

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, APRIL 8, 2014

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 **Brenda Fowler, Executive Director, People for Healthy Community**, re Funding Request.
- 6 **Terry Moore**, re Proposals Regarding ICF.

MINUTES

- 7-14 Minutes of the Regular Committee of the Whole meeting held Tuesday, March 11, 2014.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 15 **Graham Bruce, Island Corridor Foundation**, re Official Notice of Island Corridor Foundation AGM.
- 16 **Tom Good**, re Island Corridor Foundation.
- 17-21 **Eoin Finn**, re Resolution to Ban Liquid Natural Gas Tanker Traffic.
- 22-58 **Lisa Storoshenko, Municipal Insurance Association of BC**, re MIABC 2013 Annual Report.
- 59-60 **Allen Langdon, Managing Director, Multi-Material British Columbia**, re Collection of Newsprint under MMBC Program.

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

- 61-75 Bylaw No. 1695 – Proposed New Freedom of Information and Protection of Privacy Bylaw.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

- 76-87 Capacity Building to End Homelessness Reserve Fund Funding Request – People for a Healthy Community, Gabriola Guardian Program.

BUILDING, BYLAW & EMERGENCY

- 88-90 1583 Juan de Fuca Boulevard, Electoral Area 'G' – Building Bylaw Contraventions.
Property Owners Wishing to Speak to 1583 Juan de Fuca Boulevard, Electoral Area 'G' – Building Bylaw Contraventions.
- 91-94 1541 Winchester Road, Electoral Area 'F' – Building Bylaw Contraventions.
Property Owners Wishing to Speak to 1541 Winchester Road, Electoral Area 'F' – Building Bylaw Contraventions.
- 95-97 6694 Island Highway West, Electoral Area 'H' – Unsightly Premises.
Property Owners Wishing to Speak to 6694 Island Highway West, Electoral Area 'H' – Unsightly Premises.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

- 98-100 Landfill Engineering Services Contract Award.

TRANSIT

- 101-102 CNG Fueling Station Regionally Significant Gas Tax.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 103-106 Greater Nanaimo Pollution Control Centre – Marine Outfall (Land Section) and Primary Effluent Line Replacement Project Construction Award.

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION

Electoral Area ‘B’ Parks and Open Space Advisory Committee

- 107-109 Minutes of the Electoral Area ‘B’ Parks and Open Space Advisory Committee Meeting held Tuesday, March 4, 2014 (for information).

Electoral Area ‘G’ Parks and Open Space Advisory Committee

- 110-111 Minutes of the Electoral Area ‘G’ Parks and Open Space Advisory Committee Meeting held Monday, March 10, 2014 (for information).

Dashwood Hall Upgrades Update

That staff be directed to look at financing alternatives and project scheduling, including the possibility of financing the entire Dashwood Hall project at once.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Island Corridor Foundation — At the March 25, 2014 Board meeting Director Lefebvre advised that he would be bringing forward the following motion for consideration at the April 8, 2014 Committee of the Whole meeting:

Whereas, due to the serious, ongoing deterioration of the rail line, lack of realistic capital funding dollars, the inability to negotiate an agreement with VIA Rail, and lack of information on how current taxpayers' dollars and Island Corridor Foundation revenues are being spent on necessary repairs to the rail infrastructure, the Regional District of Nanaimo Board has lost confidence in the existing administrative function of the Island Corridor Foundation (ICF);

Therefore be it resolved that:

- 1. In order to resolve this situation, the Regional District of Nanaimo proposes a meeting of all First Nations and Regional Districts be convened to discuss the future of the Island Corridor Foundation;*
- 2. and that such meeting should coincide with the 2014 Association of Vancouver Island and Coastal Communities Conference, if possible, to seek input and advice as to how to proceed towards a successful rehabilitation of the aforementioned rail corridor infrastructure;*
- 3. and that a task force of experienced individuals be convened to assist in reinvigorating the Island Corridor Foundation.*

Appointments to Nanoose Bay Parks and Open Space Advisory Committee

– Director Holme.

IN CAMERA

That pursuant to Sections 90 (1)(i) of the Community Charter the Committee proceed to an In Camera meeting for discussions related to solicitor-client privilege.

ADJOURNMENT

Re: Request for Funding

From: Brenda Fowler [mailto:brenda@phcgabriola.org]

Sent: Thursday, March 06, 2014 12:01 PM

To: O'Halloran, Matt

Subject: Request for Delegation Status at Tuesday April 8 Committee of the Whole

Hello Matt,

Paul Thompson gave me your contact information. People for a Healthy Community on Gabriola Society has submitted a request for funding under the Region's Homelessness Prevention Program. The request is currently under review and will be scheduled to go before the Committee of the Whole on Tuesday April 8. We would like to request time for a 5 minute presentation and 5 minutes for questions. The presentation would simply provide information on our organization the program objectives and expected outcomes. If you need more information please let me know. Thanks

Brenda Fowler

Executive Director

People for Healthy Community

Gabriola Island

P.O.Box 325

Gabriola Island

VOR 1X0

250 .247 .7311

Brenda@phcgabriola.org

Re: Proposals Regarding ICF

From: Terry

Sent: Friday, March 28, 2014 12:49 PM

Subject: icf forensic audit proposal

I request the opportunity to speak at the Apr. 8, 2014 meeting of the RDN board. I wish to suggest that the ICF be subject to a forensic audit and further suggest a motion of non confidence in the ICF be passed by the RDN Board.

thank you,
yours sincerely

T. Moore

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MARCH 11, 2014 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Ken Gurr, re Additional Usage of the Descanso Bay Wharf on Gabriola.

Ken Gurr provided a slide presentation including a brief history of the Descanso Bay Wharf in addition to the request to create a more efficient use of the wharf by licensed, approved water taxi service providers.

Dave Witty, re South Downtown Waterfront Initiative Committee, re South Downtown Waterfront Initiative.

Dave Witty provided a slide presentation summarizing the major activities accomplished to-date and asked the Board to work with the City of Nanaimo and explore how to expand the transit hub.

Malcolm D. Cox, Oceanside Homelessness Task Force, re Oceanside Task Force on Homelessness Funding Request – Capacity Building to End Homelessness Reserve Fund.

Malcolm D. Cox provided a verbal presentation on homelessness in Oceanside and asked the Board to provide funding to support the work of a Homelessness Coordinator for the Oceanside Task Force on Homelessness.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the regular Committee of the Whole meeting held Tuesday, February 11, 2014.

MOVED Director Veenhof, SECONDED Director Anderson, that the minutes of the regular Committee of the Whole meeting held Tuesday, February 11, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Ross Peterson, re Board Discussion of Delegation Requests.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from Ross Peterson regarding Board discussion of delegation requests, be received.

CARRIED

Mayor Teunis Westbroek, Town of Qualicum Beach, re Oceanside Task Force on Homelessness Letter of Support.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from Mayor Teunis Westbroek, Town of Qualicum Beach, regarding the Oceanside Task Force on Homelessness letter of support, be received.

CARRIED

Correspondence – February-March, 2014 re Proposed Waste-to-Energy Facility.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from February - March, 2014 regarding the proposed Waste-to-Energy facility, be received.

CARRIED

Coralee Oakes, Ministry of Community, Sport and Cultural Development re Electoral Area 'A' Restructure Study Funding Request.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from Coralee Oakes, Ministry of Community, Sport and Cultural Development regarding Electoral Area 'A' Restructure Study funding request, be received.

CARRIED

Scott Tanner, District 69 Recreation Commission re District 69 Arena / Parksville Curling Club Permissive Tax Exemption.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from Scott Tanner, District 69 Recreation Commission regarding District 69 Arena / Parksville Curling Club Permissive Tax Exemption, be received.

CARRIED

FINANCE

Extension of Agreement for Property Insurance Brokerage Services.

MOVED Director Brennan, SECONDED Director Houle, that the Board direct staff to extend the AON Reed Stenhouse contract for property insurance brokerage services on a year by year basis for one year.

CARRIED

Extension of Banking Services Contract.

MOVED Director Johnstone, SECONDED Director Ruttan, that the Board direct staff to extend the TD Canada Trust contract for general banking services for five years and that the services be tendered in 2018 for a tender award to start as of March 1, 2019.

CARRIED

Preliminary Operating Results for the Period Ending December 31, 2013.

MOVED Director Holme, SECONDED Director Brennan, that the summary report of financial results for Regional District of Nanaimo operations to December 31, 2013, be received for information.

CARRIED

Bylaw No. 1698 – 2014 to 2018 Financial Plan.

MOVED Director Lefebvre, SECONDED Director Houle, that "Regional District of Nanaimo Financial Plan 2014 to 2018 Bylaw No. 1698, 2014" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that "Regional District of Nanaimo Financial Plan 2014 to 2018 Bylaw No. 1698, 2014" be adopted.

CARRIED

Approval for Gas Operating Permit Bond.

MOVED Director Brennan, SECONDED Director Johnstone, that the Board authorize staff to obtain a \$10,000 bond in the name of the BC Safety Authority for the purpose of operating the Compressed Natural Gas buses.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Board Remuneration Review Committee.

MOVED Director Lefebvre, SECONDED Director Veenhof, to amend the terms of reference by removing the words 'three year' in reference to the election term or period, and establish a Board Remuneration Review Committee in accordance with the terms of reference as amended.

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof, that Board members submit names of individuals who have experience as a public official for consideration by the Board for appointment to the Board Remuneration Review Committee at the April 22, 2014 Board meeting.

CARRIED

INFORMATION TECHNOLOGY

Board and Committee Room Audio / Visual Systems.

MOVED Director Brennan, SECONDED Director Willie, that the Board approve the selection of Pacific Audio Works as the preferred vendor and to implement the proposed audio / visual system solution for the Board and Committee rooms for the 2014 budget year at a cost of \$73,812.48.

DEFEATED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Secondary Suites Information Sessions Summary, Bylaw No. 500.389, and Revised Secondary Suites Policy.

MOVED Director Holme, SECONDED Director Fell, that the summary of the secondary suites information session held February 26, 2014, included as Attachment 3, be received.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that 2nd reading be given to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014", as amended.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that the proposed Secondary Suites Policy, included as Attachment 2, be approved as amended and that it be scheduled to come into effect following the adoption of proposed amendments Bylaw 500.389 and 1285.19.

CARRIED

Proposed Amendment to Fees Bylaw No. 1259.

MOVED Director Veenhof, SECONDED Director Holme, that "Regional District of Nanaimo Bylaw No. 1259.10, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Holme, that "Regional District of Nanaimo Bylaw No. 1259.10, 2014", be adopted.

CARRIED

Oceanside Task Force on Homelessness Funding Request – Capacity Building to End Homelessness Reserve Fund.

MOVED Director Willie, SECONDED Director Veenhof, that the Regional District of Nanaimo Board allocate \$58,000 from the Reserve Fund to the Oceanside Task Force on Homelessness (under the auspices of the Society of Organized Services) to support the work of a Homelessness Coordinator for School District 69 for another year.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION MINUTES AND RECOMMENDATIONS

Transit Select Committee

Minutes of the Transit Select Committee meeting held Thursday, February 20, 2014.

MOVED Director Brennan, SECONDED Director Young, that the minutes of the Transit Select Committee meeting held Thursday, February 20, 2014, be received for information.

CARRIED

RDN Future Plan.

MOVED Director Veenhof, SECONDED Director Brennan, that the Board approve the Regional District of Nanaimo Transit Future Plan with amended wording to reflect that service options for Electoral Area 'H' from the Comox Valley Regional District will be explored with BC Transit.

CARRIED

Parksville and Qualicum Beach Transit Service Review.

MOVED Director Lefebvre, SECONDED Director Anderson, that the report be received for information.

CARRIED

District 69 Recreation Commission

Minutes of the District 69 Recreation Commission meeting held Thursday, February 20, 2014.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the District 69 Recreation Commission meeting held Thursday, February 20, 2014, be received for information.

CARRIED

Grants.

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

Arrowsmith Community Recreation Association (formerly ACES)- youth programs	\$1,000
Ballenas Secondary School - Dry Grad	\$1,200
Ballenas Secondary School - BC High School Curling Championships	\$ 500
Kwalikum Secondary School - Dry Grad	\$1,200
Parksville Volleyball Club - uniforms and equipment	\$1,250
Oceanside Minor Baseball - portable fencing	\$1,000
Ravensong Waterdancers - pool rental	\$1,000

CARRIED

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

Bowser Elementary School - subsidy for low-income families for outdoor camp	\$1,000
Errington Coop Preschool - equipment	\$1,000
Oceanside Kidfest Society - event costs	\$2,500
Oceanside Building Learning Together Society - arena admissions	\$ 242
Town of Qualicum Beach - Select Committee on Beach Day Celebrations	\$1,500

CARRIED

Rubberized Track at Ballenas Secondary Report.

MOVED Director Veenhof, SECONDED Director Houle, that School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the Regional District of Nanaimo in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that cost of the design be funded from the Northern Community Recreation Service Reserve Fund.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that the Regional District, School District 69 and Oceanside Track and Field Club prepare a Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.

CARRIED

City of Parksville Permissive Tax Exemption – Parksville Curling Club.

MOVED Director Lefebvre, SECONDED Director Anderson, that staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands and to provide options that will ensure the club and the regional district facility can be sustained in the long term.

CARRIED

MOVED Director Lefebvre, SECONDED Director Anderson, that the District 69 Recreation Commission Chairperson send a letter to the City of Parksville with a copy to BC Assessment requesting the reconsideration of the reduction and elimination of the Permissive Tax Exemption for the Parksville Curling Club / District 69 Arena leased lands at the Parksville Community Park and for staff to work with the Parksville Curling Club on the verification of the current property and land assessment with BC Assessment.

CARRIED

Regional Parks and Trails Select Committee

Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, March 4, 2014.

MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, March 4, 2014, be received for information.

CARRIED

Friends of Morden Mine Society – Funding Request.

MOVED Director Brennan, SECONDED Director Young, that the Board approve funding to the Friends of Morden Mine Society of up to \$15,000 towards the engineering study of the Morden Colliery Tipple subject to funding being provided by other partners in the project.

CARRIED

Islands Trust Rezoning Bylaw Referral Report.

MOVED Director Houle, SECONDED Director Fell, that the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to include a new permitted use to specifically allow special events in all park zones.

CARRIED

MOVED Director Houle, SECONDED Director Fell, that the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to provide Active Recreation Community Park (P3) zoning for Paisley Place Community Park.

CARRIED

IN CAMERA

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

CARRIED

TIME: 9:24 PM

ADJOURNMENT

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

CARRIED

TIME: 9:35 PM

CHAIRPERSON

CORPORATE OFFICER

ISLAND CORRIDOR FOUNDATION

Box 375 Stn A Nanaimo, BC V9R 5L3
office 250 754 7254 | fax 888 662 4197
islandrail.ca

March 17, 2014

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
pthorkelsson@rdn.bc.ca

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
MAR 28 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

Via Email

Attention: Paul Thorkelsson, Chief Administrative Officer

RE: Official Notice of Island Corridor Foundation AGM

Please be advised that the Annual General Meeting of the Island Corridor Foundation will be held Thursday, April 17th 2014, 10:00 am to 12 noon at Vancouver Island Conference Centre, 101 Gordon Street Nanaimo, BC in the Nanaimo River room.

The agenda items are as follows:

1. Call to Order
2. Approval of 2013 AGM Minutes
3. Election of Directors
4. Review of Financial Statements
5. ICF Solicitor Report Governance
6. Chairman's Report
7. Chief Executive Officer's Report
8. Southern Rail Presentation
9. ICF Trails Presentation
10. Appointment of Auditors
11. Adjournment

Thank you,



Graham Bruce
Chief Executive Officer

Cc: Joe Stanhope, Member Representative
Ted Greves, Director Nominee

From: T. Good
Sent: Wednesday, March 26, 2014 1:14 PM
To: corpsrv
Subject: Island Rail

Re: Island Corridor Foundation

Chairman and Board, RDN:

I fully support the motion put forward by Marc Lefebvre stating the loss of confidence in the administrative function of ICF. Money supposedly available should have been applied several years ago to start on roadbed and bridge maintenance. The neglect of the rail line is disgraceful.

In my time on this Island, Nanaimo has gone from a town of 5,000 souls to some 82,000 today and what will it be in a few more decades as it will be for the whole Island, is a god guess. Rapid rail is a few decades away but the current requirement for sensibly scheduled transportation is there.

I would also be delighted to see rail freight lessening the congestion on our highways and promoting an alternate shipping mode again.

The potential for tourist rail traffic is seemingly overlooked today. No government agency seems to want to accept the financial burden yet the wider spin-offs of a viable rail tourist attraction are huge. The Royal Hudson to Squamish was a sold out international attraction and the tourists who came to ride the line were no paupers. The wider provincial economy profited although the provincial government that inherited the enterprise did not appear to be interested in that aspect-----no Grace McCarthy in this government. There is potential for Vancouver Island Rail being a huge tourist attraction but it takes foresight, common sense and imagination.

Regards

**Tom Good
Qualicum Beach BC
goodtom@shaw.ca**

Ban LNG Tankers from Howe Sound & Georgia Strait

March 27, 2014

To: CAO Paul Thorkelsson and Regional Board
Email: corpsrv@rdn.bc.ca

In 2008, your Regional District supported a resolution to ban LNG Tanker Traffic from Malaspina, Georgia & Haro Straits on their route from a proposed LNG import facility on Texada Island to ocean waters. ***Please refer to attachment of 2008 resolution.*** We congratulate you on your success and ask you to reactivate your support for such a ban because LNG tankers are again on the horizon. This time from the planned Woodfibre Natural Gas Ltd. LNG plant proposed for Howe Sound at the former site of the Woodfibre Pulp and Paper Mill.

The initial plan is for 40 supertankers a year to follow the shipping route as indicated on the attached map of Howe Sound and then on through Georgia and Haro Straits. As you can imagine, there is great concern about the spectacle of these tankers – up to 1100' long, 177' wide & 114' high with a 36' draft, dealing with all the cross traffic in Howe Sound from BC Ferries, commercial barges, freighters, and recreational boats of various sizes, especially in summer. In the US, a tanker exclusion zone is 2 miles to the front and 1 mile to the rear. A security exclusion zone for both the tankers and the plant is to be determined by Transport Canada to ensure safety. This moving zone with each tanker should complicate high traffic areas like Haro Strait even further.

LNG experts have analyzed this proposal and deemed it risky. It is the “first of its kind in the world”, according to a Woodfibre Executive speaking at a community meeting in West Vancouver. This floating plant will be built elsewhere and then situated on a barge beside a used LNG tanker acting as the storage facility. We are told that spill, fire and explosion incidents are rare in this industry but rare things happen somewhere and we do not want this experiment to bring a rare catastrophe to Howe Sound or Georgia Strait. We are also perturbed by reports of a recent study showing an increase in collision risks and spills as a result of increased fossil fuel exports from Canada's west coast ports. ***Attachments: see links to Incidents with LNG Tankers.***

Should you wish to have more information than that which we attach to this letter, I would be pleased to attend your next meeting to speak as a delegation to the issue with my PowerPoint presentation or speak with any one of you on the phone. If we join together we can have a

KEEP HOWE SOUND BEAUTIFUL

1

Ban LNG Tankers from Howe Sound & Georgia Strait

repeat performance of what you so successfully did in 2008. With that hope we are sending a similar letter to all the Regional Districts that supported the LNG tanker ban in 2008.

I await any consideration you give to our request and look forward to working together to keep our respective coastal waters clear and beautiful.

My most sincere regards,

Eoin Finn, BSc, PhD, MBA, CMC

Phone: 604-715-7991

Email: efinn@shaw.ca

Biography: <http://members.shaw.ca/efinn/eifcv.html>

Attachments:

Letter to Chair CAO Paul Thorkelsson and Nanaimo Regional Board

Howe Sound LNG Tanker Route: Map

Quotes from LNG Experts

Incidents with LNG Tankers and natural gas

Informative LNG Links

2008 Resolution to ban LNG tankers from Georgia & Haro Straits

Society of International Gas Tanker and Terminal Operators

The de facto world authority on LNG terminal siting standards.

Virtually the entire world LNG industry holds membership in SIGTTO.

“Long, narrow inland waterways are to be avoided, due to greater navigation risk”

Note: this describes Howe Sound. A very informative one pager.

<http://www.lngtss.org/standards.html>

Ban LNG Tankers from Howe Sound & Georgia Strait

LNG Incidents:

January 25, 2014: Manitoba Pipeline Explosion http://www.huffingtonpost.ca/2014/01/25/manitoba-pipeline-explosion_n_4664774.html

July 26, 2012: Kuala Lumpur, Malaysia : Rescue crew in Labuan are now scrambling to prevent a potential catastrophe following the explosion of the MSC tanker, Bunga Alpina 3, here this morning. Sources from the Maritime Response Coordination Centre (MRCC) told Malaysian Digest that as of 11am, rescue personnel were still trying to put out the blaze on the tanker, which was believed to be laden with liquefied natural gas (LNG).

<http://www.malaysiandigest.com/archived/index.php/12-news/local2/9739-gas-tanker-explodes-in-labuan-at-least-one-dead-and-six-missing.html>

The MRCC spokesman told Malaysian Digest that their main concern now is to prevent the tanker from hitting the nearby Labuan Petronas methanol silo.

Tanker Inferno: Disaster If Vessel Hits Nearby Gas Silo

Sept. 10, 2010: San Bruno, California: Natural Gas disaster

<http://live.wsj.com/video/accounts-of-a-deadly-california-gas-explosion/49D913EB-243A-4EB0-A9EC-524F28DC1CE8.html#!49D913EB-243A-4EB0-A9EC-524F28DC1CE8>

SAN FRANCISCO — Pacific Gas & Electric Co. did not use more than \$50 million it collected from ratepayers that was meant to improve its gas pipe...

<http://www.huffingtonpost.com/tag/san-bruno-explosion>

Anti-terrorism Expert praises New Film about LNG Colonel David Gavigan, nationally & internationally recognized specialist in terrorism, “When I watched this film, <http://www.LngDANGER.com>, it gave me more insight into the dangers that communities face by the greed of large companies to site dangerous materials in populated areas. “

“The detail in your film of the dangers of LNG should leave no doubt in anyone’s mind that we Are facing a crisis when an LNG facility is sited in populated areas.”

<http://www.prweb.com/releases/2004/10/prweb165981.htm>

LNG Dangers and possible Disasters: CRS Report to US Congress (James Fay)

“Spills from a fully loaded LNG tanker can occur not only at the unloading dock, as shown in figure 1, but also at any point along the ship channel while approaching the terminal.”

http://www.quoddyloop.com/savepassamaquoddybay/documents/newspaper_inserts/insert-7.pdf

Ban LNG Tankers from Howe Sound & Georgia Strait

February 11, 2008: LNG Tanker Adrift Off Cape Cod Needs Rescue Coast Guard and tugboat crews rescued a liquefied natural gas tanker crippled off Cape Cod after many hours of drifting at sea at the mercy of powerful winds and high waves. Just 5-years-old, the fully laden LNG carrier was corraled by four tugboats about 25 miles east of Provincetown. Apparently, about 3 a.m. Monday its propulsion system shut down because of a computer malfunction according to the Coast Guard. The 933-foot Spanish-flagged LNG tanker Catalunya Spirit was heading from Trinidad to the LNG facility in Everett. 2/15/08 After several days of troubleshooting, repair specialists determined a malfunctioning boiler feed pump, which supplies water to the main propulsion boilers, caused the Catalunya Spirit's loss of power and propulsion. Captain of the Port of Boston reviewed and approved the final repair certification presented by Lloyd's Register and Teekay Corporation. The LNG delivery through Boston Harbor was cancelled.

Coast Guard vessels and aircraft were assisting a liquefied natural gas tanker adrift 35 miles off Cape Cod on Monday after the mammoth vessel lost power on its way into Boston Harbor.

<http://www.navytimes.com/article/20080211/NEWS/802110328/CG-assists-LNG-tanker-adrift-off-Cape-Cod>

March 14, 2006: Savannah Georgia, A potentially disastrous spill was averted early Tuesday morning when the liquefied natural gas tanker Golar Freeze discharging its load at the Southern LNG terminal on Elba Island broke from its moorings and pulled away from the pier. The dock was shut down for about 36 hours

September 17, 2005: India, Winds just over a mere 40 knots led to an accident at Petronet LNG Ltd's terminal at Dahej when the tug boats of LNG carrier "Disha" hit Dolphin Piles of the jetty. The LNG ship was casting off after unloading the cargo. Petronet LNG Ltd's is evaluating the extent of damage. [Mishap at Dahej LNG unit, supply hit](#)

Norway, September 20, 2004. LNG tanker adrift north of Bergen. A fully loaded LNG tanker with a crew of 14 was adrift west of Fedje, on the west coast of Norway, north of Bergen. The ship's engines had stopped, and the anchors were useless in the stormy weather. Tug boats couldn't get the tanker under tow until the ship was only 30 yards from hitting rocks. There was strong wind and bad weather conditions in the area, and preparations were made to evacuate the 800 persons living on the island of Fedje, for fear that the tanker would explode if it grounded, NRK reports.

November 13, 2002: Mediterranean Off Gibraltar, Minor LNG Carrier "Collision," LNG carrier Norman Lady was struck off Gibraltar by the USS Oklahoma City, a Navy nuclear submarine. Minor damage to both vessels was caused by submarine periscope. The company said the vessel, **had already unloaded** its LNG cargo in Barcelona, Spain.

The following resolution was adopted by the Powell River Regional District Board, May22, 2008.

WHEREAS the Board of the Powell River Regional District supports the objectives of the BC Energy Plan of the Government of British Columbia which states:

1. Achieving electricity self-sufficiency is fundamental to our future energy security and that BC shall achieve electricity self-sufficiency by 2016.
2. For existing and new electricity plants the government will set policy around reaching zero net emissions through carbon offsets from other activities in British Columbia.
3. The government is committed to ensuring that British Columbia's electricity sector remains one of the cleanest in the world and that the province will require zero greenhouse gas emissions from any coal thermal electricity facilities which can be met through capture and sequestration technology.

AND WHEREAS WestPac LNG is soliciting interest to build an LNG import facility and associated 600MW gas-fired electricity generating plant on Texada Island, the emissions from which could negatively impact the environment throughout the Powell River Regional District and beyond;

AND WHEREAS WestPac LNG's plans will involve the passage of a significant number of LNG tankers in the Georgia Strait, which will interfere with existing commercial and recreational marine traffic, put at risk these ecologically important and sensitive inland waters, and negatively impact upland development along this route;

THEREFORE BE IT RESOLVED that, consistent with the Province's goal of energy self-sufficiency and clean power, the Board of the Powell River Regional District urge the Provincial government, as part of achieving the BC Energy Plan, to zero greenhouse gas emissions from new gas-fired electricity generation stations and to support a federal government ban on the passage of LNG tankers in the waters of the Malaspina and Georgia Straits;

AND FURTHER that the Regional Board request the federal government to implement a ban on LNG tanker as indicated above. AND FURTHER that the Regional Board seek support for these initiatives from other Vancouver Island and mainland communities potentially impacted by WestPac LNG import plans.

For more information, please contact the Powell River Regional District
604-483-3231, administration@powellriverrd.bc.ca,
<http://www.powellriverrd.bc.ca/>

From: Lisa Storoshenko [<mailto:lstoroshenko@miabc.org>]
Sent: Monday, March 31, 2014 4:59 PM
Subject: MIABC 2013 Annual Report

Dear MIABC Member:

Attached please find a copy of the MIABC 2013 Annual Report.

If you require additional copies of the Annual Report it is available on our website at www.miabc.org or you may also contact our office at 604-683-6266 or by email at info@miabc.org.

Yours truly,

Lisa Storoshenko
Office Assistant

Tel: 604-683-6266 | Toll Free: 1-855-683-6266 | Fax: 604-683-6244 | lstoroshenko@miabc.org

Municipal Insurance Association of BC
#390 - 1050 Homer Street
Vancouver, BC V6B 2W9
www.miabc.org

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

2013 ANNUAL REPORT

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List of Members

Group A Member

District of 100 Mile House
 Village of Alert Bay
 Village of Ashcroft
 District of Barriere
 Village of Belcarra
 Village of Cache Creek
 Village of Canal Flats
 Central Coast Regional District
 District
 CivicInfo BC Society
 Village of Clinton
 District of Fort St. James
 Village of Fraser Lake
 Village of Gold River
 Village of Granisle
 City of Greenwood
 Village of Harrison Hot Springs
 Village of Hazelton
 District of Hudson's Hope
 Jumbo Glacier Mountain Resort
 Village of Kaslo
 Village of Keremeos
 Village of Lions Bay
 LGMA
 Village of Lumby
 Village of Lytton
 Village of Masset
 Village of McBride
 Village of Midway
 Village of Montrose
 Municipal Insurance Assn.
 Village of Nakusp
 Village of New Denver
 District of New Hazelton
 Village of Port Alice
 Village of Port Clements
 District of Port Edward
 Village of Pouce Coupe
 Village of Queen Charlotte
 Village of Radium Hot Springs
 Village of Salmo
 Village of Sayward
 Village of Silverton
 Skeena-Queen Charlotte R.D.
 Village of Slokan
 District of Stewart
 Village of Tahsis
 District of Taylor
 Village of Telkwa
 District of Tofino
 Union of BC Municipalities
 District of Ucluelet
 Village of Valemount
 Village of Warfield
 District of Wells
 Village of Zeballos

Group B Member

Village of Anmore
 City of Armstrong Bowen Island Municipality
 Village of Burns Lake
 Village of Chase
 District of Chetwynd
 District of Clearwater
 Village of Cumberland
 City of Duncan
 District of Elkford
 City of Enderby
 City of Fernie
 Village of Fruitvale
 Town of Gibsons
 Town of Golden
 City of Grand Forks
 District of Highlands
 District of Houston
 District of Invermere
 Town of Lake Cowichan
 District of Lantzville
 District of Lillooet
 District of Logan Lake
 District of Mackenzie
 R.D. of Mount Waddington
 Town of Oliver
 Village of Pemberton
 District of Port Hardy
 Town of Port McNeill
 Town of Princeton
 City of Rossland
 District of Sicamous
 District of Sparwood
 Squamish-Lillooet Reg. Dist.
 District of Tumbler Ridge
 District of Vanderhoof

Group C Member

R.D. of Alberni-Clayoquot
 R.D. of Bulkley-Nechako
 City of Castlegar
 District of Central Saanich
 District of Coldstream
 Columbia Shuswap Reg. Dist.
 Comox Valley Regional District
 District
 Town of Comox
 City of Courtenay
 City of Cranbrook
 Town of Creston
 City of Dawson Creek
 Regional Dist. of East Kootenay
 Township of Esquimalt
 City of Fort St. John
 Fraser Valley Regional District
 R.D. of Fraser-Fort George
 District of Hope
 District of Kent
 City of Kimberley
 District of Kitimat

R.D. of Kitimat-Stikine
 R.D. of Kootenay Boundary
 Town of Ladysmith
 District of Lake Country
 City of Merritt
 District of Metchosin
 City of Nelson
 Regional District N. Okanagan
 District of North Saanich
 Northern Rockies Reg. Mun.
 District of Oak Bay
 R.D. of Okanagan-Similkameen
 Town of Osoyoos
 City of Parksville
 Peace River Regional District
 District of Peachland
 City of Pitt Meadows
 Powell River Regional District
 Powell River, City of
 City of Prince Rupert
 Town of Qualicum Beach
 City of Quesnel
 City of Revelstoke
 City of Salmon Arm
 District of Sechelt
 Town of Sidney
 Town of Smithers
 District of Sooke
 Township of Spallumcheen
 District of Squamish
 Strathcona Regional District
 District of Summerland
 Sunshine Coast Regional Dist.
 City of Terrace
 Thompson-Nicola Reg. Dist.
 City of Trail
 Town of View Royal
 City of White Rock
 City of Williams Lake

Group D Member

City of Campbell River
 R.D. of Central Kootenay
 Cowichan Valley Regional Dist.
 City of Kamloops
 City of Kelowna
 City of Langley
 District of Maple Ridge
 District of Mission
 City of Nanaimo
 Regional District of Nanaimo
 District of North Vancouver
 City of Penticton
 City of Port Coquitlam
 City of Port Moody
 City of Richmond
 City of Vernon
 City of Victoria
 District of West Kelowna
 District of West Vancouver
 Resort Municipality of Whistler

Past Members

City of Abbotsford
 Cariboo Regional District
 Central Okanagan, RD
 City of Colwood
 City of Coquitlam
 City of New Westminster
 Port Alberni, City of

Population under 10,000

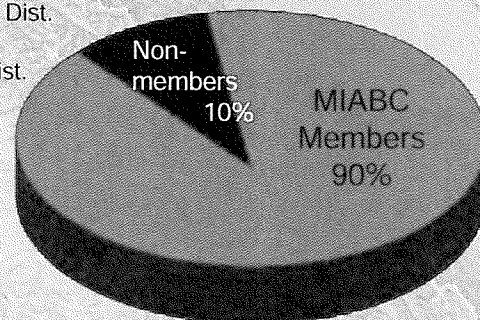
Sun Peaks, Municipality of

Population 10,000 - 100,000

Chilliwack, City of
 Langford, District of
 North Cowichan, District of
 North Vancouver, City of
 Prince George, City of

Population over 100,000

Burnaby, City of
 Capital Regional District
 Delta, District of
 Greater Vancouver RD
 Langley, Township of
 Saanich, District of
 Surrey, City of
 Vancouver, City of



90% of BC local governments are members

BOARD MEMBERS



BACK ROW, left to right

Councillor Tom Milne, Group A Representative, Village of Warfield
 Councillor Ryan Nitchie, SILGA Representative, City of Armstrong
 Sheryl Worthing, Director at Large, Village of Burns Lake
 Councillor Brian Frenkel, District of Vanderhoof
 Rob Mayne, Group D Representative, City of Kelowna
 Paul Gill, Director at Large, District of Maple Ridge
 Councillor Ken Wildeman, Group B Representative, District of Elkford

FRONT ROW, left to right

Mayor Larry Cross, Town of Sidney
 Charles Hamilton, Director at Large, Columbia Shuswap RD
 Councillor Deb Kozak, AKBLG Representative, City of Nelson
 Mayor Teunis Westbroek, Group C Representative, Town of Qualicum Beach
 Sukh Gill, Regional District Representative, Thompson Nicola RD
 Glenn McLaughlin, Director at Large, City of Richmond
 Nancy Cooper, Director at Large, City of Salmon Arm

NOT PICTURED: Chair Susan Gimse, LMLGA Representative, Squamish-Lillooet RD

2014 Committees

Executive Committee

Teunis Westbroek (Chair)
 Glenn McLaughlin (Vice-Chair)
 Sukh Gill
 Deb Kozak
 Charles Hamilton

Claims Committee

Charles Hamilton (Chair)
 Brian Frenkel (Vice-Chair)
 Ken Wildeman
 Ryan Nitchie
 Tom Milne

Finance / Audit Committee

Sukh Gill (Chair)
 Ken Wildeman (Vice-Chair)
 Glenn McLaughlin
 Paul Gill
 Rob Mayne
 Tom Barnes (CEO)

Governance Committee

Glenn McLaughlin (Chair)
 Sheryl Worthing (Vice-Chair)
 Paul Gill
 Larry Cross
 Susie Gimse

Risk Management Committee

Deb Kozak (Chair)
 Sheryl Worthing (Vice-Chair)
 Paul Gill
 Larry Cross
 Susie Gimse

MIABC Staff Directory

Administration



Tom Barnes, L.L.B.
Chief Executive Officer
& General Counsel



Mitchell Kenyon,
M.A., ARM
Chief Operating Officer



Alex Ferguson
Office Manager



Lisa Storoshenko
Office Assistant



Heidi Kriz
Administrative
Assistant

Member Services



Megan Chorlton
M.ED., LL.B.
Director of Member
Services



Susan Ackerman
Risk Management
Advisor



Danica Zhou
Risk Management
Data Analyst

Insurance



Sherman Chow,
B.A., C.I.P., CRM
Director of Insurance



Marina Sen
Insurance Services
Coordinator

Claims & Legal Services



Lindsay E.W. Nilsson
Director of Claims & Legal Services

Claims Examiners



David Tupper, B.Sc.,
CRM
Assistant Claims
Manager



Nicole Purves
Claims Examiner



David Hooper
Claims Examiner



Michelle Bourque,
F.C.I.P.
Claims Examiner

Staff Lawyers



Lamour L. Afonso
Staff Lawyer



Jennifer Frahm
Staff Lawyer



Maryam Z. Sherkat
Staff Lawyer



Scott Morishita
Staff Lawyer

Legal Assistants



Rumelda Trudeau
Legal Assistant



Wendy Alexander
Legal Assistant



Chairperson's Letter

MIABC – Trusted Provider of Civic Solutions

The nature of the MIABC enables our smallest members to have access to resources that would not otherwise be available to them. In providing these resources we have established our organization as a trusted advisor of solutions to many challenges faced by B.C.'s civic governments. A great example of this is our Casual Legal Advice Program that was rolled out in 2013. This provided a cost effective way for members to manage their legal services. It provides an opportunity to obtain legal advice on any local government matter. The advice is given promptly by experienced lawyers, and there is no cost beyond the annual MIABC subscription fee. There is no limit to the number of times a subscribing member can access the service. Almost 100 members have subscribed to the service and legal advice has been provided in response to hundreds of inquiries.

The MIABC is owned by its members, all of whom are subscribing B.C. local governments. This ownership structure delivers critical advantages. The most important is that any profits belong to the members, and are either returned to the members in the form of lower premiums, dividends or in their capital accounts. In 2013 \$1.5 million in

dividends and Risk Management Grants was distributed. Our rates have been reduced six times in the last seven years. All told MIABC members have received \$19.4 million back from their liability insurer. This represents a return of 13% of the total costs paid by members over the last ten years. During that period the MIABC has grown by 10%, yet its per capita costs have dropped by 9.5%.

The second MIABC advantage is that since the members are owners, they set the terms of their insurance coverage. Coverage was expanded in 2013 to include volunteer firefighters who contract with an independent society or association, and to boards, commissions and committees established by bylaw – the seventh straight year that coverage has been expanded. Further significant coverage expansions are on the horizon, as our members have instructed us to become their source for all of the insurance protection they need. Our new program of complete civic insurance solutions will be introduced in 2014.

Together with our capable staff and strong financial position we will be the best provider of insurance and risk management available to local governments in British Columbia.

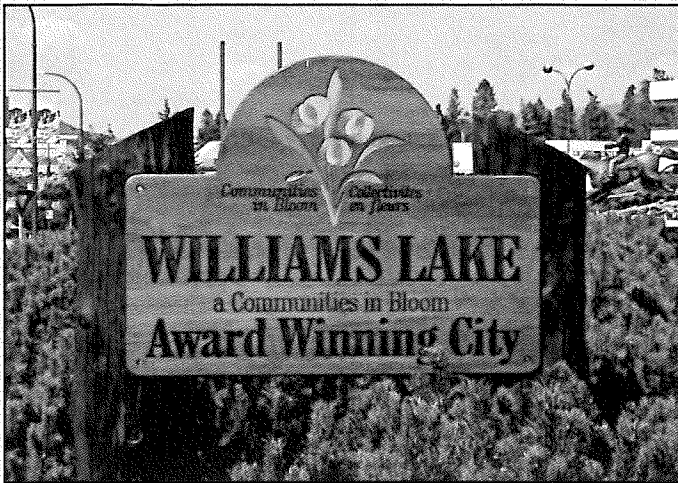
Our Association

The Municipal Insurance Association of BC a member owned and operated risk pool. Our mission is to provide broad liability insurance coverage needed for members' financial security, to stabilize liability insurance costs, and to offer risk management education and resources to assist members in preventing claims.

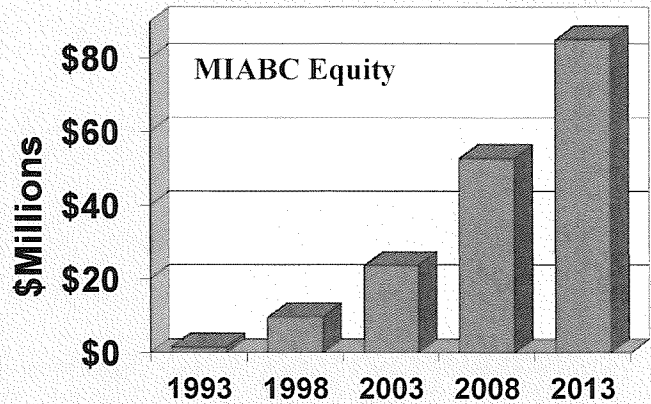
The MIABC Strives To:

- Manage insurance claims in the most effective way possible.
- **Manage resources to maximize benefits to members.**
- Work with members to avoid and control accidental loss, and to make appropriate preventative actions in their communities.
- Support director and staff professionalism by pursuing sound governance and providing the tools and resources needed to fulfil the mandate of the Association.
- Ensure effective working relationships with member communities by keeping members informed about and involved in the business of the Association.
- Maintain sound working relationships with the Province of British Columbia, the Union of British Columbia Municipalities and other relevant external agencies.

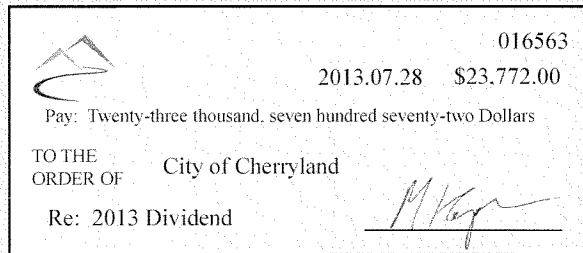
2013 Highlights



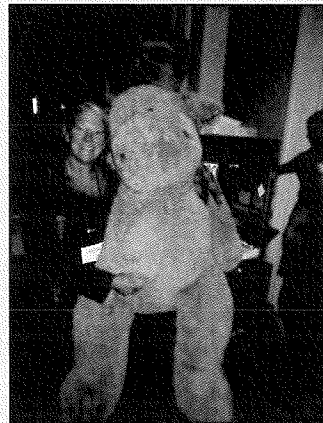
City of Williams Lake Joins February 1, 2013



Member's Capital hits \$85 million, a record high



Over \$1 Million in Dividends returned in 2013, equivalent to 8.7% of the 2012 annual assessments.



Many winners at the MIABC Reception and Booth at UBCM

Risk Management Grants Paid in 2013

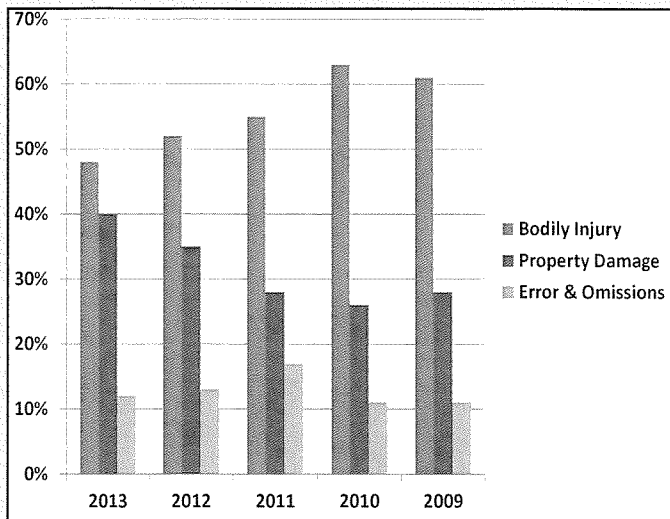
100 Mile House	\$1,517	Esquimalt	\$3,100	Metchosin	\$1,124	Princeton	\$1,584
Anmore	\$4,200	Fort St. John	\$1,501	Midway	\$1,500	Queen Charlotte	\$1,000
Armstrong	\$3,505	Fraser-Fort George	\$200	Mission	\$3,875	Revelstoke	\$4,360
Barriere	\$1,220	Fruitvale	\$1,324	Montrose	\$1,274	Rosland	\$1,761
Bowen Island	\$400	Gibsons	\$2,312	Mount Waddington	\$1,480	Salmon Arm	\$1,235
Bulkley-Nechako	\$11,281	Golden	\$8,855	Nakusp	\$1,486	Sechelt	\$12,128
Castlegar	\$200	Grand Forks	\$10,470	Nanaimo, City	\$31,525	Sidney	\$683
Central Kootenay	\$12,052	Greenwood	\$400	Nanaimo, Regional	\$19,475	Silverton	\$4,300
Central Saanich	\$8,900	Kamloops	\$16,233	New Denver	\$943	Smithers	\$800
Clearwater	\$200	Kelowna	\$1,064	North Okanagan	\$1,483	Sooke	\$400
Clinton	\$2,537	Kent	\$2,876	North Saanich	\$937	Squamish-Lillooet	\$6,040
Columbia Shuswap	\$7,612	Keremeos	\$930	North Vancouver	\$96,000	Strathcona	\$4,373
Colwood	\$1,000	Kitimat	\$8,500	Okanagan-Similkameen	\$788	Terrace	\$6,843
Comox Valley	\$8,767	Ladysmith	\$2,500	Oliver	\$200	Tofino	\$2,957
Comox, Town	\$2,200	Lake Country	\$4,098	Parksville	\$718	Trail	\$3,750
Courtenay	\$20,354	Lake Cowichan	\$1,147	Peace River	\$1,502	Valemount	\$2,674
Cowichan Valley	\$23,174	Langley, City	\$200	Pemberton	\$2,028	Victoria	\$1,272
Cranbrook	\$200	Lillooet	\$1,919	Port Clements	\$1,760	Warfield	\$1,433
Creston	\$1,317	Lions Bay	\$200	Port Hardy	\$700	Wells	\$1,000
Cumberland	\$1,762	Logan Lake	\$5,833	Port McNeill	\$3,500	West Vancouver	\$27,050
Dawson Creek	\$1,727	Mackenzie	\$6,049	Port Moody	\$1,417	Whistler	\$2,015
Elkford	\$1,469	Maple Ridge	\$560	Powell River, City	\$20,403	White Rock	\$37,072
Enderby	\$3,417	Merritt	\$200	Prince Rupert	\$5,161	TOTAL	\$523,491

Claims Overview

In 2013 did you know.....?

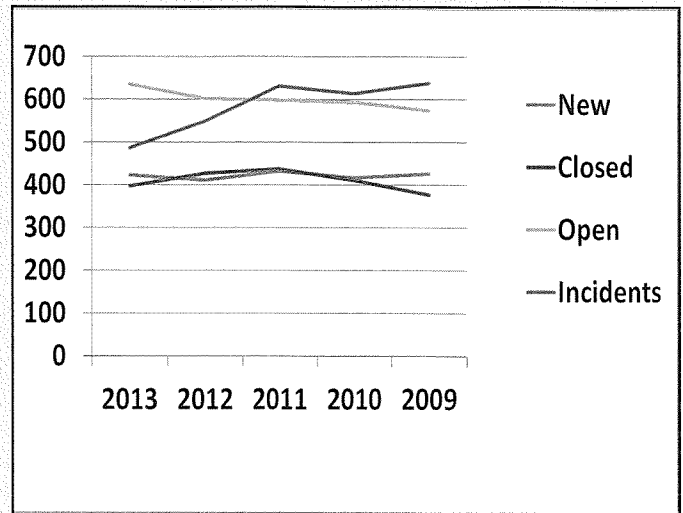
- We received over 900 new claims and incidents and closed about the same number

TYPES OF CLAIMS



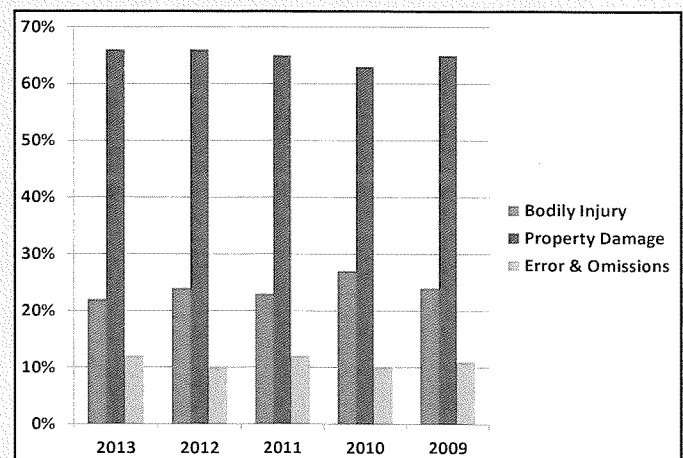
- We celebrated our 25th Anniversary and have closed approximately 9100 claims, with indemnity payments totaling \$88.3 million and defense costs totaling \$58.5 million
- Total indemnity payments in 2013 were \$3.247 million - almost the same as 2012
- We settled our largest claim ever - \$3 million plus \$600,000 in defense costs
- We mediated 11 actions and resolved eight and went to trial on 10 claims and were successful in nine
- We had another glowing Claims Audit

CLAIMS & INCIDENTS

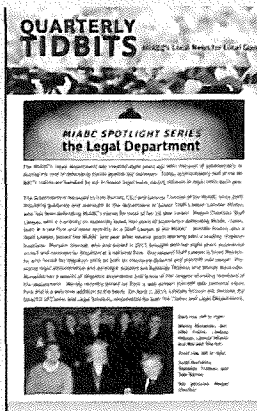
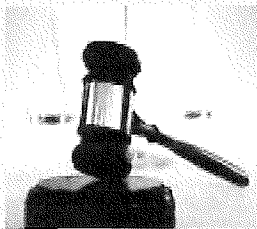
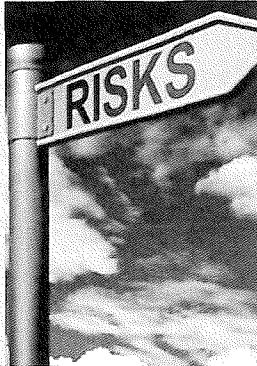


- That 48% of our new claims were bodily injury and 66% of our new incidents were property damage claims
- Indemnity payments were made on 38% of closed claims, up 10% from 2012, slightly higher than our historical average of 35%

TYPES OF INCIDENTS



Member Services



Our main objective is to assist our members to make decisions that both mitigate risk and optimize the benefits of the valuable services provide to their communities. The MIABC is committed to supporting our members as they strive to incorporate risk management techniques into their daily business. We do that by providing the following services:

- Telephone and email support;
- Reviewing closed claims and providing risk management feedback;
- Financial assistance for risk management initiatives through the MIABC Risk Management Grant Program;
- A scholarship for our members' staff to obtain their Canadian Risk Management designation;
- Regular loss control inspections and reports;
- Data analysis of claims frequency as well as peer comparisons;
- Annual Risk Management Conference in Vancouver;
- Contractual coverage advice;
- Brochure services;
- Casual Legal Advice Program;
- A quarterly newsletter that provides current risk management advice;
- Regional risk management seminars throughout the Province; and
- Special projects targeted at reducing high frequency claims.

Financial Statements of

**MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA**

Year ended December 31, 2013



KPMG LLP
Chartered Accountants
PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada

Telephone (604) 691-3000
Fax (604) 691-3031
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Subscribers of Municipal Insurance Association of British Columbia

We have audited the accompanying financial statements of Municipal Insurance Association of British Columbia, which comprise the statement of financial position as at December 31, 2013, and the statements of earnings, comprehensive income, changes in subscribers' equity and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Municipal Insurance Association of British Columbia as at December 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

KPMG LLP

Chartered Accountants

March 6, 2014
Vancouver, Canada

REPORT OF THE ACTUARY

Role of Actuary

The actuary is appointed by the Board of Directors of the Municipal Insurance Association of British Columbia ("MIABC") pursuant to the Insurance Act. The actuary is responsible for ensuring that the assumptions and methods used in the valuation of policy liabilities are in accordance with accepted actuarial practice, applicable legislation and associated regulations or directives. The actuary is also required to provide an opinion regarding the appropriateness of the policy liabilities at the balance sheet date to meet all policyholder obligations of MIABC. Examination of supporting data for accuracy and completeness and consideration of MIABC's assets are important elements of the work required to form this opinion.

Policy liabilities include unearned premiums, unpaid claims and adjustment expenses, the reinsurers' share of unearned premiums and unpaid claims and adjustment expenses, deferred premium acquisition costs, premium deficiency and retrospective adjustments. The actuary uses the work of the external and internal auditors in verifying data used for valuation purposes.

Appointed Actuary's Report

To the Subscribers of the
Municipal Insurance Association of British Columbia

I have valued the policy liabilities and reinsurance recoverables of the Municipal Insurance Association of British Columbia for its statement of financial position at December 31, 2013 and their changes in the statement of earnings for the year then ended in accordance with accepted actuarial practice in Canada, including selection of appropriate assumptions and methods.

In my opinion, the amount of policy liabilities net of reinsurance recoverables makes appropriate provision for all policy obligations and the financial statements fairly presents the results of the valuation.

Longueuil, Québec
March 6, 2014



Julie-Linda Laforce
Fellow, Canadian Institute of Actuaries

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Financial Position

December 31, 2013, with comparative information for 2012

	Note	2013	2012
Assets			
Cash		\$ 2,369,840	\$ 442,643
Accounts receivable		1,234,505	227,595
Investments	5	112,142,886	109,602,855
Reinsurers' share of unpaid claims and adjustment expenses	6	1,698,530	1,073,040
Recoverable from subscribers	6	12,504,631	10,822,249
Prepaid expenses		52,074	9,541
Equipment and leasehold improvements	7	75,629	106,506
		\$ 130,078,095	\$ 122,284,429

Liabilities and Subscribers' Equity

Accounts payable and accrued liabilities		\$ 264,649	\$ 224,288
Premium tax payable		76,113	77,545
Provision for unpaid claims and adjustment expenses	6	43,305,700	43,287,495
Assessments received in advance		1,465,415	-
Deferred lease inducements	10(a)	30,985	30,985
		45,142,862	43,620,313
Subscribers' equity:			
Equity contributed by subscribers		7,866,515	7,866,515
Retained earnings		69,938,873	66,741,137
Accumulated other comprehensive income		7,129,845	4,056,464
		84,935,233	78,664,116
		\$ 130,078,095	\$ 122,284,429

Commitments 10

The accompanying notes form an integral part of these financial statements.

Approved on behalf of the Board:

Director

Director

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Earnings

Year ended December 31, 2013, with comparative information for 2012

	Note	2013	2012
Revenue:			
Earned assessments		\$ 12,520,013	\$ 12,545,364
Reinsurance ceded		(2,409,996)	(2,410,000)
		<u>10,110,017</u>	<u>10,135,364</u>
Expenses:			
Claims incurred	6	5,394,967	6,021,260
Administrative and claims management		2,875,730	2,869,280
Premium tax		436,113	435,922
Risk management grants	10(c)	523,491	401,451
Other		160,529	-
		<u>9,390,830</u>	<u>9,727,913</u>
Underwriting income		719,187	407,451
Other income:			
Investment income	5(b)	3,522,163	3,236,354
Investment management fees		(213,735)	(210,139)
Other		263,810	-
		<u>3,572,238</u>	<u>3,026,215</u>
Net earnings		<u>\$ 4,291,425</u>	<u>\$ 3,433,666</u>

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Comprehensive Income

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Net earnings	\$ 4,291,425	\$ 3,433,666
Other comprehensive income:		
Net unrealized change in fair value of AFS securities	3,073,382	2,368,612
Comprehensive income for the year	\$ 7,364,807	\$ 5,802,278

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Changes in Subscribers' Equity

Year ended December 31, 2013, with comparative information for 2012

	Equity contributed by subscribers	Retained earnings	Accumulated other comprehensive income *	Total subscribers' equity
Balance, December 31, 2011	\$ 7,866,515	\$ 64,553,327	\$ 1,687,852	\$ 74,107,694
Net earnings	-	3,433,666	-	3,433,666
Other comprehensive income	-	-	2,368,612	2,368,612
Dividends paid	-	(1,245,856)	-	(1,245,856)
Balance, December 31, 2012	7,866,515	66,741,137	4,056,464	78,664,116
Net earnings	-	4,291,425	-	4,291,425
Other comprehensive income	-	-	3,073,382	3,073,382
Dividends paid	-	(1,093,690)	-	(1,093,690)
Balance, December 31, 2013	\$ 7,866,515	\$ 69,938,873	\$ 7,129,845	\$ 84,935,233

* Represents unrealized gains on AFS financial assets.

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operations:		
Net earnings	\$ 4,291,425	\$ 3,433,666
Adjustments:		
Amortization, item not involving cash	48,686	61,436
Net unrealized gain on investments	3,073,382	2,368,612
Investment income	(3,522,163)	(3,236,354)
Net gain on disposal of AFS financial assets	243,357	51,421
	4,134,687	2,678,781
Changes in operating working capital:		
Accounts receivable	(1,006,910)	930,672
Reinsurers' share of unpaid claims and adjustment expenses	(625,490)	211,098
Recoverable from subscribers	(1,682,382)	218,687
Prepaid expenses	(42,533)	-
Accounts payable and accrued liabilities	40,361	(58,334)
Premium tax payable	(1,432)	9,709
Provision for unpaid claims and adjustment expenses	18,205	780,710
Assessments received in advance	1,465,415	-
	2,299,921	4,771,323
Financing:		
Dividends paid	(1,093,690)	(1,245,856)
Investing:		
Interest received	2,284,246	2,292,418
Dividends received	994,560	892,515
Net purchase of investments	(2,540,031)	(6,358,325)
Purchase of equipment and leasehold improvements	(17,809)	(15,072)
	720,966	(3,188,464)
Increase in cash	1,927,197	337,003
Cash, beginning of year	442,643	105,640
Cash, end of year	\$ 2,369,840	\$ 442,643

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

1. Reporting entity:

The Municipal Insurance Association of British Columbia (the "Association") is a reciprocal insurance exchange within the meaning of Section 186 of the Financial Institutions Act of British Columbia (the "Act"), and underwrites liability insurance for its subscribers. The address of the Association's registered office is 390 - 1050 Homer Street, Vancouver, BC V6B 2W9 and the Association is domiciled in Canada. The Association is exempt from income taxes under Section 149(1(d.5)) of the Income Tax Act (Canada).

2. Basis of preparation:

Statement of compliance:

These financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB"). The financial statements were authorized for issue by the Board of Directors on March 6, 2014.

(a) Basis of measurement:

These financial statements have been prepared on the historical cost basis except for available-for-sale ("AFS") financial assets which are measured at fair value.

(b) Functional and presentation currency:

These financial statements are presented in Canadian dollars, which is the Association's functional currency.

(c) Use of estimates and judgments:

The preparation of financial statements in conformity with IFRS requires management to make estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income, and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Information about significant areas of estimation uncertainty in applying accounting policies that have the most significant effect on the amounts recognized in these financial statements are described in the following notes:

- Note 6 - Provision for unpaid claims and adjustment expense; and
- Note 9 - Financial instruments and financial risk.

(d) Liquidity format:

The Association presents its statement of financial position broadly in order of liquidity.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies:

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(a) Financial instruments:

(i) Non-derivative financial assets:

The Association initially recognizes loans and receivables on the date that they are originated. All other financial assets are recognized initially on the trade date at which the Association becomes a party to the contractual provisions of the instrument.

Financial assets and liabilities are offset and the net amount presented in the statement of financial position when, and only when, the Association has a legal right to offset the amounts and intends either to settle on a net basis or to realize the asset and settle the liability simultaneously.

The Association has the following non-derivative financial assets: loans and receivables and AFS financial assets.

Loans and receivables:

Loans and receivables are financial assets with fixed or determinable payments that are not quoted in an active market. Such assets are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, loans and receivables are measured at amortized cost using the effective interest method, less any impairment losses. Loans and receivables comprise cash and accounts receivable.

AFS financial assets:

AFS financial assets are non-derivative financial assets that are designated as AFS or that are not classified as loans and receivables, held-to-maturity investments or financial assets at fair value through profit or loss. The Association's investments are classified as AFS financial assets. Such assets are recognized initially at fair value, and subsequent to initial recognition, they continue to be measured at fair value and changes therein, other than impairment losses and foreign currency differences on AFS equity instruments, are recognized in other comprehensive income and presented separately within subscribers' equity. When an investment is derecognized, the cumulative gain or loss in other comprehensive income is transferred to net earnings.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(a) Financial instruments (continued):

(i) Non-derivative financial liabilities:

The Association's financial liabilities are recognized initially on the trade date at which the Association becomes a party to the contractual provisions of the instrument.

The Association's non-derivative financial liabilities consist of accounts payable and accrued liabilities. Accounts payable and accrued liabilities are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial liabilities are measured at amortized cost using the effective interest method.

(b) Impairment:

(i) Financial assets (including receivables):

A financial asset not carried at fair value through profit and loss is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates a loss event has occurred after the initial recognition of the asset, and the loss event had a negative effect on the estimated future cash flows of that asset, which can be estimated reliably.

Objective evidence that financial assets are impaired include default or delinquency by the debtor, indications that the issuer of a security will enter bankruptcy, economic conditions that correlate with defaults or the disappearance of an active market for a security, or a significant or prolonged decline in fair value of an equity security below its cost.

Impairment losses on AFS investment securities are recognized by transferring the cumulative loss that has been recognized in other comprehensive income, and presented in accumulated other comprehensive income in subscribers' equity, to net earnings. The cumulative loss that is removed from other comprehensive income and recognized in net earnings is the difference between the acquisition costs, net of any principal repayments and amortization, and the current fair value, less any impairment loss previously recognized in net earnings. Changes in impairment provisions attributable to time value of money are reflected as a component of interest income.

If, in a subsequent period, the fair value of an impaired AFS debt security increases and the increase can be related objectively to an event occurring after the impairment loss was recognized in net earnings, then the impairment loss is reversed, with the amount of the reversal recognized in net earnings. However, any subsequent recovery in the fair value of an impaired AFS equity security is otherwise recognized in other comprehensive income.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(b) Impairment (continued):

(i) Financial assets (including receivables) (continued):

An impairment loss in respect of a financial asset measured at amortized cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. Losses are recognized in net earnings and reflected in an allowance account against receivables. Interest on the impaired asset continues to be recognized through the unwinding of the discount. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through net earnings.

(c) Investment income and expenses:

(i) Interest and dividend income:

Investment income comprises interest and dividend income on funds invested and gains and losses on disposal of AFS financial assets.

(ii) General investment expenses:

General investment expenses are recognized as incurred.

(d) Provisions:

A provision is recognized if, as a result of a past event, the Association has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability. The unwinding of the discount is recognized in finance costs.

(e) Recognition and measurement of insurance contracts:

(i) Classification of insurance contracts:

Insurance contracts are contracts under which the Association accepts or cedes significant insurance risk from another party (the "policyholder") by agreeing to compensate the policyholder or other beneficiary if a specified uncertain future event (the "insured event") adversely affects the policyholder or other beneficiaries. Insurance risk is significant, if and only if, an insured event could cause the Association to pay a significant claim.

Once a contract is classified as an insurance contract it remains classified as an insurance contract until all rights and obligations are extinguished or expire.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(e) Recognition and measurement of insurance contracts (continued):

(ii) Premiums:

Earned assessments comprise the premiums on insurance contracts entered into during the year. Premiums are shown gross of any taxes levied on premiums.

The Association recognizes premium income evenly over the term of the insurance policy using the pro rata method.

(iii) Provision for unpaid claims and adjustment expenses:

Claims outstanding comprise provisions for the Association's estimate of the ultimate cost of settling all claims incurred but unpaid at the reporting date whether reported or not. It also includes estimates relating to claims administration costs recoverable from subscribers. Claims outstanding are assessed by reviewing individual claims and making allowance for claims incurred but not yet reported, the effect of both internal and external foreseeable events, such as changes in claims handling procedures, inflation, judicial trends, legislative changes and past experience and trends. Claims related balances are carried on a discounted basis in accordance with accepted actuarial practice in Canada.

Adjustments to claim provisions established in prior years are reflected in the financial statements of the period in which the adjustments are made and disclosed separately if material. The methods used, and the estimates made, are reviewed regularly.

(iv) Reinsurance:

The Association cedes reinsurance in the normal course of business for the purpose of limiting its net loss potential through the transfer of insurance risk. Assets, liabilities, income and expenses arising from ceded reinsurance contracts are presented separately from the related assets, liabilities, income and expenses from the related insurance contracts because the reinsurance arrangements do not relieve the Association from its direct obligations to its policyholders.

Only reinsurance agreements that give rise to a significant transfer of insurance risk are accounted for as reinsurance contracts. Amounts recoverable under such contracts are recognized in the same year as the related claim.

Reinsurance premiums for ceded reinsurance are recognized as an expense over the period that the reinsurance covers is provided using the pro rata method.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(e) Recognition and measurement of insurance contracts (continued):

(iv) Reinsurance (continued):

The amounts recognized as reinsurance assets are measured on a basis that is consistent with the measurement of the provision for unpaid claims and adjustment expenses held in respect of the related insurance contracts. Reinsurance assets include recoveries due from reinsurance companies in respect of claims paid.

Reinsurance assets are assessed for impairment at each reporting date or more frequently when an indication of impairment arises during the reporting year. Such assets are deemed impaired if there is objective evidence, as a result of an event that occurred after its initial recognition, that the Association may not recover all amounts due under the terms of the contract and that the event has a reliably measurable impact on the amounts that the Association will receive from the reinsurer. Reinsurance assets and liabilities are derecognized when the contract rights are extinguished or expire.

(v) Liability adequacy test:

At the end of each reporting period, liability adequacy tests are performed to ensure the adequacy of the insurance contract liabilities. In performing these tests, current best estimates of future contractual cash flows and claims handling and administration expenses, as well as investment income from the assets backing such liabilities, are used. Any deficiency is immediately charged to net earnings by establishing a provision for losses arising from liability adequacy tests.

(f) Equipment and leasehold improvements:

Equipment and leasehold improvements are measured at cost less accumulated amortization and accumulated impairment losses. Amortization is calculated on a straight-line basis over the estimated useful lives of the respective assets.

Assets	Estimated useful life
Furniture and fixtures	5 years
Computer equipment	3 years
Leasehold improvements	Lease term

Amortization methods, useful lives, and residual values are reviewed at each financial year-end and adjusted, if appropriate.

The carrying amounts of equipment and leasehold improvements are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(f) Equipment and leasehold improvements (continued):

The recoverable amount of an asset is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. During the year covered by these financial statements, there were no impairment losses.

(g) New standard adopted:

IFRS 13 *Fair Value Measurement*, replaces the guidance on fair value measurement in existing IFRS literature with a single standard. IFRS 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. IFRS 13 did not have a material impact on the Association's financial statements.

(h) New standards and interpretations not yet adopted:

A number of new standards, and amendments to standards and interpretations, are not yet effective for the year ended December 31, 2013, and have not been applied in preparing these financial statements. None of the new standards are expected to have a significant effect on the financial statements of the Association except for: IFRS 9, *Financial Instruments* ("IFRS 9"), which may impact the classification and measurement of financial assets; however, the effective date has yet to be determined; and a new insurance contracts standard which is expected to replace IFRS 4, *Insurance Contracts* ("IFRS 4"), which an effective date also yet to be determined. The extent of the impact of these new standards has not yet been determined.

4. Roles of the actuary and external auditors:

The actuary is appointed by the Board of Directors of the Association. With respect to preparation of these financial statements, the actuary is required to carry out a valuation of the policy liabilities and to provide an opinion to the Association's subscribers regarding their appropriateness at the reporting date. The factors and techniques used in the valuation are in accordance with accepted actuarial practice, applicable legislation and associated regulations. The scope of the valuation encompasses the policy liabilities as well as any other matter specified by the Superintendent of Financial Institutions (British Columbia). The policy liabilities consist of a provision for unpaid claims and adjustment expenses on the expired portion of policies and of future obligations on the unexpired portion of policies. In performing the valuation of the liabilities, which are by their very nature inherently variable, the actuary makes assumptions as to future loss ratios, trends, reinsurance recoveries, expenses and other contingencies, taking into consideration the circumstances of the Association and the nature of the insurance policies.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

4. Roles of the actuary and external auditors (continued):

The valuation is based on projections of future claims and claims adjustment expenses. It is certain that actual future claims and adjustment expenses will not develop exactly as projected and may, in fact, vary significantly from the projections. Further, the projections make no provision for new classes of claims or claims categories not sufficiently recognized in the claims database.

The actuary relies on data and related information prepared by the Association and makes use of the work of the external auditor with respect to the verification of the underlying data used in the valuation for accuracy and completeness. The actuary also analyses Association assets for their ability to support the amount of policy liabilities.

The external auditors have been appointed by the subscribers, pursuant to the Act. Their responsibility is to conduct an independent audit of the financial statements in accordance with Canadian generally accepted auditing standards and report thereon to the subscribers. In carrying out their audit, the auditors also make use of the work of the actuary and report on the policy liabilities of the Association. The independent auditors' report outlines the scope of their audit and their opinion.

5. Investments:

(a) The cost and fair value of investments as at December 31 were as follows:

	2013		2012	
	Cost	Fair value	Cost	Fair value
Municipal Finance Authority ("MFA") Funds:				
MFA Bond Fund	\$ 1,107,220	\$ 1,107,220	\$ 6,040,827	\$ 6,040,827
MFA Intermediate Fund	2,260,529	2,260,529	5,204,759	5,204,759
MFA Money Market Fund	1,182,079	1,182,079	2,160,490	2,160,490
	<u>4,549,828</u>	<u>4,549,828</u>	<u>13,406,076</u>	<u>13,406,076</u>
Phillips, Hager & North ("PH&N") Mutual Funds:				
Equities	13,884,291	17,157,534	15,883,971	15,958,251
Fixed Income	45,154,324	45,469,393	38,480,197	39,354,008
Money Market	28,570,630	28,570,630	25,723,671	25,723,671
	<u>87,609,245</u>	<u>91,197,557</u>	<u>80,087,839</u>	<u>81,035,930</u>
iShares Index Funds:				
Canadian Funds	9,683,409	13,269,897	10,427,775	13,437,485
US Funds	3,138,168	3,125,604	1,623,385	1,723,364
	<u>12,821,577</u>	<u>16,395,501</u>	<u>12,051,160</u>	<u>15,160,849</u>
	<u>\$ 104,980,650</u>	<u>\$ 112,142,886</u>	<u>\$ 105,545,075</u>	<u>\$ 109,602,855</u>

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

5. Investments (continued):

(b) Investment income:

	2013	2012
Interest on AFS financial assets	\$ 2,284,246	\$ 2,292,418
Dividends on AFS financial assets	994,560	892,515
Net gains on disposal of AFS financial assets	243,357	51,421
	<u>\$ 3,522,163</u>	<u>\$ 3,236,354</u>

(c) Fair value disclosures:

The fair value of a financial instrument on initial recognition is based on the consideration given in exchange for the asset. After initial recognition, financial instruments are measured at fair value based on quoted bid rates in active markets. For financial investments where an active market does not exist, fair values are determined using valuation techniques based on observable market data and other valuation techniques commonly used by market participants.

The fair value of the iShares Investments were determined using market prices in active markets ("Level 1"). The fair value of the remaining financial investments was estimated using a valuation technique based on observable market data ("Level 2"). There were no financial instruments that were measured using observable market data ("Level 3").

Financial investment	Fair value	Level 1	Valuation technique	
			Level 2	Level 3
MFA Investments	\$ 4,549,828	\$ -	\$ 4,549,828	\$ -
PH&N Investments	91,197,557	-	91,197,557	-
iShares Investments	16,395,501	16,395,501	-	-
December 31, 2013	<u>\$ 112,142,866</u>	<u>\$ 16,395,501</u>	<u>\$ 95,747,385</u>	<u>\$ -</u>

Financial investment	Fair value	Level 1	Valuation technique	
			Level 2	Level 3
MFA Investments	\$ 13,406,076	\$ -	\$ 13,406,076	\$ -
PH&N Investments	81,035,930	-	81,035,930	-
iShares Investments	15,160,849	15,160,849	-	-
December 31, 2012	<u>\$ 109,602,855</u>	<u>\$ 15,160,849</u>	<u>\$ 94,442,006</u>	<u>\$ -</u>

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

6. Provision for unpaid claims and adjustment expense:

The liability recorded as a provision for unpaid claims and adjustment expenses is determined by the independent actuary based on an actuarial valuation prepared as of December 31 each year. It represents estimates of the ultimate net cost, including legal and adjusters' fees, of all reported and unreported losses incurred to December 31.

Upon settlement of a claim, the Association remits the entire claim payment to the claimant, and subsequently recovers the deductible portion from the subscriber. Accordingly, the provision for unpaid claims and adjustment expenses is shown inclusive of the subscribers' share of \$10,781,992 (2012 - \$9,185,653). The provision for unpaid claims and adjustment expenses also includes \$1,632,638 (2012 - \$1,636,596) in respect of unallocated claims administrative expenses that are recoverable from the subscribers. While the Association is exposed to credit risk, should the subscribers default in fulfilling their obligations, subscribers also have equity balances with the Association.

	2013	2012
Provision for unpaid claims and adjustment expenses, net, beginning of year	\$ 31,392,206	\$ 30,181,711
Claims incurred during the year	5,394,967	6,021,260
Direct paid claims during the year	(11,688,953)	(8,310,923)
Deductibles recovered	3,404,053	3,500,158
Reinsurance recovered	600,266	-
Provision for unpaid claims and adjustment expenses, net, end of year	29,102,539	31,392,206
Reinsurers' share of unpaid claims and adjustment expenses, end of year	1,698,530	1,073,040
Recoverable from subscribers, end of year	12,504,631	10,822,249
Provision for unpaid claims and adjustment expenses, end of year	\$ 43,305,700	\$ 43,287,495

Profile of claims liabilities and amounts recoverable from reinsurers:

	2013		2012	
	Gross	Ceded	Gross	Ceded
Unpaid claims and adjustment expenses:				
Undiscounted	\$ 41,669,000	\$ 1,648,000	\$ 41,025,000	\$ 1,012,000
Amount of discount	(3,077,300)	(120,472)	(2,449,505)	(40,960)
Provision for adverse deviations	4,714,000	171,000	4,712,000	102,000
	\$ 43,306,000	\$ 1,699,000	\$ 43,287,495	\$ 1,073,040

The provision for unpaid claims and adjustment expenses and related reinsurance recoveries are discounted using rates based on the risk-free rate of return for the various estimated terms of the claim liabilities. The discount rate applied was 3.40% (2012 - 2.75%).

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

6. Provision for unpaid claims and adjustment expense (continued):

Development claims table:

The following table shows the estimates of cumulative incurred claims, including both claims notified and IBNR for each successive accident year at each reporting date, together with cumulative payments to date.

Gross of Reinsurance / Gross of Deductibles

Accident year	2007	2008	2009	2010	2011	2012	2013	Total
At end of accident year	\$ 9,496,346	9,244,704	12,086,362	12,042,874	12,395,241	11,569,007	11,004,721	\$
One year later	10,435,204	8,561,300	9,803,033	9,875,942	11,182,993	13,034,968	-	
Two years later	12,000,159	9,659,492	10,143,543	8,700,642	10,458,772	-	-	
Three years later	12,938,354	8,636,140	9,808,904	8,399,242	-	-	-	
Four years later	11,248,352	9,546,206	9,420,131	-	-	-	-	
Five years later	10,519,236	11,766,660	-	-	-	-	-	
Six years later	10,465,649	-	-	-	-	-	-	
Current estimate of ultimates	10,465,649	11,766,660	9,420,131	8,399,242	10,458,772	13,034,968	11,004,721	74,550,143
Cumulative payments	(8,035,520)	(9,303,610)	(5,907,284)	(3,648,846)	(3,123,694)	(3,442,734)	(436,343)	(33,898,031)
Gross liability	\$ 2,430,129	\$ 2,463,050	\$ 3,512,847	\$ 4,750,396	\$ 7,335,078	\$ 9,592,234	\$ 10,568,378	40,652,112

Net of Reinsurance / Net of Deductibles

Accident year	2007	2008	2009	2010	2011	2012	2013	Total
At end of accident year	\$ 7,062,944	\$ 7,198,712	\$ 9,178,095	\$ 7,584,283	\$ 9,422,617	\$ 8,218,213	\$ 6,707,915	\$
One year later	7,737,704	6,483,561	5,645,673	6,164,147	7,617,456	8,814,065	-	
Two years later	9,113,431	6,250,480	5,700,332	4,924,946	6,703,054	-	-	
Three years later	9,610,037	5,196,506	5,771,738	4,204,978	-	-	-	
Four years later	8,039,845	5,949,385	5,430,320	-	-	-	-	
Five years later	7,392,097	7,547,855	-	-	-	-	-	
Six years later	7,315,161	-	-	-	-	-	-	
Current estimate of ultimates	7,315,161	7,547,855	5,430,320	4,204,978	6,703,054	8,814,065	6,707,915	46,723,348
Cumulative payments	(5,222,839)	(5,711,124)	(3,251,139)	(1,348,102)	(1,385,360)	(2,233,933)	(158,361)	(19,310,858)
Net liability	\$ 2,092,322	\$ 1,836,731	\$ 2,179,181	\$ 2,856,876	\$ 5,317,694	\$ 6,580,132	\$ 6,549,554	\$ 27,412,490

Total all years

Seven year net liability	\$ 27,412,490
Liability in respect of prior years	556,082
Effect of discounting and PFAD	1,133,969
Liability recoverable from Subscribers	12,504,631
Liability recoverable from Reinsurers	1,698,528

Gross liability in statement of financial position \$ 43,305,700

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

7. Equipment and leasehold improvements:

	Furniture and fixtures	Computer equipment	Leasehold improvement	Total
Cost:				
Balance at December 31, 2011	\$ 172,235	\$ 185,128	\$ 273,535	\$ 630,898
Additions	5,146	8,794	1,132	15,072
Balance at December 31, 2012	177,381	193,922	274,667	645,970
Additions	-	17,809	-	17,809
Balance at December 31, 2013	\$ 177,381	\$ 211,731	\$ 274,667	\$ 663,779

	Furniture and fixtures	Computer equipment	Leasehold improvement	Total
Accumulated amortization:				
Balance at December 31, 2011	\$ 148,267	\$ 156,140	\$ 173,621	\$ 478,028
Amortization for the year	11,814	22,155	27,467	61,436
Balance at December 31, 2012	160,081	178,295	201,088	539,464
Amortization for the year	9,632	11,587	27,467	48,686
Balance at December 31, 2013	\$ 169,713	\$ 189,882	\$ 228,555	\$ 588,150

	Furniture and fixtures	Computer equipment	Leasehold improvement	Total
Carrying amounts:				
At December 31, 2012	\$ 17,300	\$ 15,627	\$ 73,579	\$ 106,506
At December 31, 2013	7,668	21,849	46,112	75,629

8. Ceded reinsurance:

To reduce the potential risk that may arise from large losses, the Association cedes premiums to reinsurers, which limits the loss on any one loss or occurrence in each line of business to \$5,000,000 (2012 - \$5,000,000) per claim, with an upper limit of \$35,000,000 (2012 - \$35,000,000) in respect of catastrophic losses.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk:

(a) Overview:

The Association has exposure to the following risks from its use of financial instruments:

- insurance risk;
- credit risk;
- liquidity risk;
- foreign exchange risk;
- interest rate risk; and
- market risk.

This note presents information about the Association's exposure to each of the above risks, the Association's objectives, policies, and processes for measuring and managing risk, and the Association's management of capital. Further quantitative disclosures are included throughout these financial statements.

The Association's primary long-term risk is that the Association's assets will fall short of its future liabilities (including claims of insured). The main objective of financial risk management is to maintain assets, primarily through a diversified portfolio of investments to ensure sufficient liquidity and value to meet obligations when they fall due.

(b) Risk management framework:

The Board of Directors has overall responsibility for the establishment and oversight of the Association's risk management framework. The Board of Directors has designated the Governance Committee to be responsible for Enterprise Risk Management and it is responsible for developing and monitoring the Association's risk management policies. The Governance Committee reports regularly to the Board of Directors on its activities.

The Association's risk management policies are established to identify and analyze the risks faced by the Association, to set appropriate risk limits and controls, and to monitor risks and adherence to limits. Risk management policies and systems are reviewed regularly to reflect changes in market conditions and the Association's activities. The Association, through its training and management standards and procedures, aims to develop a disciplined and constructive control environment in which all employees understand their roles and obligations.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(b) Risk management framework (continued):

The Association's Board of Directors oversees how management monitors compliance with the Association's risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by the Association.

(i) Insurance risk:

Underwriting risk:

Underwriting risk is the risk that the total cost of claims and claims adjustment expenses will exceed premiums received and can arise as a result of numerous factors, including pricing risk, reserving risk and catastrophe risk. Pricing risk arises because actual claims experience can differ adversely from the assumptions included in pricing calculations.

The Association accepts insurance risk through its insurance contracts and is exposed to the uncertainty surrounding the timing, frequency, and severity of claims under these contracts. The Association manages its insurance risk via its underwriting and reinsurance strategy within an overall insurance risk management framework.

Underwriting risk is the exposure to financial loss resulting from the selection and approval of risks to be insured as well as the reduction, retention and transfer of risks. Insurance policies are written in accordance with the management practices and regulations within the provincial jurisdiction taking into account the Association's risk tolerance and underwriting standards.

Reserving risk arises because actual claims experience can differ adversely from the assumptions included in setting reserves, which is due to the length of time between the occurrence of a loss, the reporting of the loss to the insurer and the ultimate resolution of the claim. The Association's provision for unpaid claims and adjustment expenses is reviewed annually by an independent actuary.

Reinsurance risk:

The Association is exposed to contract disputes and coverage gaps in its agreement with its reinsurers and the possibility of default by its reinsurers. The Association's strategy in respect of the selection, approval and monitoring of reinsurance agreements is addressed by the following protocols:

- regular review of reinsurance agreements to determine their effectiveness based on current exposures, historical losses and potential future losses; and
- exposures to reinsurance counterparties and active monitoring of the credit quality of those counterparties.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(b) Risk management framework (continued):

(i) Insurance risk (continued):

Regulatory risk:

Regulation covers a number of areas including solvency, change in control and capital movement limitations. The Association works closely with regulators and monitors regulatory developments to assess their potential impact on its ability to meet solvency and other requirements.

(ii) Credit risk:

The use of financial instruments involves a credit risk of financial loss resulting from a counterparty's inability or refusal to completely fulfill their contractual obligations. The Association's credit risk lies in its cash, accounts receivable, investments, reinsurers' share of unpaid claims and adjustment expenses and recoverable from subscribers.

The Association's investment policy establishes limits for the investment portfolio. Factors used to set these limits include issuer limits, minimum rating requirements, and concentration limits. The Association primarily invests in money market and fixed income funds and diversification techniques are employed to minimize risk. The Association's maximum credit exposure at December 31 was as follows:

	2013	2012
Cash	\$ 2,369,840	\$ 442,643
Accounts receivable	1,234,505	227,595
Investments (excluding equities)	78,589,851	78,483,755
Reinsurers' share of unpaid claim and adjustment expenses	1,698,530	1,073,040
Recoverable from subscribers	12,504,631	10,822,249
	<u>\$ 96,397,357</u>	<u>\$ 91,049,282</u>

The Association does not have a significant exposure to any individual subscriber or counterparty. Concentrations of credit risk on the reinsurers' portion of unpaid claims and adjustment expenses are with reinsurers located in Canada, Great Britain, and the United States, which are regularly reviewed to ensure they are of good credit standing. The credit risk associated with subscribers is mitigated to the extent of the subscribers' equity balances held by the Association.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(b) Risk management framework (continued):

(iii) Liquidity risk:

Liquidity risk relates to financial liabilities that are settled by delivering cash or another financial asset.

The Association's exposure to liquidity risk is minimal as it maintains most of its assets in readily redeemable funds that provide liquidity to meet obligations as they come due.

(iv) Foreign exchange risk:

Foreign exchange risk arises with changes and fluctuations in exchange rates. As at December 31, 2013, the Association held \$3,125,604 (2012 - \$1,723,364) of its investments in US dollar denominated investments, representing less than 3% (2012 - less than 2%) of the Association's total investment portfolio. All other investments are held in Canadian dollars; therefore, the Association is not exposed to significant foreign exchange risk.

(v) Interest rate risk:

Interest rate risk arises from the possibility that changes in interest rates will affect the value of financial instruments or investment income on reinvestment at maturity. The Association does not hedge its exposure to interest rate risk as such risk is considered minimal, primarily relating to relatively short-term investments in funds as described in note 5.

(vi) Market risk:

Market risk refers to the risk that a change in the level of one or more of market prices, indices, volatilities, correlations or other market factors, such as liquidity, will result in losses. As investments are recognized at fair value, these changes affect reported other comprehensive income as they occur. The maximum risk resulting from financial instruments is determined by the fair value of the financial instruments. The Association manages market risk by closely monitoring its investments, and by investing in funds managed by professional investment advisors.

(c) Fair value:

The Association's financial instruments consist primarily of cash, accounts receivable, investments and accounts payable and accrued liabilities.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(c) Fair value (continued):

Investments are carried at fair value. The carrying values of cash, accounts receivable, and accounts payable and accrued liabilities are considered by management to approximate their fair values due to their immediate or short-term maturity.

Caution is necessary in making conclusions relative to the potential gain or loss the Association is expected to realize due to differences between fair value and carrying value of the investments because these assets are subject to the above-noted risks.

10. Commitments:

(a) Lease:

The Association is committed as of December 31, 2013 to future rental payments for premises of \$104,080 in 2014, and as follows into the future:

2015	\$ 90,318
2016	-
2017	-
2018	-
2019	-

Under the terms of the lease, the Association received a rent free period from November 2005 through April 2006. In addition, the Association was granted an improvement allowance of \$64,228. The free rent allowance and the improvement allowance have been recorded as deferred lease inducements, which are being amortized over the term of the lease.

(b) Pension costs:

The Association and its employees contribute to the Municipal Pension Plan (the "Plan") in accordance with the Pension (Municipal) Act of British Columbia. The Superannuation Commission of the Province of British Columbia administers the Plan, including the payment of pension benefits, on behalf of employers and employees to whom the Act applies. The Plan has approximately 152,000 active members from approximately 700 employers.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

10. Commitments (continued):

(b) Pension costs (continued):

The long-term funding policy for the Plan is based on the level contribution method. Using this method, employer contribution rates are set so that, in combination with members' contributions, employers will fully pay for benefits earned by typical new entrants to the Plan. As insufficient information is available to apply defined benefit accounting, the Plan is accounted for on a defined contribution basis. The Plan's most recent actuarial valuation report as at December 31, 2009 reported a deficit of \$1,024,000,000. Contributions to the Plan by the Association, which are expensed in the year they are incurred, totalled \$125,916 in 2013 (2012 - \$130,064) and represent less than 0.02% of total annual contributions to the Plan.

(c) Risk management grants:

In 2009, the Association started the Risk Management Grant program to assist members in financing risk management initiatives. Members are eligible for a maximum grant of the greater of \$500 and 1% of their opening subscribers' equity of that year. Unused eligible funds may be carried over into subsequent years. During 2013, the Association recorded grants of \$523,491 (2012 - \$401,451). At December 31, 2013, the maximum outstanding liability associated with the grants is \$1,314,692 (2012 - \$1,118,869).

11. Subscribers' equity:

(a) Equity contributed by subscribers:

	2013	2012
Balance as at December 31	\$ 7,866,515	\$ 7,866,515

(b) Capital management:

The Association's objectives when managing capital are:

- to safeguard the Association's ability to continue as a going concern so that it can continue to provide coverage for current and future claims payments; and
- to ensure compliance, through monitoring regulatory capital on an ongoing basis.

Subscribers' equity is comprised of equity contributed by subscribers, retained earnings and accumulated other comprehensive income.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

11. Subscribers' equity (continued):

(b) Capital management (continued):

FICOM measures the financial strength of property and casualty insurers using the minimum capital test ("MCT"). This test evaluates a company's capital against its overall risk profile. This risk-based framework assesses assets, liabilities, reinsurance structure, and other such exposures by applying various factors to assess the adequacy of the Association's capital.

The supervisory benchmark set by FICOM is a minimum MCT of 150%. As at December 31, 2013, the Association's MCT level is above the 150% MCT level.

In the normal course of business, the Association generates adequate operating cash flow and has limited capital requirements.

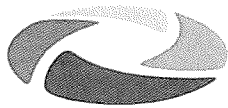
12. Related parties:

Key management personnel of the Association, includes all directors, executives, non-executives, and senior management.

Key management personnel compensation comprised:

	2013	2012
Salaries and short-term employee benefits	\$ 650,237	\$ 521,718
Post-employment benefits	56,837	41,355

Total salaries and benefits included in administrative and claims management expenses during the year was \$2,054,803 (2012 - \$1,934,392).



MULTI
MATERIAL
BC

To: MMBC Local Government Collectors

From:
Allen Langdon
Managing Director, MMBC

Re: Collection of Newspapers

Dear Local Government Collectors,

I am writing in response to correspondence some of you may have received from the newspaper industry regarding your ability to collect newspaper under the Multi-Material (MMBC) program or advertise that you will be collecting newspaper. The purpose of this letter is to clarify that newsprint is classified as in-scope printed paper and packaging (PPP) under your agreements with MMBC and that collectors will be expected to collect newspapers and other newsprint regardless of whether the newspaper industry decides to participate in the MMBC program.

As I am sure you are aware, the members of Newspapers Canada have not joined MMBC and at this stage we are not actively recruiting them to participate in the program. We have been unable to reach an agreement with Newspapers Canada and their members due to their insistence that they will only make in-kind contributions of advertising in lieu of cash payments for collecting and recycling the printed paper they supply to residents. Such an arrangement would mean that MMBC's other members would be subsidizing publishers' obligations which is unacceptable to the producers that are currently members of MMBC. Given the position taken by Newspapers Canada, further discussions will take place only if the publishers are prepared to take on their responsibilities under the Recycling Regulation and pay the costs associated with managing their materials similar to MMBC's current members.

MMBC made the incentive offers and provided agreements for execution in good faith to ensure that we can discharge the obligations of our 850 members under Schedule 5 of the Recycling Regulation. These offers were made solely on behalf of the members represented by MMBC and do not require the participation of the newspaper industry. The agreements between MMBC and collectors include all the in-scope printed paper and packaging (PPP) material under the MMBC program, including newspapers. Changes to collection systems will not be required if the newspaper industry decides not to participate in the MMBC program.

TEL: 1-888-980-9549

WWW.MULTIMATERIALBC.CA



MULTI
MATERIAL
BC

As the stewardship agency with the mandate to implement the PPP Stewardship Plan, MMBC takes our responsibility to meet the obligations of our members seriously and has worked for over two years on the development and implementation of a stewardship plan for residential PPP in British Columbia.

As part of that process we have recognized the critical role of municipal governments in the delivery of PPP collection services, and endeavored to develop a framework that could provide for their continued participation as a PPP collector within our program.

If you have further questions about the material collected through MMBC or other aspects of the program, please contact me at alangdon@multimaterialbc.ca or (778) 588-9507.

Sincerely,

Allen Langdon
Managing Director, Multi-Material British Columbia

TEL: 1-888-980-9549

WWW.MULTIMATERIALBC.CA



RDN REPORT		2/11
CAC APPROVAL		
EAP		
COW	✓	
APR 01 2014		
RHD		
BOARD		

MEMORANDUM

TO: Jacquie Hill
 Manager of Administrative Services

DATE: April 8, 2014

FROM: Matt O’Halloran
 Legislative Coordinator

FILE:

SUBJECT: Bylaw No. 1695 – Proposed New Freedom of Information and Protection of Privacy Bylaw

PURPOSE

To present a new Freedom of Information and Protection of Privacy bylaw for consideration and adoption.

BACKGROUND

A new Freedom of Information and Protection of Privacy bylaw has been drafted, to improve consistency with current RDN practice, and to defer where appropriate to the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

The current bylaw “Regional District of Nanaimo Freedom of Information Bylaw No. 949, 1994” (Appendix II) was adopted in September, 1994 to address requirements under *FOIPPA*. As a public body, the RDN must generally disclose records within its custody and control in response to a written request unless disclosure would result in a contravention to *FOIPPA*. Both Bylaw 949 and *FOIPPA* apply to all written requests for records received by the RDN, and where necessary, *FOIPPA* takes precedence over Bylaw 949.

Bylaw 949 - Designation of Head and Coordinator

Under *FOIPPA*, a person or group must be specified as the Head, with duties and powers regarding freedom of information and protection of privacy, pursuant to *FOIPPA*. Bylaw 949 designates both a Head and a Coordinator for the purpose of processing requests for records. The Head is authorized to make all decisions regarding disclosure, while the Coordinator is authorized to act on a variety of items in processing a request, and to charge fees as specified in the bylaw. The Coordinator also has limited discretion regarding disclosure.

With changes in staff and organizational structure since 1994, neither the Head nor the Coordinator, as defined in Bylaw 949, currently exist within the RDN.

Current Practice

Responsibility for managing freedom of information and protection of privacy requests is held by staff in Administrative Services. The RDN typically processes 10-20 requests for access to records per year. The Legislative Coordinator (Deputy Corporate Officer) performs the function of the Information and Privacy Coordinator, and processes applications received under *FOIPPA*. The Manager of Administrative Services (Corporate Officer) acts as the Head, and provides direction to the Legislative Coordinator in the performance of the role as the Information and Privacy Coordinator, including advice and support to the Coordinator in the preparation and processing of information requests.

Proposed Bylaw

Proposed “Regional District of Nanaimo Freedom of Information Bylaw No. 1695, 2014” (Appendix I) designates the Corporate Officer, appointed pursuant to the *Local Government Act*, as the Head. The Deputy Corporate Officer is designated as the Information and Privacy Coordinator, and may be delegated all the duties of the Head. These designations are typical of local government throughout BC, and would reflect current practice.

The Corporate Officer and Deputy positions are established by “Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012”, pursuant to the *Local Government Act*. By linking the Head and Coordinator with a statutory officer position and its deputy, rather than current staff titles or committee members, the proposed bylaw would keep better pace with organizational changes and would authorize Administrative Services to continue managing freedom of information and protection of privacy requests on behalf of the Regional District.

Proposed Bylaw 1695 eliminates the original fee schedule found in Bylaw 949, and refers instead to British Columbia Regulation 155/2012, as amended from time to time, to be more current with fees as authorized under *FOIPPA*.

The proposed bylaw does not include a list of records available to the public without a request for access, per Schedule ‘B’ of Bylaw 949. Currently there are a variety of RDN records routinely released to the public in addition to items noted in Bylaw 949. Under *FOIPPA* it is a duty of the Head to categorize these records. As such, staff would continue to work to make routinely released records accessible to the public.

ALTERNATIVES

1. That “Regional District of Nanaimo Freedom of Information Bylaw No. 949, 1994” be repealed, and that “Regional District of Nanaimo Freedom of Information and Protection of Privacy Bylaw No. 1695, 2014” be adopted.
2. That “Regional District of Nanaimo Freedom of Information and Protection of Privacy Bylaw No. 1695, 2014” not be adopted, and that alternate direction be provided.

DISCUSSION

In 1994 local governments throughout BC adopted bylaws similar to Bylaw 949, in anticipation of *FOIPPA*, which was enacted in 1993 and extended to local governments in October, 1994. Over the past 20 years *FOIPPA* has been amended intermittently, while Bylaw 949 has remained in its original form. Regulations to the *Act* have also updated items such as definitions, maximum fees, and processes for certain applicants, and many of these changes are not captured in Bylaw 949.

It is now common practice for local governments to repeal their original bylaw pursuant to *FOIPPA*, and adopt a more concise bylaw that focuses on the necessary elements. This enables organizations to refer directly to *FOIPPA* when complying with the legislation.

FINANCIAL IMPLICATIONS

There are no financial implications. The schedule of fees in British Columbia Regulation 155/2012 is consistent with fees in Bylaw 949, although the regulation is broader in scope and includes additional media that were not commonly available in 1994. Many applicants for records do not incur fees as *FOIPPA* establishes restrictions for charging fees under the *Act*.

STRATEGIC PLAN IMPLEMENTATIONS

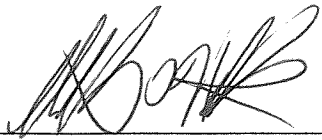
Proposed Bylaw 1695 is intended to improve the RDN's freedom of information and protection of privacy framework. Action Areas within the Board's Strategic Plan rely on transparency and effective information management between the RDN, its stakeholders, and the public. Transparency is also an objective within the Plan's Strategic Priorities.

SUMMARY/CONCLUSIONS

Since its adoption in 1994, "Regional District of Nanaimo Freedom of Information Bylaw No. 949" has become outdated. A new Freedom of Information and Protection of Privacy bylaw has been drafted for the Board's consideration, to improve consistency with current RDN practice, and to defer where appropriate to *FOIPPA*. This approach is employed by local governments to help improve freedom of information and protection of privacy services.

RECOMMENDATIONS

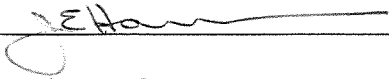
1. That "Regional District of Nanaimo Freedom of Information Bylaw No. 949, 1994," be repealed.
2. That "Regional District of Nanaimo Freedom of Information and Protection of Privacy Bylaw No. 1695, 2014," be introduced and read three times.
3. That "Regional District of Nanaimo Freedom of Information and Protection of Privacy Bylaw No. 1695, 2014," be adopted.



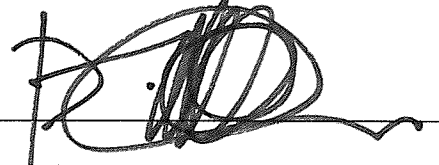
Report Writer



Manager Concurrence



Director Concurrence



C.A.G. Concurrence

APPENDIX I

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1695

A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

WHEREAS, the *Freedom of Information and Protection of Privacy Act* requires a Regional District to designate the Head and set any fees for services;

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

Citation

1. This Bylaw may be cited as "Regional District of Nanaimo Freedom of Information and Protection of Privacy Bylaw No. 1695, 2014".

Definitions and Interpretation

2. (1) The definitions contained in Part I of the *Act* shall apply to this Bylaw.

(2) In this Bylaw:

"Act" means the *Freedom of Information and Protection of Privacy Act*.

"Coordinator" means the person designated in section 3(2) of this Bylaw as the Information and Privacy Coordinator;

"Head" means the person designated under section 3(1) of this Bylaw as the Head;

"Regional District" means the Regional District of Nanaimo; and

"Request" means a request under section 5 of the *Act*.

Administration

3. (1) The Corporate Officer, appointed pursuant to the *Local Government Act*, is designated as the Head for the purposes of the *Act*;
- (2) The Deputy Corporate Officer is designated as the Information and Privacy Coordinator for the purposes of the *Act*.

Powers of the Coordinator

4. The Head may delegate any of the Head's duties and functions under the *Act* to the Coordinator.

Fees

5. The Schedule of Maximum Fees as established by British Columbia Regulation 155/2012, as amended from time to time, shall be the maximum fees charged by the Regional District as permitted under the Act.

Repeal

"Regional District of Nanaimo Freedom of Information Bylaw No. 949, 1994" is hereby repealed.

Introduced and read three times this ____ day of _____, 2014.

Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 949

**A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF
INFORMATION AND PROTECTION OF PRIVACY ACT**

WHEREAS, under section 76.1 of the *Freedom of Information and Protection of Privacy Act*, the District:

- (a) must designate a person or group of persons as the head of the District for the purposes of the *Freedom of Information and Protection of Privacy Act*; and
- (b) may authorize any person to perform any duty or exercise any function under the *Freedom of Information and Protection of Privacy Act* of the person or group of persons designated as the head of the District, and
- (c) may set any fees the District requires to be paid under section 75 of the *Freedom of Information and Protection of Privacy Act*.

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

1. This Bylaw may be cited for all purpose as the "Regional District of Nanaimo Freedom of Information Bylaw No. 949, 1994".

2. **Definitions and Interpretation**

2.1 The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

2.2 In this bylaw:

"Act" means the *Freedom of Information and Protection of Privacy Act*, Stats B.C. 1992, c.61.

"Board" means the Board of the Regional District of Nanaimo.

"Commercial Applicant" means a person who makes a request for access to a record to obtain information for use in conjunction with a trade, business, profession or other venture for profit.

"Committee" means the District Freedom of Information Committee.

"Coordinator" means the person appointed by the Board as the Freedom of Information Coordinator.

"Director" means a member of the Board whether a municipal director or an electoral area director.

"Head" means the person or group of persons designated as the Head of the District under Section 3 of this Bylaw.

"District" means the Regional District of Nanaimo.

"Secretary" means the person designated by the Board as the Secretary of the District or in the absence of the Secretary, the Deputy Secretary.

3. (a) A District Freedom of Information Committee is hereby established.
- (b) The Committee shall consist of five (5) members who shall be comprised of the Chairperson, the Deputy Chairperson and the Chairperson from each of the 3 Board Committees (Corporate Service, Development Service and Operational Service Committee), and shall meet as required.
- (c) The Board hereby designates the Committee as the Head for the purposes of the Freedom of Information and Protection of Privacy Act.

Coordinator

4. The Board hereby appoints the Secretary as the Coordinator and authorizes the Secretary to perform the following duties or exercise the following functions of the Head under the Act:

4.1 Responding to Requests

- (1) The duty to create a record from a machine readable record in the custody or under the control of the District using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the District;
- (2) The power to respond to a request except where, in the opinion of the Secretary, the Head has the discretion under the Act to determine whether a record shall be released or withheld from disclosure.
- (3) The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record.
- (4) The power to refuse in a response to confirm or deny the existence of:
 - (a) a record containing information described in section 15 of the Act (information harmful to law enforcement), or

- (b) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.
- (5) The duty to:
- (a) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced, or
 - (b) to give reasons for the delay in providing the record.

4.2 **Extension of Time**

- (1) The power to extend the time for responding to a request for up to 30 days.
- (2) The power to apply to the Commissioner for a longer time period for response to a request where:
 - (a) the applicant does not give enough detail to enable the District to identify a requested record,
 - (b) a large number of records is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the District.
 - (c) more time is needed to consult with a third party or other public body before the Board can decide whether or not to give the applicant access to a requested record, or,
 - (d) a third party asks for a review under section 52(2) or 62(2) of the Act.
- (3) The power to tell the applicant the reason for an extension, when a response can be expected and that the applicant may complain about the extension under section 42(2)(b) or 60(1)(a) of the Act where the time for a response to a request has been extended under section 10(1) of the Act.

4.3 **Transfer Request**

- (1) The power to transfer a request and, if necessary, the record to another public body if:
 - (a) the record was produced by or for the other public body,
 - (b) the other public body was the first to obtain the record, or
 - (c) the record is in the custody or under the control of the other public body.
- (2) The power to notify the applicant of the transfer.

4.4 **Information to be Released Within 60 Days**

The power to notify an applicant of the publication or release of information that the Head has refused to disclose under section 20(1)(b) of the Act that, within 60 days after the applicant's request is received, is to be published or released to the public.

4.5 **Business Interests**

- (1) The power to refuse to disclose to an applicant information:
 - (a) that would reveal
 - (i) trade secrets of a third party, or
 - (ii) commercial, financial, labour relations, scientific or technical information of a third party;
 - (b) that is supplied, implicitly or explicitly, in confidence, and
 - (c) the disclosure of which could reasonably be expected to
 - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,
 - (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,
 - (iii) result in undue financial loss or gain to any person or organization, or
 - (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.
- (2) The duty to refuse to disclose to an applicant information that was collected on a tax return or gathered for the purpose of determining tax liability or collecting a tax.
- (3) The duty set out in paragraphs (1) and (2) is subject to section 21(3) of the Act which provides that the duty to refuse disclosure does not apply if a third party consents to the disclosure or the information is in a record that is in the custody or control of the British Columbia Archives and Records Service or the archives of a public body and that has been in existence for 50 or more years.

4.6 **Notification**

- (1) The power to notify a third party that the District intends to give access to a record that the Secretary has reason to believe contains information that might be excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.
- (2) The power to give a notice under section 23(1.2) of the Act where the Secretary does not intend to give access to a record that contains information excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.
- (3) The power to give written notice of the decision whether or not to give access to a record that the Secretary has reason to believe contains information that might be excepted from disclosure under section 21 or 22 of the Act to the applicant and a third party.

4.7 **Public Interest**

The power to, without delay, disclose to the public, to an affected group of people or to an applicant, information:

- (a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people, or
- (b) the disclosure of which is, for any other reason, clearly in the public interest.

4.8 **Information Protection**

- (1) The power to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- (2) The duty to refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

4.9 **Commissioner's Orders**

The power to comply with an order of the Commissioner.

4.10 **Fees**

The power to require an applicant making a request to pay to the District the fees set out in Schedule 'A' for the purpose of:

- (a) locating, retrieving and producing the record;
- (b) preparing the record for disclosure;

(c) shipping and handling the record;

(d) providing a copy of the record.

5. The categories of records that are in the custody or under the control of the public body and that are available to the public, on demand, without a request for access under the Act are set out in Schedule 'B' to this Bylaw.

6. This Bylaw shall come into effect upon proclamation of the Freedom of Information and Protection of Privacy Amendment Act, Stats B.C. 1993, c. 46 coming into effect.

Introduced and read three times this 13th day of September, 1994.

Adopted this 13th day of September, 1994.

CHAIRPERSON

SECRETARY

Chairperson

Secretary

SCHEDULE 'A'

SCHEDULE OF MAXIMUM FEES

1. For applicants other than commercial applicants:

- | | | |
|--------|--|--|
| (a) | for locating and retrieving a record | \$7.50 per 1/4 hour after the first 3 hours |
| (b) | for producing a record manually | \$7.50 per 1/4 hour |
| (c) | for producing a record from a machine readable record | \$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per 1/4 hour for developing a computer program to produce the record. |
| (d) | for preparing a record for disclosure and handling a record | \$7.50 per 1/4 hour |
| (e) | for shipping copies | actual costs of shipping method chosen by applicant |
| (f) | for copying records | |
| (i) | photocopies and computer printouts | \$.25 per page (8.5" x 11", 8.5" x 14")
\$.50 per page (11" x 17") |
| (ii) | floppy disks | \$10.00 per disk |
| (iii) | computer tapes | \$40.00 per tape, up to 2400 feet |
| (iv) | microfiche | \$10.00 per fiche |
| (v) | 16 mm microfilm duplication | \$25.00 per roll |
| (vi) | 35 mm microfilm duplication | \$40.00 per roll |
| (vii) | microfilm to paper duplication | \$.50 per page |
| (viii) | photographs (colour or black & white) | \$5.00 to produce a negative
\$12.00 each for 16" x 20"
\$9.00 each for 11" x 14"
\$4.00 each for 8" x 10"
\$3.00 each for 5" x 7" |
| (ix) | photographic print of textual, graphic or cartographic record (8" x 10" black and white) | \$12.50 each |
| (x) | hard copy laser print, B/W, 300 dots/inch | \$.25 each |
| (xi) | hard copy laser print, B/W, 1200 dots/inch | \$.40 each |

SCHEDULE OF MAXIMUM FEES (SCHEDULE 'A')

(Continued)

(xii) hard copy laser print, colour	\$1.65 each
(xiii) photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each
(xiv) slide duplication	\$.95 each
(xv) plans	\$1.00 per square metre
(xvi) audio cassette duplication	1/4 hour of recording, \$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour of recording; \$20.00 per 120 minute
(xvii) video cassette (1/4" or 8 mm) duplication	\$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour or recording; \$20.00 per 120 minute cassette plus \$7.00 per 1/4 hour of recording.
(xviii) video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per 1/4 hour of recording
(xix) video cassette (3/4") duplication	\$40.00 per cassette plus \$11.00 per 1/4 hour of recording

2. For commercial applicants:

For each service listed in Item 1	The actual cost of providing that service
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Chairperson

Secretary

SCHEDULE 'B'

RECORDS AVAILABLE TO THE PUBLIC ON DEMAND WITHOUT A REQUEST FOR ACCESS

1. Bylaws.
2. Resolutions of the District adopted at a meeting from which the public was not excluded.
3. Copies of Minutes of meetings of the Board from which the public was not excluded.
4. Copies of Building Permits.
5. Copies of Development Permits.
6. Copies of Development Variance Permits.
7. Copies of Decisions of the Board of Variance.
8. Copies of Minutes of meetings of committees and commissions of the District from which the public was not excluded.
9. Copies of studies and reports which have been authorized by the Board for public release.
10. Copies of policy manuals available to the public under section 70 of the Act.
11. Copies of applications for rezoning, development permits and development variance permits and information supplied in support of such applications.



RDN REPORT		PHC
CAO APPROVAL		
EAP		
COW	<input checked="" type="checkbox"/>	
MAR 31 2014		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: March 26, 2014

FROM: Lisa Bhopalsingh
Senior Planner

FILE: 1835 03 VIHA

SUBJECT: Capacity Building to End Homelessness Reserve Fund
Funding Request - People for a Healthy Community, Gabriola Guardian Program

PURPOSE

To consider a request from People for a Healthy Community (PHC) for \$18,000 from the Regional District of Nanaimo (RDN) Capacity Building to End Homelessness Reserve Fund.

BACKGROUND

In 2011 and 2012 Island Health (VIHA) provided the RDN with two grants totalling \$470,000 “to support capacity building to end homelessness” in the region. In June 2012 the RDN Board allocated 60% (\$282,000) of this funding to the City of Nanaimo on behalf of the Nanaimo Working Group on Homelessness (NWGH) and the Society of Organized Services (SOS) on behalf of the Oceanside Homelessness Task Force Homelessness. The remaining \$188,000 was placed in a reserve fund for distribution at a later date.

The \$282,000 was distributed based on school district population resulting in \$196,000 allocated to the NWGH for use in School District 68 (SD68) and \$86,000 to Parksville and SOS for use in School District 69 (SD69). The decision to distribute these funds took into account that the RDN did not have a program to address homelessness and that it would be most effectively used to immediately benefit existing initiatives to address homelessness in SD68 and SD69. The reserve fund was established to provide the RDN Board with the option of supporting future worthwhile projects and/or, providing additional funds as requested by the two established programs to address homelessness in School District 68 and 69.

On February 25, 2014, the RDN Board allocated \$45,000 from the reserve fund to the Nanaimo Region John Howard Society with the support of the NWGH to continue a Rental Support Program. On March 25, 2014, the RDN Board allocated \$58,000 from the reserve fund to the SOS (on behalf of the Oceanside Task Force on Homelessness) to continue the work of a Homelessness Coordinator for one year. To date this leaves \$85,000 in the reserve fund.

People for a Healthy Community (PHC) on Gabriola Island is a non-profit social service agency that provides a variety of support and services to those in need on Gabriola. People for a Healthy Community is seeking \$18,000 to continue a program that provides an integrated approach to helping those at risk of homelessness attain and maintain safe and suitable housing. The program is called “*The Gabriola Guardian Program: Supporting Landlords and Tenants - Making Matches that Work*” (Gabriola Guardian Program). The program was started in 2012 to directly address homelessness on Gabriola Island (see Attachment 1). Letters of support from the Gabriola Auxiliary for Island Health Care Society, Gabriola Housing Society, and the Nanaimo Working Group on Homelessness have been provided as part of the application (see Attachment 2).

DISCUSSION

People for a Healthy Community provides a range of services on Gabriola that include a weekly food bank, soup socials, housing supports, community gardens, and a Community Resource Centre. As part of these services, PHC helps vulnerable individuals improve their ability to access and retain suitable housing so that they can continue living within the community regardless of their physical and/or mental health status.

A research study conducted in 2010 identified access to affordable and appropriate housing as essential to meeting the needs of some of Gabriola's most vulnerable residents. The Gabriola Guardian Program was initiated to address the needs identified in the study. During the first year that the program was started (2012-2013), 30 individuals were matched to suitable rental accommodation and provided with additional supports.

Specific program activities include:

- Facilitate positive, sustainable relationships between tenants and landlords;
- Create a database of available and potential housing options and a matching database of those requiring housing;
- Hold a life-skills education "how to be a good renter" type training program to ensure participants are responsible, desirable tenants with improved communications skills;
- Provide an outreach worker to support tenants and landlords, including: interviewing of potential tenants and landlords, participating in initial home inspections and meetings, post-rental mediation services, check-ins, and emergency funds to cover unexpected expenses; and,
- Work collaboratively with local media to continue to raise awareness on the issues of homelessness and how to prevent it.

The process of supporting some individuals with multiple needs is labour intensive. Gabriola Island does not currently have any designated affordable or supportive forms of housing. This is compounded by limited affordable private rental housing. The cost and availability of private rental housing is impacted by the use of homes for short term vacation rentals. In the absence of a dedicated public affordable housing stock, this program provides an effective, practical, and low cost approach to housing people using existing private rental housing.

The funding request for the Gabriola Guardian Program is consistent with Island Health's funding criteria to support capacity building initiatives to end homelessness and in keeping with the Government of Canada's Homelessness Partnering Strategy (HPS) which is focused on the Housing First model.

As of March 25, 2014, the RDN's Capacity to End Homeless Reserve Fund is \$85,000. The RDN does not have any proposed projects in 2014 departmental work plans that apply to the criteria for use of the reserve fund. Providing the \$18,000 requested by PHC will allow for funding to be put to immediate use where it will provide direct benefit to individuals in need on Gabriola Island.

ALTERNATIVES

1. Allocate \$18,000 from the Capacity Building to End Homelessness Reserve Fund to the People for a Healthy Community for *The Gabriola Guardian Program: Supporting Landlords and Tenants - Making Matches that Work* for one year.
2. Not allocate \$18,000 from the Capacity Building to End Homelessness Reserve Fund to the People for a Healthy Community for *The Gabriola Guardian Program: Supporting Landlords and Tenants - Making Matches that Work* for one year.

FINANCIAL IMPLICATIONS

The PHC is requesting \$18,000 funding towards the costs of running the Gabriola Guardian Program. The total estimated cost of running the Gabriola Guardian Program for one year is \$47,470 (see Attachment 1). Should the RDN provide the requested \$18,000 funding, the remaining program costs of \$29,470 are to be met by other funders (\$17,260) and in kind by the PHC (\$12,200) for administration support, office/rental space, equipment and utilities.

The request for funding from PHC to provide the Gabriola Guardian Program meets the criteria of building capacity to end homelessness.

As part of their funding request PHC have indicated that they will be tracking measurable outcomes of the Gabriola Guardian Program. This will enable them to monitor and evaluate progress towards ending homelessness on Gabriola Island.

There is sufficient money in the reserve fund to provide the \$18,000 requested. Should the RDN Board allocate \$18,000 to the Gabriola Guardian Program, this would leave \$67,000 for distribution for future projects that support capacity building to end homelessness.

STRATEGIC PLAN IMPLICATIONS

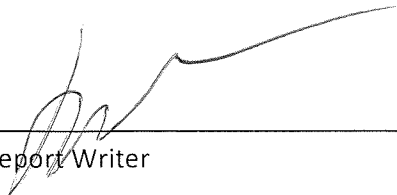
Under the action area of Strategic and Community Development, the Gabriola Guardian Program contributes to Action 3(d) that directs the RDN to work with other organizations to establish partnerships and build capacity to address homelessness in the region. A safe, comfortable and affordable place to live for everyone is a vital part of a sustainable region.

SUMMARY/CONCLUSIONS

Island Health provided \$470,000 to the RDN to fund capacity building initiatives in the region to end homelessness in 2011 and 2012. The RDN distributed 60% of this funding to organizations working to end homelessness. The remaining 40% (\$188,000) of this funding was placed in a reserve fund to allow future projects to be considered for support. Following the distribution of \$103,000 to the John Howard Society and Oceanside Task Force on Homelessness, there is currently \$85,000 left in the reserve fund. The People for a Healthy Community is seeking \$18,000 for a rental support program that meets the criteria of a capacity building initiative to end homelessness (*Gabriola Guardian Program: Supporting Landlords and Tenants - Making Matches That Work*). If granted, the funding would be used to continue an effective initiative to provide support for those on Gabriola Island experiencing or at risk of homelessness and whose needs are not met through other programs.

RECOMMENDATION


That the RDN Board allocate \$18,000 from the reserve fund to the People for a Healthy Community to continue the Gabriola Guardian Program that directly supports those at risk of or experiencing homelessness on Gabriola Island.



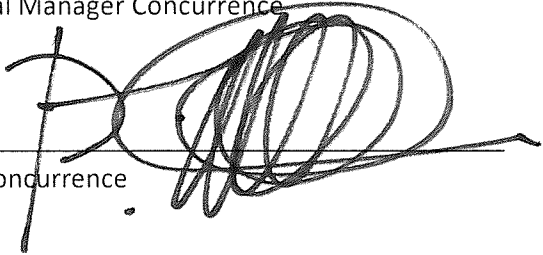
Report Writer



Manager Concurrence

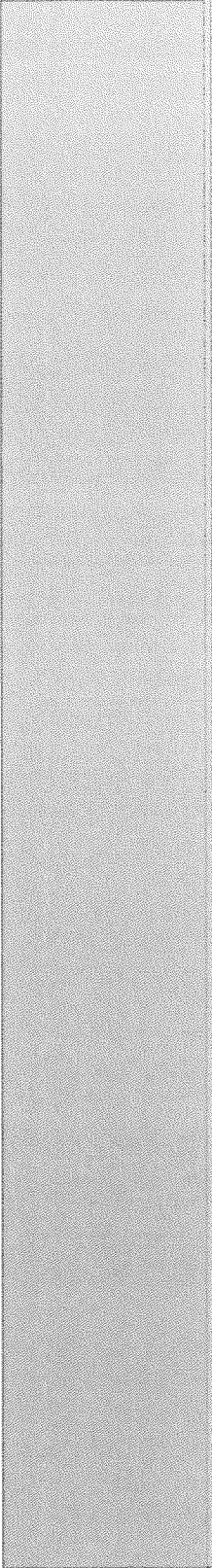


A General Manager Concurrence

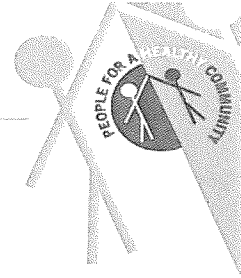


CAO Concurrence

Attachment 1



PO Box 325, Gabriola, BC V0R 1X0
Location 675 North Road, Gabriola, BC
t 250 247 7311
www.phcgabriola.org



**The Gabriola Guardian Program: Supporting Landlords and Tenants
Making Matches that Work**

February 28, 2014

ORGANIZATION INFORMATION			
NAME OF ORGANIZATION: People for a Healthy Community	ORGANIZATION TYPE: Not for Profit	CCRA REGISTRATION: 87148090RR0001	REGISTRATION DATE: 1999-11-03
ADRESSE: Box 325, Gabriola, BC V0R 1X0 675 North Road, Gabriola, BC		TELEPHONE: 250 247 7311	WEBSITE: www.phcgabriola.org
PROJECT INFORMATION:		PRIMARY CONTACT:	
PROJECT TITLE: The Gabriola Guardian Program Supporting Landlords and Tenants - Making Matches that Work	AMOUNT REQUESTED: \$18,000	Brenda Fowler, Executive Director	250-247-7311 brenda@phcgabriola.org
PROJECT SUMMARY:			
<p>The Guardian Program ensures those suffering from poverty, mental illness, violence, addictions or other housing barriers are able to maintain a home. Many of the near homeless and inappropriately under-housed in our community struggle to maintain long-term housing because of systemic and interconnected social issues. Many live in poverty, struggle with multiple barriers, are often unable to maintain paid work, lack basic life skills and experience, and as such can be unreliable tenants. Our program will address this with supportive services and stability which reduce homelessness. Activities within this grant include:</p> <ul style="list-style-type: none"> • Facilitate positive, sustainable relationships between tenants and landlords, • Create a database of available and potential housing options and a matching database of those requiring housing; • Hold a life-skills education “how to be a good renter” type training program to ensure participants are responsible, desirable tenants with improved communications skills; • Provide an outreach worker to support tenants and landlords, including: interviewing of potential tenants and landlords, participating in initial home inspections and meetings, post-rental mediation services, check-ins, and emergency funds to cover unexpected expenses. • Work collaboratively with local media to continue to raise awareness on the issues of homelessness and how to prevent it. <p>Being able to maintain housing is a crucial step for developing a sense of worth and dignity as a community member.</p> <p>This innovative program provides direct and engaged assistance to individuals and families, helping them find homes and keep them. Our goal is access to safe, appropriate and affordable housing for everyone.</p> <p><i>Housing provides the foundation; spirit provides the flight</i></p>			

PROJECT OBJECTIVES

Our overall objective is to build positive relationships between landlords and tenants, ensuring those in need continue to be securely and adequately housed.

Those in our community in need of improved housing and/or support to maintain housing will benefit from the *Supporting Landlords and Tenants -Making Matches that Work Program*. Working in collaboration with both tenants and landlords, PHC will facilitate improved relations, mediate conflicts, offer life skills training, and provide other supports through our other programs.

The potential impact is enormous as maintaining secure housing is often the first step towards creating a healthy lifestyle for those with multiple barriers, including mental health and/or addiction issues, and is also often the first step towards addressing other issues such as employment and poverty. The skills and training we provide will have positive effects outside of the immediate program in terms of creating new opportunities, and building confidence and self-esteem.

We will work collaboratively with local media to continue to raise awareness, formalizing outreach services, developing a registry of accommodation options, working directly with and documenting the landlords who are sympathetic; creating a resource base of donated household goods; having an emergency fund to help with things like purchasing firewood, paying utility set-up fees for those without credit, assisting with damage deposits, and other costs that can impede housing.

At the same time, we will continue to build support of key stakeholders on the island including community members, local businesses, the RCMP, and medical professionals who often deal directly with our clients around housing-related health issues.

No man is an island, entire of itself; every man is a piece of the continent, a part of the main.

SPECIFIC ACTIVITIES

The specific objectives of our *Supporting Landlords and Tenants -Making Matches that Work Program* are:

- Assistance with housing retention services to keep people out of homelessness, and help those at imminent risk of homelessness to remain housed including emergency funds and rental assistance
- Directly address issues of homelessness prevention on Gabriola by providing essential life skills to program participants
- Education for both Tenants and Landlords about their roles and responsibilities in tenancy
- Foster improved relationships between landlords and tenants – by providing tenancy services that include mediation and supportive follow-ups
- Advocating on behalf of the near homeless and creating social change
- Contribute to community awareness about how to prevent homelessness and the challenges facing people

PROJECTED OUTCOMES

The outcomes of this project should be direct, immediate and measurable –

- Those who have had difficulty building a relationship with landlords will be able to maintain suitable, secure and affordable housing.
- Landlords who in the past were wary of providing housing to people with perceived barriers will feel more confident about renting.
- We will measure our progress by recording:
 - The number of hard to house tenants who are able to maintain tenancy
 - The number of under-used housing units registered through the program
 - The number of landlord tenant matches made and follow-up
 - The number of individuals enrolled in our “ready to rent” training to reduce risk of homelessness
 - Increased community awareness of issues surrounding homelessness
- PHC staff will track usage of the emergency fund and provide narrative reports on the transition and success of those accessing the fund. Reports will be made to the PHC board and funders.

PHC MAIN ACTIVITIES AND MANDATE

PHC is the only non-profit poverty related social service agency and community resource centre. We have been operating on Gabriola since 1996. Gabriola is a rural island. Although beautiful, it is isolated and lacks services found in most urban areas. There is no supportive housing on the island. Our vision is that the contribution and input from all Gabriola residents is necessary to fulfill our aim of an inclusive and strong community that is responsive, caring and sustainable. By building local capacity and connections we strengthen the social networks that make Gabriola a safe and healthy place to live. We support the health and well-being of all members of our community by offering a range of essential, participant-centred services, including a food bank and soup socials; support programs for those with multiple barriers; community and education gardens for seniors, children, and clients of our services; mentoring, advocacy and outreach programs including; homeless & housing initiatives; and a Circle of Care Program providing volunteer and professional resources including assistance with taxes, financial management, stress relief, and more.

Our mission is to use an integrated approach to help Gabriolans find the support and services that contribute to their health and well-being and to address social and economic issues in our community. Our mandate is to assist and serve those in need through a proactive, holistic approach, and to involve those we serve in the development and delivery of services. We work within a social justice context and preventative model, working alongside marginalized people to prevent crisis, hardship and trauma by providing support and essential life skills training.

Our Supporting Landlords and Tenants -Making Matches that Work Program is integrated with other PHC programs (Circle of Care, Food Bank, gardens, assistance with life skills such as housekeeping, cooking, financial literacy, and job skills, mental health and addiction counselling) and operates in collaboration with island health and community care organizations.

As the sole social service agency on Gabriola, PHC has relationships with many on Gabriola who are under housed, require assistance with housing or who have experienced difficulties in establishing long-term, secure housing. We have been directly engaged at the frontline of efforts to eliminate homelessness on Gabriola including: involvement with the Housing Task Force; direct consultation on the Official Community Plan and other related land-use issues with the Islands Trust and other levels of governance; we have mediated conflicts between our participants and landlords in the past.

BUDGET

EXPENSES	PHC IN-KIND	RDN	OTHER FUNDERS	NOTES
Capital Assets				
Computer + Printer	\$ 1,500	\$ -	\$ -	Computer + software plus one printer
Projector + Screen	\$ 600	\$ -	\$ -	For classroom instruction
Professional Fees				
Honorarium	\$ -	\$ 250	\$ 250	Workshop expertise/mentorship – 5 workshops @ \$100
Staff Wages				
Coordinator	\$ -	\$ 8,960	\$ 8,960	16 hours/week x 50 weeks @ \$20/hour + MERCS
Counsellor	\$ -	\$ 2,500	\$ 2,500	4 hours/week x 50 weeks @ \$25/hour
Executive Director Oversight	\$ 2,500	\$ 1000	\$ 1,000	3 hours/week x 50 weeks @ \$30/ hours + MERCS
Administration	\$ 500	\$ 1000	\$ 1,000	Office expenses, overhead, bookkeeping, etc.
General Project Costs				
Rental Subsidies	\$-	\$ 1,150	\$ 3,150	Assistance with occasional rental fees
Emergency Fund	\$ -	\$ 2,000	\$ 2,500	Help with damage deposits, firewood, utilities bills
Communications- Print & Web	\$ 100	\$ 100	\$ 150	Printing of flyers, posters, reports. Electronic newsletter
Advertisement	\$ 150	\$ -	\$ 150	Notice in local newspapers
Space Rental	\$ 5,650	\$ -	\$ -	
Utilities, Phone, Internet	\$ 500	\$ -	\$ -	
Training	\$ -	\$ 300	\$ 200	Organization Conferences
Classroom Supplies	\$ 160	\$ 500	\$ 400	Classroom Resources, material printing
Travel	\$ -	\$ 250	\$ 150	Rental Check-ins
TOTAL EXPENSES				
	\$ 12, 200	\$ 18,010	\$ 17,260	
				\$ 47,470

Attachment 2

THE GABRIOLA AUXILIARY FOR ISLAND HEALTH CARE SOCIETY

P.O. Box 219, Gabriola Island, BC V0R 1X0
Tel: (250) 325-4233 Email: gabriola-auxiliary@shaw.ca

Mr. Paul Thompson, MCIP
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

February 20, 2104

**Re: Support for the Grant Request by People for a Healthy Community on Gabriola
Island: Homelessness Prevention -2014**

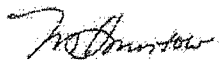
Affordable housing on Gabriola Island continues to be a challenge for our community. We have no subsidized housing on the Island, and it could take years for any to be established.

In the meantime, People for a Healthy Community (PHC) on Gabriola has been running a very successful program that builds community awareness of the need for additional housing, and develops understanding of the roles and responsibilities of landlords and tenants. PHC also provides a match-making service that places homeless people in rental accommodation, and provides post placement support to resolve conflicts and prevent homelessness from reoccurring.

PHC's programs reduce the number of homeless and lower the risk of future evictions in our community by building a better understanding between potential landlords and tenants. Currently, this is the only housing initiative on Gabriola.

The mandate of the Gabriola Auxiliary for Island Health Care Society is to support health care programs and patient comfort services on our island. The many programs run by PHC, including their housing programs, make a huge difference to the health and welfare of our community and have our full support. Recently, our Society donated money to PHC for a mental health program.

We endorse PHC's approach to preventing homelessness on our island and whole heartedly support PHC's request for a grant to carry on these worthy programs.



Morri H. Mostow
Secretary, The Gabriola Auxiliary for Island Health Care Society
Telephone: (250) 247-7104
Email: morri@morrimestow.com

Gabriola Housing Society

1636 Queequeg Turnabout, Gabriola, BC, V0R 1X5
250-247-7956

February 23, 2014

Paul Thompson, MCIP
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

Dear Mr. Thompson

**Re: People for a Healthy Community on Gabriola Island
Request for Homelessness Prevention Funding - 2014**

Please accept this letter as support for the funding request from People for a Healthy Community (PHC).

PHC is an amazing organization that delivers the social services on Gabriola Island. Housing is a significant issue on Gabriola. The Gabriola Housing Society was established in 2013 recognizing the need for safe and secure affordable housing on this island. The purpose for our society is "To operate a charitable Housing Society that will provide housing for a class of poor, needy, under privileged or low income people primarily residing on Gabriola".

Homelessness prevention is critical on Gabriola. This was a particularly difficult winter for those without appropriate housing. The cold, excessive snow and wet conditions created very difficult conditions for anyone who is homeless. Rental accommodation is limited and often seasonal (as in off season).

PHC is an excellent organization to deliver programs and assistance to these people. Homelessness prevention will complement the other programs that PHC operates including the food bank, soup socials, senior's lunches and matching landlords and tenants. Gabriola Island currently does not allow for secondary suites and is very restrictive on alternative housing forms. As such, any prevention we can provide will be beneficial to many people. Please consider PHC for the Homelessness Prevention program.

Sincerely,


Patricia A. Maloney, MCIP
Chairperson



March 4, 2014

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

Dear Mr. Thompson

On behalf of Nanaimo's Working Group on Homelessness I am writing in support of the application for funding from the People for a Healthy Community (PHC) organization on Gabriola Island.

The PHC are a long standing member of the NWGH and attend regularly; they developed the Guardian Program in consultation with Nanaimo based service providers who sit on the Working Group and have thus had the opportunity to benefit from our collective experiences in responding to the issue of homelessness. We believe that their approach is a sound one, and well suited to the particular nature of homelessness on Gabriola Island.

We would be happy to respond in more detail should you need more information or to discuss the proposal further.

Sincerely,

Paul Glassen
A/Chair
Nanaimo's Working Group on Homelessness

Nanaimo Working Group on Homelessness, c/o City of Nanaimo, Community Planning Section, 455
Wallace Street, Nanaimo, BC V9R 5J6



RDN REPORT	
CAO APPROVAL ###	
EAP	
COW	✓
MAR 28 2014	
RHD	
BOARD	

MEMORANDUM

TO: Geoff Garbutt
General Manager, Strategic & Community Development

DATE: March 27, 2014

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

FILE: PR201200098

SUBJECT: 1583 Juan de Fuca Boulevard – Electoral Area ‘G’ - Building Bylaw Contraventions

PURPOSE

To obtain Board approval to register a Notice of Bylaw Contravention on the title of the above-noted property.

BACKGROUND

Property: 1583 Juan de Fuca Boulevard, Electoral Area ‘G’
 Legal: Lot 47, District Lot 28, Plan 22290, Nanoose District
 Owner: Martin Cooper, 1583 Juan de Fuca Boulevard, Parksville, BC V9P 1Y2

In November 2002, the Regional District of Nanaimo (RDN) issued a building permit for the construction of a 400 square foot addition to the single family dwelling on the subject property, located in the Columbia Beach residential development. Several inspections were initially conducted however the permit expired before completion of the project. Over the next several years, very little work was carried out on the project as the following illustrates:

- February 2007 – Staff contacted the Property Owner and the Building Permit was renewed.
- February 2009 – Building Permit expired without any inspections being conducted. Letter sent to Owner.
- March 2009 – Building Permit renewed however no inspections were requested and the Permit expired with the project remaining substantially incomplete.
- November 2012 to February 2014 – Several letters sent to the Owner with no response. Site visit by Staff noted the addition remains incomplete but in use by the Owner. (see photos – Attachment No. 1)

Section 57 of the *Community Charter* authorizes the Board to consider a resolution that directs the Corporate Officer to file a Notice on the title of a property that results from the contravention of a bylaw, a Provincial building regulation, or any other enactment, that relates to the construction or safety of buildings or other structures, or work that was carried out without the necessary permit(s).

The unfinished addition does not currently have a valid Building Permit and is being used by the Owner without approved occupancy in contravention of the Building Bylaw. Staff is therefore recommending that a Notice of Bylaw Contravention be registered on the title to alert prospective purchasers or others

having an interest in the property, to the contravention of Building Bylaw regulations and the potential unsafe condition of the unfinished building.

ALTERNATIVES

1. Register a Notice of Bylaw Contravention on the title of the property.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications in the registration of a Notice on title. Once the bylaw contravention has been corrected, the Property Owner may apply to have the Notice removed upon payment of a \$500 fee in accordance with *Building Regulations Fees and Charges Bylaw No. 1595, 2010*.

CONCLUSION

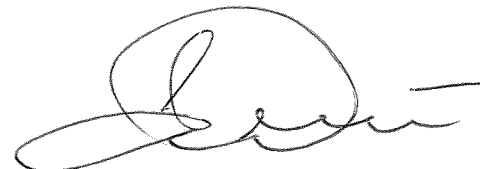
In November 2002, the RDN issued a Building Permit for the construction of a 400 square foot addition to the single family dwelling on the subject property, located in the Columbia Beach residential development. Several inspections were initially conducted however the permit expired before completion of the project. Over the next several years, the Building Permit was renewed twice however very little work was carried out on the project. The unfinished addition does not currently have a valid Building Permit and is being used by the Owner without approved occupancy in contravention of the Building Bylaw. Staff is therefore recommending that a Notice of Bylaw Contravention be registered on the title to alert prospective purchasers or others having an interest in the property, to the contravention of Building Bylaw regulations and the potential unsafe condition of the unfinished building.

RECOMMENDATION

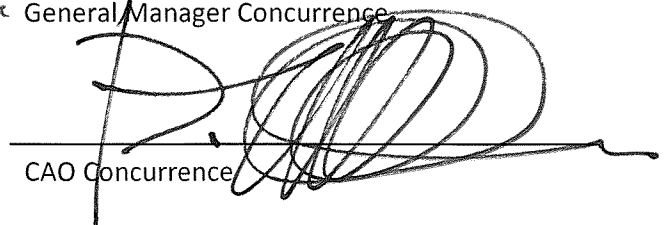
That staff be directed to register a Notice of Bylaw Contravention on the title of the subject property legally described as Lot 47, District Lot 28, Plan 22290, Nanoose District (1583 Juan de Fuca Boulevard), pursuant to Section 57 of the *Community Charter*.



Report Writer

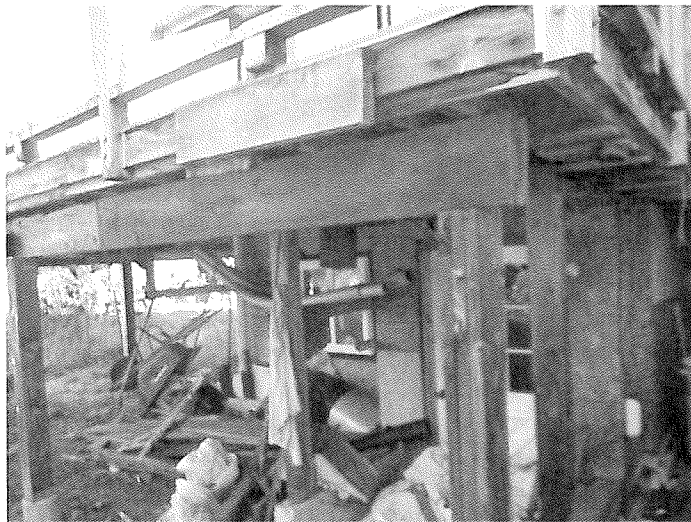
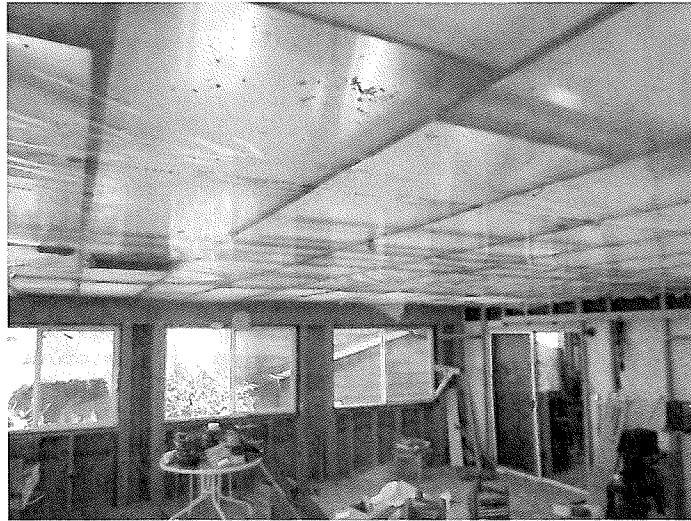


for General Manager Concurrence



CAO Concurrence

ATTACHMENT NO. 1





CAO APPROVAL		###
EAP		
COW	✓	
MAR 28 2014		
RHD		
BOARD		

MEMORANDUM

TO: Geoff Garbutt
General Manager, Strategic & Community Development

DATE: March 27, 2014

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

FILE: PR201300277
PR201400060

SUBJECT: 1541 Winchester Road – Electoral Area ‘F’ - Building Bylaw Contraventions

PURPOSE

To obtain Board approval to register a Notice of Bylaw Contravention on the title of the above-noted property.

BACKGROUND

Property: 1541 Winchester Road, Electoral Area ‘F’
 Legal: The North ½ of Lot 84, District Lot 8, Plan 1981, Cameron District
 Owner: Ann and James Fyfe, 1541 Winchester Road, Qualicum Beach, BC V9K 1Y2

Acting on a complaint regarding the construction of a building, Regional District of Nanaimo (RDN) staff inspected the subject property in June 2013. It was noted that a 3,200 square foot (approximate) accessory building had recently been constructed to house vehicles and equipment, without a building permit having been issued by the RDN (Attachment No. 1 - photos). The property owners asserted that construction had commenced prior to the Building Inspection Service coming into effect on October 1, 2010, however declined to provide documentation to support that construction had commenced at that time. RDN mapping records confirmed that construction of the building was not underway between 2010 and 2012. Accordingly, a Stop Work Order/Permit Required Notice was issued on June 18, 2013.

Follow up letters were sent to the property owners on June 19 and July 5, 2013 resulting in correspondence from the owner’s solicitor challenging the validity of the RDN’s Order. Staff provided a detailed response to their solicitor outlining the permit requirements for the building, which has not been answered or acted upon by the owners or their solicitor.

In February 2014, Regional District staff received another complaint that further construction was occurring on the property. An inspection confirmed that construction of a substantial (approximately 2,000 square foot) addition to an existing house was underway without a building permit (Attachment No. 2 - photos). This construction was not underway during the previous staff inspection in June 2013. A Stop Work Order was issued and follow up correspondence from the RDN has not been answered or acted upon by the owners.

Section 57 of the *Community Charter* authorizes the Board to consider a resolution that directs the Corporate Officer to file a Notice on the title of a property that results from the contravention of a bylaw, a Provincial building regulation, or any other enactment, that relates to the construction or safety of buildings or other structures, or work that was carried out without the necessary permit(s). The

construction of a large accessory building and a house addition has been undertaken without permit approvals, in contravention of Building Bylaw regulations.

ALTERNATIVES

1. Register a Notice of Bylaw Contravention on the title of the property and take enforcement action as may be necessary.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

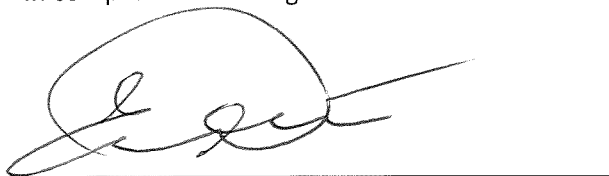
There are no financial implications in the registration of a Notice on title. Once the bylaw contravention has been corrected, the property owners may apply to have the Notice removed upon payment of a \$500 fee in accordance with *Building Regulations Fees and Charges Bylaw No. 1595, 2010*. Should it become necessary to pursue legal action, a Court Order will be required to either remove the structures or compel the owner to comply with building regulations. The cost of obtaining such an Order can reach several thousand dollars and if challenged by the owner, the costs could escalate further. If successful the RDN may recover a portion of legal costs.

CONCLUSION

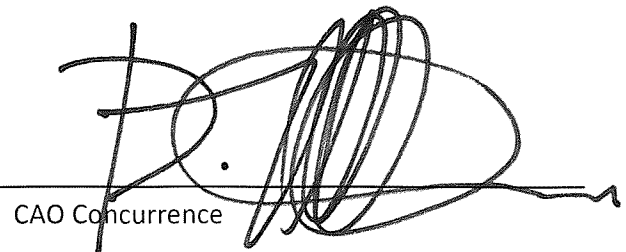
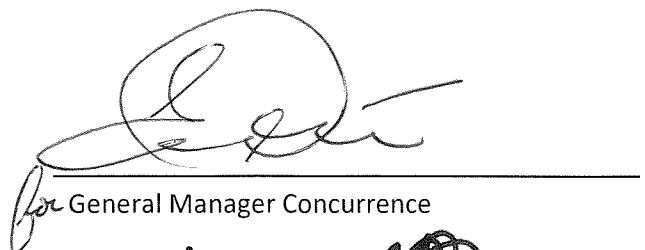
Regional District staff inspected the subject property in June 2013 and again in February 2014 in response to complaints of buildings being constructed without permits. A large accessory building had been constructed prior to the first inspection and a substantial addition to an existing house was underway in February 2014. Neither project has the necessary permit approvals in accordance with RDN regulations, resulting in Stop Work Orders being issued for both projects. The owners have not acted on the permitting/inspection requirements therefore staff is recommending that a Notice of Bylaw Contravention be registered on the title and that further enforcement action be taken if necessary to bring the property into compliance with Regional District regulations.

RECOMMENDATION

That staff be directed to register a Notice of Bylaw Contravention on the title of The North ½ of Lot 84, District Lot 8, Plan 1981, Cameron District (1541 Winchester Road) pursuant to Section 57 of the *Community Charter* and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo regulations.



Report Writer



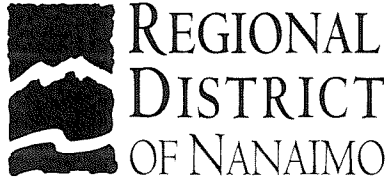
CAO Concurrence

ATTACHMENT NO. 1



ATTACHMENT NO. 2





RDN REPORT		[Signature]
CAO APPROVAL		
EAP		
COW	✓	
MAR 31 2014		
RHD		
BOARD		

MEMORANDUM

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

DATE: March 31, 2014

FROM: Jack Eubank
Bylaw Enforcement Officer

FILE: CE201200279

SUBJECT: 6694 Island Highway West – Electoral Area “H” – Unsightly Premises

PURPOSE

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

BACKGROUND

Property: 6694 Island Highway West, Bowser B.C.
 Legal Description: Lot A, District Lot 85, Newcastle District, Plan 22683, Except Parcel A (DD 31534)
 Property Owners: Peggy L. Nex & Roy H. Nex

In response to a complaint, Regional District of Nanaimo (RDN) Bylaw Enforcement Officers inspected the subject property in December 2012. During this inspection, staff found an accumulation of debris and disused material scattered about the property including 6 (six) derelict vehicles, an old truck canopy, 3 (three) derelict boats, assorted building materials, household garbage, tires, automotive parts and a large highway trailer. Most of the derelict vehicles and boats were overgrown by vegetation (See photos Attachment No. 1).

Over the past 14 months, staff sent two demand letters, had numerous discussions with the owners and conducted several inspections however the condition of the property has not changed. Despite these efforts it is apparent that the owners will not voluntarily undertake the removal of the debris or maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS


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

CONCLUSION


The subject property has an accumulation of derelict vehicles and boats, assorted household garbage, automotive parts and discarded building materials in contravention of Regional District regulations. Despite efforts by staff, the property owners have demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises Bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

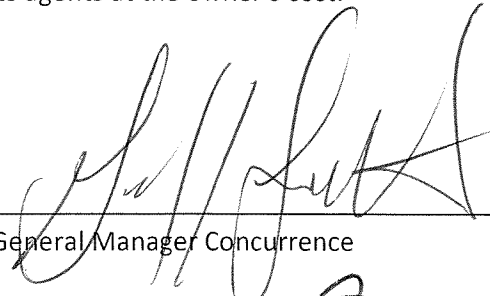
That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owners of Lot A, District Lot 85, Newcastle District, Plan 22683, Except Parcel A (DD 31534) (6694 Island Highway West), to remove the accumulation of derelict vehicles and boats, assorted household garbage, automotive parts and discarded building materials from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner’s cost.




for Report Writer



Manager Concurrence

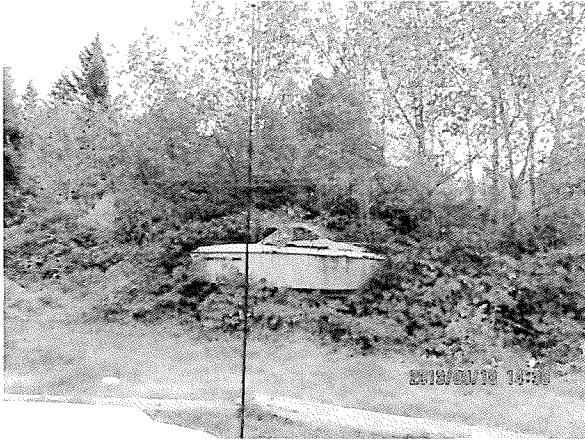


General Manager Concurrence



CAO Concurrence

Attachment No. 1





RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
MAR 28 2014		
RHD		
BOARD		

MEMORANDUM

TO: Larry Gardner
Manager, Solid Waste Services

DATE: March 28, 2014

FROM: Helmut Blanken
Superintendent Engineering & Disposal Operations

FILE: 2240-20-XCG

SUBJECT: Landfill Engineering Services Contract Award

PURPOSE

To consider extending the comprehensive engineering services contract for the Regional Landfill with XCG Consultants Ltd. for an additional two (2) years.

BACKGROUND

In January 2009, the Board awarded a contract to XCG Consultants Ltd. (XCG) to provide professional services for the Regional Landfill for a period of three (3) years, with an option to extend the contract for an additional two (2) years. The three (3) year contract expired in May 2012, and was extended for an additional two (2) years until May 2014.

The professional services completed in the last three years by XCG are related to landfill gas management, leachate management, storm water management, and cover systems. With respect to capital projects XCG has completed pre designs and detailed designs and provided engineering services for construction supervision for over \$5.2 million in remediation and infrastructure projects on Cell One (the old landfill), the interim cover system in Cell Two, utility and storm water infrastructure and the upgrade of the landfill gas system. XCG has prepared comprehensive operations and maintenance manuals for the landfill gas collection and control system and updated management plans for the leachate collection system. XCG also provided technical support to the RDN for the Nanaimo Bioenergy Centre. The cost for these comprehensive engineering services was approximately \$535,000 over the last two years. XCG utilizes local engineering firms for geotechnical support, structural design, landscape design and electrical design as required.

XCG Consultants prepared the Design & Operation Plan which provides the schedule and cost for the major capital projects and is the basis for the Operational Certificate, issued by the Ministry of Environment on December 30, 2011. The waste quantities for disposal decreased from 65,000 tonnes in 2009 to 50,000 tonnes in 2013. The waste management plan is under review which may have a significant effect on the landfill development and operations. In response to the decreasing disposal quantities, less revenue and uncertainties coming out of the waste management plan review, major capital projects such as the relocation of the office and shop buildings, the nature park construction, the North Berm construction and associated infrastructure work have been delayed for one to two years. Associated engineering services for those projects were scheduled for the period of the existing consulting contract.

In order to provide planning and financial security, the Design & Operations Plan will be updated this year. According to the updated construction schedule, the detailed designs and construction for the relocation of the North sanitary line, as part of the North Berm project, must be completed this year. The relocation of the operations and garage buildings is scheduled for next year. Accordingly, the detailed design will be completed this year. The construction of the nature park, which has already been delayed by two years, will commence this year with the construction of the visual barrier towards Cedar Road.

All aforementioned projects require detailed knowledge of the landfill development, landfill operations and public implications. Staff believes that there is value in retaining XCG Consultants Ltd. consultants for an additional two (2) years while these projects are completed.

Evaluation of Performance

During the last five years the Regional District has received excellent service from XCG Consultants Ltd. They have successfully assisted the Regional District in completing the capital and improvement in the environmental management. All projects adhered to their budgets and were completed in a timely manner. XCG Consultants Ltd. has also supported the staff in public consultation processes, preparation and administration of contracts for landfill gas utilization and greenhouse gas reduction. Staff found them to be competent, innovative, co-operative, and budget conscious.

ALTERNATIVES

1. Extend the current consulting services contract with XCG Consultants Ltd. for engineering services for the Regional Landfill for a term of two (2) years.
2. Do not extend the consulting contract and issue a new Request for Proposals.

FINANCIAL IMPLICATIONS

Alternative 1

The extension will be under the same terms and conditions as per the existing contract. The following table shows the 2014 fees for the XCG project team:

Senior Project Manager	\$178
QA/QC Manager	\$134
Intermediate Engineer 1	\$114
Intermediate Engineer 2	\$108
Project Specialist	\$105
Environmental Scientist	\$85
Technologist	\$68

The fees in the 2009 contract were very competitive. These rates are consistent with the fees guideline published by the Association of Consulting Engineers of British Columbia. The existing contract includes a clause for fee adjustments based on the consumer price index (CPI) up to a maximum of three percent per year. Staff believes that this clause provides fair fee adjustments.

The contract awarded to XCG in 2009 also provides the following value added benefits:

- No hourly fees for XCG staff travelling to Nanaimo (travel costs limited to disbursements only);
- No charge for minor tasks or technical support services requiring less than 30 minutes to complete;
- No mark-ups on sub-consultants and contractors;
- Four meetings per year at no cost to the RDN;
- Dedicated SharePoint folder to enable review of design documents and electronic archive of reports;
- Annual summary letter report outlining all capital projects undertaken during the preceding year and updating the capital cost estimate for projects to be undertaken in the subsequent year.

Alternative 2

Not extending the consulting contract requires a new Request for Proposals. Important projects which must be completed in the period between 2014 and 2016 may be delayed. Staff believes that this would also result in increased costs due to a new consultant having to develop their knowledge base on future projects at the landfill.

CONCLUSION

The Regional District of Nanaimo has a contract with XCG Consultants Ltd. to provide engineering services that was a result of a proposal call in 2009. The contract was for three (3) years with an option to extend the contract for an additional two (2) years. Major capital projects, scheduled to be completed within the contract period, were delayed due to a decrease in waste disposal in order to consider the effects of the waste management plan review on the landfill development. XCG Consultants Ltd. is cost competitive, has provided excellent high value service to the RDN and staff recommends that the contract be extended.

RECOMMENDATION

That the Board extend the comprehensive engineering services contract with XCG Consultants Ltd. for the Regional Landfill for a two (2) year term expiring May 2016.



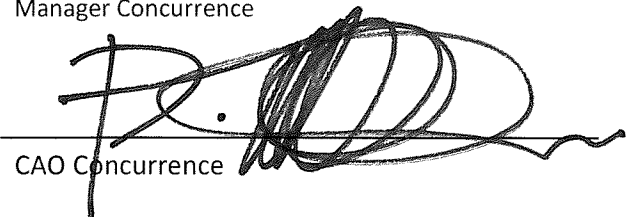
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAR 31 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: March 31, 2014

FROM: Daniel Pearce
A/General Manager, Transportation and Solid Waste

FILE: 2240-20-LIOC

SUBJECT: CNG Fueling Station Regionally Significant Gas Tax

PURPOSE

To consider advising the Union of BC Municipalities (UBCM) that \$750,000 in Regionally Significant Program (RSP) funding under the Gas Tax Agreement be provided directly to BC Transit for the Compressed Natural Gas (CNG) fueling station towards the Regional District of Nanaimo’s cost share of the project.

BACKGROUND

In February 2013 the Board approved a Memorandum of Understanding (MOU) between the RDN and BC Transit regarding CNG buses. As part of the contract for the construction and maintenance of the CNG facility for the RDN, the Board approved a License of Occupation between the RDN and BC Transit for the lands on which the CNG fueling station is located. Specifically, BC Transit needed a License of Occupation with the RDN in order to record capital assets on their financial statements and to comply with general accounting standards. In addition, BC Transit must possess title, control, use and benefit of the assets.

The UBCM has authorized the RDN to use \$750,000 of Regionally Significant Project (RSP) funding towards the CNG fueling station. Since the RDN has entered into a License of Occupation with BC Transit for the lands on which the CNG fueling station is located and BC Transit is the primary owner of the CNG fueling station, UBCM has advised RDN staff that the RSP funds need to be provided directly to BC Transit to be used towards the RDN’s cost share of the project.

ALTERNATIVES

1. That the Board authorize staff to advise UBCM that \$750,000 of the approved Regionally Significant Program funding under the Gas Tax Agreement be provided directly to BC Transit for the CNG fueling station.
2. That the Board not authorize staff to advise UBCM that \$750,000 in Regional Significant Program funding under the Gas Tax Agreement be transferred to BC Transit and provide further direction to staff.

FINANCIAL IMPLICATIONS

The cost of the CNG fueling station (compressor, pipe work and ancillary equipment) is shared with BC Transit and has an estimated cost of up to \$2.0 million. The RSP funding amount of \$750,000 represents the bulk of the RDN’s portion of costs for the capital infrastructure necessary to service the new CNG fleet. The RDN’s total share of the cost is \$1,066,200 (53.31%).

STRATEGIC PLAN IMPLICATIONS

A CNG fueling facility represents a significant step towards implementation of the Board’s Strategic Plan. Most directly, the Strategic Goals and Actions for Transportation Services acknowledge that the transportation sector produces the largest share of emissions in the region, and emphasizes the need to ensure the use of alternative fuels for vehicles, specifically referencing partnering with BC Transit to increase fleet efficiency and performance through the use of new technology, including compressed natural gas.

CONCLUSIONS


A CNG fueling station has been constructed to fuel CNG buses as per the CNG MOU that was signed by the Board in February 2013. As part of the contract for the construction and maintenance of the CNG facility for the RDN, the Board approved a License of Occupation agreement between the RDN and BC Transit, for BC Transit to provide funding towards the project. Specifically, BC Transit must record capital assets on their financial statements and comply with general accounting standards. In addition, BC Transit must possess title, control, use and benefit of the assets.

The UBCM has authorized the RDN to use \$750,000 of approved Regionally Significant Project (RSP) funding towards the CNG fueling station. Since BC Transit will be the primary owner of the CNG fueling station, UBCM has advised RDN staff that the RSP funds need to be provided directly BC Transit to be used towards the RDN’s cost share of the project.

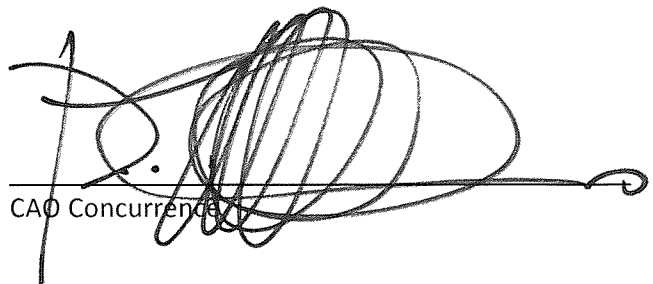
It is recommended the RSP funds be provided directly to BC Transit.

RECOMMENDATION

That the Board authorize staff to advise UBCM that \$750,000 of the approved Regionally Significant Program funding under the Gas Tax Agreement be provided directly to BC Transit for the CNG fueling station towards the Regional District of Nanaimo’s cost share of the project.



Report Writer



CAO Concurrance



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
MAR 27 2014		
RHD		
BOARD		

MEMORANDUM

TO: Sean De Pol,
Manager, Wastewater Services

DATE: March 25, 2014

FROM: Maurice Mauch
Project Engineer, Wastewater Services

FILE: 5330-20-GNPCC-MARINE

SUBJECT: **Greater Nanaimo Pollution Control Centre
Marine Outfall (Land Section) and Primary Effluent Line Replacement Project
Construction Award**

PURPOSE

To consider awarding the construction contract and project management services for the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project.

BACKGROUND

Treated effluent from the GNPCC flows through a 36 inch diameter concrete primary effluent pipeline to the GNPCC outfall, a 36 inch diameter epoxy coated steel pipe, both installed in 1973. The outfall carries the treated effluent a distance of 2.5 kilometers to a discharge point 70 meters below sea level near Five Fingers Island in the Salish Sea. The outfall and primary effluent line are reaching the end of their service life, and require replacement. In 2012, the RDN Board approved the allocation of funds for replacement of the land section of the outfall, and directed staff to award the detailed design services for the Land Section of the outfall to AECOM. AECOM also completed the detailed design for the primary effluent line replacement. The design work has been completed, RDN and City of Nanaimo staff reviewed the designs and the input has been incorporated into the design and tender documents for the project.

The new primary effluent line and marine outfall is designed to accommodate secondary treatment, with capacity for a contributory population of 160,000. The project also necessitates a watermain upgrade on Morningside Drive, and the installation of a fish passage culvert on Walley Creek to replace the existing culverts that act as a barrier to fish. The new outfall follows a route through a City of Nanaimo Park which includes an existing tennis court and trail. Restoration work will include a new trail through the park and a completely upgraded tennis court.

The Outfall (Land Section) and Primary Effluent Replacement Project was competitively tendered between February 17, 2014 and March 12, 2014. A total of 3 bids were received at a public opening. The bid results were as follows:

- Knappett Industries Ltd. \$ 2,129,099.70
- Windley Contracting Inc. \$ 2,405,655.00
- Palladian Developments Inc. \$ 2,548,492.38

AECOM conducted an evaluation of the bids received and recommended the construction contract be awarded to Knappett Industries. Knappett Industries had the lowest compliant bid price and is within AECOM’s pre-tender estimate.

Contract administration, inspection and field engineering services will be required to administer and provide quality assurance through to completion of the construction contract. AECOM have been involved in the project from the beginning, it is recommended that they be retained for the completion of the project. The following is our most recent costing for the completion of the project:

	Projected Final Costs
Detailed Design (Completed)	\$150,160
Tendering and Permitting services	\$30,122
Construction Services	\$240,000
Construction Project	\$2,129,099
Tree Removal and Landscape restoration	\$95,000
Environmental Geotechnical and Archeological Monitoring	\$60,000
Other Costs (Equipment and R.O.W. requirements)	\$75,000
Project Contingency @ 10%	<u>\$280,000</u>
Total Project Cost	\$3,059,381

The projected final project cost is within the funds allocated for the project in the 2014 budget.

ALTERNATIVES

1. Award contract to Knappett Industries for the construction of the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project for the tendered price of \$2,129,099, and a contract for the construction engineering services to AECOM for a budget of \$240,000.
2. Do not award the tenders, re-assess project requirements and re-tender.

FINANCIAL IMPLICATIONS

Alternative 1

\$2.0 Million of this project is to be funded by the Regionally Significant Projects under the Gas Tax Transfer Agreement. The remaining balance will be funded 50% by DCC Reserves and 50% by General Reserves. There are adequate funds in the DCC reserves and General reserves to complete the GNPCC Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project.

Bylaw 1699 is included with this report; the bylaw authorizes the use of DCC reserves to fund that portion of the project

Alternative 2

The existing marine outfall and primary effluent line are at the end of their service life and have started to experience failure. If the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project construction contract is not awarded at this time, the project will be delayed which could result in major leaks and compliance issues with the Ministry permit.

STRATEGIC PLAN IMPLICATIONS

The GNPCC outfall and effluent lines are required to be replaced and upgraded. Population growth in the CON requires that the section of line be replaced with a larger diameter pipe. Failure to replace the existing infrastructure may result in leaks, allowing effluent to flow into the surrounding environment, which is a risk to the environment and public health.

SUMMARY/CONCLUSIONS

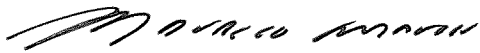
The construction of Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project must be completed to ensure the facility continues to operate as it is authorized by the Ministry of Environment. The detailed design has been completed by AECOM and reviewed with RDN and City of Nanaimo staff.

A competitive public tendering process was completed on March 12, 2014. Of the three bids that were received the lowest compliant bid was submitted by Knappett Industries for a value of \$2,129,099.

The engineering construction services estimate of \$240,000 by AECOM is in line with industry standards for projects of this nature. AECOM is the Engineer of Record for the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project design, to maintain the integrity of design it is important that they provide the inspection, construction management and engineering field services.

RECOMMENDATIONS

1. That the Board award the construction contract for the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project to Knappett Industries for a value of \$2,129,099.
2. That the Board award the engineering services contract for the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Projects to AECOM for \$240,000.
3. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1699, 2014" be introduced and read three times.
4. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1699, 2014" be adopted.



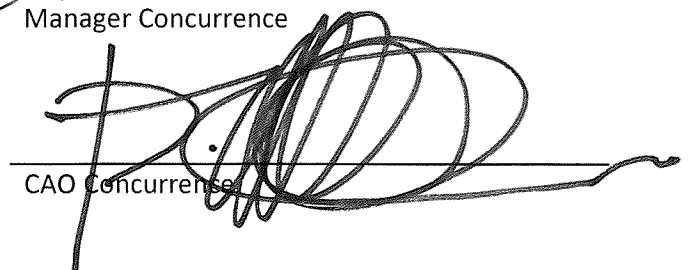
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1699

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
SOUTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Southern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1547, 2005;

AND WHEREAS in accordance with Section 935(5) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the Construction Contract and Project Management services for the replacement of the land section of the Greater Nanaimo Pollution Control Centre Marine Outfall and Primary Effluent Line Replacement, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$500,000;

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

1. The sum of Five Hundred Thousand Dollars (\$500,000) is hereby appropriated for the purpose of construction and project management services for the Greater Nanaimo Pollution Control Centre Marine Outfall (Land Section) and Primary Effluent Line Replacement Project at the Greater Nanaimo Pollution Control Centre.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1699, 2014".

Introduced and read three times this ___ day of _____, 2014.

Adopted this ___ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
TUESDAY, March 4, 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 7:00pm.

Introduction of New Members: Mark Woolley from Mudge & Ivan Bulic.

Election of Secretary

MOVED R. Young, SECONDED M. Dickinson to appoint J Eastick as secretary.

CARRIED

Adoption of the Agenda

MOVED J. Eastick, SECONDED S. Betts to adopt the Agenda after adding "POSAC Projects List" in Unfinished Business and adding a letter from Mudge Island Land Trust Association in Correspondence /Communication.

CARRIED

MINUTES

MOVED M. Woolley, SECONDED J. Eastick that the Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held November 5, 2013 be approved with the following amendment: change the mover's name on the second motion in the section titled Island Trust Park Re-Zoning Bylaw report (page 4) from J. Eastick to M. Dickinson.

CARRIED

CORRESPONDENCE/COMMUNICATIONS

MOVED S. Betts, SECONDED M. Woolley to receive the following correspondence:

L. Webster, Islands Trust to T. Osborne, RDN, Re: **Bylaw Referral Package – GB BL 271 and 272 – Gabriola Island Trust Committee**

A. Vestraete, Hope Centre to T. Osborne, RDN Re: **Skateboard park project on Gabriola Island**

Mudge Island Land Trust Association Re: **Beach access priorities and request for amendments.**

CARRIED

BUSINESS ARISING FROM THE CORRESPONDENCE/COMMUNICATIONS

MOVED J. Eastick, SECONDED S. Betts to mark MI 23 instead of MI 27 on the Mudge Island Beach Accesses priority list.

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trails Projects - June to December 2013 and January 2014.

Monthly Update Regional and Community Parks and Trails Projects - January 2014.

Village Trail Concept Report (verbal)

Topographics, a local Landscape Architectural design firm, has been retained by the RDN to develop a design and cost estimates for proposed Village Trail. Megan Walker, Topographics representative, presented a brief summary of the concept plan for the Village Trail. The 6.6 feet (2m) wide, multi-use, bi-directional pathway will be sited on the North side of North Road from the Ferry Hill fork to Tin Can Alley. Survey work has been completed and conceptual design work is underway in preparation for a public open house which is scheduled for March 29, 2014. Funding for this project comes from the Community Works Fund which is financed by Federal Gas Tax Revenue. Director Houle stated that the estimated cost of the project is likely to be a maximum of \$400,000. Final approval for the project will come through MOTI as the proposed walkway will be located within the road right-of-way.

Huxley Park Master Plan – Conceptual Plans (verbal)

Topographics, a local Landscape Architectural design firm, has been retained by the RDN to develop a master plan for Huxley Park. Cameron Murray from Topographics, presented a brief summary of two concept plans for Huxley Park. The Open House is scheduled for March 29, 2014. Time and place to be announced.

CARRIED

Mudge Island Davidson Bay Parking Lot Improvements

E. McCulloch provided a verbal update on the progress of the parking lot improvements. A site meeting and preliminary design has been completed for the site. Staff are working towards completing the works in the spring of this year.

Gabriola Island Parks Rezoning Bylaw Referral Report

E. McCulloch summarized the latest staff report and recommendations regarding the Gabriola Island Parks Rezoning Referral – Island Trust Draft Bylaws.

MOVED R. Young, SECONDED M. Dickinson that Bylaw No. 272 be amended to include a new permitted use to specifically allow special events in all park zones and that Bylaw No 272 be amended to provide Active Recreation Community Park (P3) zoning for Paisley Place Community Park.

CARRIED

Community Parks and Trails Work Plan 2014

E. McCulloch distributed as information a list of community parks and trails projects for 2014. All Gabriola applicable projects were highlighted.

POSAC Projects List

Randy Young submitted a GaLTT projects list dated February 27, 2014 which identified a number of projects which GaLTT is working on. RDN support has been requested on a few of the projects.

MOVED S. Betts, SECONDED I. Bulic to receive the reports.

ADJOURNMENT

MOVED M. Dickinson to adjourn at 9:35pm.

Chairperson

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, MARCH 10th, 2014
1:00 PM
(Oceanside Place, Multipurpose Room)**

Attendance: Brian Coath, Acting Chair
Michael Foster
Rick Horte
Anne Douglas

Staff: Wendy Marshall, Manager of Parks Services
Elaine McCulloch, Parks Planner
Kelsey Cramer, Parks Planner

CALL TO ORDER:

Acting Chair B. Coath called the meeting to order at 1:00 p.m.

A. Douglas agreed to take minutes for the meeting. Committee members expressed their preference for rotating this duty.

MINUTES

MOVED M. Foster, SECONDED R. Horte that the Minutes of the regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held December 9, 2013 be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED A. Douglas, SECONDED R. Horte that the following correspondence be approved:

S. Mohan, Little Qualicum/Dashwood Emergency Preparedness, Re: Dashwood Hall Upgrades.

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trail Projects June – December 2013

Monthly Update Regional and Community Parks and Trail Projects –January 2014

Dashwood Hall Upgrades Update (verbal)

Further to the December meeting, Parks Services Manager Wendy Marshall provided an update on the requested cost estimates for renovations at the Little Qualicum Hall on Centre Rd.

Accessibility: estimated \$16,000 for a ramp, 2nd door and renovations to both washrooms. Estimated cost for plans is an additional \$3,000.

Septic: New septic field estimated at \$17,500. Currently there is no septic field in place.

The timing and sequence of renovations was discussed, as well as financing options. One option is to phase the necessary projects and finance the work over four budget years, beginning in late summer 2014 through to 2017.

There was also a discussion regarding opportunities for volunteer to participate in the renovations. Some jobs may be open to volunteers; however this has to be determined on a case by case basis, depending on whether specialized equipment or certification is required.

MOVED M. Foster, SECONDED R. Horte that staff be directed to look at financing alternatives and project scheduling, including the possibility of financing the entire Dashwood Hall project at once.

CARRIED

E & N Regional Trail Update (verbal)

Kelsey Kramer, Park Planner provided an update on the proposed multi-use rail/trail project that will result in 10 km of additional trails between Parksville, Coombs and Qualicum beach. Proposals are being received. Public and stakeholder consultation is planned.

Currently the trail width is 3 m; Mike Foster commented that equestrian use works better with a 4 m width. Federal funding is available for design and construction of these trails. Further to Mr. Foster's suggestion, Ms. Kramer will contact additional equine stakeholder groups.

Community Parks and Trails Work Plan 214

The finalized Community Parks and Trails Strategic Plan January 2014 was presented

MOVED R. Horte, SECONDED M. Foster that the reports be received.

CARRIED

COMMITTEE ROUND TABLE

There was a discussion around opportunities for having developers assist with clearing approved parkland while equipment is on site, and before homes are constructed. Staff advised that there is no provision for this under existing legislation; however developers are sometimes willing to participate in the development of community parks in addition to the land dedication.

ADJOURNMENT

MOVED A. Douglas that the meeting be adjourned at 2:10pm.

Chairperson