

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JULY 8, 2014

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

4-6 **Lana Kingston, Tourism Vancouver Island**, re Request for Funding Contribution.

MINUTES

7-14 Minutes of the Regular Committee of the Whole meeting held Tuesday, June 10, 2014.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

15-20 **Kelly Collins, Nanoose Bay Activities and Recreation Society**, re Modular Building – Home for Nanoose Community Services.

44-48 **Ministers Coralee Oakes and Norm Letnick, Province of British Columbia**, re Issues related to Medical Marihuana Production in British Columbia.

49-50 **Selina Robinson, MLA**, re Meetings at 2014 UBCM Conference.

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

FINANCE

52-59 Island Corridor Foundation Contribution Agreement.

60-62 Bylaw No. 1713 – Alberni-Clayoquot Regional District – 2015 Permissive Tax Exemption.

CORPORATE SERVICES

ADMINISTRATION

- 63-73 RDN General Local Election Bylaw No. 1700, 2014.
- 74-78 Bylaw No. 1706 – Marine Search and Rescue Funding Service Establishment Bylaw – Electoral Area ‘H’.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

- 79-148 Regional Growth Strategy Indicators and Targets Project – Draft Indicators and Targets.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 149-152 Engineering Services for the Replacement and Upgrading of the Nanaimo Pollution Control Centre Five Fingers Marine Outfall – Bylaw No. 1712.
- 153-159 Bylaw 975.62 – Pump and Haul Local Service Establishment Amendment to Exclude – 7187 Lantzville Road, Lantzville, BC.

WATER AND UTILITY

- 160-164 Nanoose Bay Peninsula Water Service Area Capital Improvements Referendum – Bylaw No. 1714.
- 165-181 Bylaws No. 813.52, 889.68, 1707, 1708, 1709, and 1710 – Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw and Loan Authorization Bylaw.
- Englishman River Water Service Project Update – *Report to be distributed at meeting.*

EXTERNAL BOARDS

Englishman River Water Service

- 182-185 Minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014 (for information).

186-189 Minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014 (for information).

190-196 **Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains.**

1. *That the Board receive for information the report titled "Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains", dated June 5, 2014.*
2. *That the Englishman River Water Service Management Board direct the Englishman River Water Service Management Committee to continue to proceed with negotiating the terms and conditions with the two top rated membrane vendors for the purpose of engaging the top rated membrane vendor for detailed design services in the amount not to exceed \$415,000 plus GST.*
3. *That the Englishman River Water Service Management Board authorize the Englishman River Water Service Management Committee to engage CH2M Hill to complete Phase 4 – Detailed Design of the Water Intake, Treatment Plant and Supply Mains for \$1,619, 328 plus GST.*

Arrowsmith Water Service

197-198 Minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014 (for information).

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

Re: Request for Funding Contribution

From: Lana Kingston

Sent: Friday, June 27, 2014 11:29 AM

Subject: RE: Phase 1 trail funding

Tourism Vancouver Island would like to be considered for funding for a trails strategy project that has been approved for funding through Island Coastal Economic Trust. Attached is correspondence that details the project and we would like to present the information at the next RDN Board of Directors meeting on July 8.

Sincerely,

Lana

Lana Kingston
Corporate Services Manager
Tourism Vancouver Island
Phone: 250-740-1213

June 27, 2014

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

RE: Vancouver Island and the Sunshine Coast, Hiking Trails Strategy – Phase 1

Dear Directors:

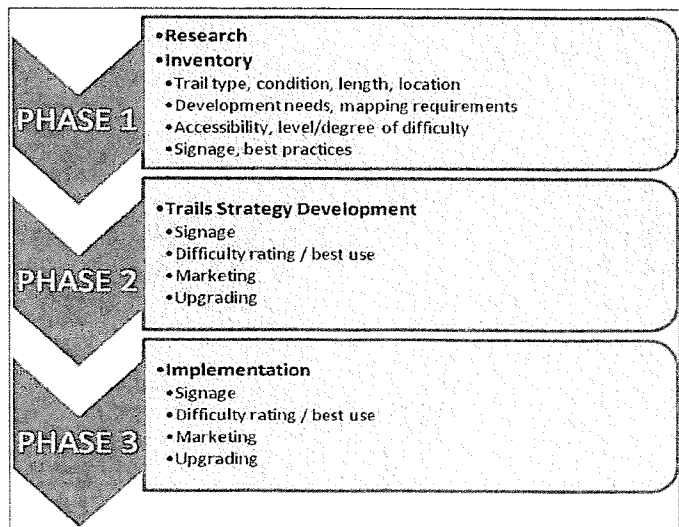
Tourism Vancouver Island is seeking funding support for Phase 1 of a multi-phase trails strategy for the Vancouver Island region. Tourism Vancouver Island has been successful with an application to the Island Coastal Economic Trust, through the Economic Development Readiness Program, to proceed with the first phase of a three-phase project that will result in the development and implementation of a Vancouver Island and Sunshine Coast Trails Strategy. We are looking to your community for a \$2,500 financial commitment to support the first phase of this exciting project. Tourism Vancouver Island will be contacting numerous communities, municipalities and regional districts within the Vancouver Island region to obtain the matching funds required by ICET.

Project Overview: The Vancouver Island and the Sunshine Coast regions have incredible assets in trails; however there is presently a significant lack of coordination in the development, rating, mapping, marketing, etc., to fully utilize these assets. The opportunity to grow the economic and social potential in the regions through the development and implementation of a trails strategy will be instrumental in attracting visitors from around the world. Trail utilization has been identified as one of the most popular activities of leisure travellers, in addition to being an amenity that is enjoyed by the residents of our communities.

About The Project: Phase 1 of this Trails Project will become the foundation that guides the way to a well-defined trails strategy. The inventory will be a searchable data base of the highest potential trails and will define a set of key attributes that assists us in understanding what is required to ensure that trails within the regions provide visitors and local residents with exceptional experiences. Tourism Vancouver Island will manage the process through a firm that has experience in hiking trail development and management. Community and trail group leaders from throughout the regions will be engaged in the process to assist in identifying the trails to be included in the inventory, in addition to determining the attributes required to make the inventory valuable.

Phase 1 Activities:

- Establishing a consultation process with communities engaged in trails and trails development;
- Conducting research and inventory that identifies the agencies that presently are active and investing in some form of trails development activities within the region to assess duplication, gaps and appetite for collaboration;



- Engaging in dialogue about potential “shared approaches” to trails development where tourism is embedded in a more comprehensive way;
- Building an inventory of the highest potential hiking trails and documenting key attributes.

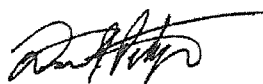
Phases 2 & 3 (future projects)

Project Objectives: Trails are enjoyed by a diverse range of users and provide opportunities for outdoor activities that promote physical and mental health and wellbeing, while fostering respect for the environment. Trails serve a multi-functional purpose including transportation, tourism and leisure. The Vancouver Island Trails Strategy is aimed at accomplishing the following objectives:

- Increase the awareness of trail use in the Vancouver Island region that contributes to economic and social growth
- Increase the investment of government agencies in support of tourism and trails development
- Increase the investment of tourism stakeholders in trails development and marketing
- Increase the investment of economic development agencies in promoting the amenities and lifestyles of the region through trail use and enjoyment
- Increase the alignment and collaboration of agencies with the capacity to attract visitation, investment, workforce and relocation to the region using the outdoor recreational opportunities as attractants
- Increase visitation to the region by providing a one-stop-shop for visitors to seek comprehensive trail-use information
- Establish a trail network system, as a destination benefit for residents and visitors, which focuses on the sustainable use and protection of natural areas and green spaces
- Establish an initiative or process that is replicable for the province, country or abroad
- Produce an exportable product for Canada

Our Request: Phase 1 has been approved for funding of \$30,000 through Island Coastal Economic Trust’s (ICET) Economic Development Readiness Program. We are seeking your financial support of \$2,500 for Phase 1 of this project.

Sincerely,



Dave Petryk
President & CEO

Tourism Vancouver Island
501 – 65 Front Street
Nanaimo, BC V9R 5H9

Phone: 250-754-3500 Fax: 250-754-3599
www.tourismvi.ca info@tourismvi.ca

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY JUNE 10, 2014 AT 7:01 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director 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 B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director D. Brennan	City of Nanaimo
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
T. Moore	A/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 and welcomed Alternate Directors F. Pattje and B. McKay to the meeting.

DELEGATIONS

Brenda Fowler, People for Healthy Community, re Request for Grant to Conduct Homeless Survey.

Brenda Fowler provided a slide presentation to accompany her funding request for a homeless survey that they would like to conduct in the Fall.

Sarah Poole, Oceanside Task Force on Homelessness, re Needs Assessment for Oceanside Task Force on Homelessness.

Sarah Poole provided an overview of homelessness in the Oceanside area and identified the challenges of finding affordable housing, adequate food, medical care and access to services for the homeless in the region.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Veenhof, SECONDED Director Holme, that the minutes of the Committee of the Whole meeting held May 13, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Judith Roux, Gabriola Commons Foundation, re Request for Funding Under the Community Works Program.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Judith Roux, Gabriola Commons Foundation, regarding the request for funding under the Community Works Program, be received.

CARRIED

Premier Christy Clark, re Preparation for 2014 UBCM Convention.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence from Premier Christy Clark regarding preparations for the 2014 Union of BC Municipalities Convention, be received.

CARRIED

Elizabeth Beale and Thomas Harding, re 1955 Stokes Road — Electoral Area 'B' - Building Bylaw Contravention.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence received from Elizabeth Beale and Thomas Harding regarding 1955 Stokes Road — Electoral Area 'B' — Building Bylaw Contravention, be received.

CARRIED

John K. Marsh, Town of Qualicum Beach, re Appointment - Alternate to the Regional District of Nanaimo Board.

MOVED Director Johnstone, SECONDED Director Holme, that the correspondence received from John K. Marsh, Town of Qualicum Beach, regarding the appointment of an Alternate to the Regional District of Nanaimo Board, be received.

CARRIED

CAO

2014 Service Area Work Plan Project Update.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board receive the progress report on the 2014 Service Area Work Plan Project Update for the reporting period of January to May, 2014, for information.

CARRIED

FINANCE

2013 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information.

MOVED Director Holme, SECONDED Director Ruttan, that the 2013 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.

CARRIED

2014 Gas Tax Transfer and Community Works Fund Program Update.

MOVED Director Holme, SECONDED Director Veenhof, that the report on the renewed Gas Tax Funding Program be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that the 2014 Community Works Funds program attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that the report on the use of Community Works Funds in 2013 be received for information.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Capacity Building to End Homelessness Reserve Fund – People for a Healthy Community – Homelessness Survey.

MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo Board allocate \$5,000 from the reserve fund to the People for a Healthy Community (PHC) to conduct a homelessness survey that will be used to ensure that PHC programs are designed to meet the needs of those at risk of or experiencing homelessness on Gabriola Island.

CARRIED

Options to Influence Seaweed Harvesting in Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Houle, that the Board receive the staff report for information.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that staff arrange a meeting with all agencies that are involved in the process of approving Seaweed Harvesting licences. Additionally and concurrently, staff is to pursue further action on a notation of interest on the foreshore from Deep Bay Spit to Qualicum Bay and a Crown Lease application.

CARRIED

BUILDING, BYLAW & EMERGENCY PLANNING SERVICES

2220 Quail Grove Place – Electoral Area ‘A’ – Unsightly Premises.

MOVED Director McPherson, SECONDED Director Johnstone, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot H Section 15 Range 1 Cedar District Plan VIP66841, Except Part In Plan VIP71318 (2220 Quail Grove Place) to remove the accumulation of derelict vehicles, temporary structures, tires, vehicle parts and assorted discarded and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.

CARRIED

1955 Stokes Rd – Electoral Area ‘B’ – Building Bylaw Contravention.

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to register a Notice of Bylaw Contravention on the title of Lot 24, Section 3, Gabriola Island, Nanaimo District, Plan 23476 (1955 Stokes 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.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Nanaimo Community Gardens Society Agreement – Greater Nanaimo Pollution Control Centre Greenhouses.

MOVED Director Johnstone, SECONDED Director McPherson, that the Board approve the amendment to the current agreement with the Nanaimo Community Gardens Society for the use of the greenhouses at Greater Nanaimo Pollution Control Centre for an additional 1 year, from September 1, 2014 to August 31, 2015.

CARRIED

TRANSPORTATION SERVICES AND SOLID WASTE SERVICES

SOLID WASTE SERVICES

The RDN's Solid Waste Management Plan – Stage 2 & 3 Committee Structure.

MOVED Director Holme, SECONDED Director Greves, that the Board amend the current Regional Solid Waste Advisory Committee terms of reference to provide more community representation and adopt the Terms of Reference set out in Appendix 1.

CARRIED

MOVED Director Holme, SECONDED Director Greves, that the Board approve a Select Committee be formed to be a liaison between the Regional Solid Waste Advisory Committee and the Regional Board on Solid Waste Management Plan update and adopt the Terms of Reference set out in Appendix 2.

CARRIED

MOVED Director Holme, SECONDED Director Greves, that the Board advise staff to request approval from the Ministry of Environment Manager for a single public and technical advisory committee.

CARRIED

MOVED Director Holme, SECONDED Director Greves, that the Board direct staff to advertise for membership in the Regional Solid Waste Advisory Committee.

CARRIED

ADVISORY AND SELECT COMMITTEE AND COMMISSION

Electoral Area 'F' Parks and Open Space Advisory Committee.

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014.

MOVED Director Fell, SECONDED Director Ruttan, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014, be received for information.

CARRIED

Errington Trails.

MOVED Director Fell, SECONDED Director McPherson, that the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the *Forest and Range Practices Act* to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

CARRIED

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission Meeting held Thursday, May 15, 2014.

MOVED Director Veenhof, SECONDED Director Willie, that the minutes of the District 69 Recreation Commission meeting held Thursday, May 15, 2014, be received for information.

CARRIED

Grant Approvals

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

Arrowsmith Community Recreation Association – sports programs	\$800
Bard to Broadway Theatre Society – summer youth theatre workshop	\$1,000
Bard to Broadway Theatre Society – performing arts education series	\$1,500
Errington War Memorial Hall Association – youth engagement music program	\$1,000
Ravensong Aquatic Club – visual aids and pace clock repair	\$1,000

CARRIED

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

Arrowsmith Agricultural Association - electrical service to outdoor stage	\$2,000
Arrowsmith Community Recreation Association -Coombs Candy Walk	\$1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	\$2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	\$1,500
Harmony Band (formerly Jugmentals Jug Band)	\$850
Parksville Golden Oldies Sports Association - Active Aging Week	\$2,495
Parksville Lawn Bowling Club - National Championships	\$750
Vancouver Island Opera	\$1,200
	CARRIED

Corporate and Group Recreation Facility Pass Program Report.

MOVED Director Holme, SECONDED Director Veenhof, that a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.

CARRIED

Grade Five Active Pass and Grade Six Activity Card Programs Report.

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

School District 69 Closures - Programming Use.

MOVED Director Fell, SECONDED Director Young, that staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee Meeting held Friday, May 23, 2014.

MOVED Director Johnstone, SECONDED Director Fell, that the minutes of the Agricultural Advisory Committee meeting held Friday, May 23, 2014, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabriola Commons Foundation.

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to review the application for project and recipient eligibility under the Community Works Fund program of the Gas Tax Transfer Agreement and that staff be directed to prepare an agreement with the Gabriola Commons Foundation to transfer Community Works funds if the applicant and project meet eligibility criteria under the Gas Tax Transfer Agreement.

CARRIED

NEW BUSINESS

RDN Strategic Planning Process.

MOVED Director Veenhof, SECONDED Director Young, that staff be directed to re-evaluate Regional District of Nanaimo strategic planning processes so as to create a plan that is updated annually, is a living document (lives beyond the election), is adaptable to change and responds to the needs of Regional District of Nanaimo constituents.

CARRIED

Referendum – District 69 Service Area.

MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to prepare a report for the Board that examines holding a referendum during the next election to create a District 69 service area that supports minor funding for serious social issues.

CARRIED

Director Greves left the meeting at 8:52 pm citing a possible conflict of interest in regard to the discussion of the upcoming Island Corridor Foundation member's meeting.

IN CAMERA

MOVED Director Holme, SECONDED Director Fell, that pursuant to Sections 90 (1)(e) and (i) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to land acquisition, and solicitor-client privilege.

CARRIED

TIME: 8:54 PM

ADJOURNMENT

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

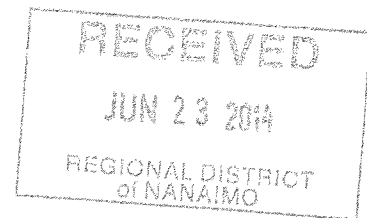
CARRIED

TIME: 9:28 PM

CHAIRPERSON

CORPORATE OFFICER

June 19, 2014



Mr. Joe Stanhope
Chairman,
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC

Dear Mr Stanhope:

Re: *Modular Building - Home for Nanoose
Community Services*

The Board of the Nanoose Bay Activities & Recreation Society has received a request from the Nanoose Community Services Society to place a modular building on the Nanoose Place site. Upon the advice of George Holme, RDN Director Area E and Tom Osbourne, General Manager Parks and Recreation RDN this matter was brought to Annual General Meeting held June 17, 2014

*The following motion was passed unanimously
"That Nanoose Community Services be permitted to site a portable to house their Elf program on the Nanoose Place property. " Carried*

The support of the Regional District of Nanaimo at its July 8 Committee of the Whole will allow us to align our activities of removing a portable from Parksville Elementary School. We have included rough site drawings for the placement of the portable but realize the assistance of the Building Inspector Tom Armet will be part of the process.

Thank you for the Boards anticipated support of this initiative as Nanoose Community Services provides ongoing invaluable to service to vulnerable children and families here in Nanoose.

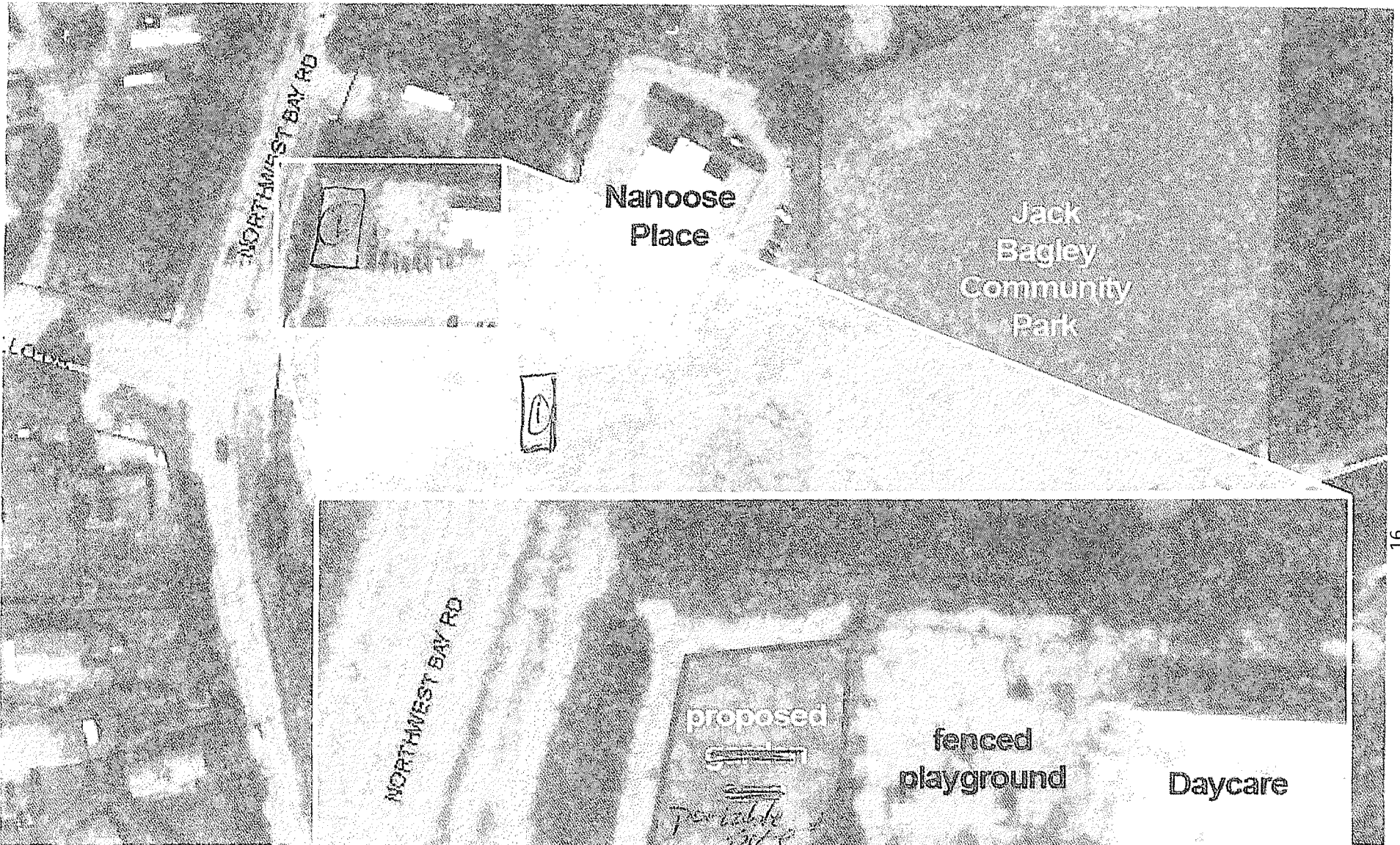
Sincerely,

A handwritten signature in cursive script, appearing to read "Kelly Collins".

Kelly Collins

President, Nanoose Bay Activities & Recreation Society

cc. George Holme, RDN Director Area "E"



Nanoose Place

Jack Bagley Community Park

NORTHWEST BAY RD

NORTHWEST BAY RD

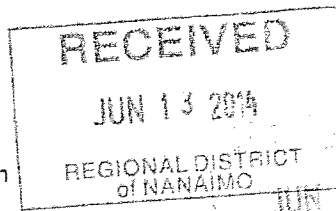
proposed

fenced playground

Daycare

possible well

NANOOSE COMMUNITY SERVICES
P.O. BOX 47, NANOOSE BAY, BC
V9P 9J9 250-468-9888
email: info@nanoosecommunityservices.com



Ms. Erica Bailey,
Secretary Treasurer, School District 69,
100 Jensen,
Parksville, B.C.
June 6, 2014

Re: Portable (Classroom)

Dear Ms. Bailey,

Nanoose Community Services (NCS) is an all volunteer, totally Nanoose based charity (#815338801RR0001). We are entirely responsible for providing and funding a local Food Bank, supporting a Christmas Elf Project for the financially disadvantaged residents of Nanoose, offering financial aid throughout the year to those in need, and delivering educational seminars for the residents of the Peninsula (i.e. earthquake support; First Aid courses, etc.). We have also developed a Nanoose Bay website [www.nanoosecommunity.ca], and pay for a monthly community calendar in the Nanoose Business Service Directory.

For the last number of years, we have operated out of Nanoose Bay Elementary School, using an empty classroom, which provided a "home base" for our endeavours. This year we have been asked to vacate the room at the end of June, 2014, as the school board requires this space.

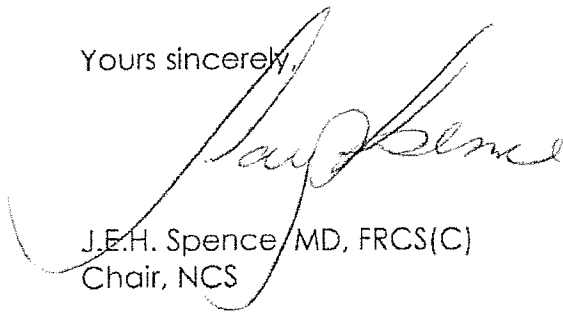
We are requesting the opportunity to purchase from you an "extra" portable for \$1.00, if one is available. If we are fortunate enough to obtain a satisfactory portable from you, we have already requested the approval from the Board of NBARS (Nanoose Place) and the RDN to situate it off the parking lot at Nanoose Place, the centre of our community. Presently, our food bank runs out of the back of that facility, so that would be ideal.

We have limited resources, all from Nanoose Bay community donations, but feel that if we are able to obtain and relocate a portable classroom that is suitable, we could and should pay the moving costs. Sadly, without this gift, and the ability to locate it centrally, we feel that we could not continue to be viable. The charity would have to close without a "home".

Surprisingly, in what first appears to be a very privileged community, the need for support keeps growing. In truth, Nanoose Bay has a very mixed population, and many children, their families and seniors live well below the poverty line.

Hopefully you will see fit to help. By donating an unused portable classroom to NCS, the wider community will be well served.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "J.E.H. Spence". The signature is written in black ink and is positioned above the printed name and title.

J.E.H. Spence MD, FRCS(C)
Chair, NCS

c.c. Tom Osborne, General Manager Parks and Recreation RDN
Kelly Collins, President, Nanoose Bay Activities and Recreation Society
George Holme, Director, Electoral Area E, RDN
Ginny Brucker, Founder, NCS
Eve Flynn, Manger, Nanoose Place

WHAT WE DO:

- ❖ We operate the Nanoose Bay Community Cupboard (our local food bank)
- ❖ We run the Nanoose Bay Elf Program, making Christmas possible for low-income families and individuals.
- ❖ We provide emergency financial assistance (medical, dental, utilities etc.)
- ❖ We help disadvantaged children at Nanoose Bay Elementary
- ❖ We help low-income children attend summer camp or after school activities
- ❖ We provide a bursary to a graduating high school student from Nanoose Bay
- ❖ We organize community educational programs (such as first aid or earthquake preparedness)

Contact us at:

250-468-9888

Mailing address:

PO BOX 47
NANOOSE BAY, BC
V9P 9E9

Visit www.nanoosecommunityservices.com

OR email us:

info@nanoosecommunityservices.com

OUR LOCAL CHARITY

PLEASE GIVE
WHERE YOU LIVE.



Nanoose Community Services

WHO WE ARE:

- ❖ NCS is a 100% volunteer based registered, non-profit LOCAL organization committed to helping those in need in Nanoose Bay.
- ❖ All NCS board members live or work in Nanoose Bay.
- ❖ We rely on the generosity of individuals and businesses as well as fundraising activities to fund our operating expenses.
- ❖ We can issue charitable tax receipts for donations over \$20

Charity Reg. # 815338801RR0001

THE NANOOSE BAY ELF PROGRAM
helps make Christmas possible for
hundreds of children and adults in
Nanoose Bay each year.

Comments from Clients

"To all of you kind souls--the Nanoose Elves. Your thoughtfulness, generosity and caring astounded me!"

"You made a Christmas full of magic! I didn't have the means to create that on my own. Thank you for helping my children believe in Santa."

"My oldest son said, "Santa must love me a lot to send me such a nice warm coat."

"Thank you for opening your hearts to my family and our community."

"Words cannot express how grateful I am for the wonderful Christmas you gave my son and me. It's giving people like you that make the holidays special. "

"Thank you so much for adopting our family. We hope to adopt a family of our own some day. The groceries and gifts made us feel very blessed to live in such a caring community."

"As a senior with no family, and little income, I really appreciated the little treats that came from the family who adopted me, as well as a gas card and a grocery card."

**Our Food Bank provided groceries
for almost 14,000 meals a year.**

Comments from Clients:

"If it weren't for the Nanoose Bay Community Cupboard, I would have at least 7 to 10 days a month without any food in the home."

"I am a diabetic, and have less than \$120 a month left over for everything from my disability cheque after I pay my rent and utilities. Thank you for helping me eat."

" I have a choice of paying my heat bill or buying enough groceries. Thank you for helping me, and my three children."

**We provide back to school
supplies and clothing:**

"My kids don't mind wearing second hand clothes, but it's very special for them to have new socks, underwear, and runners. Thank you so much for your help. "

**How You Can Help Us Help
Others:**

- Donate your Quality Foods Points when you shop, Just say "points to the Nanoose Community Cupboard please."
- Drop groceries in the drop off bin by the exit door at Quality Foods or leave non-perishable items in the box in the foyer at Nanoose Place.
- Provide a cash donation, which enables us to purchase the items that are most needed for the Nanoose Bay Community Cupboard.
- Adopt a family or an individual at Christmas. OR choose an "elf tag" from one of the many trees you will see in December in our community and buy the gift on the tag.
- Volunteer to help with or play in our tournament each fall at Fairwinds Golf Club.
- Adopt a hole or provide a prize or silent auction item for our golf tournament.



RDN CAO'S OFFICE			
CAO	✓	GM R&P	
GMS&CD	✓	GM T&SW	
GM R&CU		DF	
JUL - 2 2014			
DCS		BOARD	✓
CHAIR	✓		

June 26, 2014

Ref: 155838

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

Dear Chair Stanhope:

We are writing in our capacities as Minister of Community, Sport and Cultural Development and Minister of Agriculture, regarding issues relating to medical marihuana production in British Columbia.

Many local governments have expressed concern regarding the potential establishment of medical marihuana production facilities in our communities, under the new federal regulations. Some local governments and stakeholders have written expressing an array of concerns, the most common messages concerning the exclusion of these facilities from qualifying for provincial farm class and if they would be considered an allowable farm use.

These concerns have been taken seriously and we understand that the establishment of these facilities within your communities will have a potential impact on services and costs. We brought your concerns to the attention of Honourable Christy Clark, Premier, and our Cabinet colleagues in the context of a larger discussion about medical marihuana production in the province.

After careful consideration, we are pleased to inform you that the Province of British Columbia has made a decision to implement a regulatory change that excludes medical marihuana, and any other federally regulated narcotic, from being eligible for farm classification for property assessment and tax purposes. This decision to treat medical marihuana as a restricted narcotic substance and a pharmaceutical is also consistent with the Province of Alberta. This change will apply to facilities located on both Agricultural Land Reserve (ALR) and non ALR lands.

In addition, please be advised that the Province will continue to view medical marihuana production facilities as an allowable farm use on ALR lands. The Ministry of Agriculture's policy position is that local governments should not prohibit medical marihuana production in the ALR. Any local government that has passed or is considering bylaws that address the issue of medical marihuana production within its boundaries may wish to seek legal counsel, as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government. This is consistent with the position of the Agricultural Land Commission's updated Information Bulletin from January 2014

[http://www.alc.gov.bc.ca/publications/ALC Info Bulletin Marihuana Amended Jan 2014.pdf](http://www.alc.gov.bc.ca/publications/ALC%20Info%20Bulletin%20Marihuana%20Amended%20Jan%202014.pdf).

.../2

Ministry of Community, Sport
and Cultural Development

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 124
Parliament Buildings
Victoria BC V8V 1X4

www.gov.bc.ca/cscd

Mr. Joe Stanhope

Page 2

Any applicant for a license must comply with all federal requirements including security and building standards, as well as local bylaws regulating site-specific requirements.

Consistent with British Columbia government policy, the Minister of Agriculture does not intend to approve any bylaw that would prohibit the production of medical marihuana in the ALR.

The Ministry of Agriculture will, however, offer guidance to local governments on the degree in which one of their farm bylaws could regulate medical marihuana production in the ALR through a Minister's Bylaw Standard specific to the production of medical marihuana on ALR land and will involve local governments in the development of those standards.

Minister's Bylaw Standards establish standards for the guidance of local government in the preparation of various bylaws affecting agriculture. Examples of current Minister's Bylaw Standards include:

- Building setbacks from lot lines
- Maximum lot coverage
- Maximum building heights

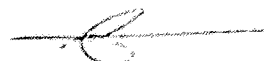
More information about Minister's Bylaw Standards is available on the Ministry of Agriculture's website at: [www.al.gov.bc.ca/resmgmt/sf/guide to bylaw development/Guide to ByLaw Dev index.htm](http://www.al.gov.bc.ca/resmgmt/sf/guide%20to%20bylaw%20development/Guide%20to%20ByLaw%20Dev%20index.htm).

Overall, we believe this decision reflects a balanced approach, which considers the interests of the federally licensed facility operators, the interests of the agricultural sector and the purpose of the Agricultural Land Reserve, and the concerns of local governments and communities. Also, enclosed for your reference are the Information Bulletin and Backgrounder (see: <http://www.newsroom.gov.bc.ca/2014/06/bc-preserves-local-governments-tax-revenues-from-medical-marijuana-growers.html>).

Sincerely,



Coralee Oakes
Minister of Community, Sport
and Cultural Development



Norm Letnick
Minister of Agriculture

Enclosures



INFORMATION BULLETIN

For Immediate Release
2014CSCD0039-000862
June 24, 2014

Ministry of Community, Sport and Cultural Development
Ministry of Agriculture

B.C. preserves local governments' tax revenues from medical marijuana growers

VICTORIA – The Government of British Columbia is excluding federally-licensed medical marijuana production from the list of agricultural uses that qualify for farm classification for assessment and property tax purposes.

The decision will ensure local governments do not lose potential property tax revenues from the Health Canada licensed-production facilities.

Medical marijuana is a federally-regulated narcotic produced by licensed operators in British Columbia. There are currently five federally-licensed facilities in British Columbia.

B.C.'s position takes into consideration the nature of the highly-regulated and secure facilities, and is consistent with the approach being taken in neighbouring Alberta.

The Government of British Columbia will also continue to view medical-marijuana production as an allowable farm use within the Agricultural Land Reserve that should not be prohibited by local government bylaws. This is consistent with the Agricultural Land Commission's interpretation of the Agricultural Land Commission Act.

Federal regulations for medical marijuana came into effect April 1, 2014. The exclusion from farm classification for property tax purposes will take effect for property assessments in the 2015 taxation year.

Media Contacts:

Shannon Hagerman
Ministry of Community, Sport and Cultural
Development
250 953-3677

Robert Boelens
Ministry of Agriculture
250 356-1674

Connect with the Province of B.C. at: www.gov.bc.ca/connect



BACKGROUNDER

For Immediate Release
2014CSCD0039-000862
June 24, 2014

Ministry of Community, Sport and Cultural Development
Ministry of Agriculture

Eligibility for farm classification for property tax purposes

In British Columbia, the BC Assessment Act specifies which farm uses qualify for farm classification for property tax assessment purposes. If the income derived from these qualifying uses meets the prescribed levels, the land and buildings in which the activities are carried out may be eligible for certain tax benefits. Farm class confers significant benefits to a property through low land values, reduced tax rates, PST exemptions and exemptions on farm buildings of up to 87.5% of value.

The B.C. government has amended the farm class regulation to exclude federally-licensed medical marijuana production facilities as a qualifying farm product for assessment and taxation purposes. This means the facilities would not be eligible for the benefits of farm classification. The regulatory amendment will take effect in the 2015 property taxation year.

There are already approved activities on Agricultural Land Reserve (ALR) land that are not eligible for farm classification for assessment and property tax purposes. Excluded products and activities include farm or ranch tourism operations; sand and gravel extraction operations and winery and cidery facilities.

Facilities are accepted farm use within Agricultural Land Reserve

Licensed medical marijuana production facilities may be located on both provincial ALR and non-ALR lands, subject to local government zoning and other site requirements. The Agricultural Land Commission has determined that medical marijuana production is consistent with the definition of a farm use under the Agricultural Land Commission Act. However, as a federally-regulated narcotic, it will not be eligible for farm classification for property tax purposes. Consistent with the federal government's direction and the Agricultural Land Commission's position, and based on legal guidance, the Province agrees local governments should not prohibit medical marijuana production in the ALR.

Local governments looking to propose a bylaw prohibiting medical marijuana may wish to seek legal counsel as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government.

Health Canada licensed facilities:

Since 2001, Health Canada has granted access to marijuana for medical purposes to Canadians who have had the support of their physicians. In June 2013, the Government of Canada introduced new regulations that treat medical marijuana as a controlled narcotic and created a new commercial industry that is responsible for its production and distribution. As of April 1, 2014, the only way to access medical marijuana for medical purposes is through commercial, licensed productions.

The federal government requires licensed producers to maintain specific security measures, including a detailed description of the measures and floor plans of the site, and to meet local government requirements as a condition of their license. As of May 5, 2014, five licenses have been issued to producers in Central Saanich, Maple Ridge, Whistler, Nanaimo and Spallumcheen.

Quick Links:

Health Canada (Medical Use of Marijuana): www.hc-sc.gc.ca/dhp-mps/marihuana/index-eng.php

BC Assessment: www.bcassessment.ca/Pages/default.aspx

Agricultural Land Commission: <http://www.alc.gov.bc.ca>

[http://www.alc.gov.bc.ca/publications/ALC Info Bulletin Marijuana Amended Jan 2014.pdf](http://www.alc.gov.bc.ca/publications/ALC%20Info%20Bulletin%20Marijuana%20Amended%20Jan%202014.pdf)

Media Contacts:

Shannon Hagerman
Ministry of Community, Sport and Cultural
Development
250 953-3677

Robert Boelens
Ministry of Agriculture
250 356-1674

Connect with the Province of B.C. at: www.gov.bc.ca/connect



Selina Robinson, MLA
(Coquitlam-Maillardville)



Province of
British Columbia
Legislative Assembly

Selina Robinson, MLA
(Coquitlam– Maillardville)
Victoria Office:
Room 201
Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102–1108 Austin Avenue
Coquitlam, BC V3K 3P5
Phone: 604 933-2001
Facsimile: 604 933-2002

June 23, 2014

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

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
JUN 25 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

Dear Chair Stanhope and Board Members,

I thought I would reach out to you before the summer is fully upon us to remind you that the Members of the Official Opposition are willing and eager to meet with you at the upcoming Union of BC Municipalities annual conference in Whistler.

As the Opposition Critic for Local Government it's been a very full year in the Legislature. As you are likely aware, there has been tremendous activity on the local government file with election reform changes that will be tested out in a few short months as we head into the November municipal elections under the new legislation. I also travelled to four of the five area association meetings this year to hear directly from you about the decision-making and leadership challenges facing you and your communities.

Having been a City Councillor for Coquitlam from 2008-13 and on the Executive of the Lower Mainland Local Government Association, I must say that attending those area association meetings made me somewhat nostalgic for resolution debates, learning sessions, area tours and hallway discussions about our communities. No matter which area association meeting I was at I saw the passion and commitment that you all have for your communities. Thank you for bringing that to your role as an elected representative. It really does make a difference.

I continue to be very passionate about community development, strengthening our communities and our local leadership. I believe that local government is closest to our constituents and has the knowledge and flexibility to respond to community needs as they arise.

I would love the opportunity to meet with you at UBCM. I look forward to hearing about the needs of your local government, the challenges you are experiencing and to work with you on solutions and recommendations on how to address these challenges.

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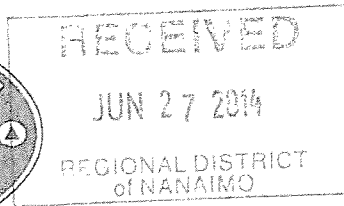
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Our Caucus will be hosting the Official Opposition UBCM breakfast at the Whistler Hilton in the Mt. Currie Ballroom, for all delegates on Friday September 26, at 6:45 am, and I invite you to join us for breakfast. If you would like to set up a time to meet with myself or any of our opposition critics at UBCM, please contact Jared Butcher at jared.butcher@leg.bc.ca or phone at 250-953-4607.

All the best,

A handwritten signature in cursive script that reads "Selina Robinson".

Selina Robinson, MLA
Official Opposition Critic for Local Government



3237 Alberni Highway
Qualicum Beach, B.C.
V9K 1Y6

Phone: 250-752-7774
Website: www.asar.ca

June 23, 2014

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B. C. V9T 6N2

Attention: Jacquie Hill, Manager of Administrative Services

Dear Ms. Hill

On behalf of Arrowsmith Search and Rescue Society, I would like to thank the Grants-in-Aid Committee and the Board of the Regional District of Nanaimo for your very generous grant of \$5000 to our organization.

Your grant will be used towards the purchase of a 4WD truck chassis for our new Equipment Truck. We are continuing to fund raise for this project and are well on the way to achieving our goal of purchasing the chassis sometime this fall. Upon purchase of the chassis we will forward you copies of the purchase receipt.

Grants and donations from the Regional District of Nanaimo and the Oceanside community enable us to continue our work and provide 24/7 volunteer Ground Search and Rescue services to the Oceanside area, from Nanoose to Cook Creek and from Mt. Arrowsmith to the Salish Sea including Jedidiah and Lasqueti Islands. We rely on this support and again offer our heart felt thanks to you for your grant.

Kindest Regards,

Greg Field
Arrowsmith Search and Rescue, Fund Raising Committee

Cc: Nick Rivers, President, ASAR
Susan Thompson, Treasurer
Bev Marshall, Secretary
Ken Neden, Fund Raising



RDN REPORT	
CAO APPROVAL	
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JUL 02 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
Deputy Chief Administrative Officer

DATE: June 30, 2014

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: Island Corridor Foundation Contribution Agreement

PURPOSE:

To request Board approval to execute the attached Contribution Agreement with the Island Corridor Foundation (ICF) for upgrades to the rail infrastructure, and to request approval to utilize Strategic Community Investment Fund grant dollars received from the Province towards the cost of the upgrades.

BACKGROUND:

At the November 27, 2012 RDN Board meeting, the following motion was passed to authorize funding to the ICF for capital infrastructure upgrades.

That the Board approve funding through a Grants-in-Aid to the Island Corridor Foundation in the amount of approximately \$945K, based on \$2M to be shared amongst the Regional District of Nanaimo, Cowichan Valley Regional District, Comox Valley Regional District, and Alberni Clayoquot Regional District based on assessment. Funding is contingent on Island Corridor Foundation receiving commitment from VIA Rail that passenger service will be reinstated.

This contribution represents the RDN's portion of an overall \$20.9 million budget for the project. Since that time there has been ongoing discussion between the parties involved and the final agreement between Via Rail, Southern Rail and ICF is being concluded. As such, ICF is working with all of the Regional District participants to finalize contribution agreements and to confirm funding. The other Regional Districts have concluded contribution agreements with ICF. The RDN agreement is attached.

It is expected that construction upgrades will begin this Fall and rail service will be resumed in 2015. The contribution agreement includes conditions in section 6.1 to confirm the need for a new train service agreement with VIA Rail and it requires all five Regional Districts to provide the funding. As well, there are other criteria which define the requirements around the funding related to reporting and provision of a budget/construction plan.

ALTERNATIVES:

1. That staff be directed to execute the Contribution Agreement with the Island Corridor Foundation and to allocate \$68,000 of the 2014 Strategic Community Investment Fund grant from the Province of BC towards the Contribution Agreement with the Island Corridor Foundation.
2. That alternative direction be provided to staff regarding the Contribution Agreement with the Island Corridor Foundation and the use of the 2014 Strategic Community Investment Fund grant from the Province.

FINANCIAL IMPLICATIONS:

The 2013-2017 Financial Plan originally had the funding for ICF split over two years, 2013 and 2014. The 2013 budget included \$404,500 for this purpose and \$68,000 of the Strategic Community Investment Fund (SCIF) grant from the Province that was received for 2013 was also allocated towards this funding in order to reduce the requisition impact. The 2014 requisition had the ICF component excluded pending completion of the agreement between VIA Rail, Southern Rail and ICF.

Assuming all conditions of the contribution agreement are met, the RDN will be providing the first half of the payment collected in 2013 this Fall. The remaining contribution amount of \$472,500 will need to be provided in 2015. The Province recently provided the RDN's 2014 Strategic Community Investment Fund grant allocation in the amount of \$86,033, of which \$18,000 is allocated to the Electoral Area service, leaving \$68,000 unallocated at this time. Staff are recommending that this \$68,000 be set aside to reduce the impact of the 2015 share of the ICF requisition as was done in 2013.

The remaining contribution amount of \$472,500 will need to be provided in 2015. Assuming approval of the use of the 2014 SCIF grant towards the cost, an additional \$404,500 will need to be collected through the tax requisition process. Using 2014 assessments, the result is a \$1.40 per \$100,000 of assessed value impact to residential values in the RDN, equivalent to \$4.90 for a \$350,000 home. This would be a one-time service level change impact which would be reversed in 2016. Should the Board not approve the use of the SCIF grant to reduce the 2015 requisition, the impact of a \$472,500 increase would be \$1.60 per \$100,000 of assessed value or \$5.60 for a \$350,000 home.

STRATEGIC PLAN IMPLICATIONS:

As has been described previously this project is aligned with the 2013 to 2015 Board Strategic Plan Action Area for Transportation. Rail is identified as a transportation alternative and a method of reducing transportation emissions. In providing this funding to ICF the Board continues to support positive action towards established strategic plan goals.

SUMMARY/CONCLUSIONS:

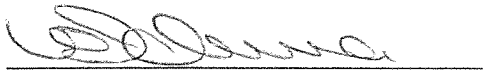
At the November 27, 2012 RDN Board meeting, a motion was passed to authorize funding up to \$945,000 to the ICF for capital infrastructure upgrades. Since that time, there have been ongoing discussions between the ICF, Southern Rail and VIA Rail regarding an agreement for the resumption of rail service on the Island, and the final agreement between those parties is being concluded. As such, ICF is working with all of the Regional District participants to finalize contribution agreements and to

confirm funding. The other Regional Districts have concluded contribution agreements with ICF. The RDN agreement is attached.


The first allocation of funding from the RDN to ICF would take place in the Fall of 2014 and the remainder of the funding will need to be requisitioned and transferred in 2015. Funds were collected in 2013 for the first \$472,500 payment and there will need to be an additional requisition in 2015 to fund the second payment. There are currently \$68,000 in 2014 Strategic Community Investment Fund grant monies from the Province available to be allocated towards the cost of the 2015 contribution as was done in 2013 in order to reduce the impact on the 2015 requisition, and staff are recommending these funds be used for this purpose.

RECOMMENDATION:

1. That the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation.
2. That the Board direct staff to allocate \$68,000 of the 2014 Strategic Community Investment Fund grant from the Province of BC towards the Contribution Agreement with the Island Corridor Foundation in order to reduce the 2015 tax requisition impact by that amount.



Report Writer


A/C.A.O. Concurrence

REGIONAL DISTRICT GRANT AGREEMENT

THIS AGREEMENT dated for reference the _____ day of _____, 2014.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
(the "RDN")

OF THE FIRST PART

AND:

ISLAND CORRIDOR FOUNDATION

Box 375 Stn A
Nanaimo, BC
V9R 5L3
(the "Foundation")

OF THE SECOND PART

WHEREAS:

- A. The RDN wishes to provide the Foundation a maximum contribution of \$945,000 (Nine Hundred and Forty Five Thousand Dollars and Zero Cents) for Rail Infrastructure Improvements Project ("the Project");
- B. For the purposes of this agreement "the Project" is defined as the Rail Infrastructure Improvements identified as rail, rail ties, ballast and upgrades to a number of rail bridges, culverts and trestles all included in the \$20.9 million budget to be expensed from the \$20.9 million total budget on the Island Corridor Foundation lands lying between Victoria (mile 0) and Courtenay (mile 149.7).
- C. The parties hereto wish to enter into this Agreement that specifies the terms and conditions of the contribution.

NOW THEREFORE in consideration of the premises and mutual promises and other good and valuable consideration contained herein, the parties agree as follows:

1.0 Principles of Agreement

- 1.1 The RDN recognizes the Foundation's mandate to preserve the use of the rail corridor in perpetuity for the connection and benefit of all Island communities and First Nations along the corridor.
- 1.2 The Foundation recognizes the RDN's responsibility and accountability to the taxpayers within the RDN to ensure that funds provided as part of this contribution are being used for the purpose for which they were intended.

2.0 RDN's Statutory Discretion

2.1 Nothing in this Agreement shall be interpreted as prejudicing or impairing the RDN in the exercise of any statutory powers under the *Local Government Act* or the *Community Charter* or any other enactment, all of which may be exercised as if this Agreement had not been entered into.

3.0 Term

3.1 The term of this Agreement shall be for a period of two years commencing on the day of release of funds by the RDN, unless otherwise terminated as herein provided or for such additional term as agreed to by the parties.

4.0 Project

4.1 The Foundation shall use the contribution for the Project in accordance with the terms herein and subject to any applicable RDN Board approval conditions.

4.2 Without limiting the foregoing, the Foundation shall remain in good standing and following its annual general meeting in each year of the Term, provide a copy of its Annual Report to the RDN's Chief Administrative Officer (the "CAO").

5.0 Budget

5.1 The Foundation shall provide the RDN with a detailed financial plan to include a construction schedule with attached cash flow chart setting out all anticipated revenue and costs of the Foundation in relation to the Project undertaken (the "Budget").

6.0 Payments by the RDN

6.1 The amount to be paid by the RDN to the Foundation has been approved by the RDN Board subject to following conditions and guidelines:

- (a) Successful negotiation and confirmation of a new train service agreement with VIA Rail;
- (b) All five participating Regional Districts providing their respective share of the overall project funding;
- (c) Funding to be provided to the Foundation subject to Clause 6.1 (a) and (b) in two payments: the first in 2014 when the tendered project has been awarded and the second in 2015 in accordance to the construction schedule/cash flow chart referred to in Clause 5.1
- (d) The Foundation will deliver to the RDN such written reports, information and content satisfactorily and prepared by a person acceptable to the RDN, as the RDN may from time to time request concerning either the progress of the project, including financial breakdowns of various components of the project or the financial condition of the Foundation.

6.2 The Foundation shall administer the funds received from RDN in accordance with the RDN-approved Budget guidelines for this project and shall not expend such funds

except as provided for in this Budget.

7.0 Other Funding

- 7.1 If the Foundation receives or has received other funding, for or in respect to the Project, from any other government or governmental body, person, firm or corporation, then the Foundation will forthwith provide the RDN with full and complete particulars thereof.

8.0 Financial Statements and Right to Audit

- 8.1 The Foundation shall prepare and maintain all books of account, budgets, records and financial statements, including all receipts and invoices supporting any expenditure on the Project, in accordance with generally accepted accounting principles applied on a consistent basis from year to year.
- 8.2 The funds provided by the RDN shall be separated from any other funds in the Foundation's books of account. The Foundation shall prepare at each year-end, financial statements setting out the Foundation's assets and liabilities as well as a statement of revenue and expenditures for the year. The Foundation shall deliver a copy of the financial statements to the CAO within 60 days of the Foundation's annual general meeting in April.
- 8.3 At any time, the RDN may give to the Foundation written notice that it wishes to examine all books of accounts of the Foundation, and the Foundation shall, within 10 days of receipt of such notice, provide to the RDN representative access to all records, documents, books, accounts and voucher of the Foundation and shall promptly provide to the RDN all information and explanations as may be, in the representative's opinion, necessary to ascertain the use of funds received from the RDN and the financial position of the Foundation.

9.0 Indemnity

- 9.1 The Foundation will at all times indemnify and save harmless the RDN its directors, officers and employees from and against all claims, actions, causes of action, demands, losses, damages, costs, liabilities, expenses, fines, fees, penalties, assessments and levies, made against or incurred, suffered or sustained by any of them, at any time or times (whether such interest, fines or costs are court ordered or otherwise and whether before or after the expiration or termination of this Agreement) where the same or any of them are sustained in any way as a result of this Agreement, which indemnity will survive the expiration or sooner termination of this Agreement.

10.0 Funds may be Withheld in the Event of Breach

- 10.1 In the event that the Foundation is in breach of any of the terms of this Agreement and fails to cure such breach within 10 days of receipt of written notice from the RDN advising of the breach, the RDN may withhold all or part of the payment that otherwise would be made by the RDN under section 6.0 hereof.

11.0 Termination

- 11.1 The RDN may terminate this Agreement upon giving the Foundation 60 days notice of its

intention to terminate if:

- (a) the Foundation fails to file its annual report or is otherwise no longer in good standing under *Part II of the Canada Corporations Act*;
- (b) the Foundation defaults or fails to perform any term or condition of this Agreement that is required to be performed by the Foundation; or
- (c) the Project is terminated or amended such that the Foundation is not the recipient of the contribution provided for thereunder.

12.0 Notices

- 12.1 Any notice to be given by one party to another will be in writing and may be delivered by hand or mailed by first class prepaid registered mail to the address set forth below, or such other address of which notice is given by a party pursuant to the provisions of this section. Such notice will be deemed to have been given and received when delivered if delivered by hand, or if by mail, then the notice shall be deemed to have been given and received on the expiration of four business days after it was posted.

If to the RDN:

- 13.0 Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Attention: Chief Administrative Officer

If to the Foundation:

Island Corridor Foundation
Box 375 Stn A
Nanaimo, BC
V9R 5L3
Attention: Chief Executive Officer

14.0 Relationship of Parties

- 13.1 The parties agree that nothing in this Agreement shall be interpreted as creating nor shall create an agency relationship, joint venture, partnership or employment relationship between the RDN and the Foundation, its employees, agents or contractors.

15.0 Other Acts

- 15.1 The parties agree that they will do all such further acts, deeds or things and execute and deliver all such further documents as may be necessary or advisable for the purpose of assuring and confirming to the parties the rights hereby created or intended and of giving effect to and carrying out the intention of facilitating the performance of the terms of this Agreement.

16.0 Assignment

16.1 The Foundation may not assign, transfer or pledge all or any part of this Agreement.

17.0 No Deemed Waiver

17.1 The failure of either of the parties to insist on performance of any covenant or condition contained in this Agreement, or to exercise any right or option hereunder, shall not be construed or operate as a waiver or relinquishment for the future of any such covenant, condition, right or option and no waiver shall be inferred from or implied by anything done or omitted by any of the parties hereto, save only as an express waiver in writing.

18.0 Counterparts

18.1 This Agreement may be executed in any number of counterparts. Each executed counterpart shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto on the dates set out below.

ISLAND CORRIDOR FOUNDATION)
by its authorized signatories:)
)
)
_____)
Authorized Signatory)

_____, 2014
Date of Execution

REGIONAL DISTRICT OF NANAIMO)
by its authorized signatories:)
)
)
_____)
Joe Stanhope, Chair)

_____, 2014
Date of Execution

Jacquie Hill, Corporate Officer



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
JUL 02 2014	
RHD	
BOARD	

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: June 19, 2013

FROM: T. Moore
Manager, Accounting Services

FILE:

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

PURPOSE

To introduce for adoption “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No.1713 , 2014”.

BACKGROUND

Where a Regional District is the owner of property outside of its boundaries, it is no longer automatically exempt from property taxes. The Alberni-Clayoquot Regional District is the owner of the Alberni-Clayoquot Mt. Arrowsmith Regional Park, which is located within Electoral Area ‘C’ of the Regional District of Nanaimo. The Board has adopted bylaws annually since 2004 to provide a permissive tax exemption for this property. Permissive tax exemption bylaws must be adopted annually or, with the assent of the electors, may cover a period not exceeding 10 years. Nanaimo and Alberni-Clayoquot Regional District staff have agreed that it is administratively easier to adopt a permissive tax exemption bylaw annually, and Bylaw 1713 covering the 2015 tax year is presented with this report.

ALTERNATIVES

1. Introduce and adopt “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014” for the 2015 taxation year as presented.
2. Do not grant a permissive tax exemption for the 2015 taxation year for the Alberni-Clayoquot Regional District Mt. Arrowsmith Regional Park properties.

FINANCIAL IMPLICATIONS

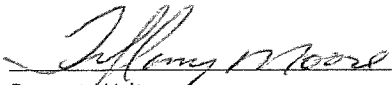
The 2014 assessed values for the two properties in question (folios 768 002268.420 and 768 002268.416) total \$2,231,000. Had the exemption not been in place for the 2014 taxation year, the properties would have been assessed Regional District taxes of approximately \$3,100. However, if the properties were no longer to be statutorily exempt, the assessment value could increase and the property taxes payable would also be higher. Despite this implication, there is an intent and expectation that local governments will be exempt on any land they own directly. These properties represent the only permissive tax exemption provided by the Regional District of Nanaimo.

SUMMARY/CONCLUSIONS

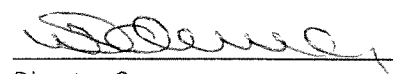
The bylaw introduced with this report continues the Nanaimo Regional District's acknowledgement that the Alberni Clayoquot Regional District's Mt. Arrowsmith Regional Park should be a tax exempt property. The park is located within the boundaries of the Regional District of Nanaimo but is owned by the Alberni Clayoquot Regional District. Permissive tax exemption bylaws must be adopted annually. Staff recommend the bylaw as presented.

RECOMMENDATION

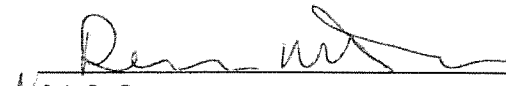
1. That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014" be introduced and read three times.
2. That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014" be adopted.



Report Writer



Director Concurrence



/C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1713

A BYLAW TO AUTHORIZE A PROPERTY
TAX EXEMPTION FOR THE YEAR 2015

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 809(3), in accordance with Section 809(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:
 - a) District Lot 2000, Cameron Land District
 - b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 809(4)(g) of the *Local Government Act* for the year 2015.

2. This bylaw may be cited as the "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014".

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

Adopted this ____ day of ____, 2014.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAO APPROVAL ###	
EAP	
COW	
JUN 27 2014	
RHD	
BOARD	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: June 25, 2014

FROM: Jacquie Hill
Manager of Administrative Services

FILE: 4200-20-2014

SUBJECT: RDN General Local Election Bylaw No. 1700, 2014

PURPOSE

To adopt Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014.

BACKGROUND

At the November 26, 2013 Regular Board meeting, the Board directed staff to prepare a new Election Bylaw for consideration by the Board, to include mail ballot voting and to permit elector registration in conjunction with mail ballot voting for the 2014 Regional District of Nanaimo local government elections.

The new Election Bylaw, provided as attachment 1, includes the provisions for mail ballot voting as directed by the Board, and designates DeCourcy Island and Mudge Island as remote from voting places which will enable persons who reside on those Islands the opportunity to vote by mail ballot. Other local governments in BC have similarly designated certain Islands as remote from voting places where there is the necessity to take a boat or ferry to access a voting place.

Currently there are three Election Bylaws (Advance Poll Bylaw No. 823, 1990; Voters List Bylaw No. 1058, 1996; and General Local Election Bylaw No. 1292, 2002). To streamline administrative processes, the provisions from these bylaws have been combined, where still applicable, and have been edited for general house-keeping purposes to form part of the new Election Bylaw No. 1700. The Election Bylaw also provides updated language for the use of an automatic voting system and establishes procedures for the conduct of local government elections and other voting to reflect current practice and legislative changes.

Additional provisions have also been added to the Election Bylaw to provide for access to nomination documents by posting them on the Regional District website until 30 days after the declaration of the election results under section 136 of the *Local Government Act*, and to authorize that, in the event of a tie vote, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

ALTERNATIVES

1. That the "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014" be adopted.
2. That the Board provide alternative direction.

FINANCIAL IMPLICATIONS

There are additional costs associated with conducting local elections with the implementation of mail ballot voting as provided in the new bylaw; however, these costs are difficult to quantify and will be partially dependent upon how many electors utilize this voting opportunity. After comparing the costs that Regional District member municipalities incurred for the provision of mail ballot voting opportunities in previous elections, a reasonable cost estimate for the Regional District to provide the additional voting is in the range of \$3,000 - \$5,000 which includes the additional costs for advertising, postage fees, and stationary supplies. All of these additional expenses would be allocated amongst the RDN, the School Districts, and the Islands Trust, therefore the overall impact to the budget is expected to be low.

SUMMARY/CONCLUSION

At the November 26, 2013 Regular Board meeting, the Board directed staff to prepare a new Election Bylaw for consideration by the Board, to include mail ballot voting and to permit elector registration in conjunction with mail ballot voting for the 2014 Regional District of Nanaimo local government elections. The new Election Bylaw, provided as attachment 1, includes the provisions for mail ballot voting and designates DeCourcy Island and Mudge Island as remote from voting places which will enable persons who reside on those Islands the opportunity to vote by mail ballot.

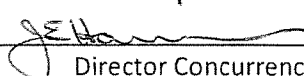
The Election Bylaw combines the provisions of the three current bylaws which have been edited and updated for general house-keeping purposes. New provisions have been added to the Election Bylaw which include providing for access to nomination documents on the Regional District website, and to authorize the resolution of a tie vote to be conducted by lot. The Bylaw also provides updated language for the use of an automatic voting system and establishes procedures for the conduct of local government elections and other voting to reflect current practice and legislative changes.

RECOMMENDATION

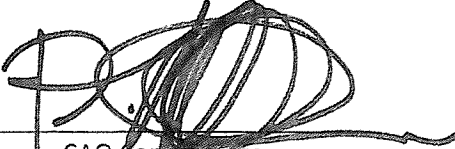
1. That "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be introduced and read three times.
2. That "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be adopted.



Report Writer



Director Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1700

**A BYLAW TO PROVIDE FOR THE USE OF AN AUTOMATIC VOTING SYSTEM
AND ESTABLISH VARIOUS PROCEDURES FOR THE CONDUCT OF
LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING**

WHEREAS under the *Local Government Act* the Board of the Regional District of Nanaimo may, by bylaw determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Board may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Board wishes to establish various procedures and requirements under that authority, and use automated voting machines in local government elections;

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

1. CITATION

This bylaw may be cited for all purposes as “Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014”.

2. DEFINITIONS:

In this bylaw:

“AUTOMATED VOTING SYSTEM” means an automated system that records and counts votes and processes and stores election results. The system is housed in two hardware components, the vote tabulator and the ballot box and a number of portable ballot boxes into which voted ballots are deposited, where a vote tabulator is not functioning or being used and where the ballots will be counted after the close of voting on general voting day.

“BALLOT” means a ballot card which may be a composite ballot for two or more elections to be voted for, and/or bylaws or other matters on which the assent of the electors is sought, including all choices available to the electors and containing spaces in which the electors mark their votes.

“BALLOT ACCOUNT” means an account of ballots prepared in accordance with section 131 of the *Local Government Act*.

“BALLOT BOX” means the container for ballots that have been marked by electors.

"CHIEF ELECTION OFFICER"	means the election official appointed under section 41 of the <i>Local Government Act</i> to conduct the election.
"DEPUTY CHIEF ELECTION OFFICER"	means the election official appointed under section 41 of the <i>Local Government Act</i> to assist the Chief Election Officer in administering the conduct of the election.
"ELECTOR"	means a resident elector or a non-resident property elector of the Regional District of Nanaimo as defined under the <i>Local Government Act</i> .
"ELECTION OFFICIALS"	means individuals appointed by the Chief Election Officer to assist the presiding election official at election proceedings and act as alternate presiding election official.
"GENERAL VOTING DAY"	means: a) for a general local election, the 3rd Saturday of November in the year of the election, b) for other elections, the date set under sections 37(5), 38(1) or (3), or 142(5) of the <i>Local Government Act</i> , and c) for other voting, the date set under section 162 of the <i>Local Government Act</i> .
"LEGIBLE MARK"	means a mark which fills in the oval provided on the ballot opposite a candidate's name or opposite a question with either a "yes" or "no" oval, that the vote tabulator is able to read and count.
"LOCAL GOVERNMENT"	means, in relation to the regional district, the Board.
"MEMORY CARD"	means a cartridge unit that plugs into the vote tabulator that contains: a) the names of the candidates or questions being voted on; b) the alternative "yes" and "no" for each bylaw or other matter on which the assent of the electors is being sought; and a mechanism to recover and retain information on the number of acceptable marks made for each.
"PORTABLE BALLOT BOX"	means a ballot box which is used at a voting place where a vote tabulator is not being used at the time of voting.
"PRESIDING ELECTION OFFICIAL"	means the election official appointed by the Chief Election Officer to conduct election proceedings where the Chief Election Officer is not acting as presiding election official.

“RESULTS TAPE”	means the printed record generated from a vote tabulator at the close of voting on general voting day which shows: a) the number of ballots received; b) the number of ballots accepted; c) the number of ballots rejected; d) the number of votes for each candidate; and e) if applicable, the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.
“SECRECY SLEEVE”	means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.
“VOTE TABULATOR”	means the part of an automated voting system into which the ballots are inserted, scanned, and the number of votes for each candidate and for each referendum question are recorded.
“VOTING BOOK”	means the book for recording the names of electors.

3. USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS

For the purposes of all local elections and submissions to the electors under Parts 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52nd day prior to the general voting day for such elections and submissions to the electors.

4. ACCESS TO NOMINATION DOCUMENTS

As authorized by section 73 of the *Local Government Act* and in addition to access under section 73(6)(a), public access to nomination documents will be provided by posting the documents on the Regional District of Nanaimo website as soon as practicable after the time of delivery to the Chief Election Officer until 30 days after the declaration of the election results under section 136 of the *Local Government Act*.

5. MAIL BALLOTS

- (1) As authorized under section 100 of the *Local Government Act*, voting and registration may be done by mail for those electors who meet the criteria in Section 5(2) for each election or other voting.
- (2) The following electors are permitted to register to vote by mail and to vote by mail ballot:
 - (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - (b) persons who expect to be absent from the Regional District of Nanaimo on general voting day and at the times of all advance voting opportunities;

- (c) persons who reside in the following areas of the Regional District of Nanaimo that are remote from voting places at which they are entitled to vote:
 - (i) DeCourcy Island;
 - (ii) Mudge Island.
- (3) The following procedures for voting and registration must apply:
 - (a) sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 116 of the Local Government Act;
 - (b) a person exercising the right to vote by mail under the provisions of section 100 may be challenged in accordance with, and on the grounds specified in section 116 of the *Local Government Act*, until 4:30 pm two days before general voting day.
- (4) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- (5) As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election.
- (6) The Chief Election Officer will insert the mail ballots into a portable ballot box and at the close of voting, ensure that the portable ballot box is sealed.

6. **USE OF AUTOMATED VOTING SYSTEM**

- (1) The Chief Election Officer is hereby authorized to conduct any local government election or other voting using an automated voting system.
- (2) The Chief Election Officer must conduct a test of the automated voting system before each local government election or other voting and must be satisfied that it is in good working order.
- (3) As soon as the test of the automated voting system is completed, the Chief Election Officer must secure the memory cards and ensure that they will remain secured until the election or other voting.

7. **FORM OF BALLOT**

- (1) The Chief Election Officer may provide for use of composite ballots on which an elector's votes on two or more elections or other voting may be indicated.
- (2) If a ballot is in the form of a composite ballot, each portion of the ballot that deals with a single election is to be considered a separate ballot.
- (3) Each ballot shall contain a space for a "legible mark" opposite each candidate's

name, or opposite “yes” or “no” when the vote is on a bylaw or other matter on which the assent of the electors is sought.

8. VOTING PROCEDURES

- (1) The Chief Election Officer will select a presiding election official for each voting place whose duties are to ensure election officials demonstrate voting procedures, issue ballots and accept marked ballots at the vote tabulator and ballot box, in addition to other general responsibilities for the supervision and control of the voting place.
- (2) Each elector is entitled to a demonstration of voting procedures from an election official assigned to perform such demonstrations.
- (3) Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, and any further instructions the elector requests.
- (4) Immediately after receiving the ballot, the elector must proceed to a voting compartment to vote, or if the elector is unable to mark a ballot because of a physical disability or difficulties in reading or writing or is unable to enter the voting place because of physical disability or impaired mobility, he or she may vote in accordance with the procedures outlined in sections 121 and 122 of the *Local Government Act*.
- (5) The elector shall vote by making a legible mark on each ballot beside the chosen candidate (or candidates, where there is more than one vacancy), or beside the “yes” or “no” when the vote is in relation to a bylaw or other matter on which the assent of the electors is sought. An elector may mark only up to the same number of spaces on the ballot as the number of vacancies in office and may not mark more than one space on a ballot in relation to a bylaw or other matter on which the assent of the electors is sought.
- (6) Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy sleeve, if one has been requested, or otherwise conceal the markings on the ballot and proceed to the vote tabulator.
- (7) Under the supervision of the election official in attendance, the elector must insert the ballot directly from the secrecy sleeve, if applicable, into the vote tabulator without exposing the marks on the ballot.
- (8) If an elector has:
 - a) unintentionally spoiled a ballot or made a mistake before it is deposited in a ballot box; or
 - b) if the vote tabulator will not accept the ballot;

the presiding election official must issue a new ballot to the elector and mark the returned ballot “spoiled”.

- (9) Spoiled ballots must be retained and kept separately from all other ballots and must not be counted in the election results.
- (10) If a ballot is rejected by the vote tabulator, the election official at the ballot box must advise the elector that he or she may request another ballot. If the elector refuses the opportunity to request another ballot, the election official will instruct the vote tabulator to accept the rejected ballot.
- (11) Any ballot counted by the vote tabulator is valid and will be counted in the election results, subject to any determination made by the Chief Election Officer on a recount.
- (12) Once the ballot has been inserted into the ballot box, the elector must immediately leave the voting place.
- (13) If the vote tabulator stops functioning, the election official at the ballot box must insert all ballots delivered by the electors while the vote tabulator is not working into the portable ballot box for inserting once a vote tabulator is available or counting at a later time.

9. **ADVANCE VOTING OPPORTUNITIES AND PROCEDURES**

- (1) As authorized under section 97 of the *Local Government Act*, the following required advance voting opportunities are established for each election, to be held in advance of general voting day for each election:
 - (a) one on the 10th day before general voting day from 8:00 am to 8:00 pm.
 - (b) one on the 3rd day before general voting day from 8:00 am to 8:00 pm.
- (2) In accordance with section 98 of the *Local Government Act*, the Chief Election Officer is hereby authorized to establish dates for additional voting opportunities in advance of general voting day and designate the voting places and set the voting hours for these voting opportunities.
- (3) The vote tabulators and ballot boxes will be used to conduct advance voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (4) The voting procedures at the advance vote will follow, as closely as possible, the procedures described in Section 8 of this Bylaw.
- (5) At the close of the advance voting opportunity, the presiding election official must ensure:
 - (a) that any portable ballot boxes are sealed;
 - (b) that no additional ballots are inserted in the vote tabulator;
 - (c) that the ballot boxes used are sealed to prevent insertion of additional ballots;

- (d) that the results tapes for the advance voting opportunity are not generated;
 - (e) that the automated voting system, including the sealed memory cards and ballot boxes, and any portable ballot boxes are delivered to the Chief Election Officer for securing until general voting day.
- (6) The Chief Election Officer must ensure:
- (a) that the ballot boxes and any portable ballot boxes used for the advance voting opportunity, remain sealed until 8:00 pm on general voting day;
 - (b) that the memory cards remain secure until 8:00 pm on general voting day;
and
 - (c) that the results tapes for the advance voting opportunity are not generated until 8:00 pm on general voting day.

10. **ADDITIONAL VOTING OPPORTUNITIES AND PROCEDURES**

- (1) As authorized under section 96 of the *Local Government Act*, the Chief Election Officer is hereby authorized to establish additional voting opportunities for general voting day to designate the voting places and set the voting hours for these voting opportunities for each election.
- (2) The vote tabulators and ballot boxes will be used to conduct additional voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (3) The voting procedures at the additional voting opportunity will follow, as closely as possible, the procedures described in section 8 and sections 9(5) and 9(6) of this Bylaw.

11. **SPECIAL VOTING OPPORTUNITIES**

The Chief Election Officer is authorized to establish the date and voting hours and the place where special voting opportunities are to be conducted.

12. **POST-VOTE PROCEDURES**

- (1) Immediately after the voting place is closed, the presiding election official must:
 - (a) direct that all unopened portable ballot boxes be opened;
 - (b) ensure that any ballots in the portable ballot boxes are inserted into the vote tabulating unit;
 - (c) secure the vote tabulator so that no more ballots can be inserted;
 - (d) generate three copies of the results tape from the vote tabulator;
 - (e) complete the ballot account, attaching one copy of the results tape;

- (f) seal all voted ballots in the ballot box;
 - (g) count the unused ballots, spoiled and rejected ballots and place them, packaged separately and sealed, in the ballot box along with the voting book, a copy of the results tape, a copy of the ballot account and all statements and voters lists;
 - (h) seal and initial the ballot box and deliver it to the election office; and
 - (i) deliver the vote tabulator, one copy of the results tape and the ballot account to the Chief Election Officer as soon as possible.
- (2) The results tapes from the vote tabulators used for mail ballots, and at the advance voting opportunities and at any special voting opportunities will be generated by the Chief Election Officer or designate after 8:00 pm on the general voting day.

13. RECOUNT PROCEDURE

If a recount is required:

- a) the memory card of all vote tabulators will be cleared;
- b) vote tabulators will be designated for each voting place;
- c) all ballots will be removed from the sealed ballot boxes; and
- d) all ballots, except spoiled or rejected ballots, will be re-inserted in the appropriate vote tabulators under the supervision of the Chief Election Officer.

14. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

15. SEVERANCE

If any section, subsection, paragraph or clause of this Bylaw is found to be invalid by a Court of competent jurisdiction, it may be severed from the remainder of the Bylaw.

16. REPEAL

The following Bylaws are hereby repealed:

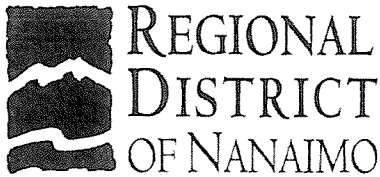
“Regional District of Nanaimo Advance Poll Bylaw No. 823, 1990”;
“Regional District of Nanaimo Voters List Bylaw No. 1058, 1996”; and
“Regional District of Nanaimo General Local Election Bylaw No. 1292, 2002”.

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAC APPROVAL	
EAP	
COW	✓
JUL 02 2014	
RHD	
BOARD	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: June 25, 2014

FROM: Jacquie Hill
Manager of Administrative Services

FILE:

SUBJECT: Bylaw No. 1706 – Marine Search and Rescue Funding Service Establishment Bylaw Electoral Area ‘H’

PURPOSE

To consider a bylaw to establish an Electoral Area ‘H’ marine search and rescue contribution service, and to provide for advancing the bylaw to referendum in conjunction with the 2014 local government elections.

BACKGROUND

In January 2013, the Lighthouse Country Marine Rescue Society presented a request for \$5,000 in ongoing annual operational funding from the Regional District which was referred to the 2014 budget discussions. Following the budget discussions for proposed external requests for funding, the Board adopted the following resolution at its regular meeting held January 28, 2014:

That staff be directed to proceed with establishment of a new service and to seek elector approval for marine rescue funding in the Electoral Area ‘H’ participating area.

Based on the preference of the Electoral Area Director, this bylaw would proceed to referendum in conjunction with local government elections on November 15, 2014 to obtain assent of the electors.

For consideration of Board approval, “Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014” is attached for the Board’s review. This bylaw must receive Board approval and subsequent approval of the Inspector of Municipalities prior to proceeding to referendum.

Should the Board approve sending the bylaw to referendum, the question presented to the electors would be as follows:

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

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

Before the Regional District may hold a referendum for Bylaw No. 1706, it must publish notification of the voting opportunities to be provided, as well as the purpose of the bylaw which is the subject of the vote. The *Local Government Act* requires that such notices include the full text of the bylaw unless the local government has approved the use of a synopsis. The Board is being asked to approve the synopsis of Bylaw No. 1706 for the publication of notices associated with the referendum as follows:

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

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

ALTERNATIVES

1. Introduce and give three readings to “Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014”, and proceed to referendum to obtain voter assent on November 15, 2014.
2. Not to proceed with the implementation of a Northern Community Marine Search and Rescue Contribution Service at this time and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Costs associated with implementing a Northern Community Marine Search and Rescue Service would be requisitioned annually in Electoral Area ‘H’. The estimated cost impact with respect to taxes for a residential requisition rate would be \$0.60 per \$100,000 of net taxable value which is equivalent to \$2.10 on a \$350,000 home.

The costs of the referendum (approximately \$2,000) will have to be covered from the first year of requisition for the service which may result in societies receiving less than \$5,000 in the first year of the service.

SUMMARY/CONCLUSIONS

The Lighthouse Country Marine Rescue Society presented a request to the Board in 2013 for \$5,000 in ongoing annual operational funding from the Regional District. The Board adopted the following resolution at its regular meeting held January 28, 2014:

That staff be directed to proceed with establishment of a new service and to seek elector approval for marine rescue funding in the Electoral Area ‘H’ participating area.

Based on the preference of the Electoral Area Director, this bylaw would proceed to referendum in conjunction with local government elections on November 15, 2014 to obtain assent of the electors. The bylaw requires Board approval and subsequent approval of the Inspector of Municipalities prior to proceeding to referendum. To proceed to referendum, the Board is being requested to approve the bylaw, the referendum question and the bylaw synopsis as provided in this report.

RECOMMENDATIONS

- 1. That "Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.
- 2. That the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of Electoral Area 'H' to establish a Northern Community Marine Search and Rescue Contribution Service and that the referendum question be as follows:

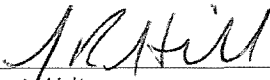
"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1706 to provide for the following:

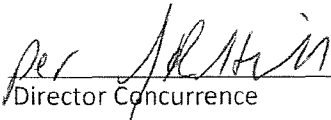
- establishing the "Northern Community Marine Search and Rescue Contribution Service" within Electoral Area 'H' to provide for a contribution to societies providing marine search and rescue in Electoral Area 'H'; and
- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000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


- 3. That the Board approve the synopsis of Bylaw No. 1706 for the publication of notices associated with the referendum as follows:

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

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


Report Writer

per 
Director Concurrence


CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1706

A BYLAW TO ESTABLISH A MARINE SEARCH AND
RESCUE CONTRIBUTION SERVICE

WHEREAS pursuant to section 796 and 800 of the *Local Government Act* a Regional District may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of providing a contribution to marine search and rescue in Electoral Area 'H';

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

AND WHEREAS the assent of the electors in the participating area has been obtained under section 801.2 of the *Local Government Act*;

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

Citation

1. This bylaw may be cited for all purposes as the "Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014".

Service

2. A service to provide a contribution to societies providing marine search and rescue in the service area is hereby established (the "Service").

Boundaries

3. The boundaries of the service area are the boundaries of Electoral Area 'H'.

Participating Area

4. Electoral Area 'H' is the sole participating area for the Service.

Cost Recovery

5. As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*;

- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized under the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

6. In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of :
- (a) the sum of five thousand dollars (\$5,000); or
 - (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.006 per \$1,000 applied to the net taxable value of land and improvements in the service area.

Introduced and read three times this day of , 2014.

Received the approval of the Inspector of Municipalities this day of , 2014.

Received the assent of the electors under section 801.2 of the *Local Government Act* this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
JUN 30 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: June 27, 2014

FROM: Lisa Bhopalsingh
Senior Planner

FILE: 6780 30

SUBJECT: Regional Growth Strategy Indicators and Targets Project - Draft Indicators and Targets

PURPOSE

To provide a project update and present a draft list of indicators and targets to be used for community engagement as part of a process for developing a monitoring program for the Regional Growth Strategy (RGS).

BACKGROUND

On January 28, 2014, the RDN Board directed staff to proceed with a project to establish targets and select indicators to monitor annual progress towards the goals of the RGS. Monitoring progress and evaluating the effectiveness of actions undertaken by the Regional District of Nanaimo (RDN) and member local governments to achieve RGS goals, is part of being “*accountable for our decisions and actions*”, one of the sustainability principles that the RGS is founded on and a central theme in the RDN’s 2013-2015 Board Strategic Plan. This project is also consistent with the requirements of Section 869 of the *Local Government Act* and related RGS policies that provide direction to monitor the RGS and produce annual progress reports.

Attachment 1 outlines the timeline and five steps identified in the project Terms of Reference. This report provides a brief update of the activities completed to date. The report focuses on presenting the results, analysis and recommendations following feedback received from RDN staff, ‘relevant professionals’ and the RDN Board during Stage 2 of the project (Verify Indicators and Targets). The report “*Stage 2 – Confirmation of Indicators and Targets*” (Attachment 2) shows how feedback received during Stage 2 was used to produce a draft list of indicators and targets (Attachment 3). This draft list is intended to be used to gather community feedback (as identified in Stage 3).

Process for Developing the Draft List of Indicators and Targets

To date, the following tasks identified in Stages 1 and 2 of the Terms of Reference have been completed and used to develop a draft list of recommended indicators and targets:

Stage 1 – Background Information

- Monitoring Background Report prepared.

- Information sheets explaining monitoring, indicators and targets completed.
- Website with information on the indicators and targets project created.
- Terms of Reference for setting targets and choosing indicators to measure RGS progress, drafted and approved by the RDN Board January 28, 2014.
- List of approximately 100 potential indicators identified using prior monitoring experience, information currently collected by the RDN and other agencies, and new research.
- Using evaluation criteria established in the Terms of Reference, the list of potential indicators was narrowed down to a draft shortlist of 46 indicators. Suitable targets for the RGS goals were identified relating to the 46 shortlisted indicators.

Stage 2 – Verify Indicators and targets

- Workshop held on March 31, 2014 with RDN staff and ‘relevant professionals’ comprised of RDN staff, and staff from member municipalities and provincial agencies. The purpose of the workshop was to review and verify the shortlist of indicators and targets for monitoring the RGS.
- Compiled and analysed workshop feedback. This included conducting additional research to create a refined list of approximately 20 recommended indicators and targets to be reviewed by RDN Board members. A list of ‘Future Indicators’ was also identified for use once data improved along with information considered useful as ‘Supporting Statistics’ that complimented the recommended indicators.
- Provided information on the outcome of the workshop to RDN Board members and received comments and direction on the draft list of recommended indicators and targets.
- Conducted further research and analysis based on feedback from RDN Board members. RDN Board members indicated support for the majority of the recommendations, resulting in a few changes to the draft list of indicators and targets.
- Prepared a draft report titled “Stage 2 – Confirmation of Indicators and Targets” (see Attachment 2). This report presents a draft list of 21 indicators and targets and the rationale for recommending their use.

Next Steps

Once a draft list of indicators and targets is approved for release, and direction given by the RDN Board to proceed with community engagement, RDN staff will undertake engagement activities to complete Stage 3 of the project. Following the completion of Stage 3, engagement results will be compiled as part of Stage 4, and a report prepared with recommendations for a final set of indicators and targets. This report will be presented to the RDN Board for approval. Once approved, the finalized indicators and targets will be used to initiate an ongoing RGS monitoring program. The results of monitoring will be communicated to the public and other interested parties through a variety of methods including the RDN website and annual reports on RGS progress.

ALTERNATIVES

1. That staff proceed with gathering community feedback on the draft list of indicators and targets as described in the attached report.

2. That staff not proceed with gathering community feedback on the draft list of indicators and targets as described in the attached report and, be provided with alternate direction.

FINANCIAL IMPLICATIONS

The Long Range Planning Department budget for 2014 includes funds to cover costs associated with the remaining project activities as outlined in the Terms of Reference. This includes community engagement activities identified in Stage 3.

In the longer term, the costs of regularly monitoring the RGS will be lower if the recommended list of indicators remains focused on a practical number that show meaningful progress towards the RGS goals and, are either provided free of charge or, can be developed at a low cost in-house. The draft list of indicators and targets is intended to allow for efficient and effective monitoring of the RGS on an annual basis.

Aside from a few 'specific' targets already endorsed by the Board through other processes (e.g. Solid Waste Management Plans, Water Service Plans), the majority of proposed targets are 'directional'. These directional targets show the RDN's intent to generally work towards improving the performance of an indicator without committing to a specific level of improvement in an established timeframe. This approach is consistent with using existing levels of departmental funding aimed at broadly improving the outcomes of RDN and member municipality actions to achieve RGS Goals. Should the RDN wish to establish more specific targets to achieve set levels of performance for RGS indicators within a set time period, then it is recommended that a review be conducted to ensure that any 'specific targets' are realistic and attainable.

STRATEGIC PLAN IMPLICATIONS

This project is consistent with the RDN Board Strategic Plan 2013-2015 as detailed below:

Monitoring and Communication

The Board Strategic Plan establishes RDN Board values for being '*Transparent and Accountable*' and identifies strategic priorities for '*Monitoring and Communication*' that directly relate to monitoring the RGS: "*Monitoring progress is necessary to determine the effectiveness of our actions. Projects can be measured against criteria or targets that highlight their intended effects. Over time, such measurements demonstrate which actions are most successful....*" (Page 19)

Regional Collaboration and Cooperation

Consultation during Stage 2 of this project, with 'relevant professionals', included staff from the RDN member municipalities. This worked towards the Board Strategic Plan action to "*foster a cooperative working environment between staff at the RDN and in the region's municipalities*" (2-b, Page 23) and enhance regional cooperation at higher levels.

Community Engagement

The approach to public consultation involved in this project and the overall purpose of this project is also aligned with direction in the Board Strategic Plan to "*Engage residents and other stakeholders about RDN decision-making and progress toward regional goals and objectives*" (4-a, Page 23).

As documented in the RGS Monitoring Background Report and Terms of Reference, prior monitoring efforts involved a high level of consultation with 'relevant professionals', community members and other stakeholders. Many of the recommended indicators in this report have been used in past RGS monitoring and have already been endorsed by the community and RDN Board through past consultation processes.

Given the extent of prior community and stakeholder input on suitable RGS indicators, there is limited benefit to starting from scratch with consultation on what types of indicators are suitable. This reinforces the approach to public consultation outlined in the Terms of Reference that involves providing opportunities for stakeholders and the wider community to 'confirm' a draft list of recommended indicators and targets.

Community engagement activities will be undertaken during Stage 3 of this project and focus on an online survey as well as other face to face opportunities. Community feedback will be compiled and considered in recommending a final list of indicators and targets for RDN Board approval during Stage 4. The final Stage 5 of the process will involve initiating a monitoring program using the Board approved list of indicators and targets and, communicating the results in a meaningful manner to different interest groups.

Managing Regional Growth

Under the area of Strategic and Community Development, the Board Strategic Plan (page 25) identifies implementing the Regional Growth Strategy and specifically establishing "*performance targets to monitor how development across the region is consistent with the Regional Growth Strategy.*" Knowing whether or not progress is being made to achieve growth management goals will enable the RDN to determine the effectiveness of actions being taken and the need to adjust them.

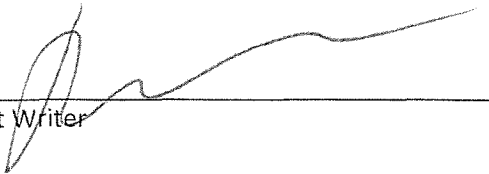
SUMMARY/CONCLUSIONS

This staff report provides an update of activities undertaken to complete the Regional Growth Strategy Indicators and Targets Project. These activities are consistent with actions identified in the project Terms of Reference approved by the Board in January 2014. The attached report summarizes and analyzes feedback from RDN staff, relevant professionals and RDN Board members. Staff research and analysis together with feedback from 'relevant professionals' was used to select a list of 20 recommended indicators and targets considered suitable for monitoring the RGS on an annual basis. Subsequent comments from RDN Board members resulted in changes to a few of the 20 recommended indicators and targets leading to a draft list of 21. The draft list is to be presented to the wider community for feedback during the next steps of this project, as part of working towards establishing a final list of indicators and targets to monitor RGS Goals.

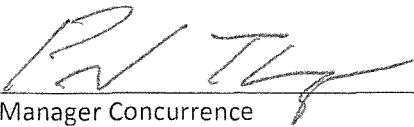
The process of setting targets and selecting indicators is central to monitoring progress towards RGS goals. Monitoring progress ensures that the RDN and member local governments are aware of the impacts and effectiveness of their decisions on creating a more sustainable and resilient community. The purpose of setting targets and choosing indicators to measure progress towards meeting RGS goals is to enable the RDN to better understand the effectiveness of actions being taken. In addition to meeting legislative requirements, this is part of the RDN's commitment to being accountable to citizens.

RECOMMENDATION

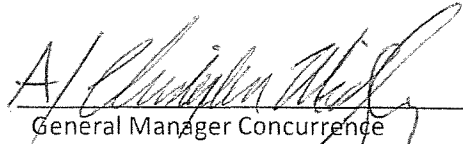
That staff proceed with community engagement activities as per the adopted Terms of Reference, to gather feedback on the draft list of indicators and targets. Following community engagement, prepare a report on the results with recommendations for a final list of indicators and targets.



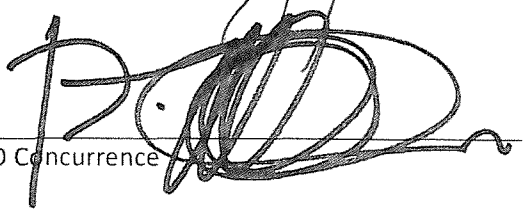
Report Writer



Manager Concurrence



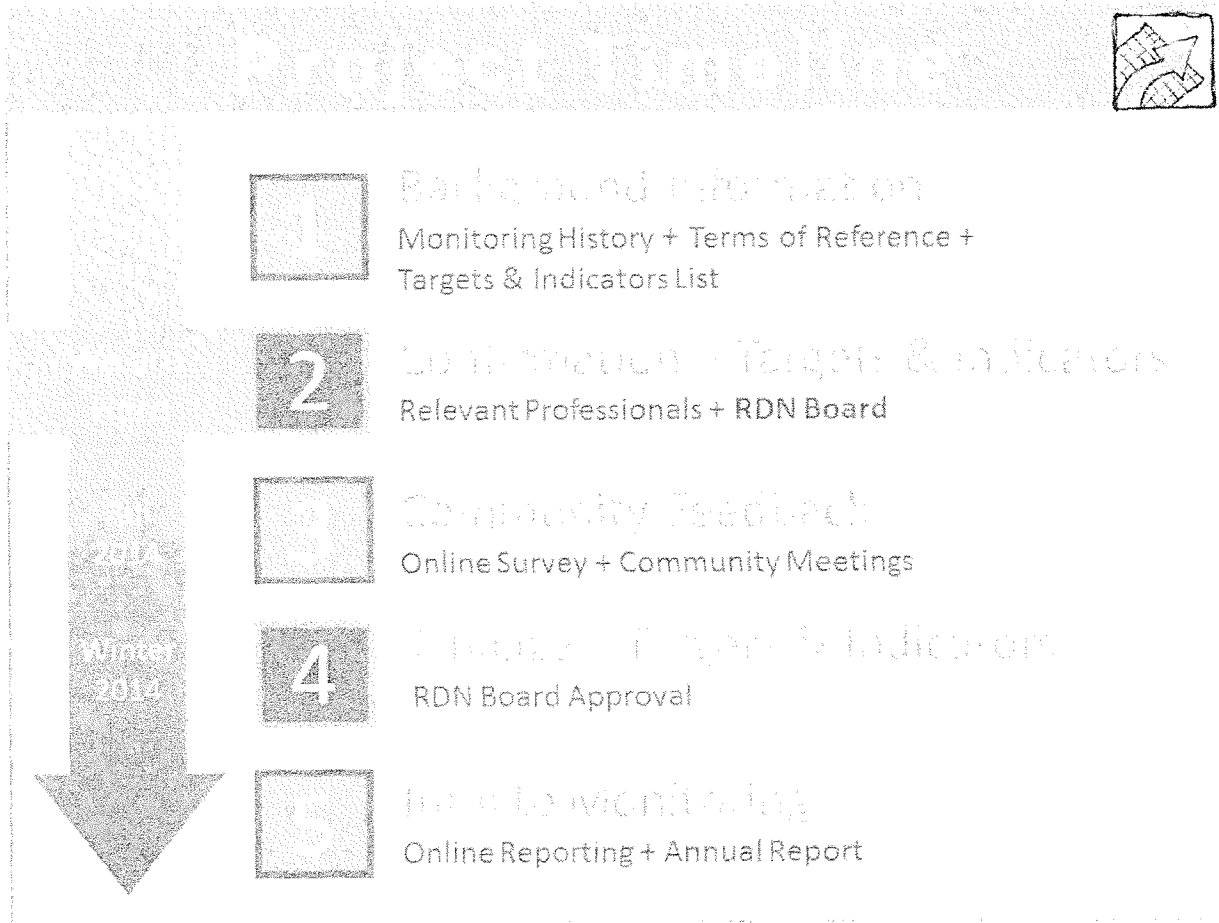
General Manager Concurrence



CAO Concurrence

Attachment No. 1

Project Timeline / Board Approved Process for Setting Targets and Selecting Indicators



Attachment No. 2

Stage - 2 Confirmation of Indicators and Targets

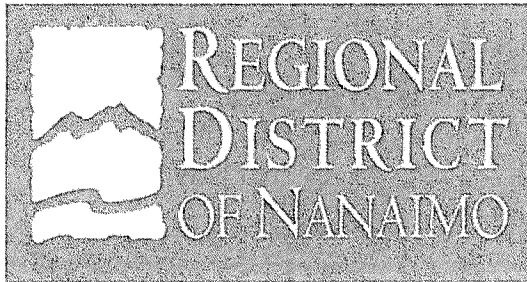
Provided as a Separate Attachment

Attachment No. 3

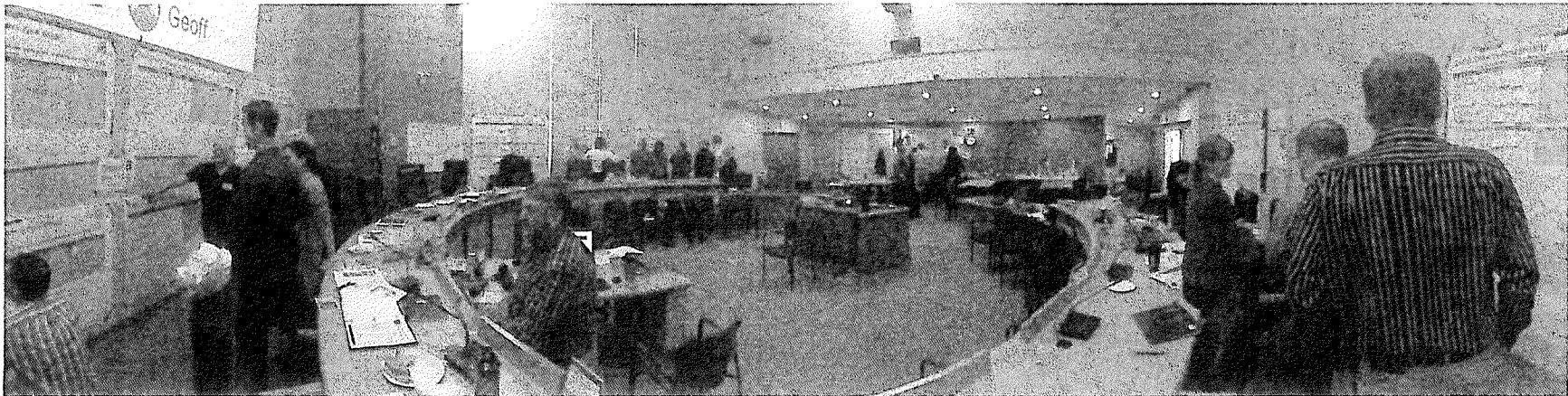
Draft List of Indicators and Targets

	RECOMMENDED INDICATORS	RECOMMENDED TARGETS
Goal 1: Prepare for Climate Change and Reduce Energy Consumption		
1	Total community GHG emissions	Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050
2	Per capita energy use	Reduce per capita energy use (% or #)
3	Total community energy use	Reduce total community energy use (% or #)
Goal 2: Protect the Environment		
4	Total water consumption (residential and commercial)	Reduce average residential water use by 33% between 2004 and 2018
5	Amount of land in protected areas	Increase the amount of land in protected areas (Ha)
Goal 3: Coordinate Land Use and Mobility		
6	Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities	Increase the number of households living within close proximity to places to work, play, learn and shop
7	Per capita transit use	Increase per capita transit use
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres		
8	Density of population inside the GCB	Increase the proportion of the population living within the GCB (%)
9	Diversity of land use (ratio) inside the GCB	Increase land use diversity inside the GCB
10	Density of dwelling units inside the GCB <i>* Note GCB changes over time</i>	Increase the proportion of the population living within the GCB (%)
Goal 5: Enhance Rural Integrity		
11	The number of new lots / units created through subdivision inside and outside the GCB	Increase the portion of development inside the Growth Containment Boundary
12	Number of parcels with Farm Status	Increase the number of parcels with Farm Status
13	The amount of land classified as Private Managed Forest Land (PMFL)	Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation)
Goal 6: Facilitate the Provision of Affordable Housing		
14	The total number of rental units affordable to households with income below 50% of the median income for the region	Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable)

	RECOMMENDED INDICATORS	RECOMMENDED TARGETS
		housing) (% or #)
15	The portion of units in each housing type inside the GCB (Diversity of housing types in the GCB).	Increase the portion of non-Single Family Dwellings inside the GCB (% or #; could have different targets for Urban Areas and Rural Village Centres)
Goal 7: Enhance Economic Resiliency		
16	[Unemployment] Employment Rate / Labour Participation Rate	<ul style="list-style-type: none"> • Maintain an unemployment rate of between 3-6% • Increase the Labour Force Participation Rate
Goal 8: Enhance Food Security		
	Number of parcels with Farm Status (Same as Goal 5)	Increase the number of parcels with Farm Status
Goal 9: Celebrate Pride of Place		
17	The amount of land for designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks etc.). Similar to Goal 2	Increase the amount of land for parks and recreational facilities
18	Per capita length of trails	Increase capita length of trails
Goal 10: Provide Services Efficiently		
19	Per capita waste disposal	Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350kg/person
20	Per capita cost to provide water and sewer systems	Decrease per capita cost of water and sewer
21	Per capita length of roads (length of paved roads per person)	Decrease the per capita length of roads
Goal 11: Enhance Cooperation Among Jurisdictions		
	Staff will continue to explore options for a suitable indicator for this goal	



Regional Growth Strategy Indicators & Targets



Stage 2 – Confirmation of Indicators & Targets

DRAFT – June 27, 2014

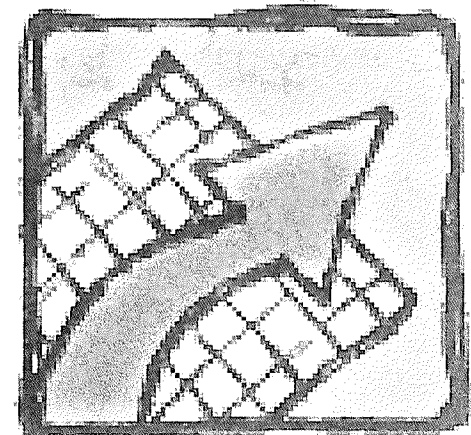


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1. INTRODUCTION

The *Local Government Act* requires the Regional District of Nanaimo (RDN) to establish an annual program to monitor the Regional Growth Strategy (RGS) and produce annual progress reports.

On January 28, 2014, the RDN Board directed staff to proceed with a project to set targets and select indicators to monitor progress towards RGS goals. The Board approved a Terms of Reference that identified the process for conducting the project.

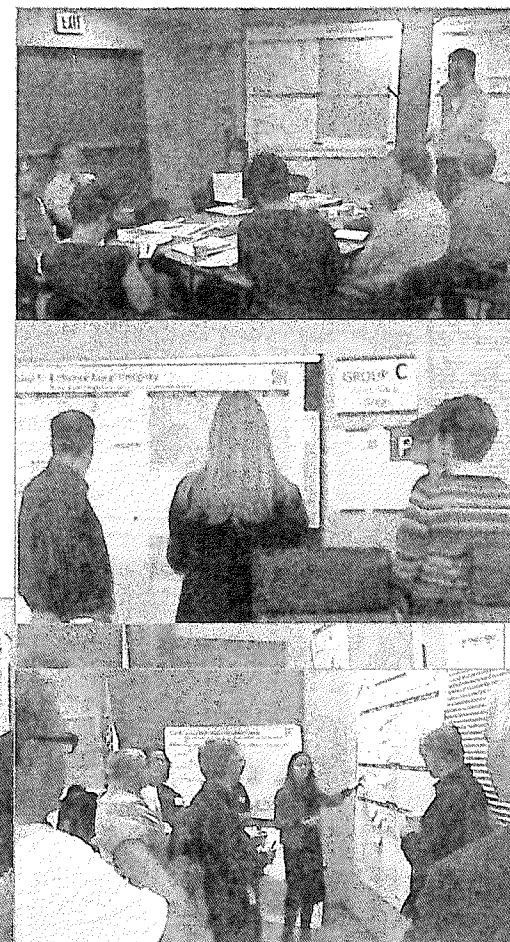
Consistent with this direction, RDN staff held a workshop on Monday, March 31, 2014, to get feedback from 'relevant professionals' on a shortlist of proposed indicators and targets. The shortlist was based on prior research done by RDN staff.

Using feedback from the workshop, RDN staff drafted a list of recommended targets and indicators. Following the March workshop, individual Board members had an opportunity to provide comments on the list of recommended indicators and targets.

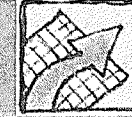
The workshop and RDN Board comments are part of Stage 2 of the project – *Confirming Targets and Indicators* (see Figure 1).

This report documents the outcomes of the workshop and subsequent feedback from RDN Board members resulting in a draft list of indicators and targets to monitor the RGS.

Following approval by the RDN Board this draft list of indicators and targets will be used to gather community feedback.



Project Steps



2. MARCH 31, 2014 WORKSHOP

2.1. WORKSHOP PURPOSE

The purpose of the workshop held on March 31, 2014, was to bring together a group of 'relevant professionals' to review and confirm suitable indicators and targets for use in a program to monitor the effectiveness of the Regional Growth Strategy (RGS). The intent of the workshop was to use a shortlist of approximately 46 indicators and targets developed by RDN staff to:

- Select at least one suitable indicator for each RGS goal;
- Reduce the number of indicators (ideally aiming for less than 20);
- As appropriate choose targets for RGS goals (noting that setting specific targets may not be appropriate for every RGS goal).

2.2. WORKSHOP PARTICIPANTS

A total of 39 people participated in the workshop (see a full participant list in Appendix 1). Participants were identified as 'relevant professionals' either due to their specific knowledge and expertise relating to making progress towards specific RGS goals or, in some cases expertise in selecting indicators and establishing monitoring programs. Participants included staff from member municipalities, the provincial government and several RDN departments.

2.3. WORKSHOP FORMAT

Prior to the workshop, participants were divided into five small groups (see Appendix 1). Each group was tasked with providing feedback on proposed indicators and targets for two to three different RGS goals. Two weeks before the workshop, participants were sent background information on the RGS and the RGS goals their group would be addressing.

Where possible, RDN staff assigned participants to a group where at least one RGS goal related to their area of expertise. The workshop was conducted over four hours in the RDN Board Chambers (see the agenda in Appendix 2). Two brief presentations at the beginning provided context and instructions for the workshop activities.

Why **are you Here?**

Help confirm... we are on the right track



Targets & Indicators

Outcomes

Using shortlist....

Select at least **1** suitable Indicator for each RGS Goal

Reduce Indicators – Aim for < 20

Choose Targets – as appropriate for RGS Goals

Targets & Indicators

The first presentation from the BC Ministry of Environment's State of Environment Reporting department provided an overview of the provincial government's approach to environmental monitoring and reporting. This involved a shift towards providing indicators in a way that is more accessible and in keeping with the needs of a variety of interest groups. This ranges from the public who want information that is eye catching and tells a story quickly, to other stakeholders wanting easy online access to more technical data.

Environmental Reporting is Adapting

Getting the message out

TweetReach Report for @EnvReportBC

reach: **24,478**

exposure: **45,464**

Targets & Indicators

2 Monitoring History

1997 - 8 Monitoring Reports

- Extensive prior work done to research & establish indicators
- Lack of consistency in measuring & reporting progress
- Target setting not part of this history

Targets & Indicators

2 Things to Consider...

Avoid Re-inventing the Wheel

Build on past research & prior consultation.

Use Previous Work on Indicator Selection

The second presentation from RDN staff explained the purpose of the RGS, history of monitoring, the intent of the workshop and instructions for participants. RDN staff emphasized that a significant amount of work had been done researching suitable indicators by building on the work of prior monitoring processes along with additional background research leading up to the workshop. The shortlist of suggested targets and indicators used for the workshop was the outcome of this background work.

The workshop was structured around two small group activities:

- **Activity A – Review Indicators**
(Participants used the shortlist to select suitable indicators for RGS goals)
- **Activity B – Choose Targets**
(Participants selected suitable Targets using indicators selected in Activity A)

Using prepared posters, participants reviewed and verified the shortlist of indicators and targets related to each RGS goal (see Appendix 2 for a sample poster). During Activity A, participants confirmed whether or not they thought the indicators on the shortlist were good to use, then selected what they considered to be the best or 'top choice' indicator/s for each RGS goal. New indicators were identified for some goals; of which a number were considered to be better than those on the shortlist. It should be noted that some of the new indicators included ones previously assessed as unsuitable by RDN staff.

Participants were asked to consider several key criteria when providing feedback on the suitability of the shortlisted Indicators and targets to measure progress towards the RGS goals. This included the need to try to narrow down the number of indicators to allow for annual monitoring to be done with the use of existing staffing and resources.

Based on the indicators selected as most suitable in Activity A, participants provided feedback during Activity B on suitable targets. Setting targets proved to be the most challenging part of the workshop with most groups feeling that more information was needed before they could give feedback on what types of targets would be appropriate. Following Activities A and B, each small group presented their feedback to the wider group before the workshop ended.

Goal 1: Prepare for Climate Change & Reduce Energy Consumption

Indicator	Good to use?	If No/Maybe-Why?	Suitable Target	Good to use?	If No/Maybe-Why?
Total community total emissions	Yes		Reduce greenhouse gas emissions 50% below 2007 levels by 2020 and 80% by 2050	Yes	
Total community energy use	Yes		Reduce per capita energy use (kWh)		
Per capita energy use	Yes		Reduce per capita energy use (kWh)		
Residential & Commercial energy use - electricity & natural gas	Yes		Reduce per capita energy use (kWh)		

Key: Yes - good to use Maybe - further info needed No - not suitable Top Choice - Considered most suitable

2 Things to Consider:

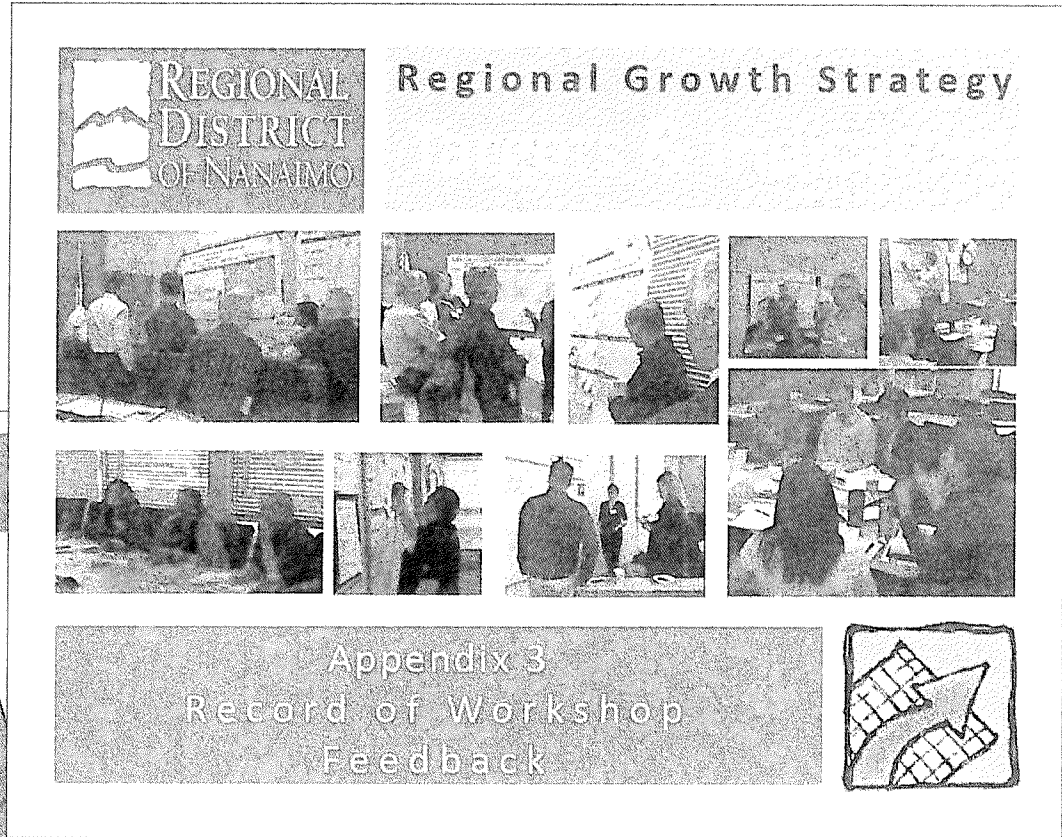
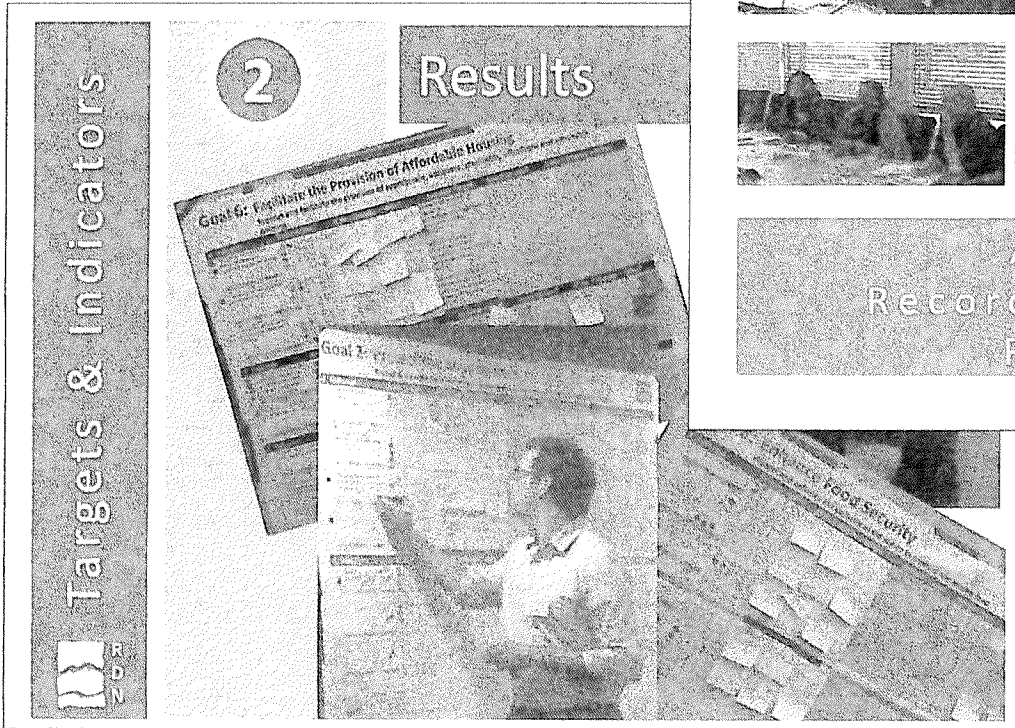
Indicators should ...relate to things that the RDN has some influence or control over ...

Targets & Indicators



2.4. WORKSHOP OUTCOMES

Appendix 3 (which is provided as a separate attachment) gives full documentation of the outcomes of Activities A and B. This includes detailed comments on indicators that received lower levels of support and those that were deemed to be unsuitable by participants.



3. RDN BOARD MEMBER COMMENTS

3.1. OPPORTUNITY FOR BOARD MEMBER COMMENTS

RDN Board members were provided with information to update them on the outcomes and recommendations following the workshop with ‘relevant professionals’. The information was intended to give Board members an opportunity to understand the rationale behind staff recommendations for indicators and targets and provide feedback on those recommendations. One of the key areas for feedback was proposed targets which have not been previously set for the Regional Growth Strategy.

3.2. INFORMATION PROVIDED TO BOARD MEMBERS

RDN staff provided a summary of the workshop and outcomes. This included information on the rationale for each recommended indicator and target.

3.3. BOARD COMMENTS

Appendix 4 of this report provides a summary of the feedback received from Board members and subsequent staff follow-up. Feedback from Board members was used to confirm and as necessary adjust the proposed indicators and targets.

Goal 1: Prepare for Climate Change & Reduce Energy Consumption			
1	Total community GHG emissions		
	Cost	Frequency	Reliability
	Free	~ 2yrs CEEI	Good
WHY?			
<ul style="list-style-type: none"> Shows progress towards the goal Standard measure across the Province Used in past RGS monitoring Currently used by RDN & others 			
SUITABLE TARGET			
Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050			
<ul style="list-style-type: none"> Established Provincial Target in the RGS 			
Goal 2: Protect the Environment			
4	Total water consumption (res & comm)		
	Cost	Frequency	Reliability
	Free	Annual	Good
WHY?			
<ul style="list-style-type: none"> Shows progress towards Goals 1,2 & 10 Used in past RGS monitoring Currently used by RDN & others 			
SUITABLE TARGET			
Reduce average residential water use by 33% between 2004 and 2018			
<ul style="list-style-type: none"> Used in the RDN Water Conservation Plan, 2013 			

4. SUMMARY & ANALYSIS OF WORKSHOP & BOARD MEMBER COMMENTS

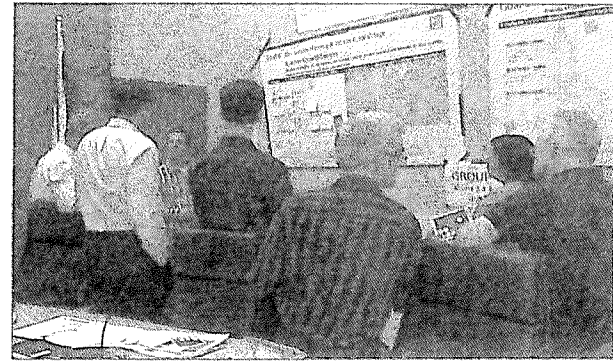
This section summarizes and analyzes the workshop outcomes (Appendix 3) by focusing on the indicators and targets that received higher levels of support from the participants. The analysis also incorporates subsequent feedback from RDN Board members (Appendix 4). The key explains the terms used to describe the different levels of support the indicators and targets received during the workshop and identifies where Board members provided further direction.

In some instances **New** or **Revised** indicators were suggested and given a high level of support. It should be noted that some of the **New** and **Revised** indicators suggested were previously considered by RDN staff as unsuitable for measuring progress towards an RGS Goal based on one or more of the following factors: relevance to RGS goals, cost, reliability and availability.

Following the workshop and Board input, further research was done into **New** and **Revised** indicators to ensure that they met the criteria for being considered a suitable indicator for annual RGS monitoring.

The table below summarizing the workshop and Board member comments includes a rationale for recommending whether or not an indicator is considered suitable for use immediately to measure progress towards RGS goals or in the future once data for the indicator improves ('Future Use').

Several indicators are also recommended for use as 'Supporting Statistics' that complement the recommended indicators.



KEY

CATEGORY	DESCRIPTION
Top Choice - Consensus	All members of the group addressing this Indicator/Target selected it as a Top Choice.
Top Choice	One or more members of the group addressing this Indicator/Target selected it as a Top Choice.
Higher Support	Although not selected as 'Top Choice' this Indicator/Target received a high level support from the group addressing it.
Moderate Support	Indicator/Target received moderate support from the group addressing it.
Not suitable - Consensus	Indicator/Target considered unsuitable by all members of the group addressing it.
New	Indicator/Target not on the original shortlist used for the workshop.
Revised	Revision of original Indicator/Target on the shortlist used for the workshop.
Board Member Comments	Comments from RDN Board members are in <i>Bold italics</i> . This includes suggestions for <i>*New*</i> indicators suggested by Board members.

INDICATORS	TARGETS	RDN STAFF COMMENTS & BOARD FEEDBACK						
Goal 1: Prepare for Climate Change and Reduce Energy Consumption								
<p>1 Top Choice – Consensus Total community GHG emissions</p> <table border="1" data-bbox="233 418 653 488"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>~ 2yrs CEEI</td> <td>Good</td> </tr> </tbody> </table> <p>Helps us understand the increase or decrease of greenhouse gas emissions (GHG) in the region that cause climate change.</p>	Cost	Frequency	Reliability	Free	~ 2yrs CEEI	Good	<p>Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050</p> <p><i>Consistent with IPPC [Intergovernmental Panel on Climate Change] and the Province of BC.</i></p>	<p>Recommended</p> <p>Provides a standard estimate of total regional GHG emissions. Shows combined municipal and electoral area progress towards preparing for climate change and reducing energy consumption. Data is free and collected in a consistent manner. This allows for benchmarking with other areas. Possible to interpolate data in years when it is not provided.</p> <ul style="list-style-type: none"> Used in past RGS monitoring & currently used by RDN Energy and Sustainability. Used by Capital Regional District (RD), Comox Valley RD. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability						
Free	~ 2yrs CEEI	Good						
<p>2 Top Choice – Consensus *New* Development and Infrastructure in vulnerable areas</p> <table border="1" data-bbox="233 930 653 1000"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>?</td> <td>?</td> <td>?</td> </tr> </tbody> </table> <p>Tells us how much development and infrastructure is at risk from climate change related impacts (flood, extreme weather events, soil erosion, and slope failure). Helps us understand how well we are adapting to climate change impacts.</p>	Cost	Frequency	Reliability	?	?	?	<p>No Target suggested but the following would be reasonable:</p> <p>Reduce the amount (ha/value) of development and infrastructure in vulnerable areas</p>	<p>Future Indicator</p> <p>Good indicator to show progress towards adaptation however, currently no data readily available within municipalities or RDN electoral areas. Would require a high level of resources to measure / track on an annual basis.</p> <ul style="list-style-type: none"> No known examples of use of this indicator by a local government. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability						
?	?	?						
<p>3 Higher Support Per capita energy use</p>	<p>Reduce per capita energy use (% or #)</p>	<p>Recommended</p> <p>Although not a top choice, this indicator received a high level of support from 'relevant professionals'. Staff considers this to be good measure of progress</p>						

	INDICATORS	TARGETS	RDN STAFF COMMENTS & BOARD FEEDBACK						
	<table border="1" data-bbox="233 212 646 277"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>~ 2 yrs CEEI</td> <td>Sufficient</td> </tr> </tbody> </table> <p data-bbox="233 347 730 472">Tells us the average amount of energy from non-renewable/GHG producing sources being used per person (in municipalities and electoral areas).</p>	Cost	Frequency	Reliability	Free	~ 2 yrs CEEI	Sufficient		<p data-bbox="1255 217 1869 277">towards Goal 1 complementing other indicators (GHG emissions and Total Community Energy Use).</p> <p data-bbox="1255 315 1869 407">Data is free and collected in a consistent manner. This allows for benchmarking with other areas. Possible to interpolate data in years when it is not provided.</p> <ul data-bbox="1255 444 1869 537" style="list-style-type: none"> • Used in past RGS monitoring & currently used by RDN Energy and Sustainability. • Used by Capital RD, RD of Okanagan-Similkameen. <p data-bbox="1255 574 1808 602">Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	~ 2 yrs CEEI	Sufficient							
4	<p data-bbox="233 612 401 639">Higher Support</p> <p data-bbox="233 644 548 672">Total community energy use</p> <table border="1" data-bbox="233 704 646 769"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>~ 2 yrs CEEI</td> <td>Sufficient</td> </tr> </tbody> </table> <p data-bbox="233 807 730 964">This indicator tells us how much energy is being used (in municipalities and electoral areas) and provides an indication of the impact on energy use from changes to land use, building design and vehicle use.</p>	Cost	Frequency	Reliability	Free	~ 2 yrs CEEI	Sufficient	<p data-bbox="747 612 1178 639">Reduce per capita energy use (% or #)</p> <p data-bbox="747 677 1234 769">The proposed target does not match the indicator. Recommend changing it as follows:</p> <p data-bbox="747 807 1157 834">Reduce total community energy use</p>	<p data-bbox="1255 612 1430 639">Recommended</p> <p data-bbox="1255 644 1869 834">Although not a top choice, this indicator received a high level of support from 'relevant professionals'. Transportation and buildings energy use/emissions are both influenced by the RGS through changes to land use, settlement patterns and building design. This indicator complements others proposed for Goal 1.</p> <p data-bbox="1255 872 1869 964">Data is free and collected in a consistent manner. This allows for benchmarking with other areas. Possible to interpolate data in years when it is not provided.</p> <ul data-bbox="1255 1002 1869 1094" style="list-style-type: none"> • Used in past RGS monitoring & currently used by RDN Energy and Sustainability. • Used by Capital RD, RD Okanagan-Similkameen. <p data-bbox="1255 1294 1808 1321">Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	~ 2 yrs CEEI	Sufficient							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 2: Protect the Environment									
5	<p>Top Choice – Consensus</p> <p>Total water consumption (residential and commercial)</p> <table border="1" data-bbox="233 461 653 526"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>This indicator tells us the amount of water being consumed by residents and businesses in the region (within RDN and municipal service areas) and shows the amount of water consumed over time.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*Revised* Reduce average residential water use by 33% between 2004 and 2018</p> <p>Used in the RDN Water Conservation Plan</p>	<p>Recommended</p> <p>Top choice indicator for ‘relevant professionals’. Shows progress towards Goals 1, 2, and 10. Data is good for municipalities and RDN Service Areas that separate data for residential from commercial water use (industrial, institutional and commercial). Currently, not all Improvement Districts provide this data separately. This data also does not include consumption from private wells.</p> <p>RDN Board Comments - <i>No change proposed. In the future, include well water and agricultural water consumption in the ‘Total Water Consumption’ indicator as data becomes available and reliable.</i></p> <p>The availability of region-wide water consumption data will improve with the use of a standardized data collection system starting in the Fall of 2014 with reliable data anticipated by 2015. This will allow a more accurate per capita residential calculation for the whole region. In the meantime it is recommended that municipal and RDN Service Area data, and applicable data from some Improvement Districts be used given the strong influence of the RDN on water consumption and conservation.</p> <ul style="list-style-type: none"> • Used in past RGS monitoring & currently used by RDN. • Used by Capital RD, Comox Valley RD & RD of Okanagan-Similkameen. <p>Future Indicator: <i>Average per capita water</i></p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
			<p>consumption (daily residential)</p> <p>This can be done more accurately once data is collected the same way across all regional service providers.</p> <p>Once the monitoring program is started, staff will explore the use of a smaller residential area as a proxy for average per capita water use for the region.</p>						
6	<p>Top Choice – Consensus *Revised*</p> <p>Surface water quality (Community Watershed Monitoring)</p> <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity • Conductivity – <table border="1" data-bbox="233 776 680 841"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient/Good?</td> </tr> </tbody> </table> <p>These indicators provide a measure of surface water health across the region's watersheds. Land use and climate change can have a significant impact on the water quality of streams, rivers and lakes in the region.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient/Good?	<p>Improve surface water quality</p>	<p>Future Indicator & Supporting Statistics</p> <p>Top choice indicator for 'relevant professionals'. The first three sub-indicators are consistent with provincial measures. Together these indicators provide a measure of ecosystem health. Surface water quality is affected by land use and climate change.</p> <p>By the end of 2014 the RDN will have met provincial requirements for consistent monitoring of 5 samples over 30 days for a 3 year period for 51 monitoring sites in 17 watersheds. The monitoring sites do change over time based on priorities. RDN Water and Utility Services will work with the Province and RDN Planning to select representative sites for continuous RGS related monitoring. Subsequently it is recommended that current monitoring data be reported under 'Supporting Statistics' until a suitable set of monitoring sites is confirmed for long term use.</p> <ul style="list-style-type: none"> • Used in past RGS monitoring & currently used by RDN Water Services. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient/Good?							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
7	<p>Higher Support</p> <p>*New* Water availability (groundwater / aquifer flow data / snow pack)</p> <p>Groundwater Levels</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>?</td> <td>?</td> <td>?</td> </tr> </tbody> </table> <p>Decreases in groundwater levels tell us the changes in the amount of groundwater stored in aquifers. Decreases in elevations may be an indication that the rate of groundwater extraction may be exceeding the ability of the aquifer to recharge and/or that development or land use changes are impacting recharge capacity.</p>	Cost	Frequency	Reliability	?	?	?	<p>None discussed</p>	<p>Report as Supporting Statistics</p> <p>Though not a top choice, this indicator received higher levels of support. Relates to Goals 1, 2 and 10. The focus for this document is on groundwater elevations as the RDN plays a direct role in monitoring this data compared to snowpack data. Groundwater elevations are monitored for the majority of aquifers throughout the region.</p> <p>Development in recharge areas and over-extraction are factors that can affect groundwater levels in different monitoring wells. At the same time groundwater levels can be impacted by circumstances not influenced by the RDN/RGS so analysis of this information must be balanced with other indicators. Recommend that this information be reported as 'Supporting Statistics'.</p> <ul style="list-style-type: none"> Used in past RGS monitoring. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
?	?	?							
8	<p>Top Choice – Consensus</p> <p>*Revised*</p> <p>Amount of land in protected areas</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>This indicator tells us how much land is protected from development in the form of parks and other types of protected spaces. Protecting land from development is very important for watershed and ecosystem health. It is also an important factor affecting air quality, climate change and adaptation.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*Revised*</p> <p>Increase the amount of land in protected areas (Ha)</p>	<p>Recommended</p> <p>Top choice indicator for 'relevant professionals'. Consistent and reliable indicator that shows clear progress towards Goals 1, 2 and 9.</p> <ul style="list-style-type: none"> Used in past RGS monitoring. Similar indicators used by Capital RD, RD Okanagan Similkameen. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 3: Coordinate Land Use and Mobility									
9	<p>Top Choice Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us how many people are living within easy walking distance from daily amenities such as jobs, shopping, schools, transit and recreation. This is a measure of how compact, complete and connected a community is.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	<p>Increase the number of households living within close proximity to places to work, play, learn and shop</p>	<p>Recommended Top choice for most of the 'relevant professionals' in this group. Directly relates to Goals 1, 3 and 4. Also relates to Goal 10 in terms of efficiency of transit services.</p> <p>Can be generated internally by the RDN – potentially resource intensive to establish a system for measuring this indicator the first time.</p> <ul style="list-style-type: none"> Used in past RGS monitoring. Capital Regional District uses: <i>Share of Total dwelling units within walking distance of a commercial Centre.</i> <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							
10	<p>Top Choice *New* Walkability score</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>\$6000 +</td> <td>Annual</td> <td>?</td> </tr> </tbody> </table> <p>Provides a rating/score for the walkability of communities based on proximity to services within the GCB (Urban Areas within municipalities and Rural Village Centres in electoral areas). Tells us how compact and walkable a community is.</p>	Cost	Frequency	Reliability	\$6000 +	Annual	?	<p>*New* Increase the walkability score</p>	<p>Report as Supporting Statistics Top choice for some of the 'relevant professionals' in this group. Relates to Goals 1, 3 and 4. Currently too expensive and resource intensive to acquire or generate this information on a regional basis for all Urban Areas and Rural Village Centres.</p> <p>Information for City of Nanaimo, Parksville and Town of Qualicum Beach is available annually and free. This can be reported as part of "Supporting Statistics" that compliment other indicators.</p> <ul style="list-style-type: none"> Not used previously by the RDN. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
\$6000 +	Annual	?							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
11	<p>Moderate Support</p> <p>*New* Per capita transit use</p> <table border="1" data-bbox="226 310 653 386"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good?</td> </tr> </tbody> </table> <p>Tells us the average number of transit trips per person in the RDN (municipalities and electoral areas). Transit use tends to be higher in areas with higher population density which makes systems more accessible and efficient to operate. Travel by transit produces less GHG's than by private vehicle.</p>	Cost	Frequency	Reliability	Free	Annual	Good?	<p>*New* Increase per capita transit use</p>	<p>Recommended</p> <p>Not a top choice indicator and received moderate support from 'relevant professionals'. Concerns about the use of this indicator can be addressed by using it with complimentary indicators and other supporting information including, households within walking distance of transit and travel mode share. Relates to Goals 1, 3 and 10.</p> <ul style="list-style-type: none"> • Transit ridership used in past RGS Monitoring. • Total and per capita ridership used by Capital Regional District and Metro Vancouver. • Information provided by BC Transit for areas served by Transit. <p><i>RDN Board - Keep as suggested and ensure that data for Gabriola's Community Bus Service (GERTIE) is also reported.</i></p>
Cost	Frequency	Reliability							
Free	Annual	Good?							
	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
12	<p>Top Choice</p> <p>Density of population inside the GCB</p> <table border="1" data-bbox="226 1044 653 1120"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us if the concentration of population growth in the GCB is increasing compared to outside the GCB. This shows whether or not the majority of growth is happening in designated areas. This applies to Urban Areas in municipalities and Rural Village Centres in electoral areas.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	<p>Increase the proportion of the population living within the GCB (%)</p>	<p>Recommended</p> <p>Top choice for most of the 'relevant professionals' in this group. Relates to Goals 1, 3, 4 and 5. Directly influenced by development policies and shows the impact of the RGS in directing growth within the GCB. Increase in population density in the GCB supports the growth of more compact, complete communities and reduced energy use through more viable and efficient transportation alternatives. Can be generated annually in-house.</p> <ul style="list-style-type: none"> • Used in past RGS monitoring. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
13	<p>Top Choice</p> <p>*New* Diversity of land use (ratio) inside the GCB</p> <table border="1" data-bbox="226 443 653 521"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us the proportion of different land uses (as a ratio) within the Growth Containment Boundary. This is an indicator of how 'complete' a community is with a mix of residential, commercial, industrial, institutional or recreational uses. This applies to Urban Areas in municipalities and Rural Village Centres in electoral areas.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	<p>*New* Increase land use diversity inside the GCB</p>	<p>Recommended</p> <p>Top choice for some of the 'relevant professionals' in this group. Relates to Goals 1, 3, 4, 6 and 7. Shows the impact of the RGS and related land use documents in creating a balanced mix of housing and jobs in close proximity. Shows the proportion/percentage of different land uses (based on zoning or BCAA classification).</p> <p>Compliments other indicators including '<i>Density of Population</i>' and '<i>Households within Walking Distance of Amenities</i>'. While there are concerns with BCAA data, it is the most suitable source that is free and available annually. Can be generated annually in-house.</p> <ul style="list-style-type: none"> Used "Diversity of Amenities" in past RGS monitoring. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							
14	<p>Higher Support</p> <p>Density of developed land in GCB (residential and commercial)</p> <table border="1" data-bbox="226 1101 653 1179"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us the intensity of land use for residential and commercial development within the GCB. Density has implications for compact development and the provision of efficient services and infrastructure. This</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	<p>Increase the diversity of housing types in the GCB (can set targets for each type of housing)</p>	<p>Not Recommended</p> <p>While not a top choice, this indicator received higher support from 'relevant professionals'. Staff agree with comment that "<i>Density may not reflect the range or type of dwelling units desired</i>" and that "<i>Population [density] is [a] better indicator</i>".</p> <ul style="list-style-type: none"> Not used in prior RGS monitoring.
Cost	Frequency	Reliability							
Free	Annual	Sufficient							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
	Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres								
	indicator applies to Urban Areas in municipalities and Rural Village Centres in electoral areas.								
15	<p>Moderate Support</p> <p>Density of dwelling units inside the GCB</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us the residential density (units/hectare) within the Growth Containment Boundary. This can be used to show if development is occurring at densities needed to support walkability and efficient servicing. This indicator applies to Urban Areas in municipalities and Rural Village Centres in electoral areas.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	<p>Increase the proportion of the population living within the GCB (%)</p>	<p>Recommended</p> <p>While not a top choice this indicator received moderate support from 'relevant professionals'. RDN staff recommend including it as part of a suite of indicators given that the RGS directs the majority of development to be concentrated within the GCB.</p> <p>Relates to Goals 1, 3, 4, 5 and 10. While density may not reflect the range or type of dwelling units desired it does provide an indication of whether or not parts of the RDN are achieving densities needed to support compact, complete, transit oriented communities that can be serviced more efficiently. Density is also a factor in housing affordability.</p> <ul style="list-style-type: none"> Used in past RGS monitoring. <p><i>Board Member Comments - Keep as suggested and ensure that GCB changes over time are noted so that it is clear to the public that this may impact changes in density over time.</i></p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							
	INDICATORS	TARGETS	RDN STAFF COMMENTS						
	Goal 5: Enhance Rural Integrity								
16	<p>Top choice</p> <p>The number of new lots / units created through subdivision inside and outside the GCB</p>	<p>Top choice</p> <p>Increase the portion of development inside the Growth Containment Boundary</p>	<p>Recommended</p> <p>Top choice for 'relevant professionals' in this group. Shows the effectiveness of the RGS in directing the majority of new growth inside the GCB. This is an</p>						

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	<table border="1" data-bbox="226 337 642 407"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p data-bbox="226 443 726 667">Tells us the proportion of new development inside and outside the Growth Containment Boundary which indicates how much new growth is occurring in areas designated for growth. This indicator applies to Rural Village Centres in electoral areas and Urban Areas in municipalities.</p>	Cost	Frequency	Reliability	Free	Annual	Good		<p data-bbox="1255 305 1875 431">important factor in ensuring that rural lands remain available for rural and resource uses. Relates to Goals 1, 3, 4 and 5. Complimentary to <i>Density of Population</i> and <i>Density of Dwelling Units Inside the GCB</i>.</p> <ul data-bbox="1255 475 1665 505" style="list-style-type: none"> • Not used in past RGS monitoring. <p data-bbox="1255 638 1808 667">Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Good							
17	<p data-bbox="226 678 436 708">Moderate Support</p> <p data-bbox="226 711 726 773">The amount of land in the Agricultural Land Reserve (ALR)</p> <table border="1" data-bbox="226 808 642 878"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p data-bbox="226 911 726 1167">Tells us how much land is protected for farming. The majority of ALR lands are outside the GCB. Decreases to the amount of land within the ALR can signal pressure, to convert agricultural land to residential, commercial and other non-agricultural uses that are contrary to RGS goals to protect rural lands for rural use (see Goal 8).</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p data-bbox="747 678 873 708">Top choice</p> <p data-bbox="747 711 1234 837">EITHER maintain or increase [not both] the amount of land available for natural resource uses (farming, forestry, outdoor recreation)</p> <p data-bbox="747 870 1234 997">Target was revised to reflect that the RDN has more control over land use and limited influence on the amount of food or type of food being produced on it.</p>	<p data-bbox="1255 678 1486 708">Not Recommended</p> <p data-bbox="1255 711 1864 902">This indicator received moderate support from 'relevant professionals' and varying comments from RDN Board members. <i>Some Board members and staff felt that despite limitations the data is still of value. Agreed that this will be used as a "Supporting Statistic" rather than a core indicator.</i></p> <p data-bbox="1255 943 1633 972">Indicator relates to Goals 7 and 8.</p> <ul data-bbox="1255 1013 1864 1140" style="list-style-type: none"> • Used in past RGS monitoring. • Comox, CRD and RD of Okanagan Similkameen use similar ALR indicators (Net change in land in the ALR/no net loss of zoned farms in the ALR). <p data-bbox="1255 1243 1864 1334">Board Member Comments - Use as a "Supporting Statistic" rather than a core indicator. Recommended instead:</p> <p data-bbox="1255 1338 1850 1367"><i>The number of parcels with Farm Status based on BC</i></p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
<i>Assessment data.</i>									
18	<p>Not suitable – Consensus</p> <p>The amount of land classified as Private Managed Forest Land</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us how much land is protected as Private Managed Forest Land (PMFL). The majority of PMFL is outside the GCB. Decreases to the amount of land within the PMFL can signal pressure, to convert forested land to residential, commercial and other uses that are contrary to RGS goals to protect rural lands for rural use (see Goal 5).</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>Top choice</p> <p>EITHER maintain or increase [not both] the amount of land available for natural resource uses (farming, forestry, outdoor recreation)</p> <p>Changing target to:</p> <p>Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation).</p>	<p>Recommended</p> <p>This indicator was considered unsuitable by the group addressing it because it was seen as not reflecting ‘rural lifestyle’, being more representative of the rural economy and not being meaningful to community members. However, in the absence of other more suitable indicators it is still considered a suitable indicator of the amount of land protected for a resource use and as such a good measure of Rural Integrity. Indicator relates to Goals 7 and 8.</p> <ul style="list-style-type: none"> Used by the CRD. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Good							
Goal 6: Facilitate the Provision of Affordable Housing									
19	<p>Top Choice</p> <p>*Revised* The total number of rental units affordable to households with income below 50% of the median income for the region</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>\$150</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us the amount of documented market rental units that are affordable to those with lower incomes in the region. This indicator</p>	Cost	Frequency	Reliability	\$150	Annual	Sufficient	<p>*Revised* Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)</p>	<p>Recommended</p> <p>Highest support from ‘relevant professionals’. Relates to Goals 6 and 7. Information is only available for the Nanaimo Census Agglomeration (CA) which includes the City of Nanaimo, District of Lantzville and Electoral Areas A, C along with Snuneymuxw and Snaw-Naw-As village sites. However this is felt to be a reasonable representation for the region given the lack of alternative information.</p> <ul style="list-style-type: none"> Not used in past RGS monitoring.
Cost	Frequency	Reliability							
\$150	Annual	Sufficient							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	applies to municipalities and electoral areas.		Board Member Comments - No change proposed						
20	<p>Top choice</p> <p>The portion of households paying 30% or less of household income on housing (renters vs. owners)</p> <table border="1" data-bbox="220 699 619 764"> <tr> <td>Cost</td> <td>Frequency</td> <td>Reliability</td> </tr> <tr> <td>Free</td> <td>5 years</td> <td>Sufficient</td> </tr> </table> <p>Tells us the proportion of households that pay less than 30% of their before-tax household income on housing which gives an indication of housing affordability for both renters and owners. This indicator applies to municipalities and electoral areas.</p>	Cost	Frequency	Reliability	Free	5 years	Sufficient	<p>*Revised* Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)</p>	<p>Report as ‘Supporting Statistics’</p> <p>Moderate support from ‘relevant professionals’ (two selected it as a top choice). Compliments other housing indicators. Available every five years as part of the National Household Survey. Ongoing consistency and reliability of this data is uncertain. Staff recommend reporting as ‘Supporting Statistics’.</p> <ul style="list-style-type: none"> • Used in past RGS monitoring. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	5 years	Sufficient							
21	<p>Top choice</p> <p>The number of households in core housing need</p> <table border="1" data-bbox="220 1166 619 1230"> <tr> <td>Cost</td> <td>Frequency</td> <td>Reliability</td> </tr> <tr> <td>Free</td> <td>5 years</td> <td>Sufficient</td> </tr> </table> <p>Tells us how many households do not have access to housing that is in adequate condition (does not require major repairs), of</p>	Cost	Frequency	Reliability	Free	5 years	Sufficient	<p>*Revised* Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)</p>	<p>Report as Supporting Statistics</p> <p>Moderate support from ‘relevant professionals’ (one person selected as a top choice). Compliments other housing indicators. From Canadian Housing and Mortgage Corporation using information from the National Household Survey (available every 5 years). Ongoing consistency and reliability of this data is uncertain. Staff recommend reporting as ‘Supporting Statistics’.</p> <ul style="list-style-type: none"> • Used in past RGS monitoring.
Cost	Frequency	Reliability							
Free	5 years	Sufficient							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	suitable size, and affordable (costs less than 30% of before-tax household income). This indicator applies to municipalities and electoral areas.		Board Member Comments - No change proposed						
22	<p>Top choice</p> <p>The portion of units in each housing type inside the GCB (Diversity of housing types in the GCB).</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us how well different housing needs can be accommodated in the region. This indicator applies to Urban Areas in municipalities and Rural Village Centres in electoral areas.</p> <p>The majority of housing in the Region is single family. Increasing the diversity of housing types is important to improving housing choice to meet different needs and can improve affordability.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	<p>*New* Increase the portion of non-Single Family Dwellings inside the GCB (% or #; could have different targets for Urban Areas and Rural Village Centres)</p>	<p>Recommended</p> <p>Higher levels of support from 'relevant professionals'. The RGS aims to influence housing types and locations. Relates to Goals 1, 3, 4 and 6. Can be difficult to generate accurately however information is considered to be sufficient.</p> <ul style="list-style-type: none"> Used in past RGS monitoring. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							
	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 7: Enhance Economic Resiliency									
23	<p>Top choice</p> <p>*New* [Unemployment] Employment Rate and Labour Force Participation Rate</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table>	Cost	Frequency	Reliability	Free	Annual	Good	<p>Top choice</p> <p>Increase the number of jobs in the region.</p> <p>Although there are many aspects of employment that the RGS does not directly affect, the RGS influences employment</p>	<p>Recommended Indicator</p> <p>Top choice for majority of this workshop group. Unemployment and Participation Rates are standard measures that can be used to compare the RDN with other regions and over time. The two indicators should be considered together to give a more accurate</p>
Cost	Frequency	Reliability							
Free	Annual	Good							

INDICATORS	TARGETS	RDN STAFF COMMENTS
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres		
<p>The Labour Force Participation (LFP) rate tells us the percentage of the population (working-age persons in an economy available to work) who:</p> <ul style="list-style-type: none"> • are employed; • are unemployed but looking for a job. <p>This is an indication of the amount of people available to work. A higher participation rate is an important driver of economic potential – the greater the share of the population that is participating in the workforce, the greater potential labour supply.</p> <p>The Unemployment Rate measures the number of people participating in the work force who are not able to find work. It is generally reflective of the number of jobs in the region.</p> <p>While the Unemployment Rate is affected by shorter term business cycles, the LFP is impacted by longer term demographic trends. Together these indicators can be used to provide an indication of the health of the economy. These indicators apply to municipalities and electoral areas.</p>	<p>potential by ensuring enough land is available for a range of employment types in locations that are well connected to other land uses.</p> <p>Note target adjusted based on workshop feedback and research.</p>	<p>picture of economic health.</p> <p>Information is available for the Nanaimo CA which includes the City of Nanaimo, District of Lantzville and Electoral Areas A, C along with Snuneymuxw and Snaw-Naw-As village sites. However this is felt to be a reasonable representation for the region given the lack of alternative information. Information for other electoral areas including Electoral Area B (Gabriola) is available every five years through the census. This can be reported as ‘Supporting Statistics’.</p> <p>Adjust Target Although the top choice target was “Increase the number of jobs” the top choice indicator does not measure the number of jobs.</p> <p>The April 2014 unemployment rate for the Nanaimo CA was 4.2% meanwhile the LFP was 66.1% (Source http://www.workbc.ca/Statistics/Regional-Profiles/).</p> <p>Based on research and statistical trends, the following targets are recommended.</p> <ul style="list-style-type: none"> • Maintain an unemployment rate of between 3-6%. • Increase the Labour Force Participation Rate <p>It should be noted that a drop in unemployment rate may not automatically result in an increase in LFP.</p> <ul style="list-style-type: none"> • Unemployment rate used in past RGS monitoring. • Unemployment rate also used by CRD and Metro Vancouver.

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
	Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres								
			Board Member Comments - No change proposed <i>Further staff recommendation based on Board Feedback - Report five year census employment data all RDN areas as 'Supporting Statistics'.</i>						
24	<p>Higher Support *New* Commercial / industrial building permits (new / renovations)</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us the amount of progress being made to expand the employment and economic base in the region. This indicator applies to municipalities and electoral areas.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>Top choice *New* Increase commercial permit levels year over year, and maintain industrial permit levels <i>[use] average in region as benchmark</i></p>	<p>Report as 'Supporting Statistics' Although not a top choice, this indicator received high support from the 'relevant professionals'. Relates to Goals 3, 4 and 7.</p> <p>The number of commercial and industrial permits is influenced by the availability of suitable land for these economic uses which is under the control of the RDN and member municipalities. Can be used to determine increasing economic diversity.</p> <p>Tracking the location of these permits can be used to understand whether or not the majority of these permits are for lands within the GCB. Staff recommend reporting this under 'Supporting Statistics' that compliments indicators for Goals 6 and 7.</p> <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Good							
25	<p>Higher Support *New* Housing starts</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us the number of new houses started every year. Common indicator of economic conditions.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*New* Increase housing starts in the region <i>[use] average in region as benchmark</i></p>	<p>Report as 'Supporting Statistics' Although not a top choice, this indicator received high support from the 'relevant professionals'. The RDN does not have a direct impact on economic conditions that stimulate housing starts although this is a recognized measure for economic conditions. From an RGS perspective it is important to look at where new housing is being built rather than the overall number of housing starts. Staff recommend reporting this as 'Supporting Statistics' that compliments</p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
			indicators for Goals 6 and 7. Board Member Comments - No change proposed						
26	<p>*New* Regional GDP <i>[level of support not specified]</i></p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>Tells us the value of final goods and services produced in the region.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	None Suggested	<p>Report as ‘Supporting Statistics’ Data for this suggested indicator is available for the City of Nanaimo (including Lantzville, Electoral Area A and C). This can be used as proxy for the region. Although GDP is a standard measure of economic growth it is not clearly influenced by RGS policies. Staff recommend reporting this as ‘Supporting Statistics’ that compliments indicators for Goal 7.</p> <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							
	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 8: Enhance Food Security									
27	<p>Top choice **Revised** The total area of land in the RDN being used for commercial food production</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>5 years</td> <td>Good</td> </tr> </tbody> </table> <p>This indicator tells us how much land is being used to grow food commercially. This provides a measure of local food production and is affected by the amount of land designated for commercial food production.</p>	Cost	Frequency	Reliability	Free	5 years	Good	*Revised* Increase the total area of land being used for food production	<p>Report as ‘Supporting Statistics’ Relates to Goals 5, 7, 8. The RGS influences the amount of land available for commercial food production. However, there are many other factors beyond the control of the RDN regarding how much land is actually ‘used’ for food production.</p> <p>Does not measure non-commercial food production particularly on urban/ residential designated lands.</p> <p>Information currently available every five years with Census. Staff recommend reporting this as ‘Supporting Statistics’ that compliments indicators in Goals 5, 7 and 8.</p> <ul style="list-style-type: none"> Used in past RGS monitoring. <p>Board Member Comments - No change proposed</p>
Cost	Frequency	Reliability							
Free	5 years	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
28	<p>Top choice (1 person)</p> <p>The amount of land in the Agricultural Land Reserve (ALR)</p> <table border="1" data-bbox="226 440 619 508"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us how much land is protected for farming. The majority of ALR lands are outside the GCB. Decreases to the amount of land within the ALR can signal pressure, to convert agricultural land to residential, commercial and other non-agricultural uses that are contrary to RGS goals to protect rural lands for rural use (see Goal 5).</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*Revised* Increase the amount of food produced in the RDN the total area of land being used for food production</p> <p>Target was revised to reflect that the RDN has more control over land use rather than the amount of food being produced on it. However the indicator does not actually tell us how much food is being grown. A more suitable target would be:</p> <p>Increase the amount of land dedicated for agricultural use</p>	<p>Not Recommended</p> <p>Use of this indicator was not highly supported by some of the 'relevant professionals' and several members of the RDN Board (see Goal 5).</p> <p>Some of the 'relevant professionals' suggested that 'land zoned for farming not in the ALR' might be a better indicator. However, it is difficult to use zoning to determine the availability of land for food production. Land zoned to allow food production frequently allows a range of non-agricultural uses including residential.</p> <p><i>Based on Board comments, recommend using ALR data as a 'Supporting Statistic' and using the number of parcels with Farm Status as an indicator (see indicator below).</i></p> <p><i>Request to ensure that aquaculture is accounted for including land used for hatcheries and salmon enhancement programs.</i></p> <p><i>To address this request, staff recommend including the number of aquaculture leases and tenures as a 'Supporting Statistic' and listing the number of hatcheries and salmon enhancement programs.</i></p>
Cost	Frequency	Reliability							
Free	Annual	Good							
29	<p>Number of parcels with Farm Status</p> <table border="1" data-bbox="226 1252 619 1320"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us the number of parcels of land with</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*Revised* Increase the amount of food produced in the RDN the total area of land being used for food production</p> <p>Increase number of parcels with Farm Status</p>	<p>Recommended</p> <p>This indicator was not highly supported by 'relevant professionals' due to concerns that it does allow for separation of non-food and food producing crops. It also does not capture non-commercial food production. However, Board members proposed using</p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	Farm Status in the region. This provides an indication of how land is being used to produce food.		<p>Farm Status as a more suitable measure than land in the ALR for showing progress towards the Food Security goal.</p> <ul style="list-style-type: none"> Not used in past RGS monitoring. 						
	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 9: Celebrate Pride of Place									
30	<p>Top choice</p> <p>The number of public events held in the RDN each year</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Poor</td> </tr> </tbody> </table> <p>Tells us how many public events are held in the region. Public events give an indication of the level of community engagement in cultural, sporting and other community activities. Participation in and the organization of public events can symbolize community commitment and pride.</p>	Cost	Frequency	Reliability	Free	Annual	Poor	<p>Top choice</p> <p>*Revised* Increase the number of cultural and artistic events, and increase attendance / participation</p>	<p>Not Recommended</p> <p>Top choice of 'relevant professionals'. The RDN can influence the number of events undertaken through internal operations (including providing funding to external organizations). However the majority of external events are beyond the control of the RDN.</p> <p>Difficult to get a standard measure across municipalities and electoral areas. No one entity tracks this information. Resource intensive to track in an accurate and meaningful way. Does not measure attendance or the impact of events on community health and wellbeing.</p> <ul style="list-style-type: none"> Not used in past RGS monitoring.
Cost	Frequency	Reliability							
Free	Annual	Poor							
31	<p>Top choice</p> <p>*Revised* The amount of land for parks and other public gathering places (including public assembly space, government and non-government spaces)</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>?</td> <td>Annual</td> <td>?</td> </tr> </tbody> </table>	Cost	Frequency	Reliability	?	Annual	?	<p>Top choice</p> <p>*Revised* Increase/ enhance/ or maintain parks and other public gathering places (area and \$)</p>	<p>Not Recommended</p> <p>Top choice of 'relevant professionals' however, too difficult and resource intensive to determine criteria and track privately owned and publicly owned gathering places. Feasible to measure the amount of land protected in the form of parks and other types of parkland (active recreational/ community parks).</p> <p>Recommend Instead</p>
Cost	Frequency	Reliability							
?	Annual	?							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	<p>Tells us the amount of new and cumulative parkland and gathering places in the region. This can tell us the value of the dedicating/preserving areas for recreational/public use and environmental protection.</p> <p>Applies to RDN electoral areas and member municipalities.</p>		<p><i>The amount of land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks, etc.).</i></p> <p>Public parks and recreational facilities are under the direct influence of the RDN and member municipalities compared to privately owned assembly spaces.</p> <p>Target – <i>increase the amount of land for parks and recreational facilities.</i> Relates to Goals 2 and 9.</p> <p>Compliments Goal 2 indicator, Amount of land in protected areas</p> <ul style="list-style-type: none"> • Similar indicator used in past RGS monitoring. <p>RDN Board - Keep as recommended by staff. No change proposed.</p> <p><i>Based on Board member comments on access to Private Managed Forest Lands (PMFL) for recreation, staff recommend adding information under 'Supporting Statistics' on known formal agreements allowing access to PMFL for recreation including trails.</i></p>						
32	<p>RDN Board *New* Per Capita Length of Trail</p> <table border="1" data-bbox="226 1256 617 1325"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p><i>This indicator will measure trails (outside</i></p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	<p>RDN Board *New* Increase Per Capita Length of Trails</p>	<p>Recommended Not on shortlist reviewed by 'relevant professionals'. Based on RDN Board member comments on the importance of trails including trails on <i>Private Managed Forest Lands (PMFL)</i>, staff recommend including this indicator.</p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	<i>of designated parks) that are maintained by the RDN and member municipalities. Note this will not include trails on private lands including PMFL unless the RDN maintains/manages them through agreements and tracks their location.</i>								
33	<p>Top choice</p> <p>*New* The number of buildings receiving innovative / design awards in our region</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us the number of new buildings receiving design awards. Design awards can provide recognition of investment and care of the built environment.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*New* Increase the number of buildings receiving innovative / design awards relative to other regions</p>	<p>Not Recommended</p> <p>Top choice of 'relevant professionals' however, data is not readily available and inconsistent. Very subjective information. Criteria for awards vary, and awards may be discontinued. Does not clearly show progress towards the Goal.</p> <ul style="list-style-type: none"> • Not used in past RGS monitoring. • No known use by other regional districts. <p><i>RDN Board – No change proposed.</i></p>
Cost	Frequency	Reliability							
Free	Annual	Good							
	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 10: Provide Services Efficiently									
34	<p>Top choice</p> <p>Per capita waste disposal</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us how much waste is being produced per capita. This is an indication of the amount of waste being diverted through recycling and composting. Also an indication of the need for increasing landfill capacity.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*Revised* Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350kg/person</p> <p>Note that the RDN is currently achieving 350kg/person which surpasses the provincial target of 450 kg/ person by 2016/2017. Recommend using 350 kg/person as an interim target until a new one is established for the 2014 Solid Waste</p>	<p>Recommended</p> <p>Top choice of 'relevant professionals'. RDN has a direct influence on waste disposal as a service provider. The use of a per capita measure is consistent with BC Ministry of Environment (see MoE Ministry Service Plan February 2014 - performance measure number 7, page 24).</p> <p>Also relates to Goals 1 and 2 due to climate change impacts caused by waste disposal and landfill impacts.</p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	<p>Per capita waste disposal “...is an estimate of how many kilograms of solid waste one person sends to a landfill or other disposal site in a given year. It does not include waste that is reused or recycled.” (BC MoE). Note that per capita waste disposal includes all types of landfill waste (residential, commercial and industrial).</p> <p>This measure does not include regionally produced waste that is taken to landfills outside the RDN.</p>	Management Plan Review.	<ul style="list-style-type: none"> Used in past RGS monitoring. <p><i>RDN Board – No change proposed.</i></p>						
35	<p>RDN Board *New* Per capita <u>cost</u> of waste disposal</p> <table border="1" data-bbox="226 885 583 950"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us per capita cost of waste disposal. A straightforward way of measuring this would be to use RDN tipping fees - \$125 per metric tonne. This fee is based on overall systems costs, operating and maintenance of existing infrastructure.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>RDN Board *New* Decrease per capita cost of waste disposal</p>	<p>Not Recommended</p> <p>Suggested by RDN Board members. Not on the recommended shortlist provided to the Board members for review, nor suggested by ‘Relevant Professionals’ during workshop.</p> <p>Staff do not recommend use of this indicator because solid waste disposal is tied to demand side management where the aim is to reduce the amount of waste generated and disposed in landfills.</p> <p>Decreasing costs of waste disposal would impact service levels and may result in less emphasis on waste reduction programs thereby increasing the amount of waste generated and entering landfills. This would be contrary to the RGS, Solid Waste Management Plan and the Board Strategic Plan Goals to reduce GHG’s and Protect the Environment. Should the RDN Board</p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
			<p>wish to explore this further it can be discussed as part of the 2014 Solid Waste Management Plan Review.</p> <ul style="list-style-type: none"> Not used in past RGS monitoring. 						
36	<p>Top choice</p> <p>*New* Per capita cost to provide water and sewer systems</p> <table border="1" data-bbox="226 573 583 638"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table> <p>Tells us how efficient the provision of water and waste water systems is per person. This is an indication of how compact and dense RDN communities are. Services can be provided more efficiently when more people/homes are located closer together.</p> <p>This indicator measures the per capita costs of operation and maintenance of existing water and wastewater (sewer) systems. This would include the cost of replacing or upgrading infrastructure related to existing systems but would not include the costs of expansion to provide service for additional connections.</p>	Cost	Frequency	Reliability	Free	Annual	Good	<p>*New* Decrease per capita cost of water and sewer</p>	<p>Recommended</p> <p>Top choice of 'relevant professionals'. The RDN influences where and how development takes place and how it is serviced. This directly impacts servicing costs and efficiency.</p> <p>Wastewater staff recommend using per capita cost to provide wastewater treatment (rather than for the cost of the system as a whole).</p> <ul style="list-style-type: none"> Not used in past RGS monitoring. <p><i>RDN Board – No change proposed.</i></p>
Cost	Frequency	Reliability							
Free	Annual	Good							
37	<p>Higher Support</p> <p>Per capita length of roads (length of paved roads per person)</p> <table border="1" data-bbox="226 1312 583 1377"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Good</td> </tr> </tbody> </table>	Cost	Frequency	Reliability	Free	Annual	Good	<p>Decrease the per capita length of roads</p>	<p>Recommended</p> <p>Although not selected as a top choice, this indicator had a higher level of support. Relates to Goals 1, 2, 3, 4 and 10. Member municipalities directly control development approvals including road access. Although the Province approves subdivision and</p>
Cost	Frequency	Reliability							
Free	Annual	Good							

	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres									
	Tells us the length of road required to service a community. This is directly influenced by where development is allowed. This provides an indication of the efficiency of land use.		maintains roads in electoral areas, the RDN has a strong influence on how much road is needed by regulating development through OCPs and zoning. • Not used in past RGS monitoring. <i>RDN Board – No change proposed.</i>						
38	<p>Higher Support</p> <p>Per capita length of water and sewer lines (length of sewer and water mains per person)</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table> <p>This tells us the amount of water and sewer lines per capita. This provides an indication of the efficiency of water and sewer infrastructure and costs per capita to maintain infrastructure.</p>	Cost	Frequency	Reliability	Free	Annual	Sufficient	None Suggested [Decrease the per capita length of water and sewer lines]	<p>Future Indicator</p> <p>Although not a top choice, this indicator had a higher level of support. Relevant to Goals 1, 4, 10. Good measure of servicing efficiency and the development of compact communities. The RDN and member municipalities influence where development takes place and how it is serviced. However, currently difficult to get accurate data for Improvement Districts.</p> <p>Per capita cost to provide water and sewer considered a better measure.</p> <p>• Not used in past RGS monitoring.</p> <p><i>RDN Board – No change proposed.</i></p>
Cost	Frequency	Reliability							
Free	Annual	Sufficient							
	INDICATORS	TARGETS	RDN STAFF COMMENTS						
Goal 11: Enhance Cooperation Among Jurisdictions									
39	<p>Top choice [if an indicator is to be used]</p> <p>*New* Survey partners' (member municipalities and adjacent regional districts) 'satisfaction type'</p> <table border="1"> <thead> <tr> <th>Cost</th> <th>Frequency</th> <th>Reliability</th> </tr> </thead> <tbody> <tr> <td>\$\$\$</td> <td>Annual</td> <td>Sufficient</td> </tr> </tbody> </table>	Cost	Frequency	Reliability	\$\$\$	Annual	Sufficient	None Suggested	<p>Not Recommended</p> <p>Top choice of 'relevant professionals' if an indicator is to be used. Staff consider this indicator impractical as it is too costly for RDN and member municipalities to undertake on an annual basis. May be difficult to decide which organizations should be surveyed (e.g. should First Nations governments, school districts,</p>
Cost	Frequency	Reliability							
\$\$\$	Annual	Sufficient							

	INDICATORS	TARGETS	RDN STAFF COMMENTS
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres			
	<p>This indicator tells us how 'satisfied' the RDN's partners and adjacent jurisdictions are with the level of cooperation with the RDN and member municipalities.</p>		<p>health authorities be considered separately?). Likely to be highly subjective and difficult to compare over time as organizational leaders change.</p> <p>No alternative indicator has been recommended due to the subjective nature of measuring cooperation. Recommend that the RDN and member municipalities continue to include this information in the RGS Annual Report. However, Board members recommended finding a suitable indicator.</p> <ul style="list-style-type: none"> • Not used in past RGS monitoring.

5. RECOMMENDATIONS

The indicators and targets recommended for monitoring the RGS were chosen using feedback from the workshop and comments from RDN Board members together with further staff analysis (see Section 4) to ensure that indicators met established criteria for selecting RGS indicators. Some indicators that did not meet all the criteria are still considered to provide valuable information and so have been included as ‘Supporting Statistics’. They will help tell the story of progress towards an RGS goal in conjunction with the set of recommended indicators. There are also a few indicators identified for ‘Future Use’ once data becomes either more reliable and/or more accessible.

Recognizing that a key aim of the process is to create a manageable and meaningful set of indicators, priority was given to indicators that addressed more than one RGS goal and work in combination with other indicators to provide a clearer picture of progress towards the RGS goals.

5.1. RECOMMENDED INDICATORS AND TARGETS

Based on the analysis in Section 4, the following indicators and targets are considered the most suitable for monitoring annual progress towards RGS goals.

	RECOMMENDED INDICATORS	RECOMMENDED TARGETS
	Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
1	Total community GHG emissions	Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050
2	Per capita energy use	Reduce per capita energy use (% or #)
3	Total community energy use	Reduce total community energy use (% or #)
	Goal 2: Protect the Environment	
4	Total water consumption (residential and commercial)	Reduce average residential water use by 33% between 2004 and 2018
5	Amount of land in protected areas	Increase the amount of land in protected areas (Ha)
	Goal 3: Coordinate Land Use and Mobility	
6	Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities	Increase the number of households living within close proximity to places to work, play, learn and shop
7	Per capita transit use	Increase per capita transit use
	Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres	

	RECOMMENDED INDICATORS	RECOMMENDED TARGETS
8	Density of population inside the GCB	Increase the proportion of the population living within the GCB (%)
9	Diversity of land use (ratio) inside the GCB	Increase land use diversity inside the GCB
10	Density of dwelling units inside the GCB <i>* Note GCB changes over time</i>	Increase the proportion of the population living within the GCB (%)
Goal 5: Enhance Rural Integrity		
11	The number of new lots / units created through subdivision inside and outside the GCB	Increase the portion of development inside the Growth Containment Boundary
12	Number of parcels with Farm Status	Increase the number of parcels with Farm Status
13	The amount of land classified as Private Managed Forest Land (PMFL)	Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation)
Goal 6: Facilitate the Provision of Affordable Housing		
14	The total number of rental units affordable to households with income below 50% of the median income for the region	Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)
15	The portion of units in each housing type inside the GCB (Diversity of housing types in the GCB)	Increase the portion of non-Single Family Dwellings inside the GCB (% or #; could have different targets for Urban Areas and Rural Village Centres)
Goal 7: Enhance Economic Resiliency		
16	[Unemployment] Employment Rate and Labour Participation Rate	<ul style="list-style-type: none"> • Maintain an unemployment rate of between 3-6% • Increase the Labour Force Participation Rate
Goal 8: Enhance Food Security		
	Number of parcels with Farm Status (Same as Goal 5)	Increase the number of parcels with Farm Status
Goal 9: Celebrate Pride of Place		
17	The amount of land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks, etc.) Similar to Goal 2	Increase the amount of land for parks and recreational facilities
18	Per capita length of trails	Increase per capita length of trails

	Goal 10: Provide Services Efficiently	
19	Per capita waste disposal	Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350kg/person *Note that this is an interim target pending the completion of the 2014 Solid Waste Management Plan
20	Per capita cost to provide water and sewer systems	Decrease per capita cost of water and sewer
21	Per capita length of roads (length of paved roads per person)	Decrease the per capita length of roads
	Goal 11: Enhance Cooperation Among Jurisdictions	
	See Future Indicators Table Staff will continue to explore options for a suitable indicator	

5.2. SUPPORTING STATISTICS

The following statistics are recommended to be reported as 'Supporting Statistics' that compliment information provided by the core list of indicators.

SUPPORTING STATISTICS	
Goal 2: Protect the Environment	
1	Surface water quality (Community Watershed Monitoring) <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity
2	Groundwater levels
Goal 3: Coordinate Land Use and Mobility	
3	Walkability score
Goal 5: Enhance Rural Integrity	
4	The amount of land in the Agricultural Land Reserve (ALR)
Goal 6: Facilitate the Provision of Affordable Housing	
5	The portion of households paying 30% or less of household income on housing (renters vs. owners)
6	The number of households in core housing need
Goal 7: Enhance Economic Resiliency	
7	Census five year unemployment data for all RDN municipalities and electoral areas
8	Commercial / industrial building permits (new / renovations)
9	Housing starts
10	Regional Gross Domestic Product (GDP)
Goal 8: Enhance Food Security	
11	The total area of land in the RDN being used for commercial food production
12	The amount of land in the Agricultural Land Reserve (ALR) (same as for Goal 5 above)
13	Number of aquaculture leases and tenures
Goal 9: Celebrate Pride of Place	
14	Known formal agreements allowing access to PMFL for recreation including trails

5.3. FUTURE INDICATORS

Based on the workshop, Board feedback and staff analysis, the following indicators have been identified as indicators to be considered for future use once data becomes readily available and / or more reliable.

	FUTURE INDICATORS	TARGETS
	Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
1	Development and Infrastructure in vulnerable areas	Reduce the amount (ha/value) of development and infrastructure in vulnerable areas
	Goal 2: Protect the Environment	
2	Total water consumption (including residential, commercial and agricultural use from community systems and private wells)	Reduce total water consumption
3	Average per capita water consumption (daily residential)	Reduce average per capita water consumption
4	Surface water quality (Community Watershed Monitoring) <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity 	Improve surface water quality
	Goal 10: Provide Services Efficiently	
5	Per capita length of water and sewer lines (length of sewer and water mains per person)	Decrease the per capita length of water and sewer lines
	Goal 11: Enhance Cooperation Among Jurisdictions	
6	Staff will continue to explore options for a suitable indicator	

APPENDIX 1 – WORKSHOP PARTICIPANTS

Group A - Goals 1 & 2		
Name	Organization	Position
FACILITATOR Chris Midgley	RDN	Manager of Energy & Sustainability
Andy Teucher	Environmental Reporting BC, Ministry of Env.	Environmental Reporting Analyst
Dale Lindsay	City of Nanaimo	Director of Community Development
Deb Epps	Ministry of Environment	Section Head, Environmental Quality
Hélène Roberge	BC Clean Communities	Unit Head, Clean Communities Section
Julie Pisani	RDN	Drinking Water & Watershed Protection Coordinator
Lainya Rowett	RDN	Senior Planner
Maggie Henigman	Ministry of Environment	Ecosystems Biologist
Stephanie Hazlitt	Environmental Reporting BC, Ministry of Env.	Unit Head, State of Environment Reporting
Ted Sheldon	Ministry of the Environment	Sr. Climate Change Planning Analyst

Group B - Goals 3, 4 & 10		
Name	Organization	Position
FACILITATOR Paul Thompson	RDN	Manager, Long Range Planning
Jade Yehia	Island Health (VIHA)	Regional Built Environment Consultant
Larry Gardner	RDN	Manager, Solid Waste
Luke Sales	Town of Qualicum Beach	Director of Planning
Mike Donnelly	RDN	Manager, Water & Utility Services
Randy Alexander	RDN	GM Regional & Community Utilities
Sean DePol	RDN	Manager, Wastewater Services

Group C - Goals 5 & 8		
Name	Organization	Position
FACILITATOR Greg Keller	RDN	Senior Planner
Bronwyn Sawyer	Ministry of Agriculture	Land Use Planner
Keeva Kehler	City of Parksville	Manager, Current Planning
Kris Ord	BC Clean Communities	Manager, Clean Communities
Meredith Seeton	District of Lantzville	Community Planner
Wayne Haddow	Ministry of Agriculture	Regional Agrologist

Group D - Goals 6 & 11		
Name	Organization	Position
FACILITATOR Lisa Bhopalsingh	RDN	Senior Planner
Brent Mueller	Intergovernmental Relations & Planning Branch - Min CSCD	Manager, Growth Strategies, Vancouver Island
Brian Clemens	City of Nanaimo	Director of Finance
Dr. Paul Hasselback	Island Health (VIHA)	Medical Health Officer - Central Island
Fred Manson	City of Parksville	CAO
John Horn	City of Nanaimo	Social Planner
Paul Thorkelsson	RDN	CAO
Suzanne Lotimer	Island Health (VIHA)	In Training
Twyla Graff	District of Lantzville	CAO

Group E - Goals 7 & 9

FACILITATOR	RDN	GM Development Services
Geoff Garbutt		
Joan Harrison	RDN	Director, Corporate Services
Chris Sholberg	City of Nanaimo	Heritage Planner
Peter McGee	Economic Development Office	Economic Development Coordinator
Sharon Horsburgh	RDN	Senior, Zero Waste Coordinator
Tom Osborne	RDN	GM of Recreation and Parks

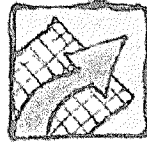
Researcher & Resources

Stephen Boogaards	RDN	Planner
Tom Sohler	RDN	GIS Coordinator

Other Contacts Assisting with Workshop Preparation but not present

Derek Adams	Statistics Canada	Account Executive
Paul Gosh	BC Stats	Director, Data Services

Agenda



Targets & Indicators Workshop

Monday, March 31, 2014 - 12:00 p.m. to 4:00 p.m.

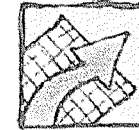
Board Room, Regional District of Nanaimo, 6300 Hammond Bay Rd, Nanaimo

Purpose: To review and verify a draft list of Targets to reach, and Indicators to monitor progress towards Regional Growth Strategy (RGS) goals.

Time	Length	Activity	Participation
12:00 p.m.	[15 min]	* Lunch & Introductions * [contact list will be provided]	All
12:15 p.m.	[10 min]	Workshop Format & Objectives RDN - Lisa Bhopsalingh BC State of Environment Reporting - Stephanie Hazlett	All
12:25 p.m.	[20 min]	Overview - RGS & Targets & Indicators RDN - Lisa Bhopsalingh	All
12:45 p.m.	[1 hr 15 min]	Activity A – Review Indicators Use shortlist to select suitable Indicators for RGS Goals	Small Groups Groups of 5-8 people working on 2-3 Goals
2:00 p.m.	[15 min]	* BREAK * Facilitators review indicators & match to possible Targets	All
2:15 p.m.	[60 min]	Activity B – Choose Targets Select suitable Targets using Indicators from Activity A	Small Groups Groups of 5-8 people working on 2-3 Goals
3:15 p.m.	[30min]	Review Each group summarizes their Indicators & Targets	All
3:45 p.m.	[15 min]	Summary & Next Steps	All
4:00 p.m.		Work Shop Close	
		4:00 – 5:00 p.m. * Networking Time *	Optional

Agenda T&I Workshop March 31, 2014.docx

Outcomes



Targets & Indicators Workshop

Using shortlist....

1. Select at least one suitable Indicator for each RGS Goal
2. Reduce number of Indicators – Aim for < 20

Indicators should be:

- Specific** – related directly to RGS Goals
- Meaningful** – represent progress towards RGS Goals
- Accessible** – easily acquired [\$ ⌘ Ⓞ]
- Relevant** – to a variety of audiences
- Timely** – Ideally available annually

3. As appropriate choose Targets for RGS Goals [some Goals may not have a Target]

Targets should be:

- Measurable** – Indicators exist [use shortlist]
- Achievable** – possible for RDN to reach?
- Politically Acceptable** – need buy-in to be achievable

Objectives T&I Workshop March 31, 2014.docx

GOAL
1

Prepare for Climate Change & Reduce Energy Consumption.

The Regional Growth Strategy (RGS) supports actions that:

- Reduce GHG Emissions & Energy Consumption and,
- Promote adaptive measures to prepare for climate change.

There is a strong relationship between improving regional sustainability and reducing energy consumption and GHG emissions

The transportation sector, primarily the private vehicles, is the largest source of GHG emissions in the region at about 66%.

Dependency on private vehicles can be reduced when a range of housing choices is located within walking distance or with easy transit access to employment, schools, shops, services and other daily activities.

The RGS directs the majority of population growth and development into compact, higher density, transit-oriented development within Growth Containment Boundaries (GCBs). Compact development provides greater opportunities to live in more energy efficient neighbourhoods and forms of housing such as row housing and apartments.

The RGS supports measures to mitigate and adapt to the effects of climate change. Potential climate change impacts include sea level rise, water deficits, increasing flooding and wildfires.

The RGS directs the RDN & member municipalities to take actions that will:

Reduce energy use in the region through better community and building design.

Create compact, well designed communities that support more energy-efficient forms of transportation.

Create resilient communities with more walkable neighbourhoods, efficient infrastructure, and protected resource lands and natural areas.

Support the production of more clean energy locally through renewable sources.

Support adaptation measures to mitigate the impacts of climate change.

Support converting emissions and waste into energy.

Reduce Emissions

Climate Adaptation

Energy Efficiency

GOAL
2

Protect the Environment

The Regional Growth Strategy (RGS) supports actions that:

- Minimize ecological damage related to growth & development

This includes policies to address water, air, environmentally sensitive areas, open spaces, the coastal zone and climate change.

The Regional District of Nanaimo (RDN) lies within the Salish Sea Eco-Region, one of the most diverse ecosystems in the world. Much of this region consists of the rare Coastal Douglas Fir Zone that makes up less than 1% of the land in British Columbia. Over a third of the RDN is designated as the Mount Arrowsmith Biosphere Reserve to recognize this important ecosystem.

Poorly planned and designed human settlements can threaten such unique ecosystems and reduce biodiversity. The consequence is the loss of species and habitats that support them. The RGS encourages local governments to concentrate development in growth centres and use environmentally sensitive design to help minimize the impact of development on the environment.

Drinking water sources in the region depend on a healthy environment. The RGS encourages local governments to protect ground water recharge areas and ecosystems that affect drinking water sources such as groundwater and surface waters. The RGS also encourages more efficient use of water resources to ensure an indefinite supply of water for people and ecosystems.

The RGS directs the RDN & member municipalities to take actions that will:

Maintain habitat necessary to support mammals, fish, birds, amphibians and plants that include endangered species.

Protect ecosystems & watersheds to provide for the recharge of groundwater and surface water.

Reduce Air pollution by encouraging development that reduces the need for vehicles, & supporting the use & generation of clean energy.

Reduce consumption of drinking water to ensure a sustainable supply in the future.

Maintain natural areas to help absorb air pollution that contributes to climate change & to moderate climate change impacts.

Discourage development in areas with high natural hazard risk such as soil erosion, sea level rise and flooding.

Climate Change

Natural Habitat

Drinking Water

**GOAL
3**

Coordinate Land Use & Mobility

The Regional Growth Strategy (RGS) supports land use patterns and mobility networks that:

- work together to reduce automobile dependency and
- provide for the efficient movement of goods.

The RGS provides direction to organize development in a network of distinctive growth centres that include places to live, work, play and learn. Areas have been designated as Urban and Rural Village Centres within a Growth Containment Boundary (GCB).

Creating more practical options for people to live, work, play, learn and shop in places that can be easily accessed without driving requires close coordination of land use and mobility.

Compact land use patterns are needed to support convenient, cost efficient and frequent transit service in the region.

The Regional District of Nanaimo (RDN) is a trans-shipment hub for Vancouver Island and a regional gateway for tourism. The RGS encourages locating businesses and industries where they can take advantage of major transportation facilities (harbours, seaports, ferry terminals, railway, airport, highways, transit, rail).

The RGS directs the RDN & member municipalities to take actions that will:

Improve mobility in the region with an aim of addressing greenhouse gas emissions.

Organize development in a network of distinctive growth centres that provide access to places to live, work, play and learn.

Reduce the need for automobile travel and increase opportunities to walk, cycle or take transit.

Consider Industrial Locations to facilitate the efficient movement of goods and minimize environmental impacts.

Communities

Connected

Compact

Complete

**GOAL
4**

Concentrate Housing & Jobs in Growth Centres

The Regional Growth Strategy (RGS) supports actions that:

- Concentrate housing & jobs in Growth Centres.
- Establish distinctive activity centres that provide ready access to places to live, work, play and learn.

Containing growth within well-defined activity centres is one of the most significant ways the RDN can become more sustainable.

The RGS directs the majority of the region's growth inside Growth Containment Boundaries (GCBs) within Rural Village Centres in electoral areas and Urban Centres in municipalities. This helps to preserve land outside the boundaries for other purposes – such as agriculture, watershed protection, forestry and open space.

In order to achieve goals related to greater sustainability and reduction of GHG emissions, a greater proportion of growth needs to be located inside GCBs and especially within mixed-use centres that can provide lifestyle choices that allow individual households and businesses to reduce their impact on the environment.

The RGS provides direction for the development of complete, compact mixed use communities within the GCB where housing, employment and services are within a walkable area. This type of growth supports the delivery of more cost effective and efficient transit and infrastructure services.

The RGS directs the RDN & member municipalities to take actions that will:

Contain growth within GCBs (Rural Village Centres in Electoral Areas & Urban Centres within Municipalities).

Direct the majority of new growth to Urban Centres within the GCBs of a municipality.

Increase Housing Diversity within the GCB to accommodate a variety of needs in the region (including seniors, those with smaller incomes, or different abilities).

Locate mixed use centres within GCBs and design them to be compact, complete walkable neighbourhoods that can be serviced more efficiently with transit, water, wastewater and solid waste.

Improve Services

Communities

Design Compact

Manage Growth

**GOAL
5**

Enhance Rural Integrity

The Regional Growth Strategy (RGS) supports actions that:

- Protect & strengthen the region's rural economy & lifestyle.

One of the key ways the RGS works towards this goal is by directing the majority of new development into Growth Containment Boundaries (GCB) to preserve rural and resource lands. More development within the GCB can relieve pressures to convert rural lands into residential land.

Most of the region consists of lands that are valued for watershed protection, wildlife habitat, agriculture, aquaculture, forestry and other primary industries. The RGS encourages collaboration to protect these lands.

In order to protect lands with these values, the RGS does not support:

- Increasing the amount of land designated for rural residential use; and
- Allowing higher densities on rural residential lands, beyond what was established in Official Community Plans (OCPs) in place at the time of the RGS adoption.

The RGS also provides options for alternative forms of subdivision that support more sustainable forms of development on rural residential lands.

The RGS directs the RDN & member municipalities to take actions that will:

Preserve resource lands and open space for environmental and rural resource uses.

Redirect development into growth centres where people can be close to schools, employment, shops and services needed on a daily basis.

Collaborate with stakeholders to ensure the long-term viability of forestry and resource industries in the region.

Reduce conflicts between urban and rural land uses.

Support land uses that enhance the economic viability of primary industries and protects environmentally sensitive lands.

Encourage more sustainable subdivision on rural residential lands.

Sustainable Resources

Rural Integrity

Compact Communities

**GOAL
6**

Facilitate the Provision of Affordable Housing

The Regional Growth Strategy (RGS) supports actions that:

- Support and facilitate the provision of appropriate, adequate, attainable, and adaptable housing.

The RGS recognizes the importance of adequate and affordable housing to individual and community well-being. Access to suitable housing directly impacts individual health and the socio-economic health the region.

The RGS encourages the provision of housing to meet the needs of seniors, youth, those with special needs, those with moderate or low incomes and the homeless.

An important part of housing is making sure that suitable housing is provided in locations that are accessible to schools, employment, shops, services and leisure activities.

Growth management policies in the RGS support increasing the supply and selection of housing within designated growth centres. Increasing the supply of housing in locations that are close to services can potentially reduce the cost of transportation and services.

The RGS encourages local governments to establish policies to increase the supply of market and non-market housing that meets the needs of all incomes and abilities.

The RGS directs the RDN & member municipalities to take actions that will:

Improve the standard and choice of housing located near transit, shops, social networks and support services for low income households.

Encourage adaptable housing to ensure that people can continue to live within their community as they age and have easy access to supportive services.

Make provision for incentives to build more affordable housing units.

Increase the diversity of housing options to meet the unique needs and circumstances of people living in the region.

Support the work of non-profit agencies to address housing needs in the region.

Social Equity

Health & Safety

Economic Prosperity





Enhance Economic Resiliency

The Regional Growth Strategy (RGS) supports actions that:

- Support Strategic economic development.
- Link commercial and industrial strategies to the land use and rural and environmental priorities of the region.

The RGS recognizes the importance of a resilient and healthy economy to the well-being of the region. The RGS encourages a collaborative approach in developing and managing economic development strategies in the region.

There are currently three major dynamics at play that influence the economic well-being of the region including growth in the service sector, significant challenges facing the natural resource sector, and labour force shortages.

The RGS provides direction to prepare a regional economic development strategy and identifies actions to support the industrial, service, agricultural, aggregate resources and forestry sectors. The RGS also identifies 'green businesses' as a potential growth sector to encourage.

The RGS supports and encourages types of economic development that can help make the region more vibrant and sustainable.

The RGS directs the RDN & member municipalities to take actions that will:

Coordinate Economic Development strategies & activities in the region.

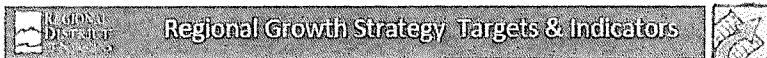
Diversify the local economies to help make the region more vibrant and sustainable.

Position the region to take advantage of key areas for potential future economic development.

Ensure sufficient land is available to support desirable economic activity in appropriate locations.

Link commercial and industrial strategies to the land use, environmental & rural priorities for the region.

Strengthen Community
Environment
Healthy
Economic Vitality



Enhance Food Security

The Regional Growth Strategy (RGS) supports actions that:

- Protect & enhance the capacity of the region to produce and process food.

The RGS includes policies to establish and increase the supply of healthy and environmentally friendly sources of local food for the region's residents.

Locally grown food can reduce the region's reliance on imported sources of food that may be affected by weather and political events that occur thousands of kilometres away.

The RGS supports the preservation of rural land for agricultural uses and discourages the subdivision of agricultural land. This may limit the threat of urban sprawl and development to lands needed for local food production.

The Growth Containment Boundary (GCB) is a key tool for protecting agricultural land for agricultural uses. This includes support for land within the Agricultural Land Reserve (ALR).

The RGS also supports sustainable forms of local food production throughout the region from small scale urban agriculture to large scale operations.

The RGS directs the RDN & member municipalities to take actions that will:

Reduce pressure to convert farmland to residential & urban land uses.

Provide opportunities for people to connect with local food sources to enhance community wellbeing, such as community gardens and farmers markets.

Support farmers to maintain productive land within the region for local food production.

Protect the ability of farmers to use their lands for agriculture.

Reduce the conflict of residential development with existing & potential agricultural uses.

Increase awareness of local food production in the region & support urban agriculture initiatives.

Health & Wellbeing
Economic Growth
Environment



**GOAL
9**

Celebrate Pride of Place

The Regional Growth Strategy (RGS) supports actions that:

- Celebrate the unique natural beauty, culture, history, and arts of the region.

The outstanding natural beauty, rich cultural history and thriving arts communities of the Regional District of Nanaimo (RDN) are the region's greatest assets.

The RGS recognizes the importance of unique natural and man-made features that create a distinct sense of place and stimulate community pride. Having a high regard and attachment to where you live and the community you belong to can be described as having "Pride of Place".

The RGS supports the vitality and liveability of rural and urban communities through the use of Growth Containment Boundaries that seek to retain the unique characteristics of rural and urban environments.

The RGS encourages communities to work together to protect special features and create unique places by taking actions that may include: protecting the natural environment, providing parks and trails, caring for the built environment, protecting cultural and historical resources, promoting public art and, supporting artistic and cultural events.

The RGS directs the RDN & member municipalities to take actions that will:

Recognize and protect important historic and cultural resources and sites.

Enhance natural & man-made amenities that contribute to the unique character of the community and region.

Promote excellence in Architecture and urban design

Promote and Support artistic and cultural endeavours

Foster a sense of belonging to increase community participation and cohesion.

Urban Design

Historical Resources

Support Culture & Art

**GOAL
10**

Provide Efficient Services

The Regional Growth Strategy (RGS) supports actions that:

- Provide efficient, cost effective services & infrastructure.

The RGS supports the provision of community services consistent with Growth Management, Climate Change, Energy Efficiency and Environmental Protection Goals. Community services include water, wastewater, solid waste, transit and emergency planning.

The provision of community water and wastewater services is one of the most powerful tools the Regional District of Nanaimo (RDN) and member municipalities have to direct and manage growth in the region.

The RGS supports restricting community water and wastewater services to lands within the Growth Containment Boundary (GCB). This limits the amount of development possible in rural areas and helps to preserve lands that are important for watershed health and maintaining drinking water supplies (as well as other environmental, rural and resource values).

Improved coordination of land use planning and service provision is intended to direct growth to designated areas inside the GCB and encourage more efficient and cost-effective service delivery.

While many areas within Urban Centres already have community services, many Rural Village Centres in the Electoral Areas have limited or no services due to significant costs.

The RGS directs the RDN & member municipalities to take actions that will:

Provide services to areas within the GCB to accommodate the majority of future population growth in the region.

Restrict services outside the GCB to limit the amount of development possible in rural areas.

Support more efficient use & conservation of water to ensure a sustainable water resource.

Support minimization of waste and energy/resource recovery to improve the provision of services (wastewater, solid waste, water).

Support a zero waste approach to solid waste management to reduce the need for waste disposal.

Support use of clean energy technologies to support growth.

Coordinate emergency preparedness planning regionally (fire protection & hazard management).

Community Wellbeing

Health & Safety

Manage Growth

Environment

GOAL
11

Enhance Cooperation Among Jurisdictions

The Regional Growth Strategy (RGS) supports actions that:

- Facilitate an understanding of and commitment to the goals of growth management among all levels of government, the public and key private and voluntary sector partners.

Successful implementation of the RGS requires ongoing collaboration between the RDN and all levels of government. This is especially important in areas where the Regional District of Nanaimo (RDN) has limited jurisdiction and influence.

The RGS commits member municipalities and electoral areas to make provisions in OCP's and other regulations to fully implement the RGS.

The RGS recognizes the need to cooperate with First Nations governments to address many common economic, environmental, social and growth management issues. This includes commitment to coordinate planning with First Nations by taking some of the following actions:

- Encourage participation in growth management initiatives.
- Continue dialogue with First Nations on land use planning matters.

The RGS recognizes the significant contributions made by various private and voluntary sector organizations. It also encourages RGS partners to collaborate with these organizations in order to achieve RGS goals.

The RGS directs the RDN & member municipalities to take actions that will:

Lead to the implementation of the RGS through provisions in municipal and electoral area OCPs and other regulations.

Coordinate planning with First Nations through involvement and dialogue similar to other levels of government.

Recognize the key and often primary roles played by private and voluntary organizations. Create partnerships and alliances to achieve RGS goals.

Create opportunities for greater efficiency through collaboration with other organizations on projects identified in the RGS.

Build a more resilient economy through regional cooperation that integrates economic growth with the land use planning goals in the RGS.

Protect natural ecosystems and watersheds through collaboration with government & other organizations.

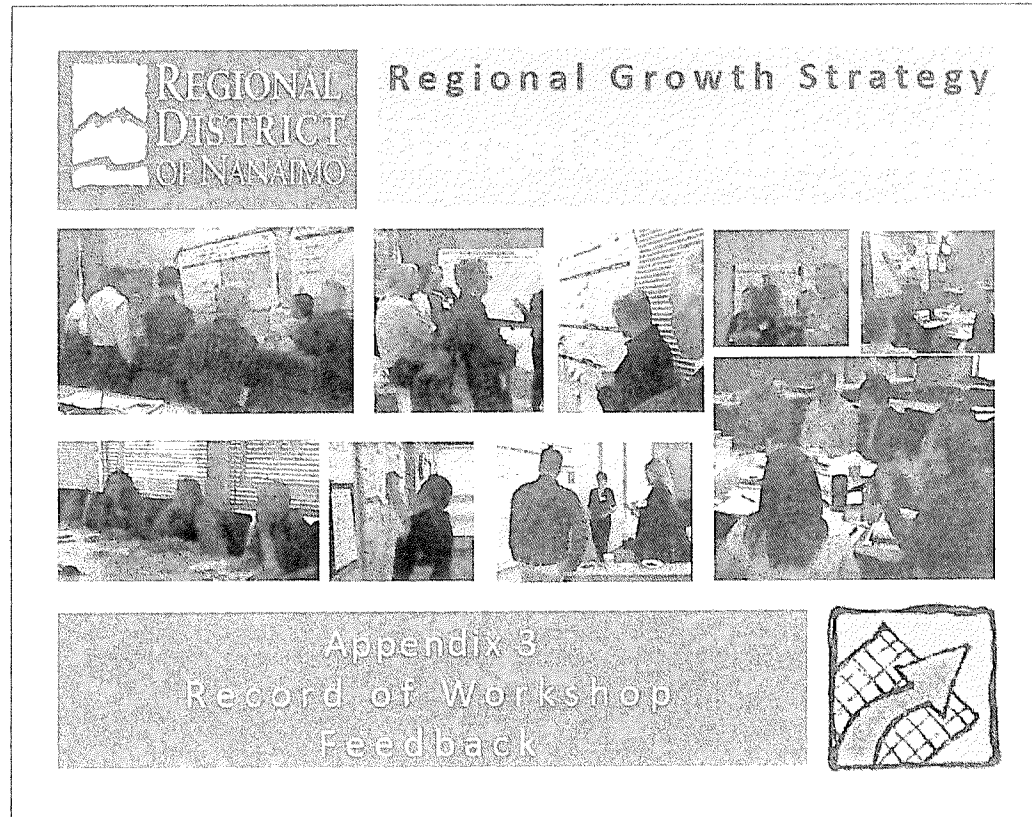
Regional Partners

Collaboration & Cooperation

Manage Growth

APPENDIX 3 – RECORD OF WORKSHOP FEEDBACK MARCH 31, 2014

Please see the document titled “Appendix 3 - Record of Workshop Feedback March 31, 2014”.



APPENDIX 4 – SUMMARY OF RDN BOARD MEMBER FEEDBACK

The tables below summarize feedback received from RDN Board members on proposed indicators and targets to monitor the RGS. Also included are staff responses and recommendations based on further research relating to Board member feedback. This feedback and further staff research was used to develop the draft list of indicators and targets proposed in the main body of this report.

A BOARD FEEDBACK ON RECOMMENDED INDICATORS AND TARGETS

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
	Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
1	<p>Indicator: Total community GHG emissions</p> <p>Target: Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050</p>	<p><i>No change proposed.</i></p> <p><i>Clarify what is included in the GHG measures. Does this include use of bio-fuel?</i></p> <p>A community energy and emissions inventory (CEEI) is an estimate of energy use and greenhouse gas (GHG) emissions within a community over one year. The core of these inventories are high level estimates of community energy consumption and greenhouse gas emissions from on-road transportation, buildings and solid waste. The CEEI does not currently include marine, rail, air transportation or off-road transportation, however, these may be included in the future.</p> <p>The detailed methodology for GHG emissions can be found in the document: <u>'Technical Methods and Guidance Document 2007-2010 Reports: Community Energy and Emissions Inventory (CEEI) Initiative'</u>.</p> <p>The CEEI does account for use of bio-fuel using the methodology outlined in the document: <u>'2012 B.C. Best Practices Methodology For Quantifying Greenhouse Gas Emissions'</u>.</p>
2	<p>Indicator: Per capita energy use</p>	<p><i>No change proposed.</i></p>

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
	Target: Reduce per capita energy use (% or #)	
3	Total community energy use Target: Reduce total community energy use (% or #)	<i>No change proposed.</i>
Goal 2: Protect the Environment		
4	Indicator: Total water consumption (residential and commercial) Target: Reduce average residential water use by 33% between 2004 and 2018	<p><i>No change proposed.</i></p> <p><i>Comments made on per Capita water consumption as a better indicator. Staff noted that this is currently identified as a Future Indicator. At present the RDN, member municipalities and a few water service providers separate data for residential and commercial water use. Separating residential from commercial water usage is necessary to calculate per capita usage. It is anticipated that the remaining water service providers will collect separate data by 2015 – thereby allowing for a regional average per capita to be calculated. Until then data for the individual service providers who collect separate residential data can be reported as a “Supporting Statistic”.</i></p> <p><i>It was suggested that a smaller residential area could be selected as a proxy for average use for the region. Given that it will take some time to research and agree on a suitable area that is representative of the region, staff recommend that this be identified as a ‘Future Indicator’ and done after the monitoring program is initiated.</i></p> <p><i>It was also noted that residential and agricultural use of well water is not currently available. In the future as this data becomes reliably available it can be included in “Total Water Consumption” data (see inclusion in ‘Future Indicators’).</i></p>
5	Indicator: Amount of land in protected areas Target: Increase the amount of land in protected areas (Ha)	<i>No change proposed.</i>

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
Goal 3: Coordinate Land Use and Mobility		
6	<p>Indicator: Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities</p> <p>Target: Increase the number of households living within close proximity to places to work, play, learn and shop</p>	<p><i>Board members were concerned that this indicator would provide a ranking and give a negative score for people who did not live close to amenities. Staff response is that the indicator does not provide a ranking and only shows the portion of the population living close to amenities.</i></p> <p><i>No change proposed.</i></p>
7	<p>Indicator: Per capita transit use</p> <p>Target: Increase per capita transit use</p>	<p><i>Keep as suggested and ensure that data for Gabriola's Community Bus Service (GERTIE) is also reported.</i></p>
Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres		
8	<p>Indicator: Density of population inside the GCB</p> <p>Target: Increase the proportion of the population living within the GCB (%)</p>	<p><i>No change proposed.</i></p>
9	<p>Indicator: Diversity of land use (ratio) inside the GCB</p> <p>Target: Increase land use diversity inside the GCB</p>	<p><i>No change proposed. However, need to determine best way of calculating this indicator. RDN Geographical Information Systems (GIS) will determine whether BC Assessment Authority land use data or Zoning is the best way to calculate this indicator.</i></p>
10	<p>Indicator: Density of dwelling units inside the GCB</p> <p>Target: Increase the proportion of the population living within the GCB (%)</p>	<p><i>Comments on the impact of changes to the GCB on this indicator.</i></p> <p><i>Keep as suggested and ensure that GCB changes over time are noted so that it is clear to the public that this may impact changes in density over time.</i></p>
Goal 5: Enhance Rural Integrity		
11	<p>Indicator: The number of new lots / units created through subdivision inside and outside the GCB</p> <p>Target: Increase the portion of development inside the Growth Containment Boundary</p>	<p><i>No change proposed.</i></p>

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
12	<p>The amount of land in the Agricultural Land Reserve (ALR) Also supports Goal 8</p> <p>Replace with: The Number of parcels with Farm Status.</p> <p>Target: Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation)</p>	<p>Board members asked if having the amount of ALR land as indicator would influence applications to the Agricultural Land Commission (ALC). Staff responded that this would not be a part of information provided to the ALC.</p> <p>Comments on whether or not ALR data is the best way of measuring land available for farming. Some felt that despite limitations the data is still of value. Agreed that this will be used as a "Supporting Statistic" rather than a core indicator.</p> <p>Recommended using instead "<u>The number of parcels with Farm Status</u>" based on BC Assessment data.</p> <p>See further comments under Goal 8</p>
13	<p>Indicator: The amount of land classified as Private Managed Forest Land (PMFL)</p> <p>Target: Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation)</p>	<p>No change proposed.</p>
Goal 6: Facilitate the Provision of Affordable Housing		
14	<p>Indicator: The total number of rental units affordable to households with income below 50% of the median income for the region</p> <p>Target: Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)</p>	<p>No change proposed.</p>
15	<p>Indicator: The portion of units in each housing type inside the GCB (Diversity of housing types in the GCB).</p> <p>Target: Increase the portion of non-Single Family Dwellings inside the GCB (% or #; could have different targets for Urban Areas and</p>	<p>No change proposed.</p>

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
	Rural Village Centres)	
	Goal 7: Enhance Economic Resiliency	
16	<p>Indicator: [Unemployment] Employment Rate / Labour Participation Rate</p> <p>Target:</p> <ul style="list-style-type: none"> • Maintain an unemployment rate of between 3-6% • Increase the Labour Force Participation Rate 	<p><i>No change proposed. No recommendation for changing either this indicator or target.</i></p> <p><i>Comments that the data is for the Nanaimo Census Agglomeration (CA) only and not available for the whole region on an annual or more frequent basis. Request to check that unemployment data for Gabriola (Electoral Area B) is included or can be monitored annually or more frequently.</i></p> <p>Staff confirmed with Statistics Canada that Gabriola is not part of the Nanaimo Census Agglomeration (CA). Currently, separate unemployment data for Gabriola (Nanaimo Area B) is not available annually or more frequently. However, Gabriola unemployment data is included in the Census (under Nanaimo Area B) so this data is available every 5 years.</p> <p>Staff recommend based on Board member feedback to report five year census employment data to all RDN areas under 'Supporting Statistics'.</p>
	Goal 8: Enhance Food Security	
17	<p>The amount of land in the Agricultural Land Reserve (ALR)</p> <p>Also supports Goal 5</p> <p>Target: Increase the amount of land dedicated for agricultural use</p> <p>Replace with:</p> <p>Indicator: The Number of parcels with Farm Status</p> <p>Target: Increase number of parcels with Farm Status</p>	<p><i>Concerns expressed about using ALR - See comments for Goal 5. Recommend using ALR data as a 'Supporting Statistic' and using the indicator below instead.</i></p> <p>Indicator: Number of parcels with Farm Status</p> <p>Target: Increase number of parcels with Farm Status</p> <p><i>Request to explore the possibility of separating food producing farms versus pasture lands. Data is not currently available to allow for a reliable estimate of food producing farms.</i></p> <p><i>Request to ensure that land used for aquaculture (hatcheries and salmon enhancement programs are accounted for) is measured.</i></p>

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
		To address this request, staff recommend including the number of aquaculture leases and tenures as a 'Supporting Statistic'.
Goal 9: Celebrate Pride of Place		
18	<p>Indicator: The amount of land for designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks etc.). Similar to Goal 2</p> <p>Target: Increase the amount of land for parks and recreational facilities</p>	<p>No change proposed.</p> <p>The importance of access to Private Managed Forest Lands (PMFL) for recreation was noted and a desire to include this information expressed. The RDN has agreements for use of specific trails on PMFL; however, this does not include 'blanket' access to PMFL. Staff recommend adding information under 'Supporting Statistics' on known formal agreements allowing access to PMFL for recreation including trails. Please note that currently there are approximately 5 such 'formal' agreements for trail usage.</p>
NEW	<p>Indicator: Per capita length of trail Target: Increase Per Capita Length of Trails</p>	<p>Based on further review of trails including trails on PMFL, staff recommend including: Indicator: Per capita length of trail Target: Increase Per Capita Length of Trails</p> <p>This indicator will measure trails (outside of designated parks) that are maintained by the RDN and member municipalities. Note this will not include trails on private lands including PMFL unless the RDN maintains/manages them through agreements and tracks their location.</p>
Goal 10: Provide Services Efficiently		
19	<p>Indicator: Per capita waste disposal</p> <p>Target: Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350kg/person</p>	<p>No change proposed.</p> <p>Request to define what is included in this indicator. Also asked how much solid waste is going to other landfills outside of the region?</p> <p>Per capita waste disposal "...is an estimate of how many kilograms of solid waste one person sends to a landfill or other disposal site in a given year. It does not include waste that is reused or recycled." (BC MoE). Please note</p>

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
		<p>that per capita waste disposal includes all types of landfill waste (residential, commercial and industrial).</p> <p>This measure does not include regionally produced waste that is taken to landfills outside the RDN.</p> <p><i>Request to explore using per capita cost of waste disposal as an indicator.</i></p> <p>A straightforward way of measuring this would be to use RDN tipping fees - \$125 per metric tonne. This fee is based on overall systems costs, operating and maintenance of existing infrastructure. However, staff do not recommend use of this indicator because solid waste disposal is tied to demand side management where the aim is to reduce the amount of waste generated and disposed in landfills.</p> <p>Decreasing costs of waste disposal would impact service levels and may result in less emphasis on waste reduction programs thereby increasing the amount of waste generated and entering landfills. This would be contrary to the RGS, Solid Waste Management Plan and the Board Strategic Plan Goals to reduce GHG's and Protect the Environment. Should the RDN Board wish to explore this further it can be discussed as part of the 2014 Solid Waste Management Plan Review.</p>
20	<p>Indicator: Per capita cost to provide water and sewer systems</p> <p>Target: Decrease per capita cost of water and sewer</p>	<p><i>No change proposed.</i></p> <p><i>Request for more details on how this indicator is calculated.</i></p> <p>This indicator measures the per capita costs of operation and maintenance of existing water and wastewater (sewer) systems. This would include the cost of replacing or upgrading infrastructure related to existing systems but would not include the costs of expansion to provide service for additional connections.</p>

	RECOMMENDED INDICATORS & TARGETS	RDN BOARD FEEDBACK & RDN STAFF COMMENTS
21	<p>Indicator: Per capita length of roads (length of paved roads per person)</p> <p>Target: Decrease the per capita length of roads</p>	<p><i>No change proposed.</i></p>
<p>Goal 11: Enhance Cooperation Among Jurisdictions</p>		
	<p>No indicator or target recommended for this Goal due to the subjective nature of measuring cooperation. Recommend that the RDN continue with descriptive reports of progress towards this goal.</p>	<p><i>Desire to see a suitable measure for this goal. The majority of the RDN's operations involve partnerships and agreements so it can be very difficult to measure this.</i></p> <p>Staff will continue exploring options for a suitable indicator. A narrative of actions that build cooperation will continue to be reported in the RGS Annual Report.</p>

B BOARD FEEDBACK ON SUPPORTING STATISTICS

The following provides RDN Board Feedback on ‘Supporting Statistics’ that compliment information provided by the core list of indicators suggested above. Staff explained that several ‘Supporting Statistics’ include data that is not available annually or not available consistently for the region as a whole.

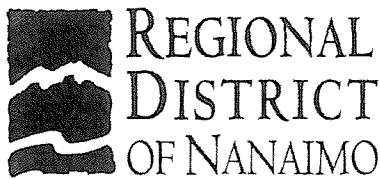
	SUPPORTING STATISTICS	RDN BOARD FEEDBACK
	Goal 2: Protect the Environment	
1	Surface water quality (Community Watershed Monitoring) <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity 	<i>No change proposed.</i>
2	Groundwater levels	<i>No change proposed.</i>
	Goal 5: Enhance Rural Integrity	
3	<i>The amount of land in the Agricultural Land Reserve (ALR)</i>	<i>Based on Board feedback, moved from core indicator to ‘Supporting Statistic’.</i>
	Goal 3: Coordinate Land Use and Mobility	
4	Walkability score	<i>No change proposed.</i>
	Goal 6: Facilitate the Provision of Affordable Housing	
5	The portion of households paying 30% or less of household income on housing (renters vs. owners)	<i>No change proposed.</i>
6	The number of households in core housing need	<i>No change proposed.</i>
	Goal 7: Enhance Economic Resiliency	
7	Commercial / industrial building permits (new / renovations)	<i>No change proposed.</i>
8	Housing starts	<i>No change proposed.</i>
9	Regional GDP	<i>No change proposed.</i>
	Goal 8: Enhance Food Security	
10	The total area of land in the RDN being used for commercial food production	<i>No change proposed.</i>

11	<i>The amount of land in the Agricultural Land Reserve (ALR)</i>	<i>Based on Board feedback, moved from core indicator to 'Supporting Statistic'.</i>
12	<i>Number of aquaculture leases and tenures</i>	<i>Included based on Board Feedback.</i>
	Goal 9: Celebrate Pride of Place	
13	<i>Known formal agreements allowing access to PMFL for recreation including trails.</i>	<i>Included based on Board Feedback.</i>

C BOARD FEEDBACK ON FUTURE INDICATORS

The following summarizes RDN Board feedback on future indicators to be considered for use once data becomes readily available and / or more reliable.

	FUTURE INDICATORS and TARGETS	RDN BOARD FEEDBACK
	Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
1	Indicator: Development and Infrastructure in vulnerable areas Target: Reduce the amount (ha/value) of development and infrastructure in vulnerable areas.	<i>No change proposed.</i>
	Goal 2: Protect the Environment	
2	Indicator: Total water consumption (residential, commercial and agricultural use from community systems and private wells) Target: Reduce total water consumption	<i>Improve on the recommended indicator by including well water and agricultural water consumption in the Total Water Consumption indicator as data becomes available and reliable.</i>
3	Indicator: Average per capita water consumption (daily residential) Target: Reduce average per capita water consumption	<i>Explore use of a smaller residential area as a proxy for average per capita water consumption in the region.</i>
4	Indicator: Surface water quality (Community Watershed Monitoring) <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity Target: Improve surface water quality	<i>No change proposed.</i>
	Goal 10: Provide Services Efficiently	
5	Indicator: Per capita length of water and sewer lines (length of sewer and water mains per person) Target: Decrease the per capita length of water and sewer lines	<i>No change proposed.</i>
	Goal 11: Enhance Cooperation Among Jurisdictions	
6	Staff will continue to explore options for a suitable indicator	<i>Find a suitable measure for this goal.</i>



RDN REPORT		[Signature]
CAC APPROVAL		
EAP		
CoW	✓	
JUN 26 2014 MEMORANDUM		
RHD		
BOARD		

TO: Sean De Pol
Manager, Wastewater Services

DATE: June 25, 2014

FROM: Maurice Mauch
Project Engineer

FILE: 5320-20-GNPCC Marine Outfall

SUBJECT: Engineering Services for the Replacement and Upgrading of the Greater Nanaimo Pollution Control Center Five Fingers Marine Outfall

PURPOSE

To consider awarding a contract for Engineering Services for the replacement and upgrading of the Greater Nanaimo Pollution Control Center Five Fingers Marine Outfall.

BACKGROUND

The existing Greater Nanaimo Pollution Control Center (GNPCC) Five Fingers Marine Outfall has had a number of failures in recent years and has reached the end of its serviceable life.

The replacement of the Land Section of GNPCC Outfall is currently under construction, the remaining portion of the work, the Five Fingers Marine Outfall, is targeted for construction in 2015. The replacement and upgrading of the Five Fingers Marine Outfall and required funding are identified in the approved Wastewater Southern Community's 5 year capital plan.

A Request for Qualifications (RFQ) for outfall engineering consulting services was advertised in April to solicit proposals from interested engineering firms.

A total of 5 submissions were received, the submissions were reviewed by a selection committee made up of 4 staff members and a subject matter expert on contract to the Regional District of Nanaimo (RDN). Three firms met the qualification criteria and were asked to respond to a request for proposals.

The Request for Proposals was prepared and sent to the qualified consulting firms for the project management, detailed design and tender period services for the replacement of the GNPCC Five Fingers Outfall.

Three proposals were received by the deadline of June 6, 2014. The firms that submitted proposals were AECOM, Opus Dayton Knight and Herold Engineering.

The proposals were assessed using the following criteria:

Project Team Experience	20%
Past Performance and References	20%
Project Understanding, Methodology and Deliverables	30%
Project Team Presentation	10%
Fee Structure	20%

The review committee concluded that Opus Dayton Knight provided the best proposal and represented the best value. They have successfully completed many outfall projects on the west coast and were the RDN's consultant for the recently completed French Creek diffuser replacement.

The overall project budget for replacement and upgrading of the Five Fingers Marine outfall is estimated at \$14.9 million, the Opus Dayton Knight's fee of \$742,000 is comparable to the other fees submitted and is in line with industry standards for projects of this size and complexity. Their fees represent approximately 5% of the project budget. A design contingency of 10% (\$74,000) is recommended to be included in the budget.

ALTERNATIVES

1. Award the contract for Engineering Services for the replacement of the Greater Nanaimo Pollution Control Center Five Fingers Outfall to Opus Dayton Knight for the submitted upset price of \$742,000.
2. Do not award the contract, re-assess the project and revise the request for proposals. This will delay the construction of the project by a year, due to the restricted environmental working windows.

FINANCIAL IMPLICATIONS

The 2 top scoring proposals had fees for engineering services within 1% of each other. The review committee determined that the proposal provided by Opus Dayton Knight offered the most value. The decision was based on Opus Dayton Knight's successful experience with similar complex projects, the quality of the project team and the many years of experience designing and constructing similar projects in the local marine environment.

The 2014 to 2018 Financial Plan includes a total budget of \$18 million for replacement of the land and marine sections of the outfall. \$2 million of this is being funded through the Regionally Significant Program under the Gas Tax Transfer Agreement and the remainder is being funded through a combination of Development Cost Charges (DCCs) and general reserve funds with a 50% allocation to each area. This component of the project for engineering services and related costs will require release of DCC funds up to \$450,000. A bylaw to release DCC funds is included with this report for Board approval.

STRATEGIC PLAN IMPLICATIONS

The Five Fingers outfall requires replacement and upgrading. Population growth in the City of Nanaimo 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

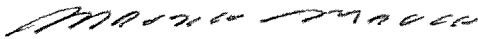
Awarding a contract for Engineering Services for the replacement of the Five Fingers Outfall is the next step in providing a new marine outfall that operates as authorized by the Ministry of Environment.

A competitive process to select an engineering firm was completed and staff have reviewed and selected the most qualified consultant to complete the design work.


The proposed fees of \$742,000 are in line with industry standards for projects of this size and complexity they represent approximately 5% of the project budget. A design contingency of 10% (\$74,000) is recommended.

RECOMMENDATIONS


1. That the Board award the contract for Engineering Services for the replacement of the Five Fingers Outfall to Opus Dayton Knight for the submitted upset price of \$742,000.
2. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be introduced and read three times.
3. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be adopted.



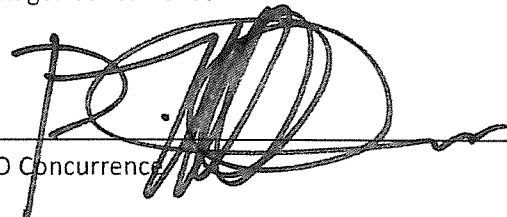
Report Writer



Manager Concurrence

A/ 

General Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1712

**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 engineering services for the replacement of the marine section of the Greater Nanaimo Pollution Control Centre Marine Outfall, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$450,000;

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

1. The sum of Four Hundred and Fifty Thousand Dollars (\$450,000) is hereby appropriated for the purpose of engineering services for the Greater Nanaimo Pollution Control Centre Marine Outfall (Marine Section) 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. 1712, 2014".

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER



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MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: June 10, 2014

FROM: Shelley Norum
Wastewater Coordinator

FILE: 4520-20-021

SUBJECT: Bylaw 975.62 - Pump and Haul Local Service Establishment Amendment to Exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District 7187 Lantzville Road, Lantzville, BC

PURPOSE

To recommend an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” to remove a property from the Pump & Haul Local Service Area.

BACKGROUND

Notice was received on June 9th, 2014 from Lance McNabb requesting that the following property, located within the District of Lantzville, be excluded from the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”:

Lot A, District Lot 27G, Plan 29942, Wellington Land District
7187 Lantzville Road, Lantzville, BC (see Appendix A).

The bylaw to originally include this property in the Pump & Haul Local Service Area was adopted on April 14, 1998. Sewer service through the District of Lantzville has come available and the lot has since connected to sewer system. A Regional District of Nanaimo (RDN) Building Inspection Services Final Inspection, issued on May 15, 2013, confirms that sewer was connected. Therefore, the pump and haul service is no longer required.

ALTERNATIVES

1. Approve an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” to exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District (District of Lantzville).
2. Do not approve the amendment.

FINANCIAL IMPLICATIONS

There are no financial implications. The pump and haul program is a user pay service, in which the participant pays an application fee and an annual user fee.

STRATEGIC PLAN IMPLICATIONS

There are no Strategic Plan implications.

SUMMARY/CONCLUSIONS

Notice to exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District from the Pump & Haul Local Service Area was received because this property is now serviced by the District of Lantzville's sewer system. A RDN Building Inspection Services Final Inspection, issued on May 15, 2013, confirms that sewer was connected. As a result, the pump and haul service is no longer required.

RECOMMENDATIONS

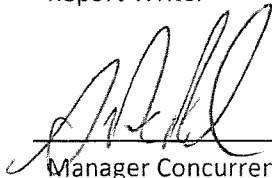
1. That the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District.
2. That the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014" be introduced and read three times.



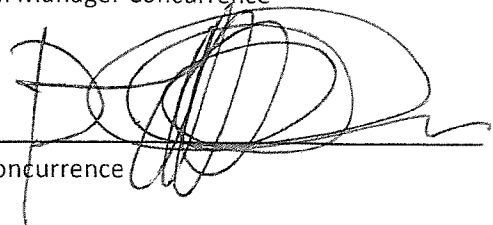
Report Writer



General Manager Concurrence



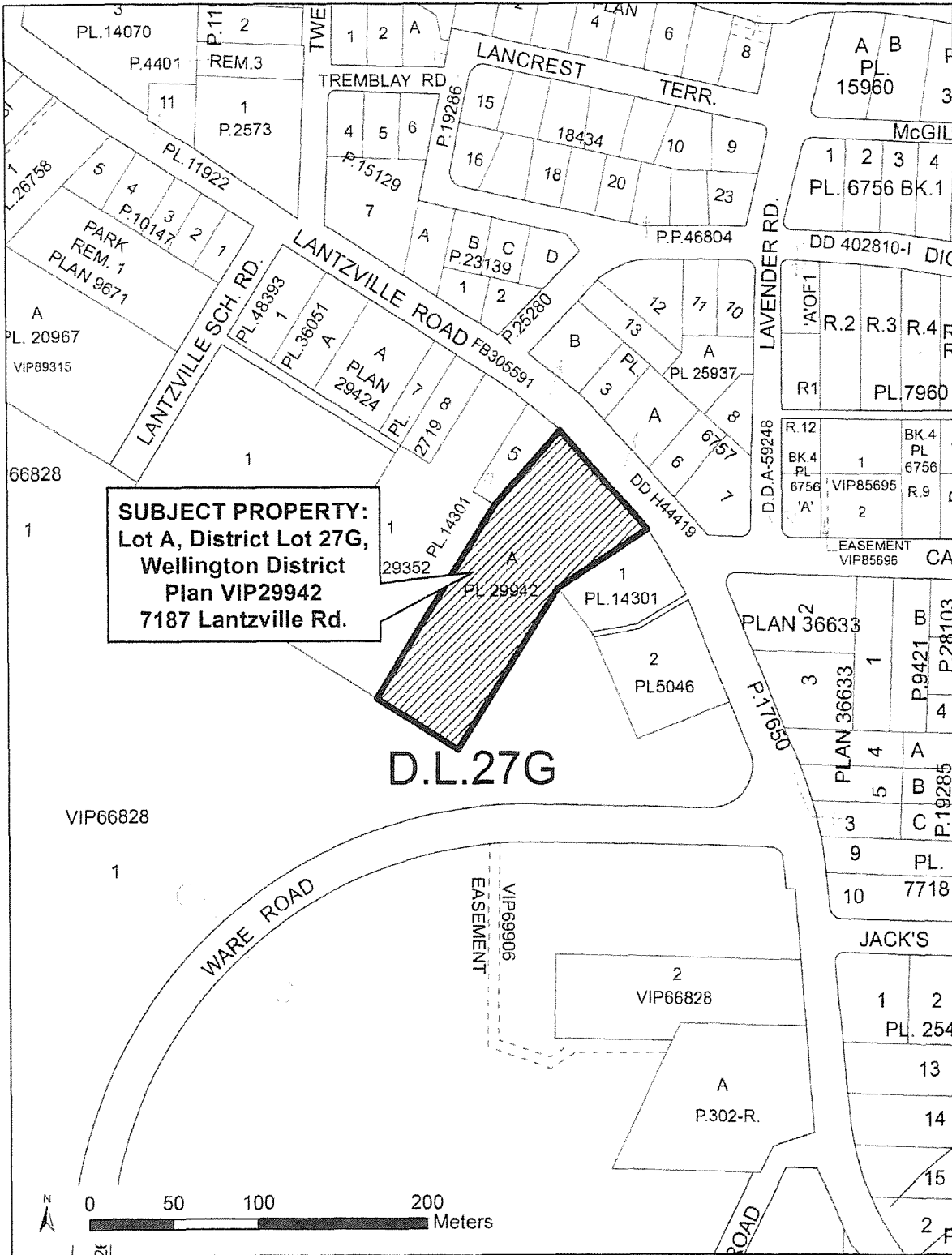
Manager Concurrence



CAO Concurrence

APPENDIX A

File: 4520-20-021
Date: June 10, 2014
Page: 3



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.62

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

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

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

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

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

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

1. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014".

2. Amendment

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

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

Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

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

Chairperson

Corporate Officer

BYLAW NO. 975.62

SCHEDULE 'A'

Electoral Area 'B'

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

Electoral Area 'E'

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

Electoral Area 'F'

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

Electoral Area 'G'

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

Electoral Area 'H'

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

District of Lantzville

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



RDN REPORT		
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MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: June 30, 2014

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 5500-22-NBP-01

SUBJECT: Nanoose Bay Peninsula Water Service Area Capital Improvements Referendum

PURPOSE

To bring forward a bylaw and referendum question for Nanoose Bay Peninsula Water Service Area capital improvements.

BACKGROUND

The Nanoose Bay Peninsula Water Service Area (NBPWSA) currently serves 2,068 residential and commercial properties with a population of approximately 5,000 people. Water is supplied via ground and surface water sources which is treated, stored and distributed to users for drinking water and fire protection. The physical infrastructure required to provide water to service area customers is significant requiring constant upgrades to ensure the smooth operation of the system.

In order to ensure the infrastructure continues to meet the expectations of the public and to ensure the safe and efficient operation of the system it is important to identify and plan for necessary upgrades and capital improvements. The 2008 "Nanoose Peninsula Water System Capital Planning Study" identified the projects required to ensure that goal is met. This report has been used as a guide in capital planning since 2009 and continues to be a source of capital planning for the NBPWSA. In addition, this document has been useful in the development of NBPWSA Development Cost Charge Bylaw which is currently in draft form.

The outcome of both the 2008 capital planning study and the draft DCC bylaw is the identification of long term upgrades and capital improvements necessary in the NBPWSA system. The projects identified in these documents span from the present to 2032. All of the projects either represent upgrades to existing infrastructure and or infrastructure required for future growth. Those projects associated with growth will be the responsibility of future development where the benefit is directly attributable. Existing residents will only share in the cost of projects that are of a direct benefit to the existing system.

The total proposed borrowing includes projects up to and including 2019 where existing residents and future development both benefit. Projects that are not included are those that are required as part of future development only. Those projects must be completed as part of the development triggering the new infrastructure. The development cost charge calculations to date indicate a 79% / 21% split between existing and future users for the proposed projects.

A public information meeting will be held in October in Nanoose to provide more detailed information on the projects, their costs and implications of the borrowing bylaw on parcel taxes.

In order to gain the assent of the electors for borrowing, a referendum question will be presented at the November 15, 2014 local government elections. The proposed question is as follows;

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

Before the Regional District may hold a referendum for Bylaw No. 1714, it must publish notification of the voting opportunities to be provided, as well as the purpose of the bylaw which is the subject of the vote. The *Local Government Act* requires that such notices include the full text of the bylaw unless the local government has approved the use of a synopsis. The Board is being asked to approve the synopsis of Bylaw No. 1714 for the publication of notices associated with the referendum as follows:

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

ALTERNATIVES

1. Approve the referendum question and bylaw synopsis and give three readings to the proposed borrowing bylaw.
2. Do not approve the question, bylaw synopsis or Bylaw and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Option 1 allows for borrowing up to \$2,600,000 allowing the necessary projects to be completed by 2019. As noted, the projects that have been identified show benefits to both existing and future residents with an apportionment of costs of 79% and 21% respectively. With development largely at a standstill in the Nanoose Peninsula at this time the borrowing will be used to ensure the projects are built as required with the funding coming from future development in the form of development cost charge revenues.

Borrowing \$2.6 million over 20 years at 5% results in an annual repayment of \$191,000 for the service area. This results in an \$87 annual parcel tax impact.

Option 2 would result in no new funding for these future capital works. This would significantly impact the rate at which projects would be completed. Parcel tax increases of a significant nature would be necessary as those and operating revenues would be the only funding source.

STRATEGIC PLAN IMPLICATIONS

The fair and equitable provision of service levels to residents based on benefit is a Board value noted in the Strategic Plan. The costs for capital improvements and upgrades are shared between existing and future residents and will equitably represent a benefit to the residents.

CONCLUSIONS

The Nanoose Bay Peninsula Water Service Area requires a number of capital improvements and upgrades over the next 5 years. Funding required for these upgrades totals \$2,600,000. The assent of the electors is required for borrowing to proceed therefore it is recommended that the associated referendum question be included as part of the November 15, 2014 local government elections, and that the Board approve the bylaw synopsis as presented.

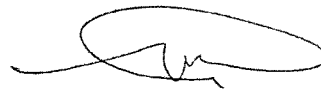
RECOMMENDATIONS

1. That the "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.
2. That the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of the Nanoose Bay Peninsula Water Service Area for borrowing \$2,600,000 in support of the 2015 to 2019 Capital Improvements and Upgrades, and, that the question be as follows:

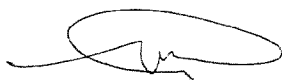
Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1714 to authorize the borrowing of up to \$2.6 million to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019?

3. That the Board approve the synopsis of Bylaw No. 1714 for the publication of notices associated with the referendum as follows:

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



Report Writer Concurrence



9/ General Manager Concurrence



ACAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1714

**A BYLAW TO AUTHORIZE THE BORROWING OF
TWO MILLION SIX HUNDRED THOUSAND DOLLARS (\$2,600,000)
FOR THE NANOOSE BAY PENINSULA WATER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Nanoose Bay Peninsula Water Service Area pursuant to Bylaw No. 867.01, cited as "Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005" for the purpose of operating works and facilities for the supply, storage, distribution and treatment of water in a portion of Electoral Area 'E';

AND WHEREAS the Board wishes to undertake and carry out capital improvement and upgrades requirements to the water supply and distribution system (the "Works");

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Two Million Six Hundred Thousand Dollars (\$2,600,000);

AND WHEREAS that the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

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 purposes as the "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital improvement and upgrades requirements to the water supply and distribution system and without limiting the generality of the foregoing:
 - (a) to borrow upon the credit of the Regional District a sum not exceeding Two Million Six Hundred Thousand Dollars (\$2,600,000).
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
4. The borrowing authorized relates to the Nanoose Bay Peninsula Water Service Area pursuant to Bylaw No. 867.01, cited as "Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005".

Introduced and read three times this day of , 2014.

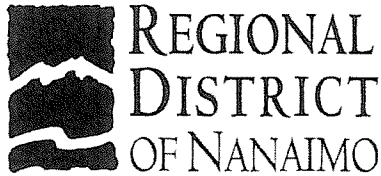
Approved by the Inspector of Municipalities this day of , 2014.

Received the assent of the electors under section 801.2 of the *Local Government Act* this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
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BOARD	

MEMORANDUM

TO: Mike Donnelly
Manager, Water & Utility Services

DATE: June 27, 2014

FROM: Gerald St. Pierre
Project Engineer, Water & Utility Services

FILE: 5500-20-FC

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

PURPOSE

To present the petition results and service area amendment bylaws associated with the inclusion of properties within the French Creek Sewer Service in Electoral Area 'G' and to obtain Board approval for the associated bylaws.

BACKGROUND

The subject properties are comprised of 8 lots located on Reid Road, near Wembley Road and Island Hwy West in French Creek. Of the 8 lots, 3 are currently within the French Creek Sewer Service Area (see Location Plans in Figure 1 and Figure 2). This section of Reid Road was one of the earlier developments in the French Creek area, and the properties have been serviced by individual septic tanks and on-site septic field disposal systems for over 25 years. As the area has become more developed, sanitary sewer mains have been installed by developers nearby, and most of the properties in the area are now serviced by the community sanitary sewer system. Several Reid Road residents expressed an interest in having sanitary sewer mains extended to include the subject properties of Reid Road. With their support, the project will be constructed with financing provided by the Municipal Finance Authority.

Regional District of Nanaimo staff held a public meeting on May 7th, 2014 at the St. Columba Church Hall. At that meeting a number of issues and questions associated with a sanitary sewer main extension and inclusion of properties into the sewer service area were discussed. Those questions and the answers were subsequently published on the RDN website for consideration by all parties. Residents were advised that costs from a recent sewer extension project were used to estimate the value of the proposed sewer main extension at \$98,000. A sewer main currently runs along Reid Road and ends just north of the subject properties, thereby making a sewer main extension possible.

At the owners' request, petitions were mailed to the Reid Road property owners on April 29th, 2014. The petitions outlined the maximum costs to be incurred by property owners and described the method of cost recovery for the service area (see Cover Letter and Petitions in Attachment 1). Signed petitions were received at the RDN Administration Office and certified for sufficiency. Therefore, with sufficient petition support received, the sanitary sewer capital financing service establishing bylaw, loan authorization bylaw and service boundary amendment bylaws may proceed.

The capital financing service bylaw, loan authorization bylaw, service boundary amendment bylaws, and associated security issuing and interim financing bylaws are attached for Board consideration (see Attachments 2-7).

Community water in this area is supplied by EPCOR Water Services, so there will be no application by the owners to join an RDN community water system.

ALTERNATIVES

1. To establish the Reid Road Sanitary Sewer Capital Financing Service, and proceed with first, second and third readings of the associated bylaws.
2. That the Board provides alternative direction.

FINANCIAL IMPLICATIONS

Under Option 1 (above), there are no financial implications to the RDN. The property owners will be responsible for all costs. The property owners would pay the RDN Capital Charges of \$2,891 per property pursuant to *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330 (2003)* and *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331 (2003)*. The loan authorization bylaw would authorize the expenditure of up to \$98,000 for sewer main construction and engineering costs. Property owners will be advised of the exact amount owing once construction is complete and all costs have been accounted for. Owners will be able to pay their share of the construction up front as a 'lump sum' amount not greater than \$12,415 or their construction amount can be amortized over 20 years and added to parcel taxes. The amortized amount is estimated to be a maximum of \$665 (includes initial finance fee) in the first year following construction, \$1,025 per property for 19 years thereafter, and \$720 in the final year.

Property owners will be responsible to arrange and pay for their own septic tank abandonment and installation of a sewer line from the home to the new sanitary sewer service located at their property line. A further *annual user fee* for French Creek will be charged by the RDN once a property is connected to the sanitary sewer system, in the amount of approximately \$170 per year, and a parcel tax of approximately \$290 will be assessed to each property annually on the Rural Taxation Notice.

Under Option 2 (above), if the Board does not wish to adopt the Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw and Loan Authorization Bylaw as presented, there are no financial implications to the RDN. No expenses, other than staff time, have been incurred to date, and cheques from property owners for capital charges and covenants will be returned.

STRATEGIC PLAN IMPLICATIONS

By including the subject properties in a community sewer system, domestic sewage would be collected and treated at the French Creek Pollution Control Centre. The provision of community sewer servicing would help avoid future problem areas from on-site sewage disposal systems installed in an urban setting.

DEVELOPMENT IMPLICATIONS

The *Electoral Area 'G' Official Community Plan (OCP) Bylaw No. 1540, 2008* recognizes that sewer servicing boundary expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems.

The subject properties are all zoned Residential RS1-Q pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The "Q" subdivision district provides a minimum parcel size of 700m² when a property is serviced with community water and sewer. Most of the subject properties are larger than 1400m², and therefore subdivision into smaller lots is possible under the current zoning. Property owners are given the option of either paying the Capital Charges for each potentially subdivided lot upfront or registering a restrictive covenant under Section 219 of the Land Title Act indicating that additional Capital Charges would be payable if and when subdivision is sought in the future.


CONCLUSIONS


Petitions have been received from the subject property owners of Reid Road, and certified for sufficiency. Bylaws establishing the Reid Road Sanitary Sewer Capital Financing Service and detailed borrowing requirements now require Board approval in order to proceed. Boundary amendment bylaws for Bylaw No. 813 (1990) and Bylaw No. 889 (1993), are also required in order to include sewage flows from the new connections to the French Creek Pollution Control Center, enabling the properties to contribute towards the operation and maintenance of the treatment facility.


RECOMMENDATIONS

1. That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
3. That Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.52, 2014, be introduced and read three times.
4. That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.68, 2014", be introduced and read three times.
5. That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014" be introduced and read three times.
6. That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1710, 2014" be introduced and read three times.


for Report Writer


Manager Concurrence


General Manager Concurrence


A/CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.52

A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the French Creek Sewer Service pursuant to Bylaw No. 813, cited as "French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990";

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

- Lots 12-14 (inclusive), Lot 22 and Lot 25, District Lot 29, Nanoose District, Plan 13406;

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

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

1. Amendment

"French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990" is amended as follows:

By amending Schedule 'A' of Bylaw No. 813 to add the lands shown outlined in black on Schedule 'B' of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.52, 2014".

Introduced and read three times this day of , 2014.

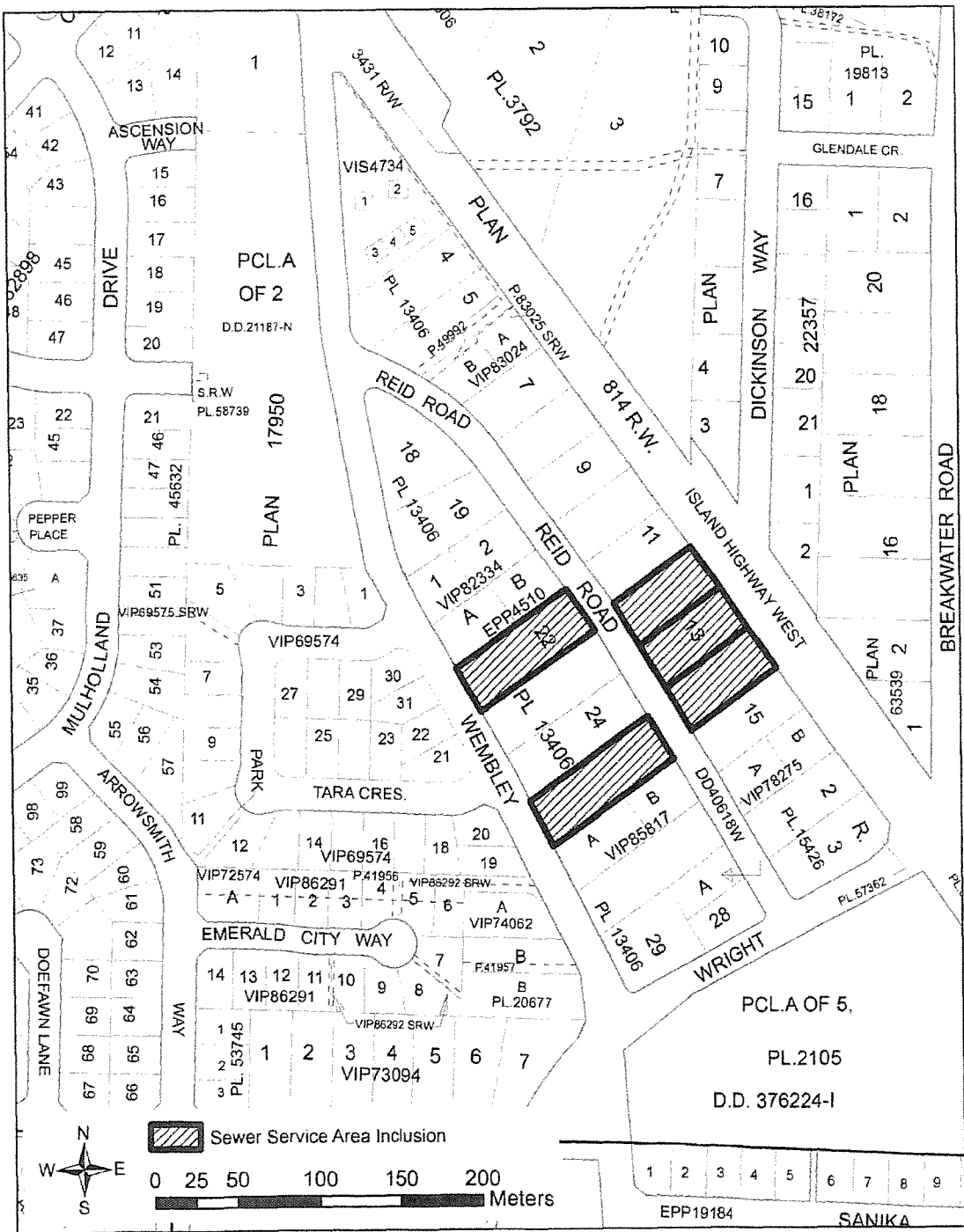
Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.68

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

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

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

- Lots 12-14 (inclusive), Lot 22 and Lot 25, District Lot 29, Nanoose District, Plan 13406;

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

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

1. Amendment

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

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

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.68, 2014".

Introduced and read three times this day of , 2014.

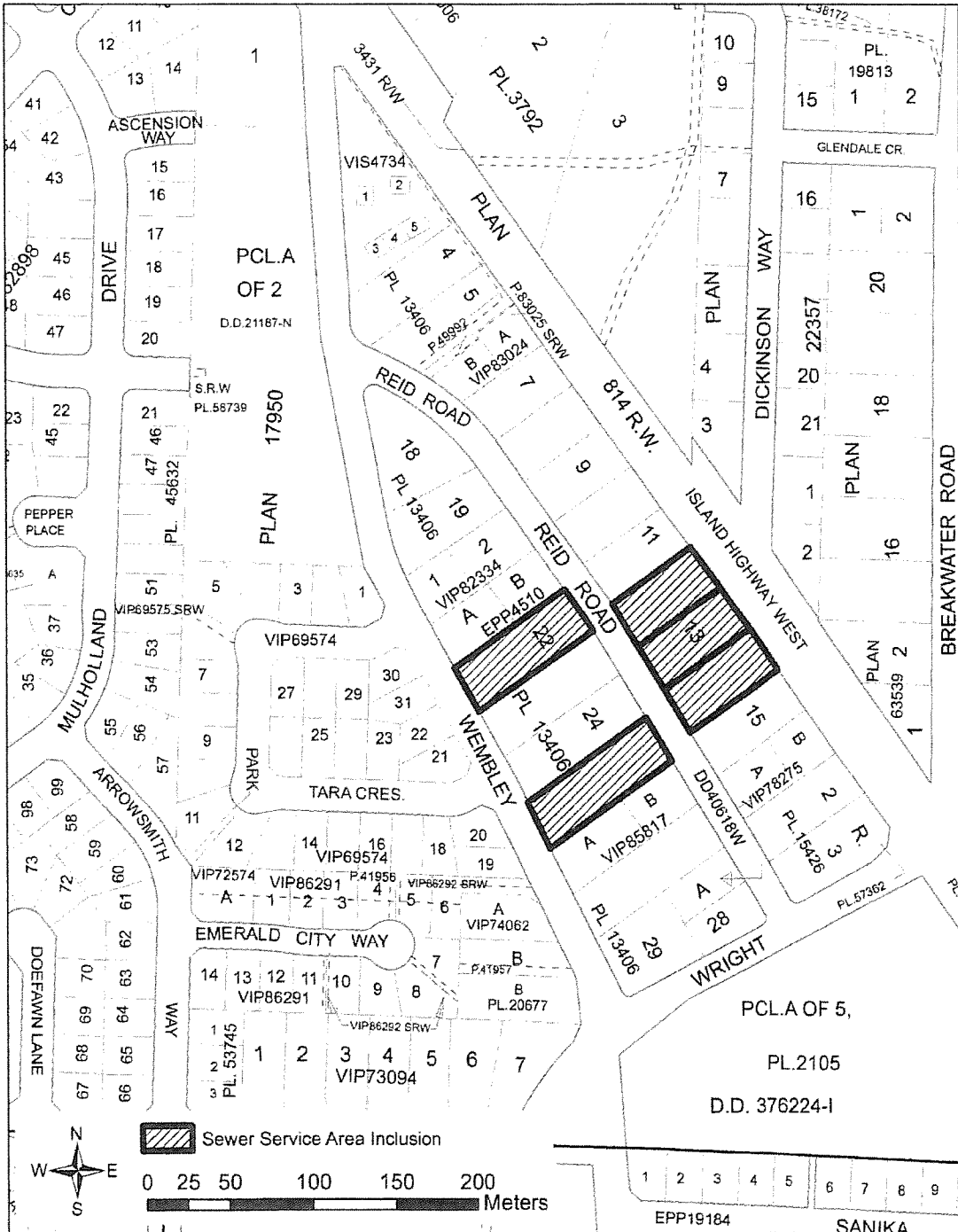
Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1707, 2014

A BYLAW TO ESTABLISH THE REID ROAD SANITARY SEWER
CAPITAL FINANCING SERVICE

WHEREAS pursuant to section 796 and 800 of the *Local Government Act* ("Act") a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo ("Regional District") wishes to establish a service for the purpose of financing, constructing, owning, operating, and maintaining a system for the collection, conveyance, and disposal of sanitary sewage in a portion of Electoral Area 'G';

AND WHEREAS the owners of parcels in a portion of Electoral Area 'G' have petitioned the Regional District pursuant to Section 797.4 of the *Act* to establish a service for the purposes of financing, constructing, operating, and maintaining a sewer collection system;

AND WHEREAS the petitions have been deemed sufficient pursuant to Section 797.4(3) of the *Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Act*;

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

1. Citation

This bylaw may be cited for all purposes as the "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014".

2. Service

A service to finance, construct, operate and maintain a system for the collection, conveyance and disposal of sanitary sewage is hereby established (the "Service").

3. Boundaries

The boundaries of the service area is that part of Electoral Area 'G' shown in heavy outline on the plan attached as Schedule 'A', attached to and forming part of this bylaw.

4. Participating Area

Electoral Area 'G' is the sole participating area for the Service.

5. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. Maximum Requisition

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) Eight Thousand Two Hundred (\$8,200) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$3.75 per \$1,000 applied to the net taxable value of land and improvements in the service area.

Introduced and read three times this day of , 2014.

Approved by the Inspector of Municipalities this day of , 2014.

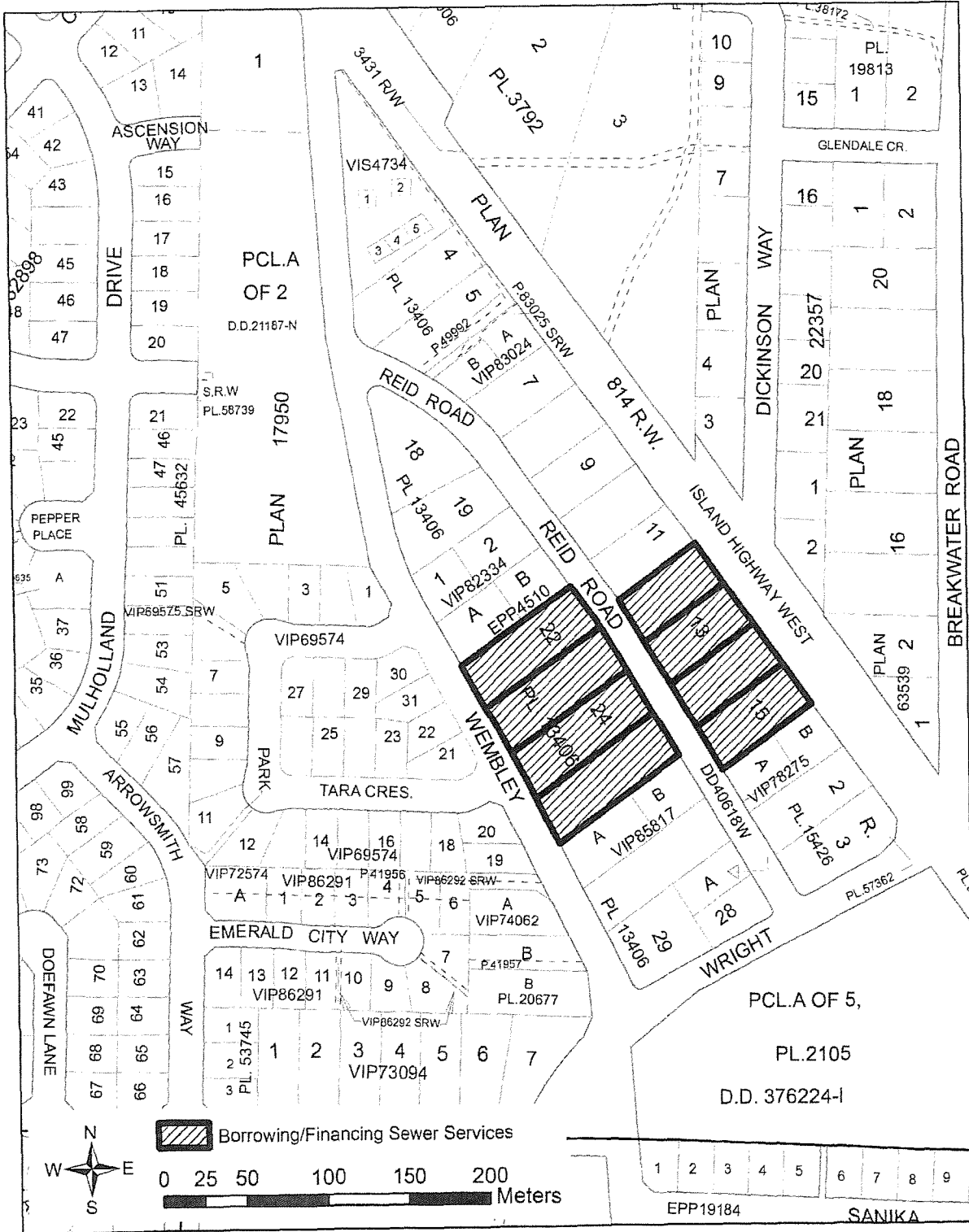
Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1708

**A BYLAW TO AUTHORIZE THE BORROWING OF
NINETY EIGHT THOUSAND DOLLARS (\$98,000)
FOR THE REID ROAD SANITARY SEWER CAPITAL FINANCING SERVICE**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Reid Road Sanitary Sewer Capital Financing Service pursuant to Bylaw No. 1707, cited as "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014" for the purpose of financing, constructing, owning, operating, and maintaining a system for the collection, conveyance, and disposal of sanitary sewer in a portion of Electoral Area 'G';

AND WHEREAS the Board wishes to design and install a system of sanitary sewer mains and services (the "Works") on the southern portion of Reid Road;

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Ninety Eight Thousand Dollars (\$98,000);

AND WHEREAS that the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

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 purposes as the "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design, tender, and construction of a system of sanitary sewer mains and services, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - (a) to borrow upon the credit of the Regional District a sum not exceeding Ninety Eight Thousand Dollars (\$98,000).
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
4. The borrowing authorized relates to the Reid Road Sanitary Sewer Capital Financing Service established pursuant to Bylaw No. 1707, cited as "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014".

Introduced and read three times this day of , 2014.

Approved by the Inspector of Municipalities this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1709

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1707	Reid Road Sanitary Sewer Capital Financing Service	\$98,000	Nil	\$98,000	20	\$98,000

Total Financing pursuant to Section 825 \$98,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Ninety Eight Thousand Dollars (\$98,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, the anticipated revenues accruing to the Regional District from the operation of the said Reid Road Sanitary Sewer Capital Financing Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014".

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014".

Chairperson

Corporate Officer

C A N A D A
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1709 cited as "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1710

A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE ISSUANCE OF SECURITIES
WHICH HAVE BEEN AUTHORIZED

WHEREAS pursuant to Section 823.2 of the *Local Government Act* a regional district may, where it has adopted a loan authorization bylaw, borrow temporarily without further assents or approvals, from any person under the conditions therein set out;

AND WHEREAS by "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014" ("Bylaw No. 1708"), the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$98,000.00 for the purpose of the Reid Road Sanitary Sewer Service capital upgrades;

AND WHEREAS the remaining authorized borrowing power under the said Bylaw No. 1708 stands at \$98,000.00;

AND WHEREAS the Board wishes to borrow temporarily before entering into long term debt;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$98,000.00 solely for the purposes specified in Bylaw No. 1708.
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and Director of Finance of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Reid Road Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1710, 2014".

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER



**MINUTES OF THE REGULAR MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON FRIDAY MAY 16, 2014
IN THE PARKSVILLE FORUM**

Present:

Director J. Stanhope, Chair	Regional District of Nanaimo
Director G. Holme	Regional District of Nanaimo (alternate)
Mayor C. Burger	City of Parksville

Also in Attendance:

M. Donnelly	Regional District of Nanaimo
R. Alexander	Regional District of Nanaimo
G. St. Pierre	Regional District of Nanaimo
M. Squire	City of Parksville
S.Schultz	Recording Secretary

Regrets:

M. Lefebvre	City of Parksville
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CALL TO ORDER

Chair Stanhope called the meeting to order at 1:00PM.

DELEGATIONS

MINUTES

MOVED Director Holmes, SECONDED Director Burger, that the minutes from the regular meeting of the Englishman River Water Service Management Board held December 12, 2013, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

Phase2 – Water Treatment pilot Testing and ASR Feasibility Analysis – Executive Summary Report: Associated Engineering (Verbal/Powerpoint Presentation)

M.Squire provided an introduction to the presentation stating that over the past several years there has been extensive technical work and investigations that have been carefully stepped through as due diligence as a water purveyor to give full attention to our future water supply requirements. These technical investigations all balance sustainable practices (being feasible, environmental and social).

K. Kohut noted that the twelve month monitoring program consisted of on-line analyzers, field measurements and Laboratory analysis. The turbidity of the water was monitored along with other parameters such as true colour, e.coli, nitrate, organic carbon, and alkalinity which was monitored during various turbidity events. The processes then piloted were; direct filtration, conventional treatment, dissolved air flotation (DAF), ballasted flocculation (ex: Actiflo®) and membranes. The project revealed that out of these processes only conventional treatment and membranes were viable options. It was then found that due to: hard to form settleable particles; slow reaction to turbidity spikes; poor settling in settling tanks; and high filter cleaning frequency.

a consistent water quality could not be produced therefore conventional treatment was not recommended. Membrane Filtration was found to be successful as pre-filtration a coagulant membrane and ultrafiltration produced a consistent turbidity < 0.01 NTU. The process used a coagulant needed for colour removal and were also successful in treating turbidity events. It was therefore recommended that treatment should consist of a process of pre-filtration, Coagulation (ACH), membrane ultrafiltration and chlorination.

D.Lowen presented the third element of the report which was Aquifer storage recovery (ASR). The ASR program objectives were to provide a water supply capacity to help meet peak demands for 3.5 months; produce the storage of 1,000,000 m³ needed, engage regulators consisting of VIHA, MOE and EAO; conduct cycle testing on one well to confirm ASR feasibility and lastly to refine cost estimated for ASR well field development. The recovered water was found to contain Arsenic and Manganese which would need to be addressed and the dissolution was mostly due to different levels of dissolved Oxygen and pH. Besides the the Arsenic and Manganese issue the groundwater quality at ASR-1 site was good and meets all drinking water standards. ASR-1 well site was feasible with 9 L/s (143 USgpm) capacity. Kaye Road area also has potential for up to 11 ASR wells. Preliminary assessment of Claudet Road wells monitored at 15 L/s concluded that an ASR well is feasible. Work remains to resolve recovered water quality issues. Target capacity for first stage – 69 L/s (6 ML/d) could be met with 7 wells in Claudet Road and Kaye Road areas as an ultimate goal of 15 ML/d is achievable. Estimated cost of 7 wells plus cycle testing came in at \$4.7 million. Recommendations were:

- to address the arsenic issue by short cycle flushes and observe arsenic concentration over time
- increase the volume of stored water “buffer zone”
- utilize temporary removal of arsenic and manganese treatment.
- construct an ASR well at the Claudet well site.
- do core-drilling for better determination of the aquifer geochemistry
- age date the aquifer water and wood fragments to better understand the local geologic history.

K.Kohut concluded the presentation noting that ASR is viable and presented conceptual design and site plans for a Water Treatment Plant and Intake including a conceptual design direct cost and cost analysis as they will be looking for most the cost effective process. Cycle testing will be done at Claudet Road and other sites near existing water infrastructure such as Kaye Road. Moving forward there would be steps to continue with preliminary design by looking into an ASR at Claudet Road, acquiring property and easements for water mains, assessing existing well inventory and continuing dialogue with approval agencies.

M. Squire in summary noted that over the last several years extensive technical work and investigations have been carefully stepped through as part of or due diligence as a water purveyor to give full attention to our future water supply requirements. These technical investigations all balance sustainable practices (being feasible, environmental and social). It is important to spend time and thoroughly research and investigate these items by small scale piloting projects before committing to the large scale full multi-million dollar capital infrastructure improvements. The Phase 2 technical documents are prepared to give ERWS staff guidance in implementing the proceeding with immediate planning needs, capital infrastructure works, budget preparation and potential land acquisition.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Mike Squire motioned that the Final Technical Report 1- Completion of Phase 2 Aquifer storage recovery testing program and Technical Report 2, Phase 2 – Water Treatment Pilot Testing and Aquifer Storage and recovery Feasibility Analysis be received.

MOVED Director Holmes, SECONDED Director Burger that the two reports be received.

CARRIED

NEW BUSINESS

OTHER

The Chair opened the floor to questions from the audience.

Charlie Stone, Parksville, BC

C. Stone questioned how much of what was just passed and voted on was in the presentation that was just given.

M. Squire responded that the presentation of the two reports was just a summary and that the full report will be hosted on the ERWS web page for public viewing.

C. Stone questioned that if water becomes too expensive consumers may reduce consumption. When will cost estimates be available?

M. Squire responded that the cost is the main focus from now to referendum in November. Ideas will be presented to phase in the cost to the public and an open house will be hosted regarding dates and costs in October 2014 at which point we will be looking to the public for consent with all the costs fully available and informed.

Trevor Wicks, Qualicum, BC

T. Wicks questioned if an estimate had been done on the cost of water? There is a cost of infrastructure but no comparison cost of water such as gravity feed and cost per cubic meter.

M. Squire responded that the cost of water collection for example the Arrowsmith Dam via direct pipeline was not financially or environmentally feasible. This is the most sustainable project for the future water requirements and fisheries purposes.

Charlie Stone, Parksville, BC

C. Stone Comment to the board: Costs would be lower if not using the Provincial high turbidity days average requirements as the comparison for treatment costs.

NEXT MEETING

The next meeting of the Englishman River Water Service Management Board will be on June 5th 2014.

ADJOURNMENT

The meeting was adjourned at 2:08PM.

MOVED Director Holme, SECONDED Director Burger that the meeting be adjourned.

CARRIED

J. Stanhope, CHAIRPERSON



**MINUTES OF THE REGULAR MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON THURSDAY, JUNE 5, 2014
IN THE PARKSVILLE FORUM**

Present:

Director J. Stanhope, Chair	Regional District of Nanaimo
Director G. Holme	Regional District of Nanaimo (alternate)
Mayor C. Burger	City of Parksville

Also in Attendance:

M. Donnelly	Regional District of Nanaimo
R. Alexander	Regional District of Nanaimo
W. Idema	Regional District of Nanaimo
G. St. Pierre	Regional District of Nanaimo
F. Manson	City of Parksville
M. Squire	City of Parksville
V. Figueria	City of Parksville
B. Weir	Town of Qualicum Beach
R. Graves	Recording Secretary

Regrets:

M. Lefebvre	City of Parksville
S. Tanner	Town of Qualicum Beach

CALL TO ORDER

Chair Stanhope called the meeting to order at 1:08 PM.

DELEGATIONS

MINUTES

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

ERWS Joint venture Draft Financial Statement, year ending December 2013: M. McGorman (Verbal Presentation)

M. McGorman presented the draft financial statement and commented that in their opinion, this financial statement presents fairly, in all material respects, the financial position of the Joint Venture as at December 31, 2013 and the results of its operations and accumulated surplus for the year then ended in accordance with Canadian public sector accounting standards.

MOVED Director Burger, SECONDED Director Holme that the ERWS Joint venture Draft Financial Statement be approved.

CARRIED

Preliminary Design Project Update (CH2M Hill – to be presented)

CH2M Hill representatives presented the Preliminary Design on the project background and objectives which included future water demands, project components, preliminary costs and funding and next steps. Slides indicating water demands, watershed climate, average river flows – flow post dam and pre dam periods, flow duration, low flow rating curve at intake site and Arrowsmith Lake (storage reservoir) was also reviewed.

MOVED Director Holme, SECONDED Director Burger that the Preliminary Design Project Update be received.

CARRIED

Preliminary Design, Membrane Procurement and Detailed Design Report (M. Squire – to be presented)

M. Squire reported on the preliminary design and detailed design of the Water Intake, Treatment plant and supply mains and information was read from the report. Significant planning and investigation has been undertaken over the last 20 years in an effort to develop a regional water supply that is sustainable and developed in a phased approach to meet both current and future water demand needs.

M. Squire reviewed CH2M Hill's development of procurement documents to engage water treatment ultrafiltration/microfiltration polymeric membrane vendors for design services and pre-purchasing. The advantages of bringing in the membrane supplier in at the detailed design stage is to gain efficiencies in the overall plant design, meet conditions set in the warranty of the membranes, educate and train operators and save on general contractor markup. Three membrane suppliers were shortlisted to submit detailed proposals and were evaluated through a complex matrix that included capital costs, operations, life cycle costs, technical support, and technical requirements. It was determined that two of the membrane suppliers met all conditions and are both equally weighted. The selection committee made of technical staff from CH2M Hill and ERWS are currently going through the terms and conditions of each vendor's proposal to determine which supplier best meets our terms for delivery, replacement, service and warranty. We expect to be in a position to award the design services to the top rated vendor within several weeks once all the terms and conditions of the contact are satisfactory with ERWS staff.

MOVED Director Burger, SECONDED Director Holme that the Englishman River Water Service Management Board recommend the Joint Ventures adopt the report titled "Predesign Report – Water Intake, Treatment Plant, and Supply Mains", dated June 5, 2014.

CARRIED

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

CARRIED

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

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

The Chair opened the floor to questions from the audience.

Charlie Stone, Parksville, BC

C. Stone questioned what the \$415, 000 covered and enquired if the suppliers were willing to take a risk they are wanting to supply their service?

M. Squire explained that it covers the engineering costs to design services for the membrane and for designing the water treatment plant.

C. Stone how much of this can we do after the referendum versus before the referendum and no matter what we will spend the 2 million?

M. Squire explained that currently we are engaging in the design services and pending referendum results we wouldn't be obligated to purchase the membranes.

Doug Kits, Parksville, BC

D. Kits questioned what the projected operating costs for this new facility would be compared to the existing facility, energy wise and how many more pumps are required to complete this process?

M. Squire replied, in general terms, the existing operating costs are over \$100,000 and in future a 20 year projection might triple.

Elaine Holfard, Parksville, BC

E. Holfard commented that when the Joint Venture first started it was to be a bulk venture and now it seems to be going a lot further. The concept originally was the water was to go to wherever the intake or water treatment plant was and from there it was the responsibility of the partners/members. When did this change? What is the breakdown and how much is this going to cost the tax payers?

M. Squire explained how the plan has changed over time. The original plan started over 20 years ago and envisioned the intake being further upstream. The original plan would still have to be pumped and Department of Fisheries and Oceans wanted the intake as far downstream as possible for fisheries. It was more cost effective to bring it lower down so that more water is available for the fish.

A breakdown was specifically requested from CHM2Hill. There are shared costs and now that the report is approved it is available for public reading with the costs are broken down in the report. It has been made public as of today and will be available for online viewing in one – two weeks.

C. Stone requested an answer before investing in the Detail Design including whether the color part of the treatment would be at each person's home, and even though the budget has been approved but management could decide how to deploy that budget. What if we could have some intermediate study whether or not we want to invest in the color or whether we buy less membranes now and more later?

M. Squire commented that although color, is an aesthetic matter, it is a very important component for the public.

C. Burger replied that community work group has been putting a lot of thought into those elements and working through this color issue.

NEXT MEETING will be at the discretion of staff

ADJOURNMENT

The meeting was adjourned at 2:40 PM.

MOVED Director Holme, SECONDED Director Burger that the meeting be adjourned.

CARRIED

J. Stanhope, CHAIRPERSON

June 5, 2014

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: PRELIMINARY DESIGN OF THE WATER INTAKE, TREATMENT PLANT AND SUPPLY MAINS AND DETAILED DESIGN FOR THE WATER INTAKE, TREATMENT PLANT AND SUPPLY MAINS.

PURPOSE: To obtain Englishman River Water Service Management Board approval of the Preliminary Design of the Water Intake, Treatment Plant and Supply Mains report, and to continue with the Detailed Design of the Water Intake, Treatment Plant and Supply Mains in an effort to meet the objective of having a new water intake and treatment plant operational by December 31, 2016

EXECUTIVE SUMMARY:

Significant planning and investigation has been undertaken over the last 20 years in an effort to develop a regional water supply that is sustainable and developed in a phased approach to meet both current and future water demand needs. These efforts have followed our mission statement and will result in the delivery of potable water source exceeding the Canadian Drinking Water Guidelines, while enhancing and protecting the health of the Englishman River for fisheries purposes.

Over the last several years the capital plan has been accelerated in order to meet both domestic drinking water demands and water treatment enhancements imposed by the Vancouver Island Health Authority (Island Health). To date the following project milestones have been completed:

- Determining the best location for the water intake and subsequently obtaining approval to re-locate the intake to this location as part of our licensed water withdrawal.
- Analyzing the water quality of the Englishman River.
- Examining water treatment technologies that best suit the Englishman River water source.
- Developing an Implementation Plan, Joint Venture Governance, Capital Plan and associated Five Year Financial Plan.
- Completing a feasibility analysis of Aquifer Storage and Recovery to determine its role in water management for the region.
- Developing a communication plan to help educate and obtain public input and feedback from stakeholders through Community Working Group meetings, public presentations, media releases, senior government consultations, web page development and open houses.

The last phase of capital works (Phase 3) Preliminary Design is now complete and engaged the services of CH2M Hill. Overall the Preliminary Design services concluded the location and type of water intake, the location and treatment technology of the water treatment plant, transmission main upgrades, confirmation of the Arrowsmith Dam release flows for both fish and domestic supply for the next 20 years and engaging the public to incorporate community goals and standards into the intake and water treatment plant design. CH2M Hill's team also developed procurement documents to engage water treatment ultrafiltration / microfiltration

polymeric membrane vendors for design services and pre-purchasing. The advantages of bringing in the membrane supplier in at the detailed design stage is to gain efficiencies in the overall plant design, meet conditions set in the warranty of the membranes, educate and train operators and save on general contractor markup. Three membrane suppliers were shortlisted to submit detailed proposals and were evaluated through a complex matrix that included capital costs, operations, life cycle costs, technical support, and technical requirements. It was determined that two of the membrane suppliers met all conditions and are both equally weighted. The selection committee made of technical staff from CH2M Hill and ERWS are currently going through the terms and conditions of each vendor's proposal to determine which supplier best meets our terms for delivery, replacement, service and warranty. We expect to be in a position to award the design services to the top rated vendor within several weeks once all the terms and conditions of the contact are satisfactory with ERWS staff.

The next steps for consulting services include detailed design, contract document preparation, tendering, contract award and construction services. CH2M Hill's proposal for the entire detailed design budget is \$2,581,648 (plus GST) of which \$1,619,328 (plus GST) is allocated for year 2014 works. These fees are within the scope and price of similar projects of this type and magnitude. The detailed design will be complete up to a 60% design, and cost estimates will be prepared prior to November 2014. This will help further refine actual costs required for this project and put us in a favourable position to receive Federal / Provincial grants. There are sufficient funds allotted in the 2014 ERWS Provisional Budget to cover the fees for the detailed design services for this year. The additional detailed design fees for 2015 will need to be approved by the ERWS Board in the 2015 fiscal year following approval of the 2015 Provisional Budget.

RECOMMENDATION(S):

THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt the report titled "Predesign Report - Water Intake, Treatment Plant, and Supply Mains", dated June 5, 2014;

THAT, the Englishman River Water Service Management Board direct the Englishman River Water Service Management Committee to continue to proceed with negotiating the terms and conditions with the two top rated membrane vendors for the purpose of engaging the top rated membrane vendor for detailed design services in the amount not to exceed \$ 415,000 plus GST,

THAT, the Englishman River Water Service Management Board authorize the Englishman River Water Service Management Committee to engage CH2M Hill to complete Phase 4 - Detailed Design of the Water Intake, Treatment Plant and Supply Mains for \$1,619,328 (plus GST).

BACKGROUND:

The original 1992 Regional Water Supply System for the Englishman River study recommendations were followed resulting in the construction of the Arrowsmith Dam for reservoir storage impoundment to help augment summer river flows to support both fisheries requirements and future potable water allocations for the region. This concept of using the Englishman River as a natural conduit to supply water from the Arrowsmith Lake Reservoir to the region was determined to be the most cost effective way of conveying water, while

creating significant benefits for fish and naturally recharging the Englishman River Aquifer. Since the inception of the Arrowsmith Dam in 1999, significant salmon enhancements have been achieved.

The regions plans to further develop surface water supply were needed to augment groundwater supply to each jurisdiction given concerns for limited yields and declining aquifer levels. The original plans to develop the surface water system were to implement it based on a phased approach being:

- Phase 1 - Construction of Arrowsmith Dam and creation of Arrowsmith Lake Reservoir.
- Phase 2 - Construction of a new river intake on the Englishman River to support future water demands.
- Phase 3 - Enhanced Surface Water Treatment.

The initial plans for the intake location were to have it sited below the confluence of the south Englishman River and pump to a central reservoir located on Little Mountain that would gravity feed water to the region. In 2008, following input from the Department of Fisheries and the Vancouver Island Health Authority, it was determined that an intake located further downstream would be more cost effective and provide additional fisheries benefits while mitigating health risks.

In 2009 the Vancouver Island Health Authority (VIHA) imposed changes to our Operating Conditions that accelerated the implementation of enhanced water treatment in conjunction with the timing of constructing a new water intake. Regardless of the intake location, enhanced surface water treatment to fully remove biological health risks that are naturally occurring in the surface waters within the Englishman River watershed is required. This is a typical health risk mitigation standard in place throughout North America that has recently been adopted on Vancouver Island.

The Capital Program for the region's future water supply was revised and an Implementation Plan was developed and adopted in an effort to meet the VIHA target deadline of December 31, 2016 for enhanced surface water treatment. To meet this objective, the following planning, investigation and research studies have been completed:

- Phase 1 - Conceptual Planning:
 - Determined the best location for the new intake taking into account, social, health risks, economic and environmental concerns.
 - Determined the location for the new water treatment plant and land requirements.
 - Identified conceptual costs and budgets for the new intake, water treatment and transmission mains.
 - Introduced a water management strategy considering Aquifer Storage and Recovery (ASR) as a small component for water harvesting and storage.
- Phase 2 - Conceptual Planning:
 - Examined the water quality of the Englishman River with a full year of lab analysis to determine and figure print the characteristics of sedimentation and potential biological health risks.
 - Examined and piloted different water treatment technologies to determine the most feasible and cost effective water treatment technology for the Englishman River water source.

- Reviewed the feasibility of ASR in the region and piloted cycle injection and extraction tests to determine hydraulic aquifer confinement and water quality.
- Updated capital costs for the water intake, treatment plant, transmission mains and ASR.
- Phase 3 - Preliminary Design

These technical documents were prepared to give the ERWS guidance in implementing and proceeding with immediate planning needs, capital infrastructure works, budget preparation and potential land acquisition.

The Preliminary Design is now complete and engaged the services of CH2M Hill to determine the type of water intake structure, raw water pump station location, confirmation of water treatment technology and plant location. Kerr Wood Leidal (a sub consultant to CH2M Hill) determined the hydraulics of the Englishman River for water extraction, aquatic effects based on the new intake location and water model analysis for the transmission water supply mains. Other investigations such as geotechnical, archaeological and biological assessments were also undertaken in an effort to comply with senior government permitting requirements.

Overall the Preliminary Design services concluded:

1. Permitting for senior government and land acquisitions / right-of-way requirements.
2. The new water intake location is to be on the right bank (east side) of the Englishman River upstream of the Highway 19 bridge. The Intake will be an instream concrete weir with pneumatic crest gates (Obermeyer weir) to create backwater in low summer flow conditions that will direct water into a side inlet concrete intake structure with stainless steel fish screens.
3. The raw water pump station will be housed away from the intake, up the embankment and above the 200-year flood plain located in Top Bridge Park. It will be designed for the ultimate regional future population capacity of 48,000 cubic meters per day.
4. A raw water transmission main will be routed under the Highway 19 Bridge and utilize the existing access road, cross the E & N railway and be directed into the City of Parksville Public Works Yard and will be designed for the ultimate regional future population capacity of 48,000 cubic meters per day.
5. The water treatment plant will be a pre-engineered building located on the City of Parksville Public Works Yard adjacent to their Operations and Engineering Building. The treatment technology will be chemical coagulation followed by pressurized membranes using Ultraviolet Disinfection as primary disinfection, with secondary disinfection with chlorination for water distribution residuals to meet Island Health requirements. The water treatment plan will be built in phases to allow for the initial 20-year demand of 24,000 cubic meters per day with a second phase capacity of 48,000 cubic meters per day.
6. Transmission main requirements for distribution into the regional water supply network include:
 - A direct transmission main connecting the water treatment plant to the Springwood Reservoir to service the City of Parksville domestic and fire flow demands.

- A direct transmission supply main connecting the water treatment plant to the Top Bridge Reservoir to service Craig Bay and Nanoose regions domestic and fire flow demands.
 - Various localized distribution water main improvements to help improve peak domestic demands and fire flow demands.
7. The re-location of the new intake will not have an impact on downstream minimum fisheries flow requirements for the next 20 years (based on 24,000 cubic meters per day extraction for drought returns less than 1:20 year return).
 8. An Operational Rule Curve was defined taking into account domestic water withdraws, minimum fisheries flow requirements and seasonal drought conditions to determine best operational flow release rates from the Arrowsmith Dam with all the above considerations.
 9. The Community Working Group and public surveys based on Open House participation and on-line surveys concluded:
 - a. the proposed water intake and pump station should blend into the natural environment and be kept open to the public,
 - b. the chemical option for removal of colour should be pursued but make provisions and allowances in future phases for secondary filtration (Nano) should this treatment technology become more feasible than conventional coagulation,
 - c. create walking trails over water transmission mains and install interpretation signage for education purposes where possible,
 - d. the water treatment plant building should be aesthetically appealing to the public and reflect the natural watershed and Englishman River through the design,
 - e. to promote conservation though demonstrating water re-use and energy efficiency,
 - f. and construct a public meeting area for water treatment plant tours; help promote water conservation, general public education and potential water treatment seminars / courses.

CH2M Hill's team also developed procurement documents to engage water treatment ultrafiltration / microfiltration membrane vendors for design services and pre-purchasing. With this type of water treatment technology, engaging the services of a membrane supplier at the detailed design stage is common practice. The advantages of bringing in the membrane supplier in at the detailed design stage is to gain efficiencies in the overall plant design, meet conditions set in the warranty of the membranes, educate and train our operators and save on general contractor markup. Polymeric membrane filtration suppliers available in the North American market were evaluated based on the criteria of being non-proprietary interchangeable membrane modules, service in Canada, having a reputable product, proven track record and ability to meet filtration requirements from the Englishman River Source. Three membrane supplier firms were short listed and selected to submit detailed proposed namely:

- GE Water & Process Technologies
- H2O Innovation
- PALL Corporation

The proposals from the three above referenced companies were evaluated based on a weighted average of technical factors including technical support, expected performance, system flexibility, warranty, overall life cycle costs, initial capital costs and overall proposal submission. The selection committee made of technical staff from CH2M Hill and ERWS are currently going through the terms and conditions of each vendor's proposal to determine which supplier best meets our terms for delivery, replacement, service and warranty. We expect to be in a position to award the design services to the top rated vendor within several weeks once all the terms and conditions of the contact are satisfactory with ERWS staff. The equipment pre-purchase will not be binding and will not be awarded at this time as it is pending funding consent from the general public on November 15, 2014.

The next stage (Phase 4) will require detailed design and tendering services in order to complete the design of the water treatment plant, water intake and required water transmission mains. For additional works of this magnitude, retaining qualified engineering consultants acting as an Engineer of Record is required. It has been previously agreed that the process of engaging engineering consultants will be managed by the City of Parksville in accordance with the City's Purchasing Policy, as may be amended from time to time. Such policy is consistent with the generally-accepted municipal government financing models. On June 6, 2013 the ERWS Management Board carried a motion to direct staff to engage and negotiate the work plan and fees with CH2M Hill for future phase of work through to the completion of the project providing satisfactory performance of CH2M Hill and develop appropriate budgets for such in the future Financial Plans. The detailed design will include:

- A Value Engineering review after 30 % Detailed Design - Year 2014 works
- Detailed Design to 60 % review complete with cost estimates - Year 2014 works
- Detailed Design to a 95 % review - Year 2015 works
- Preparation of specification and contract documentation - Year 2015 works
- Tendering Services - Year 2015 works
- Contract Award - Year 2015 works

OPTIONS:

1. Accept the budget fee proposal of \$ 1,619,328 from CH2M Hill for Phase 4 - Detailed Design for year 2014.
2. Direct staff to receive additional engineering service fee proposal from other qualified engineering firms.

ANALYSIS:

Option 1 - Proceeding expediently with the next phase of the Capital Plan is required in order to meet the 2015 construction start milestone and put us in a favourable position for Federal / Provincial grant opportunities. The ERWS has already gone through a qualification-based competitive selection process which led to the now completed Phase 3 services by CH2M Hill. Based on the urgency of commencing the next phase and their satisfactory performance on preliminary design, the ERWS Management Committee is recommending that the ERWS Management Board authorize engaging CH2M Hill to proceed with the additional full scale Detailed Design.

Option 2 - The ERWS Management Board could reject the engineering fee proposal from CH2M Hill. This would further delay the project and potentially result in higher engineering fees. Since Phase 4 is on the critical path, delaying Phase 4 may result in delaying construction and commissioning of the project.

INTERGOVERNMENTAL IMPLICATIONS

Staff from the City of Parksville and the Regional District of Nanaimo agree unanimously to adopt the Predesign Report, Water Intake, Treatment Plant, and Supply Mains dated June 4, 2014, further negotiate the terms and conditions with the shortlisted membrane suppliers for detailed design services not to exceed \$ 415,000 plus GST and engage CH2M Hill for Phase 4 Detailed Design services in the amount of \$ 1,619,328 plus GST.

REFERENCES

- Phase 1 - Conceptual Planning, Budgeting and Scheduling dated April 2011
- Phase 2 - Water Treatment Pilot Testing and Aquifer Storage and Recovery Feasibility Analysis
- AWS Board Committee Meeting Minutes held on June 23, 2011
- ERWS Board Committee Meeting Minutes held on February 22, 2012
- ERWS Board Committee Meeting Minutes held on June 6, 2013
- ERWS Year 2014 Budget, dated December 5, 2013

Respectfully submitted,

Englishman River Water Service Management Committee

MS:ms

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**MINUTES OF THE REGULAR MEETING OF THE
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD
Immediately following the ERWS Management Board Meeting
HELD ON THURSDAY, JUNE 5, 2014 1:00 PM
IN THE PARKSVILLE FORUM**

Present:	J. Stanhope, Chair G. Holme C. Burger S. Tanner	Regional District of Nanaimo Regional District of Nanaimo (alternate) City of Parksville (alternate) Town of Qualicum Beach
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Also Present:	M. Donnelly R. Alexander W. Idema G. St. Pierre F. Manson M. Squire V. Figueria B. Weir R. Graves	Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo City of Parksville City of Parksville City of Parksville Town of Qualicum Beach Recording Secretary
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Regrets:	Councilor M. Lefebvre D. Willie	City of Parksville Town of Qualicum Beach
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CALL TO ORDER

The Chair called the meeting to order at 2:40PM.

MINUTES

MOVED Director Holme, SECONDED Director Burger, that the minutes of the regular meeting of the ArrowSmith Water Service Management Board held December 12, 2013 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

AWS Joint Venture Draft Financial Statement, year ending December 2013: M. McGorman (Verbal Presentation)

M. McGorman presented the draft financial statement and commented that in their opinion, this financial statement presents fairly, in all material respects, the financial position of the Joint Venture as at December 31, 2013 and the results of its operations and accumulated surplus for the year then ended in accordance with Canadian public sector accounting standards.

MOVED Director Tanner, SECONDED Director Burger that the AWS Joint Venture Draft Financial Statement be approved.

CARRIED

Operations and Maintenance Update on the Arrowsmith Lake Reservoir and Dam (M. Squire – verbal presentation)

M. Squire updated the Board on AWS Operations. As part of the dam safety review recommendations, a flood inundation plan needs to be prepared. This plan will be complete in the fall and at that time the plan will be presented. The Dam is full and started spilling water and in early July they will be releasing water to augment river flows.

MOVED Director Tanner, SECONDED Director Burger that the Operations and Maintenance Update on the Arrowsmith Lake Reservoir and Dam be received for information.

CARRIED

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

NEXT MEETING

The next meeting of the AWS Management Board will be at the discretion of staff.

ADJOURNMENT

The meeting was adjourned at 2:50PM

CHAIRPERSON