be completed without relocation of the sanitary line, however, at a higher cost estimated to be equivalent to the cost of the sanitary sewer relocation as presented here. Further, there would be the loss of the benefits to the City and RDN as described above.

## **FINANCIAL IMPLICATIONS**

Due to the significant depth of excavation and complexity of blasting rock, this project has a high risk of cost overruns. The cost of blasting additional rock and/or the cost for granular material to backfill the excavation will be borne by the RDN. Herold Engineering recommends a \$50,000 contingency be available for the project which could result in an upset construction cost maximum of \$472,000. This

increase over the projected cost of \$410,000 can be accommodated within the Solid Waste budget through deferment of other related capital projects.

**STRATEGIC PLAN IMPLICATIONS**

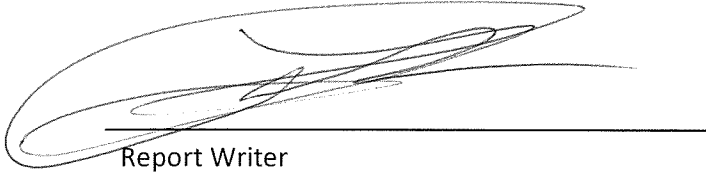
The sanitary sewer relocation is a continuation of the plan for landfill expansion established in 2009. It is necessary infrastructure and is a mutual benefit to the City of Nanaimo and RDN.

**SUMMARY/CONCLUSIONS**

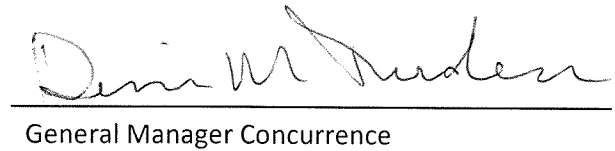
The project costs are expected to exceed the preliminary budget estimates but are within a reasonable contingency. Subject to award, construction is expected to commence in September and take approximately 17 weeks to complete.

**RECOMMENDATION**

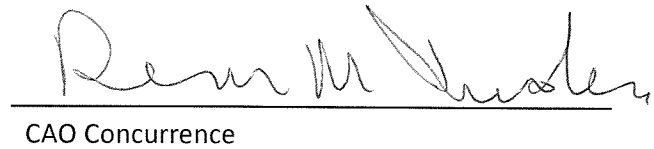
That the Board direct staff to proceed with tender award to Windley Contracting Ltd for relocation of the Regional Landfill sanitary sewer line in the amount of \$412,028.



Report Writer



General Manager Concurrence



CAO Concurrence



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# MEMORANDUM

**TO:** Randy Alexander  
General Manager, Regional and Community Utilities

**DATE:** August 14, 2014

**FROM:** Sean De Pol  
Manager of Wastewater Services

**FILE:** 5340-01

**SUBJECT:** Wastewater Services  
Centrifuge Rotating Assembly Purchase

## PURPOSE

To approve the purchase of an Alfa Laval centrifuge rotating assembly to be shared between the French Creek and Greater Nanaimo Pollution Control Centres.

## BACKGROUND

The French Creek Pollution Control Centre (FCPCC) and the Greater Nanaimo Pollution Control Centre (GNPCC) extract organic solid materials, called “biosolids”, in the final stages of the treatment process. The biosolids are processed through a centrifuge in order to meet standards and to facilitate economical transportation and beneficial reuse. Wastewater Services currently has three Alfa Laval centrifuges in operation to process biosolids - two at FCPCC and one at GNPCC.

Staff recommend purchasing the rotating assembly from Alfa Laval, the only manufacturer of this equipment, for \$169,000. The rotating assembly makes up the majority of the moving parts within the centrifuge unit which require regular repairs. Major repairs of the rotating components must be carried out in Edmonton, which can result in the centrifuge being out of service for several months. This additional rotating assembly will allow operational staff to exchange failed components and have the centrifuge back in service within hours.

Purchase of this rotating assembly is a component of our asset management planning, and the expenditure is approved in the 2014 budget. Increasing flows related to growth are resulting in reduced operating flexibility, and the centrifuges are experiencing increasing rates of age related failures. For example, in 2013, FCPCC experienced a failure with one of the centrifuges which required the damaged part to be sent away for repairs with an estimated return date of 60 days. This left the plant with only one operational centrifuge which also failed shortly after the first unit.

AECOM, the engineer of record for the design and installation of the newest centrifuge at FCPCC, have evaluated the proposed purchase of the Alfa Laval centrifuge rotating assembly. Following discussions with the vender and operational staff, AECOM concluded that the purchase provides good value to the Regional District of Nanaimo (RDN).

## ALTERNATIVES

1. That the Board approve the purchase of an Alfa Laval centrifuge rotating assembly for a purchase price of \$169,000.
2. That the Board not approve the purchase of an Alfa Laval centrifuge rotating assembly.

**FINANCIAL IMPLICATIONS**

The 2014 RDN Budget has \$165,000 for purchasing centrifuge rotating assembly; this budget is split between FCPC 50% and GNPCC 50%. Alfa Laval quoted a price of \$169,000. The additional \$4,000 is for an upgrade to Tungsten Carbide for some of the wear parts. Tungsten Carbide is approximately two times harder than steel and is expected to last longer as a result. The GNPCC and FCPC 2014 budgets have sufficient funds for this purchase.

Without this rotating assembly on hand, there is an increased risk of extended shutdown of one or more centrifuges. The centrifuge is a critical component of wastewater treatment plant operation. Failure of a centrifuge has immediate financial, operational and environmental implications, including: direct operational cost increases, accelerated the wear on equipment, and increased odours and risk of spills and non-compliance.

**STRATEGIC PLAN IMPLICATIONS**

Purchase of the centrifuge rotating assembly directly supports strategic priorities related to: building and maintaining efficient infrastructure; protecting and enhancing ecosystems; and providing services in a cost effective manner.

**SUMMARY/CONCLUSIONS**


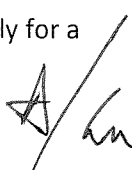
Wastewater Services currently operates three Alfa Laval centrifuges to process the biosolids product resulting from wastewater treatment. Purchase of a centrifuge rotating assembly is an important component of our asset management planning, and an approved expenditure in our 2014 budget.


The centrifuges are a critical component of wastewater treatment plant operation, and are experiencing increasing rates of breakdown due to regular wear-and-tear with age. Failure of a centrifuge has immediate financial, operational and environmental implications, including: direct operational cost increases, accelerated the wear on equipment, and increased odours and risk of spills and non-compliance.

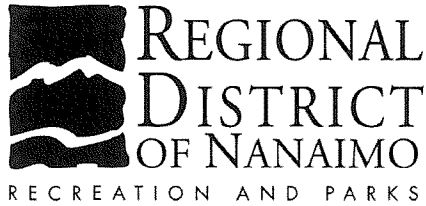
**RECOMMENDATION**

1. That the Board approve the purchase of an Alfa Laval centrifuge rotating assembly for a purchase price of \$169,000.

  
\_\_\_\_\_  
Report Writer

   
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General Manager Concurrence

  
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**MEMORANDUM**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** August 15, 2014

**FROM:** Tom Osborne  
General Manager of Recreation and Parks

**FILE:**

**SUBJECT:** Extension School Building Assessment – Community Works Funds

**PURPOSE**

To approve the expenditure of Electoral Area 'C' Community Works Funds to conduct a building assessment of Extension School.

**BACKGROUND**

Extension School was built in 1916 and is comprised of two classrooms. In 1955 when the school was moved from Scannel Road to its current site additional space for washrooms, a medical room and furnace room was added.

Since the closure of Extension School in 2001, the Regional District of Nanaimo has been in discussions with the Extension Recreation Commission Society and School District 68 (Nanaimo-Ladysmith) on various forms of tenure options for the school and lands.

In order to provide a detailed estimate on the costs that it will take to make the facility available once again for community use, the RDN has retained the services of Raymond de Beeld Architects to conduct a building assessment. The information from this report will assist the RDN and the Extension Recreation Commission Society in decisions related to the development of a land use agreement with School District 68. If an agreement is secured with School District 68, the report will then be used in the planning, design and construction phases for the repair and upgrade of the School.

Per a staff report provided to the RDN Board in June 2014, Table 1 below shows an estimated balance of \$295,725 in Community Works Funds for Electoral Area 'C' that could be used in part to assist the upgrade of the community facility.

**Table 1**

<b>Dec 31, 2013 Balance</b>	<b>2014 Estimated Allocation</b>	<b>2014 Estimated Spending</b>	<b>Estimated Remainder Available</b>
\$439,125	\$125,390	\$268,790	\$295,725

This project is eligible for Community Works funding in the following categories:

- **Recreational infrastructure** – recreational facilities or networks.
- **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
- **Tourism infrastructure** – infrastructure that attract travelers for recreation, leisure, business or other purposes.

**ALTERNATIVES**

1. That the building assessment for Extension School be funded by Electoral Area ‘C’ Community Works Funds in the amount of \$13,800.
2. That the building assessment for Extension School be funded by the Electoral Area ‘C’ (Extension) Community Parks Budget.

**FINANCIAL IMPLICATIONS**

The Building Assessment is costing \$13,800 to complete and meets the criteria for funding under the Community Works Program.

Should the assessment report not be funded through the Community Works program, it will be required to be allocated to the Electoral Area ‘C’ (Extension) Community Park Budget. As this project was not budgeted for in 2014, this expenditure will place added pressure on the delivery of community parks services in the Electoral Area ‘C’ (Extension).

**SUMMARY**

Since the closure of Extension School in 2001, the Regional District of Nanaimo has been in discussions with the Extension Recreation Commission Society and School District 68 (Nanaimo-Ladysmith) on various forms of tenure options for the school and lands.

In order to provide an accurate estimate on the costs it will take to make the facility available once again for community use, the RDN has retained the services of Raymond de Beeld Architects to conduct a building assessment. The information from this report will assist the RDN and the Extension Recreation Commission Society in decisions related to the development of a land use agreement with School District 68. If an agreement is secured with School District 68, the report will then be used in the planning and design phase for the repair and upgrade of the School.

As the assessment report is eligible to be funded through the Community Works program and the project was not allocated for in the Electoral Area 'C' (Extension) budget, it is recommended that the project be funded as a Community Works project.

**RECOMMENDATIONS**

That the building assessment for Extension School be funded by Electoral Area 'C' Community Works Funds in the amount of \$13,800.



\_\_\_\_\_  
Report Writer



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CAO Concurrence



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# MEMORANDUM

**TO:** Geoff Garbutt, General Manager  
Strategic & Community Development

**DATE:** August 15, 2014

**FROM:** Tom Armet, Manager  
Building, Bylaw & Emergency Planning Services

**FILE:**

**SUBJECT:** Proposed Legislative Changes and Implementation of a Uniform BC Building Code

## PURPOSE

To provide the Board with information on the Province’s proposed legislative changes and implementation of a uniform BC Building Code.

## BACKGROUND

The Province of BC regulates minimum standards for health, safety, accessibility, and energy and water efficiency in buildings through the BC Building Code. The Code applies throughout BC, with the exception of the City of Vancouver, which has its own building code. The building regulatory system, in which the Code is applied, has been the subject of several major Provincial reviews over the past 25 years. Recent consultations between the Province, local governments, professional bodies and the construction sector resulted in the following major issues being raised:

- Inconsistent Building Code interpretations between and within local government jurisdictions.
- Local government building standards that go beyond the Code.
- A lack of centralized decision-making on Code matters with each local government making its own decisions on new products and technology.
- Poor compliance with Code provisions such as fire protection in some high-rise residential, commercial and other large complex buildings.
- Lack of skills or Code knowledge among some system participants.

As a result of the consultation process, the Province is proposing to introduce a uniform Building Code to streamline and modernize the building regulatory system and address the impacts of major issues identified in the current system. A uniform Building Code would give the Province sole authority to adopt building standards that are substantially the same across British Columbia. The Province has developed and released a set of interdependent actions and proposals to guide the process of developing the new legislation for introduction in early 2015 (see *Appendix ‘A’ – A Modern Building Regulatory System: Response to Consultation*).

The UBCM has been invited to participate in a Provincial advisory group and is seeking feedback from local governments on what effect the following proposed changes might have on their operations and the decision-making process related to the approval of new building construction.



***The Province will be the sole authority to set building standards, which will support standards that are the same throughout BC and simplify construction sector compliance.***

The *Local Government Act* and *Community Charter* provides local governments with fundamental powers to regulate matters in relation to the construction of buildings through the adoption of building bylaws and other regulations. Under the concurrent authority provisions in Provincial legislation, local governments can, in some instances, adopt bylaws that meet or exceed Building Code standards, allowing for customization of standards appropriate to the particular needs of a community or region.

The Province is proposing to amend legislation to eliminate this authority over a two year transition period and replace it with standards that are consistent across the Province. During the transition period, the Province will work with local governments and the construction sector to find solutions to key issues like fire sprinklers that would provide consistency while addressing local needs.

***Establishment of Provincial review of commonly-proposed alternative solutions, including building products and innovative proposals that are not Code compliant.***

The review highlighted a lack of centralized decision-making on Code matters with each local government making its own decisions on new product or technologies. Inconsistent Code interpretations between and within local government jurisdictions were identified as being problematic to developers and local government authorities.

The Province will establish a centralized review process for commonly proposed alternative solutions, including building products, materials, technologies, etc for inclusion in the Building Code as new prescribed requirements that are acceptable across the Province. Local governments will be able to allow the use of these products and technologies without seeking further evidence of their level of performance from project proponents.

***Introduction of a system for random assessments of complex buildings under construction, which will provide essential data on Code compliance.***

The Province has identified that it is necessary to assess the level of Code compliance and effectiveness of local government and registered professional Code administration with respect to complex buildings. As this information is largely unavailable, the Province is proposing to undertake random assessments of complex buildings to compile sufficiently valid data and potentially trigger more thorough assessments should high risk issues be identified.

***Establishment of mandatory Provincial qualifications for residential builders of four units or less and for local government building officials who administer and enforce the BC Building Code.***

A four-year transition period has been proposed to ensure that building inspection staff meet the mandatory Provincial training qualifications. Under the current system, there are no mandatory minimum qualifications or continuing education requirements for building officials employed by local governments. The proposed requirements include mandatory membership in the Building Officials Association of BC (BOABC), successful completion of studies and examinations for certification at level 1, 2 or 3, and the maintenance of qualification through completion of mandatory, continued professional development (*see Appendix 'B' – Qualification of Local Government Building Officials: Response to Consultation*).

## LOCAL IMPLICATIONS

A two-year transition period has been proposed by the Province to give local governments time to amend their bylaws to remove any technical building requirements that may be in conflict with the Building Code. As RDN building (bylaw) regulations are not in conflict with the BC Building Code, amendments to RDN bylaws would not be necessary under the proposed changes.

The proposed changes with respect to building official qualification, as understood, would have no impact on the operations or administration of the RDN Building Inspection service. The RDN employs seven (7) Building Inspectors all of whom have extensive backgrounds in the construction industry and possess BOABC certification as a requirement of their positions. Continued professional development is a priority to ensure that RDN Building Inspection Staff have the necessary skills and knowledge to maintain or advance their level of certification and provide an effective service to the community.

## CONCLUSION

The BC Building Code and regulatory system has been the subject of several major Provincial reviews over the past 25 years. Recent consultations between the Province, local governments, professional bodies and the construction sector resulted in several major issues being raised. In response to the consultation process, the Province is proposing a set of legislative amendments and changes to the building regulatory system. The introduction of a uniform Building Code would give the Province sole authority to adopt building standards that are substantially the same throughout BC. Through a uniform Building Code, the Province would take a stronger leadership role in partnership with local governments and the construction sector on Code interpretations and qualifications of those involved in the building regulatory system.

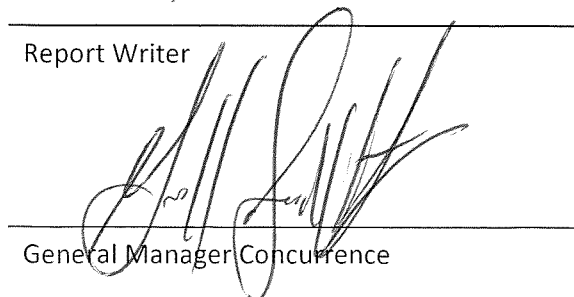
Although the full context of the legislative amendments and framework for the implementation of a uniform Building Code is yet to be determined by the Province, this report provides a brief overview of the general changes being proposed by the Province, for the information of the Board. A further report will be provided to the Board following the next Provincial information release.

## RECOMMENDATION

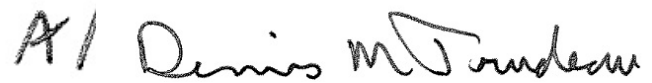
That the report on the Province's proposed legislative changes and implementation of a uniform Building Code be received.



Report Writer



General Manager Concurrence



CAO Concurrence

## Appendix A

### A Modern Building Regulatory System: Response to Consultation

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#### Preface

Two Provincial discussion papers, *Modern Building Regulatory System* and *Certification of Local Government Building Officials*, were released in February 2012 to present government's proposals for a more efficient and effective building regulatory system. The papers were widely distributed to local governments and the building construction sector for their comments.

#### Changes to the proposals

Changes to the initial proposals have been made in response to both operational pressures and stakeholders' comments. These changes are summarized below and incorporated into the body of this paper.

##### Provincial alternative solutions and product evaluation body

After consideration of the complexities and uncertain benefit of establishing an independent statutory body with decision-making powers in relation to alternative solutions and building products, this proposal shifted to:

- Provincial review of commonly-proposed alternative solutions (including building products) for inclusion in the Building Code; and
- Provincial review and approval of Code variances (i.e., innovative proposals that are not Code-compliant).

##### Online portal

Funding is not currently available to proceed with this proposal.

##### Provincial levy on construction

This proposal was withdrawn due to stakeholder concerns about cost and administrative burden.

#### Background

British Columbia's building regulatory system oversees a dynamic construction sector that in 2012 accounted for just over 4 per cent of provincial GDP and 4.6 percent of provincial employment.

The Province adopts a Building Code ("the Code") that applies throughout BC (except in the City of Vancouver) and is administered and enforced by 140 local government building departments, each with its own policies and procedures, levels of capacity and ways of interpreting Code provisions. The concurrent authority provisions of the *Community Charter* require local governments to obtain Provincial approval of local building standards that vary from the Code; however, it also provides a mechanism for building standards to be adopted under other authorities.

The building regulatory system has been the subject of several major Provincial reviews over the past 25 years. Reviews have led to more accountability for complex building design and construction on the part of architects and engineers and better protection for homeowners. The Modernization Strategy, which began in 2004, made recommendations to improve the system's effectiveness after extensive stakeholder

**A Modern Building Regulatory System: Response to Consultation**

consultation. However, as priorities shifted to ‘greening’ the Building Code and developing new Code provisions for mid-rise wood-frame construction, implementation of these recommendations was deferred.

In consultations that began in spring 2011, stakeholders confirmed that major issues raised in previous reviews are still unresolved and continue to produce major impacts. These include:

Issue	Impacts
<b>Inconsistent Code interpretations</b> between and within local government jurisdictions	Complicates development and construction; a major cause of increased costs to business
<b>Local government building standards that go beyond the Code</b>	Complicates development and construction; can create delays and increase costs  Complicates compliance with international and interprovincial trade agreements, which promote uniform standards
<b>Lack of centralized decision making on Code matters</b> , with each local government making its own decisions on a new product or technology	Results in each jurisdiction evaluating the same issue, with wide variation in decisions reached  Can result in local government decisions not to approve new technologies and products (due to risk aversion), limiting flexibility and innovation
<b>Poor compliance with Code provisions</b> such as fire protection in some high-rise residential, commercial and other large complex buildings	Can jeopardize the health, safety and/or energy efficiency of buildings
<b>Lack of skills or Code knowledge</b> among some system participants	Contributes to poor quality construction and poor compliance with Code provisions, which jeopardizes the health, safety and/or energy efficiency of buildings

Appendix B describes research that further substantiates some of these issues.

In other jurisdictions, such as Alberta and Ontario, provincial governments play a more active leadership role. Specific building-related legislation defines these jurisdictions’ roles and responsibilities as well as those of other system participants.

A uniform Building Code gives these jurisdictions sole authority to adopt building standards, so that the standards are the same wherever buildings are built. Provincial bodies provide support services such as binding interpretations of Code provisions; product evaluation and approval; qualification and registration of practitioners; training; building department accreditation; dispute resolution and review of Code change proposals.

## A Modern Building Regulatory System: Response to Consultation

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### Provincial Leadership in a Modern Building Regulatory System

Provincial leadership, in partnership with local governments and the construction sector, is the foundation for a modern, streamlined building regulatory system. Both local governments and industry have asked the Province to step up its involvement in the system to resolve longstanding issues.

Based on previous consultation, advice and recommendations, the Province has developed a set of interdependent actions and proposals that establish Provincial leadership and work together to support a modern building regulatory system. Appendix A describes the actions and proposals in detail.

A **uniform Building Code** would give the Province sole authority to adopt building standards, ensuring that standards are substantially the same throughout BC.

**Provincial technical bulletins and binding Code interpretations** provide necessary support for the uniform Code.

As building construction becomes increasingly complex, technological advancements lead to more proposals for the use of new building products and assemblies that can decrease costs and improve affordability. These proposals can be either an **alternative solution**, a method of Code compliance that provides at least the same level of performance as a prescribed Code requirement; or a **Code variance** that provides an adequate level of performance but does not comply with the Code. The Province would determine if **commonly-proposed alternative solutions**, including building products, materials, technologies and assemblies, should be acceptable across BC. The Province would also establish a **process to review Code variances** to identify potential risk and determine if they can achieve an adequate level of safety.

**Random assessments** would provide information on the level of Code compliance for complex buildings, establishing a valid evidence base for changes to improve safety.

Minimum **qualification requirements** for residential builders of four units or less and for building officials would improve the competency of key system participants.

The Building and Safety Standards Branch of the Office of Housing and Construction Standards is leading this initiative. If you have any comments you would like to share, please contact us at:

Building and Safety Standards Branch  
Office of Housing and Construction Standards  
Ministry of Natural Gas Development and Minister Responsible for Housing  
PO Box 9844, Stn Prov Govt  
Victoria, BC V8W 9T2  
Email: [Building\\_Safety@gov.bc.ca](mailto:Building_Safety@gov.bc.ca)

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## A Modern Building Regulatory System: Response to Consultation

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### Appendix A: Proposals for a Modern Building Regulatory System

#### Uniform Building Code

Under a uniform Building Code, the Province would have sole authority to adopt building standards. The Province would review any proposed variation from the Code; if approved, the variation would be implemented through either a Code change or a Provincial regulation. This is consistent with the building regulatory framework in other jurisdictions.

Existing local bylaws that include building standards would have a two-year transition period to achieve uniformity with the Building Code. During the transition period, the Province would work with local governments and the construction sector to find solutions to key issues like fire sprinklers that would increase consistency while addressing local needs.

#### Code Interpretations

The Province will issue technical bulletins and binding interpretations (directives) on topics of concern to Code users. A directive clarifies the meaning of a Code provision that may commonly be interpreted in different ways.

#### Alternative Solutions and Code Variances

An *alternative solution* is a method of Code compliance that provides at least the same level of performance as a prescribed Code requirement. While local governments decide whether alternative solutions for specific building projects in their communities are equivalent to Code requirements, only the Province can determine if these alternative solutions should be acceptable across BC.

While an alternative solution may be the intellectual property of the individual who developed it, many are simply different applications of a relatively small number of principles, often related to use and egress or combustibility. Removing the current uncertainty about the acceptance of these alternative solutions from one jurisdiction to the next could greatly expedite innovation and the acceptance of approaches that have been successful elsewhere.

The Province will review commonly-proposed alternative solutions, including building products, materials, technologies, components, assemblies and equipment, for inclusion in the Building Code as new prescribed requirements. Local governments will be able to allow the use of these products and technologies without seeking further evidence of their level of performance from building project proponents.

Some proposals include *Code variances* that may provide an adequate level of safety but do not comply with the Code. Since these variances are not alternative solutions and therefore cannot be approved by local governments, the Province would need to engage technical experts to review them to identify potential risk and determine if they can achieve an adequate level of safety. Proponents would pay a fee to offset the cost of the review. The Province's approval of a proposal would be based on the recommendations of the technical experts reviewing it and would be enacted by regulation.

## **A Modern Building Regulatory System: Response to Consultation**

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Provincial review of variances is expected to support innovation, as well as Provincial objectives relating to increased energy efficiency and use of wood in building construction.

### **Random Assessments of Complex Buildings under Construction**

In order to fulfill its leadership role in the system, the Province needs access to quality information on the level of Code compliance. Currently, this information is largely unavailable. Assessments of complex buildings under construction are a necessary tool for supplying this information. It is expected that 60 assessments would be sufficient to produce statistically valid data.

Initially, assessments would focus on high-risk aspects of complex (Part 3) building design and construction, establishing a baseline for Code compliance. Assessments would be used to collect reliable information on levels of Code compliance and make observations on the effectiveness of local government and registered professional Code administration processes. Targeted measures could then be developed to address specific areas of non-compliance and ineffective administrative processes. Subsequently, assessments would be used to selectively monitor the system and measure its performance.

Assessments would consist of a combination of site visits during construction and review of project documentation, including design drawings. Code compliance would be measured through a review of "key indicators" that would identify issues in high-risk areas of Parts 3, 4, 5, 6 and 7 of the Building Code. Assessments would be conducted by registered professionals retained by the Province.

Where non-compliance is observed during an assessment, this information would be provided to the general contractor, the registered professional and the local building department for action. If any key indicators are negative, this could potentially trigger a more thorough assessment.

### **Stakeholder Advisory Body**

Minister-appointed construction sector and local government representatives would advise on matters related to the building regulatory system.

### **Qualification Requirements**

Based on task force recommendations from the "Raising the Bar" collaborative process, increased competency for residential builders of four units or less will be achieved through mandatory qualifications for licensing, including continuing professional development (CPD).

It is proposed that increased competency for building officials be achieved through mandatory qualification requirements, including CPD. The Building Officials' Association of BC would administer the program.

The need for Code knowledge or skills qualifications of other system participants would be determined through the proposed assessment program.

## A Modern Building Regulatory System: Response to Consultation

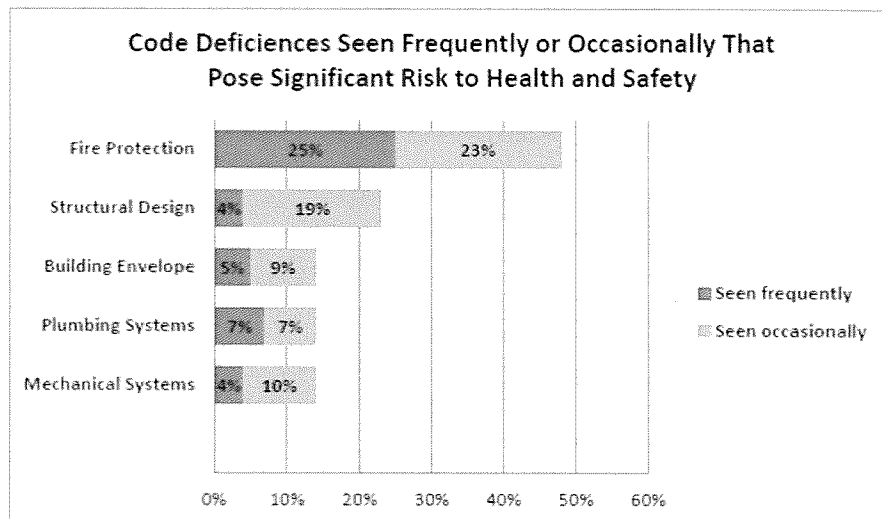
### Appendix B: Research Results

#### Stakeholder survey: highlights

The Ministry conducted a survey of key stakeholder groups (architects, engineers, technologists, contractors, building officials) in summer 2011 for their views on Code compliance and Code administration processes such as reviews of building design, inspections, Code interpretations, etc.

#### Code compliance:

The survey asked stakeholders how frequently they saw Code deficiencies in large complex building projects, and how much risk the deficiencies they saw posed to health and safety. Responses related to Code requirements for fire protection are cause for concern—over 47 per cent of 304 respondents occasionally or frequently saw Code deficiencies that they think represent a significant risk to health and safety. Survey respondents see fewer significant Code deficiencies related to structural design, building envelope and mechanical and plumbing systems.



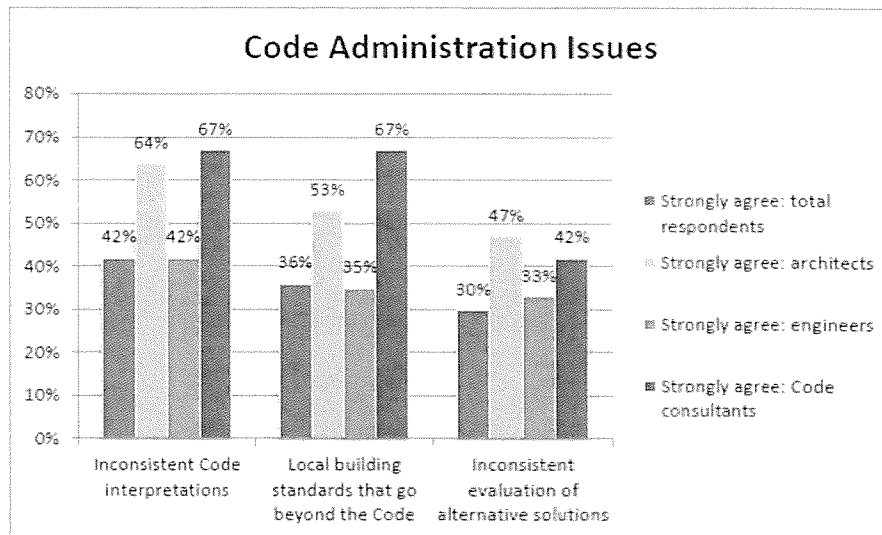
#### Code administration:

The survey also asked stakeholders if they had issues with any aspects of Code administration. In addition to architects, engineers and Code consultants<sup>1</sup>, the 395 respondents included building officials and architectural and engineering technologists and technicians. The table below shows the percentages of the total respondents and the percentages of responding architects, engineers and Code consultants that strongly agree that inconsistent Code interpretations, varying local building standards and inconsistent evaluation of alternative solutions are issues for them.

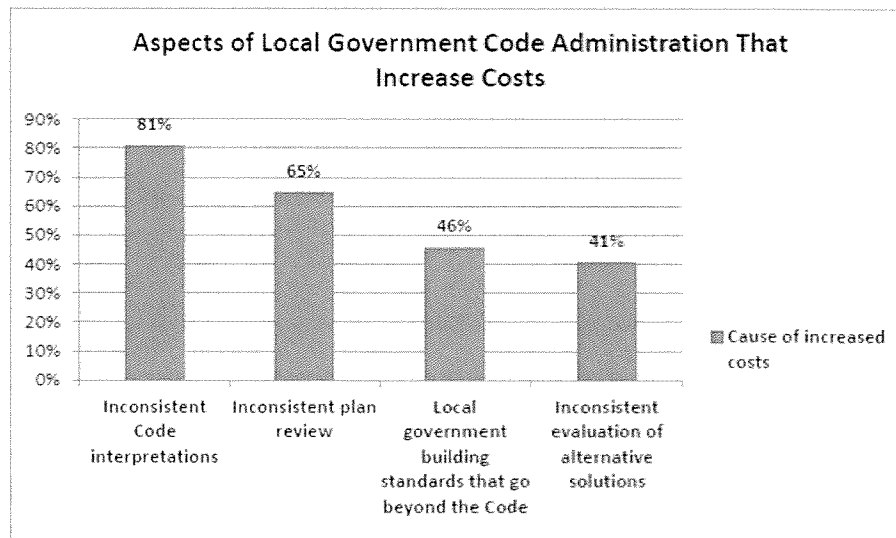
<sup>1</sup> Code consultants are architects or engineers who provide consulting services such as Building Code compliance review, fire protection engineering analysis and development of alternative solutions to building projects. They are considered to be the Building Code experts of the construction sector.



**A Modern Building Regulatory System: Response to Consultation**



Respondents were also asked if inconsistency in Code administration practices had increased the costs to a business they owned or were involved with. For the 138 stakeholders who responded to this section, inconsistent Code interpretations were the principal cause of increased costs. Inconsistent plan review procedures and requirements, local building standards that go beyond the Code and inconsistent evaluation processes for alternative solutions also increased costs.



While some respondents said it was difficult to quantify the costs to business of inconsistency, others gave specific examples. Costs were expressed either in dollar

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### **A Modern Building Regulatory System: Response to Consultation**

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amounts, ranging up to tens of thousands of dollars per project, or as an overall percentage of costs, ranging from 5 percent to 35 percent. A few respondents indicated that the costs to business were not simply dollar amounts, but included the impact of missed opportunities in markets with shorter building seasons, project bankruptcies due to delays and the cost to professional reputations when projects were delayed and costs increased. A number of respondents also stated that the costs to their businesses were simply passed on to the building owners, and in turn, on to the final consumer.

#### **Code deficiency analysis: highlights**

In a review of condition assessments performed by consulting engineers on buildings completed since 1999, 30 percent of 40 buildings had fire or structural deficiencies that could represent a major safety risk. Since these buildings are occupied, these are deficiencies that building departments and architects and engineers involved in design and construction did *not* detect.

#### **Online public review responses: highlights**

There were 41 responses to the questions on proposals for assessment (previously termed "audits") and an alternative solution evaluation body. The majority of respondents were either building officials (39 percent) or architects / engineers (25 percent). 100 percent of building officials and 60 percent of architects / engineers supported the assessment proposal, while 81 percent of building officials and 70 percent of architects / engineers supported an alternative solution evaluation body.

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## A Modern Building Regulatory System: Response to Consultation

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### Appendix C: Previous Reviews of BC's Building Regulatory System

#### Previous Reviews:

The reviews listed below illustrate the extent to which systemic issues have been studied, stakeholders consulted and recommendations made over the past 24 years.

#### **Commission of Inquiry, Station Square Development (Closkey Commission),**

1988: The Commission was prompted by a roof collapse in Burnaby, and largely focused on issues related to the practice of structural engineering. One of the commission's major recommendations was the province-wide use of standardized Letters of Assurance, in which architects and engineers assure that the design and construction of complex buildings are Code-compliant. This recommendation was implemented in the 1992 BC Building Code.

**Options for Renewal, 1994-1996:** This review was intended to solicit stakeholder feedback on issues in the system and to recommend actions in response to the issues raised. In 1995, Options for Renewal was merged with a parallel review, which focused on building systems such as electrical and gas equipment, in a single ongoing review of the entire safety system, the Safety Systems Review. Work on the recommended actions was never completed.

**Safety Systems Review, 1995-1997:** Its recommendations were intended to apply to the entire safety system, including building construction, but were ultimately applied only to a group of specific safety technologies such as gas, electrical and elevators. The transformation of the safety system is in some respects a model for change to the building regulatory system.

**Commission of Inquiry into the Quality of Residential Condominium Construction in BC (Barrett Commission), 1998 and 2000:** The Commission was appointed in response to the "leaky condo" crisis. A major outcome was the creation of the Homeowner Protection Office (HPO) in 1998, but numerous recommendations related to increased oversight of construction and the competency of system participants were never implemented.

**Modernization Strategy, 2004-2007:** After extensive stakeholder consultation, this review made proposals for major changes to Building Code application and enforcement; liability; information management and system performance; and competency. While Cabinet approved the changes in principle, which led to some minor legislative amendments in 2007, fundamental change was deferred as priorities shifted to 'greening' the Building Code and provisions for mid-rise wood-frame construction.

**Raising the Bar: Enhancing Professionalism in BC's Residential Construction Industry, 2005-2008:** A 2005 HPO discussion paper asked stakeholders for feedback on a proposal for minimum qualifications for residential builders. The HPO subsequently convened an industry task group that made recommendations for a new qualification system. Work on the recommendations is in progress.

**A Modern Building Regulatory System: Response to Consultation**

**Key Components of a Modern, Effective Building Regulatory System: Implementation**

The table below lists key components of a modern, effective building regulatory system, grouped by topic. For each component, the table shows when previous reviews recommended its implementation and whether it is included in these proposals. Note that recommendations made in 1997 by the Safety Systems Review were intended to apply to building construction, but were ultimately implemented for safety technologies only.

**Key** ✓: Implemented previously or included in these proposals

Key Components of a Modern, Effective Building Regulatory System	Previously Recommended in:	Included in These Proposals
<b>Uniform Building Code and supporting services:</b>		
Uniform Building Code	1996, 1997	✓
Directives (binding Provincial Code interpretations)	1996, 1997, 2007	Legislative authority has been enabled
Consistent Code interpretations and evaluation of equivalencies (alternative solutions)	1996	✓
Provincial-level product approval	1996, 1997	✓
<b>Code administration:</b>		
Centralized, uniform administration and application of codes and standards	1997	Assessments will identify whether changes may be needed to strengthen Code administration and professional review
Improved enforcement tools	1997*	
Additional third-party inspections to augment architects' field reviews of construction	1998	
Mandatory Code administration and enforcement by local governments or other third parties	2007	
Consistent Code administration processes	2007	

## A Modern Building Regulatory System: Response to Consultation

Key Components of a Modern, Effective Building Regulatory System	Previously Recommended in:	Included in These Proposals
<b>Provincial role in the building regulatory system:</b>		
Provincial leadership and coordination of the safety system	1997	✓
<b>Qualifications and licensing/registration/certification:</b>		
Qualification requirements for all system participants	1996, 1997	Assessments will identify what changes may be needed to ensure participant competency
Minimum mandatory education for multi-family residential design and construction, including testing architects, engineers, and registered builders on the basics of building science and the Building Code	1998	
Development, implementation and enforcement of trade qualification requirements	1998	
Requirement for designers and builders to demonstrate Code knowledge	2004	
Skills certification for building officials	2004	
Education and experience requirements for new residential builders of four units or less	2008	
Continuing professional development (CPD) to requirements for builder license renewals	2008	

## Appendix B

### Qualification of Local Government Building Officials: Response to Consultation

#### Preface

Two Provincial discussion papers, *Modern Building Regulatory System and Certification of Local Government Building Officials*, were released in February 2012 to present government's proposals for a more efficient and effective building regulatory system. The papers were widely distributed to local governments and the building construction sector for their comments.

#### Changes to the proposals

Changes to the initial proposals have been made in response to both operational pressures and stakeholders' comments. These changes are summarized below and incorporated into the body of this paper.

##### **Mandatory certification for building officials**

The initial proposal for mandatory certification through the the existing Building Officials' Association of BC (BOABC)<sup>1</sup>'s certification program has changed. Stakeholders expressed concerns that local governments' costs and challenges in recruiting building officials would increase significantly if certification were required, particularly in relation to continuing professional development and work experience requirements.

Instead, building officials would be required to meet Provincial qualifications. These qualification requirements would differ from the initial proposal for BOABC certification as follows:

Work experience: The work experience requirement would be eliminated.

Continuing professional development: This requirement would be limited to mandatory attendance at a BOABC-endorsed seminar or successful completion of a BOABC-provided exam on major changes to the BC Building Code.

Implementation period: Four years in total. Unqualified building officials would be required to write the Level 1, 2 and 3 exams within the first two years. They could rewrite Level 2 or 3 exams, if necessary, during the remaining two years.

Professional engineers and registered architects: These professionals would be exempt from the qualification and BOABC membership requirements.

#### Background

Local governments employ building officials to monitor the compliance of building design and construction with the BC Building Code and other Provincial building regulations. Building officials review plans and inspect buildings under construction, and act as a "second set of eyes" that increases the likelihood that non-compliance and defects that

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<sup>1</sup> Established by the *Building Officials' Association Act*, the BOABC is a self-governing association that represents local government building officials. The BOABC has 486 local government building officials among its members, which represents a large proportion of the building officials in BC. The BOABC is also an accredited qualification body meeting the Standards Council of Canada National Standards System CAN-P-9 Conformity Assessment and currently offers its members a voluntary qualification and continuing education program.

### **Qualification of Local Government Building Officials: Response to Consultation**

jeopardize health and safety are identified and corrected. Consistency in Building Code administration and application is primarily achieved through the activities performed by building officials.

Despite the key role they play in the construction process, there are no mandatory minimum qualification or continuing education requirements for BC building officials. Building officials' levels of knowledge vary, which can lead to inconsistencies and errors in how the Building Code is applied, interpreted and enforced. Most other Canadian jurisdictions require building officials to be certified or licensed.

Consultation with participants in the building regulatory system has reinforced the crucial importance of qualified individuals, including building officials, to Code compliance and building safety. The construction sector has also repeatedly expressed concerns about inconsistent application of the Code by building officials within and across jurisdictions.

A workforce of highly-skilled building officials is essential to an effective and efficient building regulatory system. Minimum Provincial qualification requirements for building officials will increase uniformity in Code application and enforcement, and ultimately building safety, by ensuring that the individuals who review plans and inspect buildings under construction are qualified to do so. And by requiring building officials' responsibilities to be consistent with their level of qualification, the proposal would ensure that a local government does not adopt a Code administration regime that it does not have the capacity to carry out.

#### **Provincial Qualification Requirements**

The Province is proposing a system of mandatory minimum qualification requirements for building officials. The requirements would be administered by the BOABC under a formal agreement with the Province. This proposal would:

- require all building officials employed by local governments to meet Provincial qualifications and obtain membership in the BOABC;
- limit local governments to employing only qualified individuals as building officials; and
- limit the functions that building officials can perform to their level of qualification.

The qualification requirements would consist of examinations designed to assess knowledge of the Building Code and continuing professional development. Three levels of examinations, developed and administered by the BOABC, would reflect three general categories of building construction, each of increasing complexity:

- Level 1 – one and two-family dwellings regulated under Part 9 of the Building Code;
- Level 2 – other buildings regulated under Part 9 of the Building Code, including some small commercial buildings; and
- Level 3 – larger or more complex buildings regulated under Part 3 of the Building Code, such as hospitals, schools and high-rise condo buildings.

In addition to these requirements, continuing professional development related to major changes to the Building Code would be required to maintain qualification.

### **Qualification of Local Government Building Officials: Response to Consultation**

The proposal includes a four year transition period for existing unqualified building officials to meet the qualifications. New entrants to the profession would also be required to successfully write the Level 1, 2 or 3 exams, depending on their responsibilities, within the implementation period.

#### **What is the difference between certification by the BOABC and Provincial qualification requirements?**

**BOABC certification** is voluntary.

- *To become certified*, a building official must:
  - obtain membership in the BOABC;
  - successfully write the necessary exams at Level 1, 2 or 3; and
  - achieve the necessary work experience for Level 1, 2 or 3.
- *To maintain certification*, a building official must:
  - obtain the required number of continuing professional development points over a three year period; and
  - meet a Code change maintenance requirement when a new edition of the Code is adopted.

**Provincial qualification** would become mandatory.

- *To become qualified*, a building official would have to:
  - obtain membership in the BOABC; and
  - successfully write the necessary exams at Level 1, 2 or 3.
- *To maintain qualification*, a building official would have to:
  - attend a BOABC-endorsed Code change seminar and/or successfully write a BOABC-provided Code change exam within six months of the availability of a Code change seminar or exam. This requirement would apply to all major Code changes.

#### **Who would the qualification requirements apply to?**

- Any individual who administers or enforces the BC Building Code and other Provincial building regulations for or on behalf of a local authority would need to be qualified. The term "building official" includes plan checkers, building inspectors, building officials and plumbing officials.
- This would include building officials and plumbing officials employed by or working under contract to a municipality, a regional district, a treaty first nation or any other authority that administers or enforces Provincial building regulations.
- Administration or enforcement of Provincial building regulations could include:
  - reviewing or checking building plans for compliance with the BC Building Code;
  - inspecting and/or monitoring for compliance with the Building Code; and
  - signing permits and/or rendering decisions on a building project's compliance with the Building Code.



### **Qualification of Local Government Building Officials: Response to Consultation**

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- The requirement would not apply to management positions that do not take an active role in administration or enforcement of Provincial building regulations, as described above.

#### **Would professional architects and engineers who are employed as building officials need to meet Provincial qualification requirements?**

- Architects or engineers working as building officials would not need to meet qualification requirements or BOABC membership requirements.

#### **How would the Province implement a qualification requirement?**

- Existing unqualified building officials would be able to continue to work as building officials for up to four years. During that time, they would need to pass the examinations corresponding to their level of responsibility.
- If they are already certified, and their certification is in good standing, they would automatically be qualified at their level of certification.
- Existing building officials who are not BOABC members would also be required to obtain membership within six months.
- New entrants to the occupation would have to become BOABC members and become qualified at the level at which they intend to work.

#### **Why would BOABC membership become mandatory?**

- If all building officials are BOABC members, then the BOABC code of ethics applies and the BOABC can investigate complaints and discipline members. Mandatory qualifications and membership in a professional association is the model that is commonly applied to professions via the "college" system (e.g., the health professions).

#### **Who would pay for the costs of BOABC membership, examinations and continuing professional development?**

- Most local governments currently cover the costs of BOABC membership, training and examinations for their employees.
- Current BOABC fees are:

○ Annual membership	\$448
○ Study session in preparation for exams(two days)	\$290
○ Code change seminar	\$290
○ Examination <sup>2</sup>	\$224

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<sup>2</sup> One examination must be written to obtain Level 1 and 2 qualification. Five examinations must be written for Level 3 qualification.

### **Qualification of Local Government Building Officials: Response to Consultation**

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**What happens if a local government doesn't have any building officials at higher levels of qualification?**

- A number of smaller local governments currently contract for building permitting, plan review and inspection services with larger municipalities or regional districts, or with individual building officials. Local governments without building officials at higher levels of qualification could continue this practice.

**Would local governments be able to hire building officials who are not yet qualified?**

- Yes, but only during the four year implementation period, during which the unqualified building officials would need to pass the examinations corresponding to their level of responsibility.
- After that, local governments would be required to hire qualified building officials.

**What training is available to help building officials meet the qualification requirements?**

- The BOABC has an agreement with the British Columbia Institute of Technology to recognize its correspondence training for Level 1 qualification and classroom training courses for other qualification levels. BOABC also offers its own study sessions, including Code change seminars province-wide, as well as an annual three-day Education Seminar.
- The BOABC is also:
  - developing new course material and examinations with the Alliance of Canadian Building Officials Association and the International Code Council and new plumbing courses and examinations through an agreement with the Plumbing Officials' Association of BC;
  - planning for broader delivery of training through more institutions, including online delivery of core Code education in collaboration with colleges and universities; and
  - providing more regional study sessions and education conferences.



RDN REPORT	
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**MEMORANDUM**

**TO:** J. Harrison  
Director, Corporate Services

**DATE:** August 26, 2014

**FROM:** J. Hill  
Manager, Administrative Services

**FILE:** 0360-20-BRRC-2014

**SUBJECT: Board Remuneration Review Committee Recommendations**

**PURPOSE:**

To provide the recommendations of the Board Remuneration Review Committee and to introduce bylaws to amend Board remuneration rates commencing with the inauguration of the next Board of Directors in December 2014.

**BACKGROUND:**

The Regional District of Nanaimo (RDN) has established a protocol of reviewing Board remuneration and expense reimbursement rates every term in the year of local government elections. The rates established from the review are effective once the new Board of Directors are sworn in at the inaugural meeting to be held December 9, 2014.

The remuneration review is carried out by the Board Remuneration Review Committee in accordance with its Terms of Reference (ToR). The Board appointed the following members to the Committee at its regular meeting held April 22, 2014:

- |                 |   |
|-----------------|---|
| Jerry Davis     | prior senior staff (City of Fort Saskatchewan and Edmonton) |
| Sandy Herle     | prior RDN Director and City of Parksville Mayor             |
| Bill Holdom     | prior RDN Director and City of Nanaimo Councillor           |
| Henrik Kreiberg | prior RDN Director (Electoral Area 'A')                     |

In addition to the Committee's roles as established in the ToR, the Board referred the following matters to the Committee at its meeting held May 27, 2014:

That Regional District of Nanaimo Directors be fully compensated for reasonable child care costs while attending or travelling to and from all meetings necessary in the conduct of the Regional District of Nanaimo duties.

That the Remuneration Committee be requested to review Director compensation for all reasonable expenses.

The Committee met three times from May through July (minutes attached as Appendix 1) to review background material and a number of comparative remuneration summaries with other regional districts. Additionally, a survey questionnaire was distributed to all Board members requesting feedback

on the current structure and level of remuneration and expenses, and members were invited to meet individually with the Committee to discuss items of particular interest and concern. The Committee reviewed and discussed in depth the following information:

- A comparison of remuneration and expense reimbursement rates of a select peer group of regional districts;
- A report of Directors remuneration and expenses for 2013;
- A summary of Director compensation provided for additional meeting attendance for 2012 – 2014; and
- Results of the survey questionnaire and personal interviews.

### **Board Remuneration Review Committee Recommendations**

The following recommendations of the Board Remuneration Review Committee are provided for the Board's consideration:

1. That the base remuneration for all Directors be increased by a cost of living adjustment commencing the pay period following the Inaugural Board Meeting in 2014, and annually thereafter in December 2015, 2016 and 2017.
2. That the Electoral Area Director allowance be increased by \$1,200.00 commencing the pay period following the Inaugural Board Meeting in 2014, and that the allowance be increased annually by a cost of living adjustment in December 2015, 2016 and 2017.
3. That the Chairperson allowance be increased by \$3,605.00 commencing the pay period following the Inaugural Board Meeting in 2014, and that the allowance be increased annually by a cost of living adjustment in December 2015, 2016 and 2017.
4. That Director remuneration for additional meeting attendance be eliminated, and that base remuneration and allowances be increased by an equivalent amount in December 2014 as follows:
  - Base remuneration for all Directors - \$1,350.00
  - Electoral Area Director allowance - \$3,200.00
  - Chairperson allowance - \$1,500.00
5. That Alternate Director remuneration for meeting attendance be increased from \$80.00 to \$100.00 per meeting when attending in the regular Director's place.
6. That no changes be made to Director expenses or benefits.
7. That child care costs incurred by a Director while attending or travelling to and from all meetings necessary in the conduct of the Regional District of Nanaimo duties not be a reimbursable expense.

For reference purposes, the overall impact to Director remuneration as recommended by the Committee is summarized below:

	<b>Current</b>	<b>Dec. 2014</b>	<b>Dec. 2015</b>	<b>Dec. 2016</b>	<b>Dec. 2017</b>
Base Remuneration – All Directors	\$11,855	\$13,205 plus COLA increase on current rate	COLA Increase	COLA Increase	COLA Increase
EA Director - Allowance	\$6,585	\$10,985	COLA Increase	COLA Increase	COLA Increase
Chairperson - Allowance	\$14,395	\$19,500	COLA Increase	COLA Increase	COLA increase

\*COLA – Cost of living adjustment

## **DISCUSSION OF RECOMMENDATIONS:**

### **Base Remuneration and Allowances**

In order to establish a benchmark for current remuneration levels, a survey was conducted among a peer group of regional districts, selected based on factors such as comparable operating expenses, population and service provision. The summary of current remuneration and expenses for the peer group is attached as Appendix 2.

Currently, all RDN Directors receive a base remuneration rate (\$11,855), and the Chairperson and Electoral Area Directors receive an additional allowance (\$14,395 and \$6,585 respectively). The regional district peer group comparison indicated that Electoral Area Director remuneration (base plus allowance) and Municipal Director remuneration is at 88% and 105.5% respectively of the peer group average, and is at 95.6% and 110.6% respectively of the peer group average when excluding the highest and lowest remuneration in the peer group. The Chairperson remuneration (base plus allowance) is at 98.6% of the average for the peer group, and is at 97.3% of the peer group average when excluding the highest and lowest remuneration in the peer group.

The Committee is recommending that the Electoral Area Director and Chairperson allowance be increased to reduce the gap with remuneration of the peer group average, and to recognize the increasing complexity of the work and demands on time being seen by these elected representatives. It is further recommended that the base remuneration for all Directors be increased by a cost of living adjustment (COLA). The recommended increases effective December 2014 are as follows (to be increased annually by COLA):

- All Directors base remuneration – increase by COLA
- Electoral Area Director allowance - increase by \$1,200.00
- Chairperson allowance - increase by \$3,605.00

### **Expenses**

Expenses and reimbursement rates for meals, mileage and overnight allowances were found to be comparable to the regional district peer group and no overall adjustments are being recommended. Mileage will continue to be reviewed twice per year for consumer price index for Vancouver Island (or equivalent) increments in accordance with Bylaw No. 1078. The Committee also considered expense reimbursement for reasonable childcare costs as referred by the Board. With very little in terms of comparable expenses in other local governments jurisdictions, and with the general feedback from the

Director's surveys not showing strong support for this initiative, the Committee is not recommending compensation for childcare costs.

### **Extra Meeting Attendance**

The Committee reviewed the RDN's current remuneration structure for extra meeting attendance which is outlined below:

- All Directors receive a base rate of remuneration (currently \$11,855) which covers up to four regularly scheduled Board or Committee meeting, Ideas and Updates meetings and up to one additional informational seminar per month.
- The Chairperson receives an additional allowance for the duties of this position (currently \$14,395).
- Electoral Area Directors receive a supplemental allowance in recognition of additional constituency roles and responsibilities (currently \$6,585).

In addition to the annual remuneration rates as outlined above, additional rates are paid for attendance at extra meetings. The current rates for additional meeting attendance are shown on Schedule 'A' of Bylaw No. 1078 (see Appendix 3).

The Committee concluded that the current remuneration structure and reimbursement practices for extra meeting attendance should be streamlined by eliminating the per meeting rate structure for Directors and increasing remuneration rates (base and allowance) by an equivalent amount based on the actual costs of compensation for additional meeting attendance. The effect of this change would be cost neutral, but would simplify administrative processes for staff and for Directors who have reported that the current meeting reporting system can be confusing. In addition, it was noted that the current remuneration as set out in the bylaws is significantly lower than what is reported for many Directors in the annual Statement of Financial Information (attached as Appendix 4). The Committee felt that increasing remuneration to include extra meeting attendance would provide a greater degree of transparency to the public about the actual remuneration paid to Directors for their duties as elected officials.

The Committee reviewed a summary of Director compensation provided for additional meeting attendance for 2012 – 2014 (see Appendix 5). The Committee noted a general disparity in remuneration for extra meeting attendance between Municipal Directors, Electoral Area Directors, and the Chairperson. The amount of extra meeting remuneration (as a percentage of total remuneration) is, on average, lower for Municipal Directors, higher for Electoral Area Directors, and is the highest for the Chairperson. Based on these figures, the Committee recommended the following increases to remuneration in lieu of additional rates paid for extra meeting attendance. These proposed increases are *in addition* to the recommended increases to base remuneration and allowances as set out on page 2 of this report:

- Base remuneration for all Directors – increase by \$1,350.00
- Electoral Area Director allowance – increase by \$3,200.00
- Chairperson allowance – increase by \$1,500.00

The Committee is also recommending that the per meeting rate paid to Alternate Directors remain in place for the following term, and that the amount be increased from \$80.00 to \$100.00 per meeting when attending in the regular Director's place.

Amendment bylaws incorporating the Committee's recommendations are attached for consideration of the Board (see Appendix 6 and 7). Staff are also recommending some general housekeeping amendments to the remuneration bylaws to update job titles and to correct section number referencing where applicable and have included these amendments in the attached bylaws.

**ALTERNATIVES:**

1. Approve the Board Remuneration Review Committee recommendations and adopt the bylaws as presented.
2. That alternate direction be provided to staff.

**FINANCIAL IMPLICATIONS:**

**Alternative 1:**

The remuneration paid to Board members at the RDN is funded through two services, the Legislative Services Function funded by all participants and the Electoral Areas Administration Service which is funded by Electoral Areas. The Electoral Areas Administration Service is used to fund the extra allowance paid to Electoral Area Directors only, and the Legislative Services function is used to fund Municipal Directors' allowances along with the Board Chairperson's allowance and the additional meetings allocation.

The recommendations by the Committee are to provide an increase to the Electoral Area Director and Chairperson allowances to recognize the increasing complexity of their work and demands on time being seen by these elected representatives, and to move to an annual fixed remuneration (base and allowance) that incorporates all aspects of the service provided by Directors including all meeting attendance. This change would result in an estimated annual cost in 2015 of \$320,880 for total elected member remuneration. The total to be paid in 2014 is unknown as yet because of the per meeting process currently used; however, the 2013 total was \$299,925 and the 2012 total was \$297,040.

The 2015 impact on the two service areas that fund Board remuneration is summarized in the following table.

	<b>2014 Requisition</b>	<b>2015 Board Remuneration Change</b>	<b>2014 cost per \$100,000 assessment</b>	<b>2015 change to cost per \$100,000 assessment</b>
Legislative Services	\$840,750	\$23,455	\$2.80	\$0.10
Electoral Area Administration	\$383,125	\$8,400	\$4.40	\$0.10

The Committee's recommendations also include increases for 2016 through to 2018 based on a cost of living adjustment to be based on the Consumer Price Index. Staff recommend using the British Columbia versus either the Vancouver or Victoria index values where there are more volatile housing markets. Estimates of these increases would be incorporated into the 2015 to 2018 Financial Plan when presented in January.

**Alternative 2:**

Any financial impacts would need to be evaluated based on alternate Board direction.

**SUMMARY/CONCLUSIONS:**

A Board Remuneration Committee has reviewed and discussed information with respect to current remuneration rates and expenses, has analyzed remuneration and expenses of a select regional district peer group, and has surveyed and met with individual Board members to hear views on remuneration rates and expenses.

The Board Remuneration Review Committee recommendations are as follows:

1. That the base remuneration for all Directors be increased by a cost of living adjustment commencing the pay period following the Inaugural Board Meeting in 2014, and annually thereafter in December 2015, 2016 and 2017.
2. That the Electoral Area Director allowance be increased by \$1,200.00 commencing the pay period following the Inaugural Board Meeting in 2014, and that the allowance be increased annually by a cost of living adjustment in December 2015, 2016 and 2017.
3. That the Chairperson allowance be increased by \$3,605.00 commencing the pay period following the Inaugural Board Meeting in 2014, and that the allowance be increased annually by a cost of living adjustment in December 2015, 2016 and 2017.
4. That Director remuneration for additional meeting attendance be eliminated, and that base remuneration and allowances be increased by an equivalent amount in December 2014 as follows:
  - Base remuneration for all Directors - \$1,350.00
  - Electoral Area Director allowance - \$3,200.00
  - Chairperson allowance - \$1,500.00
5. That Alternate Director remuneration for meeting attendance be increased from \$80.00 to \$100.00 per meeting when attending in the regular Director's place.
6. That no changes be made to Director expenses or benefits.
7. That child care costs incurred by a Director while attending or travelling to and from all meetings necessary in the conduct of the Regional District of Nanaimo duties not be a reimbursable expense.

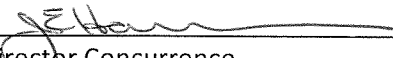
**RECOMMENDATIONS:**

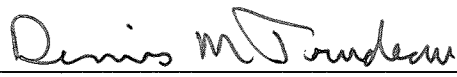
1. That the minutes of the Board Remuneration Review Committee meetings held May 20, 2014, June 17, 2014, and July 21, 2014, be received for information.
2. That the recommendations of the Board Remuneration Committee be approved.
3. That "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014" be introduced and read three times.
4. That "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014" be adopted.



5. That "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.04, 2014" be introduced and read three times.
6. That "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.04, 2014" be adopted.
7. That the Board Remuneration Review Committee be dissolved.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
Director Concurrence

  
\_\_\_\_\_  
A/ CAO Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE BOARD REMUNERATION REVIEW COMMITTEE MEETING  
HELD ON TUESDAY, MAY 20, 2014 AT 1:00 PM IN THE  
RDN BENSON ROOM**

In Attendance:

J. Davis	Community Representative
S. Herle	Community Representative
B. Holdom	Community Representative
H. Kreiberg	Community Representative

Also in Attendance:

T. Moore	Manager, Accounting Services
J. Hill	Manager, Administrative Services
C. Golding	Recording Secretary

**ELECTION OF CHAIRPERSON**

MOVED S. Herle, SECONDED B. Holdom, that Jerry Davis be nominated as Chair of the Board Remuneration Review Committee.

CARRIED

**REPORTS**

**Terms of Reference.**

J. Hill reviewed the Board Remuneration Review Committee Terms of Reference with the Committee members.

**Additional Matters Referred to the Board Remuneration Review Committee – Excerpt from May 13, 2014 Committee of the Whole Minutes.**

The Committee reviewed and discussed the additional matters referred to the Committee by the Board including Director compensation for reasonable child care costs, and the review of Director compensation for all reasonable expenses. Members discussed some of the pros and cons of fully compensating child care expenses and discussed what may be considered a reasonable child care expense. Other options were discussed such as considering the implementation of a Family Friendly Policy and/or the reimbursement of caregiver expenses for a dependent which would not be limited to the care of a child.

**Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.**

T. Moore reviewed Board and Committee member remuneration, expenses and benefits with the Committee members. Committee members discussed the remuneration and expenses, the current structure of how additional remuneration is provided for attending additional meetings, and discussed that it may be more convenient and efficient to increase the base remuneration rates in both bylaws to include an established average annual remuneration rate for additional meeting attendance. Staff will provide the Committee with the amounts Directors have received for additional meeting attendance over the last term to establish an average rate, and will obtain additional information on whether Regional District of Nanaimo member

municipalities are paying elected officials for additional meeting attendance. It was also noted that some general bylaw housekeeping is required to renumber sections that have become inconsistent with the bylaw due to previous bylaw amendments.

#### **Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.**

T. Moore reviewed Electoral Area Director remuneration, expenses and benefits with the Committee members. Committee members discussed the criteria used to determine remuneration amounts and increases for Directors, and T. Moore clarified that cost of living allowance adjustments (COLA) had established incremental increases to remuneration rates prior to the current bylaws, but that the rates in the existing bylaws were increased more than COLA to bring them more in line with the remuneration rates of a selected peer group of Regional District elected officials. Committee members also discussed meal expenses, per diem amounts provided for overnight travel, benefits, and mileage rates which staff advised are capped at an amount established by Canada Revenue Agency as higher amounts would be a taxable benefit.

#### **Policy A1.15 – Fax Machines and Personal Computers for Board Members.**

T. Moore reviewed the policy and Committee members discussed the expenses and allowances paid for the provision of fax machines, personal computers, internet service and fax lines, and mobile phones. J. Hill advised that the Committee that ipads were provided to Directors in 2012, and are an additional expense that is paid by the Regional District.

#### **Report of Directors' Remuneration and Expenses for 2013.**

T. Moore reviewed the report and explained the differences between exempt allowances and expenses for 2012 and 2013.

#### **Summary of Expenditure Budgets for Selected Regional District Peer Group.**

T. Moore reviewed the summary of expenditure budgets for the selected Regional District Peer Group showing the comparisons of the Regional District of Nanaimo remuneration with other regional districts including Comox Valley, Cowichan Valley, Sunshine Coast and Thompson Nicola, and explained that the base remuneration amount shown for the Chairperson includes the EA Director additional allowance. Members discussed options for remuneration including combining the base rate and allowance into one amount, and eliminating per-meeting compensation. Staff will obtain further information regarding remuneration levels for all Regional Districts in BC.

#### **Proposed 2014 Director Survey Questions.**

The Committee reviewed the questionnaire and requested revisions as follows:

Dividing question one regarding remuneration and meeting tracking into two distinct questions and to add more detailed questions as follows:

Question One – Remuneration:

Are you satisfied with your current rate of compensation?

Was compensation a factor in your decision to run for office?

Would compensation affect your decision to run for office if it was higher or lower?

What do you think about the remuneration rates in general?

Question Two – Meeting tracking and meeting rates:

Are you satisfied with the current rates paid for extra meeting attendance?

Are you satisfied with the current structure of how meeting attendance and mileage is reported?

If not, do you have any suggestions on how it could be improved?

Committee members requested that the question regarding child care expenses be expanded to request Directors to provide comments outlining their reasoning both for and against the RDN adopting a either a family friendly policy or reimbursing reasonable child care expenses. Members requested that an additional question regarding reimbursement of caregiver expenses and the implementation of a family friendly policy be added to the questionnaire, and requested that a copy of the Resort Municipality of Whistler's new Family Friendly Policy be provided to Directors with the questionnaire.

#### **FOLLOW UP ITEMS**

J. Hill will distribute the finalized questionnaire to the Board of Directors at the May 27, 2014 Board meeting with a return deadline date of June 6, 2014. The results will be forwarded to the Remuneration Committee members by June 11, 2014. The Committee will next meet on June 17, 2014 from 1:00 - 4:30 pm to hold interviews with any Directors requesting a meeting, and will convene once interviews are complete to consider the questionnaire responses and recommendations for the Board.

#### **ADJOURNMENT**

TIME: 3:30 PM

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J. Davis, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE BOARD REMUNERATION REVIEW COMMITTEE MEETING  
HELD ON TUESDAY, JUNE 17, 2014 AT 2:45 PM IN THE  
RDN PLANNING ROOM

In Attendance:

J. Davis	Chairperson
S. Herle	Community Representative
B. Holdom	Community Representative
H. Kreiberg	Community Representative

Also in Attendance:

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

**CALL TO ORDER**

The Chairperson called the meeting to order.

**MINUTES**

**Minutes of the Board Remuneration Review Committee meeting held Tuesday, May 20, 2014.**

MOVED B. Holdom, SECONDED H. Kreiberg, that the minutes of the Board Remuneration Review Committee meeting held Tuesday, May 20, 2014, be adopted.

CARRIED

**DIRECTOR QUESTIONNAIRE RESPONSES**

Committee members reviewed and discussed the Questionnaire responses received by Directors.

**REPORTS**

The Committee received and discussed the information provided in the following reports:

- Board Per Meeting Compensation as a Percentage of Remuneration;
- Regional Districts in BC – Board Remuneration and Expenses; and
- Regional District of Nanaimo Member Municipality Remuneration and Expenses.

**Items for Consideration and Recommendation submitted by Jerry Davis, Committee Chairperson.**

The Committee members reviewed the list of items for consideration submitted by the Chairperson and added the following items for further consideration at the next meeting:

- Compensation for travel time;
- Second phone line expense reimbursement;
- Special provisions to personalize incidental expenses;
- Clear information to be provided to the Directors on what expenses they are entitled to and any additional funds available during Board orientation.

**FOLLOW UP ITEMS:**

Staff will provide information to the Committee regarding insurance requirements for Director's private vehicles while engaged in Regional District of Nanaimo business, and will provide the mileage incurred by Directors for transportation between their residence and the Regional District of Nanaimo Administration Building. The Committee will next meet on July 4, 2014 from 8:30 am - 12:00 pm to consider recommendations for the Board.

**ADJOURNMENT**

TIME: 4:15 PM

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J. Davis, Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE BOARD REMUNERATION REVIEW COMMITTEE MEETING  
HELD ON MONDAY, JULY 21, 2014 AT 1:30 PM IN THE  
BENSON ROOM**

In Attendance:

J. Davis	Chairperson
S. Herle	Community Representative
B. Holdom	Community Representative
H. Kreiberg	Community Representative

Also in Attendance:

W. Idema	Director of Finance
J. Hill	Manager, Administrative Services
C. Golding	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order.

**MINUTES**

**Minutes of the Board Remuneration Review Committee meeting held Tuesday, June 17, 2014.**

MOVED B. Holdom, SECONDED H. Kreiberg, that the minutes of the Board Remuneration Review Committee meeting held Tuesday, June 17, 2014, be adopted.

CARRIED

**Verbal Update on Insurance requirements for Director's private vehicles.**

- J. Hill reviewed the requirements of the Insurance Corporation of BC and confirmed that use of a personal vehicle while conducting business as an elected official is considered business use for insurance purposes.
- The Committee requested that clarification of Insurance requirements be added as a Board Orientation item.

**Director's Mileage**

- The Committee received the report on Director's mileage and recommended that the current rate remain the same as the Province of BC.

**Items for Consideration and Recommendation.**

The Committee members reviewed and discussed the list of items for consideration and recommendation and made the following recommendations:

1. That the base remuneration for all Directors be increased by a cost of living adjustment commencing the pay period following the Inaugural Board Meeting in 2014, and annually thereafter in December 2015, 2016 and 2017.
2. That the Electoral Area Director allowance be increased by \$1,200.00 commencing the pay period following the Inaugural Board Meeting in 2014, and that the allowance be increased annually by a cost of living adjustment in December 2015, 2016 and 2017.
3. That the Chairperson allowance be increased by \$3,605.00 commencing the pay period following the Inaugural Board Meeting in 2014, and that the allowance be increased annually by a cost of living adjustment in December 2015, 2016 and 2017.
4. That Director remuneration for additional meeting attendance be eliminated, and that base remuneration and allowances be increased by an equivalent amount in December 2014 as follows:
  - Base remuneration for all Directors - \$1,350.00
  - Electoral Area Director allowance - \$3,200.00
  - Chairperson allowance - \$1,500.00
5. That Alternate Director remuneration for meeting attendance be increased from \$80.00 to \$100.00 per meeting when attending in the regular Director's place.
6. That no changes be made to Director expenses or benefits.
7. That child care costs incurred by a Director while attending or travelling to and from all meetings necessary in the conduct of the Regional District of Nanaimo duties not be a reimbursable expense.

**ADJOURNMENT**

TIME: 4:15 PM

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J. Davis, Chair



Appendix 2

BOARD REMUNERATION COMMITTEE  
COMPARISON OF NANAIMO RD TO SURVEY GROUP OF OTHER RD

BASE												
Survey group												
Name	Chair Base	Chair Allowance	Chair Total	EA Director	EA Additional Allowance	EA Director Total	No of EA members	Municipal Director	Municipal Additional Allowance	Municipal Director Total	No of Municipal members	Date Rates Last Updated
Nanaimo	\$ 18,440	\$ 14,395	\$ 32,835	\$ 11,855	\$ 6,585	\$ 18,440	7	\$ 11,855		\$ 11,855	10	Dec 2013
Comox Valley	\$ 34,224		\$ 34,224	\$ 21,384		\$ 21,384	3	\$ 10,716		\$ 10,716	7	2012
Cowichan Valley*	\$ 34,142		\$ 34,142	\$ 24,326		\$ 24,326	9	\$ 16,215		\$ 16,215	6	June 2012
Sunshine Coast	\$ 34,591		\$ 34,591	\$ 8,658	\$ 1,240	\$ 9,898	5	\$ 8,658		\$ 8,658	3	Jan 2014
Thompson Nicola	\$ 14,793	\$ 18,116	\$ 32,909	\$ 14,793		\$ 14,793	10	\$ 8,368		\$ 8,368	16	Jan 2014 Reviewed, not updated
Survey group average			\$ 33,740			\$ 17,768				\$ 11,162		
<b>Nanaimo - % higher(lower)</b>			<b>97.3%</b>			<b>103.8%</b>						<b>106.2%</b>
Survey group exci highest and lowest			\$ 33,758			\$ 18,206				\$ 10,410		
<b>Nanaimo - % higher(lower)</b>			<b>97.3%</b>			<b>101.3%</b>						<b>113.9%</b>
Other Jurisdictions (from UBCM Survey)												
Capital	\$ 20,366	\$ 8,146	\$ 28,512	\$ 40,276		\$ 40,276	3	\$ 8,878		\$ 8,878	21	
Central Okanagan	\$ 36,000	Receives a car	\$ 36,000	\$ 17,500	Supplement based on # of constituents	\$ 17,500	2	\$ 14,000		\$ 14,000	10	
Overall average			\$ 33,316			\$ 20,945				\$ 11,241		
<b>Nanaimo - % higher(lower)</b>			<b>98.6%</b>			<b>88.0%</b>						<b>105.5%</b>
Overall Average exci highest and lowest			\$ 33,740			\$ 19,289				\$ 10,719		
<b>Nanaimo - % higher(lower)</b>			<b>97.3%</b>			<b>95.6%</b>						<b>110.6%</b>

\*Note: Cowichan Valley Regional District does not provide extra meeting per diems.

**BOARD REMUNERATION COMMITTEE  
COMPARISON OF NANAIMO RD TO SURVEY GROUP OF OTHER RD**

OTHER					OTHER MEETING PER DIEMS			
Survey group					Committee Chair	Alternate Directors	Regular Directors - Other Meetings	Meetings over 1/2 Day
Name	Meal Per Diems	Meal Per Diems (Out of Area)	Travel Allowance (For Overnight)	Mileage Rate (Adjusted every 6 months by CPI)				
Nanaimo	\$15/20/30	Same	\$75	\$ 0.54	\$ 110	\$ 80	\$ 70	\$ 110
Comox Valley	\$15/20/25	Same	\$75	\$ 0.54	\$ 75		\$ 125	
Cowichan Valley*	\$10/15/25	\$20/25/35	\$10 (\$20 out of area)	\$ 0.54				
Sunshine Coast	\$14/18/28	Same	\$60	\$ 0.52	\$ 116		\$ 116	
Thompson Nicola	\$14/15/24	\$16/22/32	\$85 (\$100 out of area)	\$ 0.54	\$140 plus travel time		\$140 plus travel time	
Other Jurisdictions (from UBCM Survey)								
Capital	\$10.50/21/31.50	Same	\$63	\$ 0.50				
Central Okanagan	\$12.50/12.50/25	Same	Unknown	\$ 0.53				

\*Note: Cowichan Valley Regional District does not provide extra meeting per diems.

BOARD REMUNERATION COMMITTEE  
COMPARISON OF NANAIMO RD TO SURVEY GROUP

OTHER BENEFITS									
Electoral Area Directors									
Survey Group	Name	Computers	Laptops	iPads	Fax Machines	Maintenance / Replacement	Allowance for purchasing equipment	End of Term; Directors keep devices ?	Directors Pay anything to keep devices? (Depreciated Cost)
Nanaimo		Yes	No	Yes	Yes	Yes	Optional	Yes	No
Comox Valley		Yes	No	Yes (EA & Municipal)	Yes	Yes	Yes, constituency expense	Yes, if pay depreciated cost	Yes, depreciated cost
Cowichan Valley		No	Yes	Yes	Yes	Yes	No	No	N/A
Sunshine Coast		No	No (Yes in 2015)	No	Yes	Yes	Yes, constituency expense	No	Yes, depreciated cost
Thompson Nicola		No	Yes	Yes	No	No	No	Yes	\$100
Other Jurisdictions (from UBCM Survey)									
Capital									
Central Okanagan									

Appendix 3

Schedule 'A' to accompany "Board and Committee Member Remuneration, Expenses and Benefits Amendment Bylaw No. 1078.07, 2011"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

**SCHEDULE 'A'<sup>13</sup>**

1. Remuneration rates effective commencing the pay period following the Inaugural Board Meeting in each year shall be as follows:

	<u>Dec. 2011</u>	<u>Dec. 2012</u>	<u>Dec. 2013</u>
All Directors (See 1(a))	10,610	11,230	11,855
Chairperson – allowance	14,395	14,395	14,395

- (a) The base remuneration shall cover up to four regularly scheduled Board or Committee meetings, Ideas and Updates meetings and up to one additional informational seminar per month.

2. In addition to the annual remuneration rates shown at (1) above, there shall be paid the following rates:

Vice Chairperson of the Board	\$160 per meeting when acting as Chairperson of the Board
Committee Chairperson (Standing, Select, Advisory, Public Hearing or Public Information Meeting)	\$110 per meeting chaired
Committee Vice Chairperson (has the same meaning as Committee Chairperson)	\$85 per meeting chaired
Alternate Director	\$80 per meeting when attending in the regular Director's place
Select Committees	\$70 per meeting attended
Scheduled Standing Committees	\$70 per meeting attended
Advisory Standing Committees	\$70 per meeting attended
Public Hearings	\$70 per meeting attended
Public Information Meeting	\$70 per meeting attended

<sup>13</sup> Bylaw No. 1078.07 adopted June 28, 2011

Other meetings \$70 per meeting for Directors appointed by the Board or the Chairperson to represent the Regional District at other Regional District business meetings

- (a) Where a Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds half a day or four hours in length, the per diem shall be \$110.
  - (b) The Chair and/or a Director designated by the Chair shall receive a meeting per diem of \$110 when attending meetings with senior levels of government or when representing the Regional District at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.
  - (c) Meeting per diems shall be paid for sub-committee work only where the committee appointment is to an organization constituted under Provincial legislation or is directly related to the Regional District's service responsibilities.
3. The rates above shall be reviewed by a Committee appointed by the Board in the year of Local Government elections and any changes shall be effective from the pay period following the December inaugural Board meeting of that year.

Appendix 4

REGIONAL DISTRICT OF NANAIMO  
REPORT OF DIRECTORS REMUNERATION & EXPENSES FOR 2013

Area 2013 Board	Name	Remuneration					Expenses		Total 2013	Total 2012
		Taxable Payroll	Exempt Allowance	Total 2013	Total 2012	2013	2012			
G (Chairperson)	Stanhope, J.	\$ 27,418.57	\$ 13,709.29	\$ 41,127.86	\$ 39,633.41	\$ 12,842.43	\$ 12,955.75	\$ 53,970.29	\$ 52,589.16	
	McPherson, A.	\$ 15,805.77	\$ 7,902.88	\$ 23,708.65	\$ 25,152.06	\$ 8,883.72	\$ 7,713.11	\$ 32,592.37	\$ 32,865.17	
	Houle, H.	\$ 15,737.27	\$ 7,868.63	\$ 23,605.90	\$ 22,510.10	\$ 6,892.05	\$ 6,029.47	\$ 30,497.95	\$ 28,539.57	
	Young, M.	\$ 15,358.60	\$ 7,679.30	\$ 23,037.90	\$ 22,730.46	\$ 4,420.72	\$ 10,182.83	\$ 27,458.62	\$ 32,913.29	
	Holme, G.	\$ 14,666.60	\$ 7,333.30	\$ 21,999.90	\$ 22,720.10	\$ 2,536.73	\$ 5,795.75	\$ 24,536.63	\$ 28,515.85	
	Fell, J.	\$ 13,211.23	\$ 6,605.62	\$ 19,816.85	\$ 22,668.17	\$ 9,727.72	\$ 7,626.91	\$ 29,544.57	\$ 30,295.08	
	Veenhof, B.	\$ 14,919.35	\$ 7,459.68	\$ 22,379.03	\$ 23,355.73	\$ 11,942.05	\$ 10,963.83	\$ 34,321.08	\$ 34,319.56	
	Lantzville	\$ 8,513.27	\$ 4,256.64	\$ 12,769.91	\$ 12,120.07	\$ 143.44	\$ 517.50	\$ 12,913.35	\$ 12,637.57	
	Nanaimo	\$ 8,626.60	\$ 4,313.30	\$ 12,939.90	\$ 12,930.06	\$ 494.56	\$ 542.25	\$ 13,434.46	\$ 13,472.31	
	Nanaimo	\$ 8,419.94	\$ 4,209.97	\$ 12,629.91	\$ 11,670.07	\$ 347.97	\$ 373.03	\$ 12,977.88	\$ 12,043.10	
	Nanaimo	\$ 7,906.61	\$ 3,953.30	\$ 11,859.91	\$ 11,100.07	\$ 302.11	\$ 406.87	\$ 12,162.02	\$ 11,506.94	
	Nanaimo	\$ 8,313.27	\$ 4,156.64	\$ 12,469.91	\$ 12,260.07	\$ 529.14	\$ 647.62	\$ 12,999.05	\$ 12,907.69	
	Nanaimo	\$ 8,333.27	\$ 4,166.64	\$ 12,499.91	\$ 11,390.07	\$ 425.12	\$ 342.75	\$ 12,925.03	\$ 11,732.82	
	Nanaimo	\$ 7,579.94	\$ 3,789.97	\$ 11,369.91	\$ 10,610.07	\$ 158.71	\$ 130.21	\$ 11,528.62	\$ 10,740.28	
	Nanaimo	\$ 7,833.27	\$ 3,916.64	\$ 11,749.91	\$ 11,070.07	\$ 612.63	\$ 469.41	\$ 12,362.54	\$ 11,539.48	
	Parksville	\$ 8,699.94	\$ 4,349.97	\$ 13,049.91	\$ 12,890.07	\$ 1,628.88	\$ 1,348.99	\$ 14,678.79	\$ 14,239.06	
	Qualicum Beach	\$ 8,606.60	\$ 4,303.30	\$ 12,909.90	\$ 12,230.07	\$ 1,944.07	\$ 1,621.28	\$ 14,853.97	\$ 13,851.35	
		\$ 199,950.10	\$ 99,975.07	\$ 299,925.17	\$ 297,040.72	\$ 63,832.05	\$ 67,667.56	\$ 363,757.22	\$ 364,708.28	
	<b>Board Alternates</b>									
A	McLeod, J.	\$	\$	\$	\$ 300.00	\$	\$	\$	\$ 300.00	
A	Grand, P	\$ 126.67	\$ 63.33	\$ 190.00	\$	\$ 33.38	\$	\$ 223.38	\$	
A	Rae, S									
B	Cuthbertson, S.				\$ 80.00				\$ 80.00	
C	Pinker, C.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 240.00	\$ 11.10	\$	\$ 91.10	\$ 240.00	
E	Van Eynde, F.	\$ 566.67	\$ 283.33	\$ 850.00	\$ 670.00	\$ 222.94	\$ 121.39	\$ 1,072.94	\$ 791.39	
F	Salter, L.	\$ 233.33	\$ 116.67	\$ 350.00	\$ 480.00	\$ 122.86	\$ 141.97	\$ 472.86	\$ 621.97	
G	Derkach, L.				\$ 80.00		\$ 38.80		\$ 118.80	
H	Wahlgren, R.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 160.00	\$ 66.63	\$	\$ 146.63	\$ 160.00	
Lantzville	de Jong, J.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 150.00	\$ 16.31	\$	\$ 96.31	\$ 150.00	
Nanaimo	Pattje, J. F.	\$ 160.00	\$ 80.00	\$ 240.00	\$ 960.00	\$ 32.77	\$	\$ 272.77	\$ 960.00	
Nanaimo	McKay, B.	\$ 533.33	\$ 266.67	\$ 800.00	\$ 960.00	\$ 99.96	\$ 62.08	\$ 899.96	\$ 1,022.08	
Parksville	Burger, C.	\$ 106.67	\$ 53.33	\$ 160.00	\$ 540.00	\$ 56.57	\$ 168.13	\$ 216.57	\$ 708.13	
Qualicum Beach	Tanner, S.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 230.00	\$ 40.38	\$	\$ 120.38	\$ 230.00	
	\$ 1,939.99	\$ 970.01	\$ 2,910.00	\$ 4,850.00	\$ 702.90	\$ 532.37	\$ 3,612.90	\$ 5,382.37		
<b>TOTAL</b>	\$ 201,890.09	\$ 100,945.08	\$ 302,835.17	\$ 301,890.72	\$ 64,534.95	\$ 68,199.93	\$ 367,370.12	\$ 370,090.65		

CONTRACTS IN WHICH COUNCIL MEMBERS HAVE A DIRECT OR INDIRECT PECUNIARY INTEREST DISCLOSED UNDER THE COMMUNITY CHARTER SECTION 107

Elected Official	Associated Business	Description of Contract	Value
Willie, D.	Black & White Party Rentals Ltd.	Feb 19 - Nov 29, 2013 - Provision of rental supplies for various Vancouver Island events.	\$399.67

Appendix 5

Regional District of Nanaimo

Board Per Meeting Compensation as a Percentage of Total Remuneration  
For the Years 2012 to 2014 (Those paid out prior to May 17, 2014)

1352.857143

	2014			2013			2012		
	Per Meeting Compensation	Total Compensation to May 17, 2014	Per Meeting % of Total Compensation	Per Meeting Compensation	Total Compensation for 2013	Per Meeting % of Total Compensation	Per Meeting Compensation	Total Compensation for 2012	Per Meeting % of Total Compensation
<b>City of Nanaimo Directors</b>									
RUTTAN		5015.56	0%	140.00	11,369.92	1%		10610.08	0%
GREVES	140.00	5155.56	3%	1,400.00	12,629.92	11%		11670.08	9%
ANDERSON	210.00	5225.56	4%	520.00	11,749.92	4%		11070.08	4%
KIPP	250.00	5265.56	5%	1,270.00	12,499.92	10%		11390.08	7%
BESTWICK	280.00	5295.56	5%	630.00	11,859.92	5%		11100.08	4%
JOHNSTONE	360.00	5375.56	7%	1,240.00	12,469.92	10%		12260.08	13%
BRENNAN	400.00	5415.56	7%	1,710.00	12,939.92	13%		12930.08	18%
<b>Other Municipal Directors</b>									
DE JONG	420.00	5435.56	8%	-	-	-		-	-
DEMPSEY	-	-	-	1540.00	12769.92	12%		12120.08	12%
WILLIE	420.00	5435.56	8%	1680.00	12909.92	13%		12230.08	13%
LEFEBVRE	490.00	5505.56	9%	1820.00	13049.92	14%		12890.08	18%
<b>Electoral Area Directors</b>									
FELL	640.00	8441.53	8%	2220.00	19689.92	11%		22620.12	18%
HOLME	1030.00	8831.53	12%	4530.00	21999.92	21%		22720.12	19%
VEENHOF	1440.00	9241.53	16%	4580.00	22049.92	21%		23110.12	20%
YOUNG	1480.00	9281.53	16%	4770.00	22239.92	21%		22730.12	19%
HOULE	1930.00	9731.53	20%	4690.00	22159.92	21%		21930.12	16%
MCPHERSON	2670.00	10471.53	25%	4750.00	22219.92	21%		24530.12	25%
STANHOPE	2530.00	10331.53	24%	7340.00	24809.92	30%		24390.12	24%

Note: Chairperson Allowance has been removed from Total Compensation for Director Stanhope for comparative purposes.

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**Alternates**

BURGER	240.00	240.00	100%	160.00	160.00	100%		540.00	100%
CHRISTENSEN	80.00	80.00	100%	-	-	-		-	-
DEMPSEY	70.00	70.00	100%	-	-	-		-	-
MCKAY	320.00	320.00	100%	800.00	800.00	100%		960.00	100%
MOSTAD	80.00	80.00	100%	-	-	-		-	-
PATTJE	80.00	80.00	100%	240.00	240.00	100%		960.00	100%
SALTER	240.00	240.00	100%	350.00	350.00	100%		480.00	100%
TANNER	80.00	80.00	100%	80.00	80.00	100%		230.00	100%
VAN EYNDE	480.00	480.00	100%	850.00	850.00	100%		670.00	100%
DE JONG	-	-	-	80.00	80.00	100%		150.00	100%
GRAND	-	-	-	190.00	190.00	100%		-	-
PINKER	-	-	-	80.00	80.00	100%		240.00	100%
WAHLGREN	-	-	-	80.00	80.00	100%		160.00	100%
CUTHBERTSON	-	-	-	-	-	-		80.00	100%
DERKACH	-	-	-	-	-	-		80.00	100%
MCLEOD	-	-	-	-	-	-		300.00	100%

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1078.08**

**A BYLAW TO AMEND REMUNERATION AND  
EXPENSE REIMBURSEMENT RATES FOR BOARD DIRECTORS**

WHEREAS the Board of the Regional District of Nanaimo by bylaw, cited as “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997”, and subsequent amendments thereto, provided for the remuneration rates and reimbursement of expenses incurred by Directors and Alternate Directors;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the bylaw on the recommendations of the 2014 Board Remuneration Review Committee;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce various housekeeping amendments;

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 Board and Committee Member Remuneration, Expenses and Benefits Amendment Bylaw No. 1078.08, 2014”.

2. Amendments

“Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997” is amended as follows:

- (1) By deleting Schedule ‘A’ and replacing it with Schedule ‘A’ attached to and forming part of this bylaw.
- (2) By amending section references in sections 5, 6, 9 and 10 to correspond to the correct referenced section of the bylaw.
- (3) By amending the job titles in section 9 as follows:
  - (a) replace “General Manager, Finance & Information Services” with “Manager of Accounting Services”; and
  - (b) replace “Administrator” with “Chief Administrative Officer”.



Introduced and read three times this    day of    , 2014.

Adopted this    day of    , 2014.

\_\_\_\_\_  
CHAIRPERSON

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



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1317.04**

**A BYLAW TO AMEND THE SUPPLEMENTAL  
REMUNERATION RATES FOR ELECTORAL AREA DIRECTORS**

WHEREAS the Board of the Regional District of Nanaimo by bylaw, cited as “Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317, 2002”, and subsequent amendments thereto, provided for the remuneration rates and reimbursement of expenses incurred by Electoral Area Directors;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the bylaw on the recommendations of the 2014 Board Remuneration Review Committee;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce housekeeping amendments;

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 Board Remuneration and Expenses (Electoral Areas Only) Amendment Bylaw No. 1317.04, 2014”.

2. Amendments

“Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317, 2002” is amended as follows:

- (1) By deleting Schedule ‘A’ and replacing it with Schedule ‘A’ attached to and forming part of this bylaw.
- (2) By amending the job titles in section 6 as follows:
  - (a) replace “General Manager, Finance & Information Services” with “Manager of Accounting Services”; and
  - (b) replace “Manager of Financial Services” with “Treasurer”.

Introduced and read three times this    day of    , 2014.

Adopted this    day of    , 2014.

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CHAIRPERSON

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CORPORATE OFFICER

\_\_\_\_\_  
Chairperson

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

### SCHEDULE 'A'

1. Remuneration rates effective commencing the pay period following the Inaugural Board Meeting in each year shall be as follows:

	<u>Dec. 2014</u>	<u>Dec. 2015</u>	<u>Dec. 2016</u>	<u>Dec. 2017</u>
Regional Allowance – Electoral Areas only	\$10,985	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment

Note: CPI shall be based on the British Columbia Consumer Price Index as published at November 30th each year.

2. The rates above shall be reviewed by a Committee appointed by the Board in the year of Local Government elections and any changes shall be effective from the pay period following the December inaugural Board meeting of that year.