

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 9, 2014
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 3 **Domenico Iannidinardo, TimberWest**, re Overview of Company Land Operations.
- 4 **Randy White**, re BC RDN's and the problem facing them with Marijuana Grow Operations in Agricultural lands.
- 5 **Lehann Wallace**, re Marihuana for Medical Purposes Regulations in River's Edge.
- 6 **Rob Bau**, re Silver Springs Camp.

MINUTES

- 7-15 Minutes of the Regular Committee of the Whole meeting held Tuesday, July 8, 2014.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 16-17 **Denis Lebel, Minister of Infrastructure, Government of Canada**, re Request for funding for a new water treatment facility.
- 18-24 **Malcolm Brodie, Metro Vancouver**, re Metro Vancouver Waste Flow Management and the Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280.
- 25 **Taryn O'Flanagan**, re \$5,000 Grant to Restorative Justice.

CAO

- 26-30 Regional District of Nanaimo – Operational and Efficiency Review, 2014 Community Survey.
- 31-50 Board Remuneration - Bylaw No. 1078.08 and Bylaw No. 1317.04

CORPORATE SERVICES

ADMINISTRATION

- 51-54 Amendment to Officers Appointment and Delegation Bylaw No. 1661.

FINANCE

- 55-65 Operating Results for the Period Ending June 30, 2014.

RECREATION AND PARKS

- 66-70 Request for Acceptance of Park Land Dedication – 1965 Walsh Road, Electoral Area 'A'.

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

- 71-85 Bylaws No. 1004.07, 1445.05, and 1521.02 – Cedar and Duke Point Sewer Boundary Amendment – 1965 Walsh Road and 1812 Cedar Road, Electoral Area 'A'.

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

- 86-88 1673 Gerrand Road – Electoral Area 'A' – Unsightly Premises.
- 89-93 1016 Harrison Way – Electoral Area 'B' – Unsightly Premises.

EXTERNAL BOARDS

Englishman River Water Service

- 94-98 Minutes of the Englishman River Water Service Management Board meeting held Tuesday, June 24, 2014 (for information).

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That pursuant to Section 90(1)(a) of the Community Charter the Committee proceed to an In Camera Meeting to consider committee appointments.

ADJOURNMENT

Re: Overview of Company Land Operations

From: Makenzie Leine

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

Subject: TimberWest Presentation to RDN Committee of the Whole

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

Domenico will have powerpoint slides to accompany his presentation.

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

Look forward to hearing from you,
Makenzie

Makenzie Leine, RPF

TimberWest Forest Corp.

Cell: 250.802.6254

Email: leinem@timberwest.com

Re: BC RDN's and the problem facing them with Marijuana Grow Operations in Agricultural lands

From: Randy White

Sent: Wednesday, September 03, 2014 6:42 AM

Subject: speaking at RDN Tuesday 9 Sept

I would like to speak at the RDN meeting next Tuesday regarding " BC RDN's and the problem facing them with Marijuana Grow Operations in Agricultural lands."

thank you.

Re: Marihuana for Medical Purposes Regulations in River's Edge

From: lehann wallace

Sent: Tuesday, September 02, 2014 9:10 PM

Subject: Registration for meeting next Tuesday | MMPR in River's Edge Community

Please register me for the meeting next Tuesday per Randy White. I will be presenting on the issue of the MMPR in River' Edge.

Thanks and Best Regards,
Lehann Wallace

Re: Silver Springs Camp

From: Rob Bau

Sent: Wednesday, September 03, 2014 10:09 AM

Subject: Meeting registration

I would like to register myself and Kirk Pruden for the meeting with the RDN for Tuesday Sept.9 at 7:00pm. We will be representing Seven Springs Camp which is a direct neighbor to the property in question. Thank you.

Sincerely,

Robert Bau

Culverden Holdings Ltd.

Seven Springs Camp

1888 Kaye Rd

Nanoose Bay, BC

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JULY 8, 2014 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

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

Regrets:

Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director M. Lefebvre	City of Parksville

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
D. Banman	A/Gen. Mgr. Recreation and Parks
M. Donnelly	A/Gen. Mgr. Regional and Community Utilities
T. Armet	Mgr. Bylaw, Building and Emergency Planning Services
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Director Pattje to the meeting.

DELEGATIONS

Lana Kingston, Tourism Vancouver Island, re Request for Funding Contribution.

Jody Young, Industry and Community Services Manager, presented a slide show and provided a brief background of Tourism Vancouver Island, and an overview of Phase One of the multi-phased trail strategy for the region which they are requesting financial support in the amount of 2,500.

COMMITTEE OF THE WHOLE MINUTES

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

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Committee of the Whole meeting held June 10, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Kelly Collins, Nanoose Bay Activities and Recreation Society, regarding a modular building home for Nanoose Community Services, be received.

CARRIED

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

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

CARRIED

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

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Selina Robinson, MLA, regarding meetings at the 2014 Union of BC Municipalities Conference, be received.

CARRIED

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

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the appreciation of the \$5000 grant, be received.

CARRIED

Director Greves left the meeting at 7:19 pm citing a possible conflict of interest with the next agenda item.

FINANCE

Island Corridor Foundation Contribution Agreement.

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

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

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include VIA Rail's agreement that the scope of repairs proposed under this agreement will meet VIA Rail's safety requirements for the return of train service. A copy of this agreement shall be provided to the Regional District of Nanaimo Chief Administrative Officer for Board inspection.

MOVED Director Veenhof, SECONDED Director Houle, that this motion be referred back to staff to get a commitment brought before the board.

DEFEATED

The vote was taken on the amending motion.

CARRIED

MOVED Director Fell, SECONDED Director Holme, that the agreement be amended by substituting section 8.2 as follows:

That the funds provided by the Regional District of Nanaimo 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. All expenditures over \$1000 shall be itemized. The Foundation shall deliver a copy of the financial statements to the Regional District of Nanaimo Chief Administrative Officer for Board inspection within 60 days of the Foundation's Annual General Meeting in April.

DEFEATED

The vote was taken on the main motion, as amended:

That the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation with amended wording for section 6.1(a) as follows:

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include VIA's agreement that the scope of repairs proposed under this agreement will meet VIA's safety requirements for the return of train service. A copy of this agreement shall be provided to the Regional District of Nanaimo Corporate Administrative Officer for Board inspection.

CARRIED

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

CARRIED

Director Greves returned to the meeting at 8:01 pm.

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

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

CARRIED

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

CARRIED

CORPORATE SERVICES

ADMINISTRATION

RDN General Local Election Bylaw No. 1700, 2014.

MOVED Director Holme, SECONDED Director Houle, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Houle, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be adopted.

CARRIED

Director Veenhof left the meeting at 8:06 pm citing a possible conflict of interest with the next agenda item.

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

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

CARRIED

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

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

- establishing the "Northern Community Marine Search and Rescue Contribution Service" within Electoral Area 'H' to provide for a contribution to societies providing marine search and rescue in Electoral Area 'H'; and

- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value to pay for the service?"

CARRIED

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

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

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

CARRIED

Director Veenhof returned to the meeting at 8:08 pm.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

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

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

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

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

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

CARRIED

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

CARRIED

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

CARRIED

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

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

CARRIED

MOVED Director de Jong, SECONDED Director Young, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014" be introduced and read three times.

CARRIED

WATER AND UTILITY

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

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

CARRIED

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

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

CARRIED

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

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

CARRIED

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

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

EXTERNAL BOARDS

Englishman River Water Service.

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

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014, be received for information.

CARRIED

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

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

CARRIED

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

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

CARRIED

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

CARRIED

Arrowsmith Water Service

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

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

CARRIED

NEW BUSINESS

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

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

CARRIED

Island Corridor Foundation Contribution Agreement.

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

CARRIED

Tourism Vancouver Island, re Request for Funding Contribution.

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

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90(1)(c) and (e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to employee relations and land acquisition.

CARRIED

TIME: 8:26 PM

ADJOURNMENT

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

CARRIED

TIME: 9:00 PM

CHAIRPERSON

CORPORATE OFFICER



AUG 21 2014

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

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input type="checkbox"/>
GMS&CD	<input type="checkbox"/>	GM T&SW	<input type="checkbox"/>
GM R&CU	<input checked="" type="checkbox"/>	DF	<input checked="" type="checkbox"/>
AUG 27 2014			
DCS	<input type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Dear Chair Stanhope:

I am writing in response to your correspondence of July 15, 2014 to my colleague the Honourable Rona Ambrose, Minister of Health, requesting federal funding for a new water treatment facility for residents in the Regional District of Nanaimo.

I am very proud that our Government has delivered a New Building Canada Plan (NBCP) to help finance the construction, rehabilitation and enhancement of infrastructure across Canada. The Plan includes over \$53 billion for provincial, territorial and municipal infrastructure over 10 years. Combined with investments in federal infrastructure and First Nations' infrastructure, total federal spending for infrastructure will reach \$70 billion over the next decade. This is the largest and longest federal investment in job-creating infrastructure in Canadian history.

The New Building Canada Fund (NBCF) is one component within the overall NBCP. It is a \$14-billion Fund that will support projects of national, regional and local significance that promote economic growth, job creation and productivity. It includes two major components:

- The \$4-billion National Infrastructure Component (NIC), which will support projects of national significance. Project funding will be determined by project merit, guided by federal priorities.
- The \$10-billion Provincial-Territorial Infrastructure Component (PTIC), which will provide \$9 billion for national and regional projects (NRP) and \$1 billion for projects in communities under 100,000 residents through the Small Communities Fund (SCF). The Province of British Columbia's total allocation under the PTIC is \$1,089,897,436.

This funding is in addition to the almost \$22 billion that all municipalities will receive through the indexed and expanded federal Gas Tax Fund (GTF) over the next decade and the \$10.4 billion available to municipalities under the Goods and Services Tax Rebate. The new Canada-BC GTF Agreement was announced on May 22, 2014. Under this agreement, the Province of British Columbia will receive approximately \$2.76 billion in funding over the next 10 years. In addition, the new GTF agreement expands the number of eligible project categories from 7 to 18 to provide municipalities with greater flexibility to allocate federal GTF funds to their local priorities. The complete list of eligible project categories are as follows: drinking water, wastewater, solid waste, public transit, local roads and bridges, community energy systems, capacity building, disaster mitigation, broadband connectivity, highways, short-line rail, short-sea shipping, brownfield redevelopment, regional and local airports, and projects supporting culture, tourism, sport and recreation.

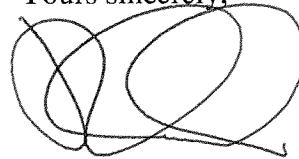
I am pleased to note that drinking water infrastructure, which includes water treatment plants and water distribution systems, is an eligible funding category under the PTIC and the GTF.

As you may know, the NBCF was officially launched on March 28, 2014. Projects under the PTIC must be prioritized by the Province and submitted to the Government of Canada for funding consideration. I would encourage you to contact the British Columbia Ministry of Transportation and Infrastructure regarding your project. Additional information about the PTIC, including how to apply, can be found at <http://www.infrastructure.gc.ca/plan/nrp-pnr-prog-eng.html>.

If your officials have any questions or require clarification on any aspect of the NBCP, they should contact Jeff Moore, Assistant Deputy Minister, Policy and Communications, Infrastructure Canada, at Jeff.Moore@infcc.gc.ca.

As always, I look forward to ongoing collaboration with the Regional District of Nanaimo as we continue to make record investments in world-class infrastructure that supports job creation, economic growth and high quality of life for Canadians in every community across Canada.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'DL', with several loops and flourishes.

Denis Lebel, P.C., M.P.

c.c. The Honourable Rona Ambrose, P.C., M.P.
Minister of Health

The Honourable James Moore, P.C., M.P.
Minister of Industry



SEP 02 2014

File: CP-16-02-016

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

Dear Chair Stanhope and Board of Directors:

Re: Metro Vancouver Waste Flow Management and the Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280

On February 3, 2014, your Regional District wrote to the Minister of Environment advising that the Nanaimo Regional District Board had resolved to endorse Metro Vancouver's waste flow management strategy and Bylaw 280. We appreciate the interest and support of the Nanaimo Regional District in this important issue. The purpose of this letter is to update you on Bylaw 280 concerns and encourage further communication with the Minister of Environment if your region is experiencing similar pressures with respect to waste being exported from your region.

Metro Vancouver recently wrote to the Minister of Environment (attached) updating her on Bylaw 280 issues and advising that the amount of waste bypassing Metro Vancouver Regional Facilities continues to increase. We now estimate that one waste hauler is delivering 2/3 of all of the waste it collects in the Metro Vancouver region to a transfer station in Abbotsford. Our estimate for waste crossing the U.S. border at Abbotsford for July 2014 is nearly 18,000 tonnes, up approximately 8,000 tonnes from July 2013. We project that total waste bypassing Regional Facilities will increase from 50,000 tonnes per year in 2012 to 100,000 tonnes per year in 2014. We see the potential for additional increases if other waste haulers begin to bypass Regional Facilities.

We noted in our letter to the Minister that our understanding is that commercial haulers are also exporting waste out of central Vancouver Island. If commercial haulers are exporting waste out of the Regional District of Nanaimo with consequential financial and policy implications, we encourage you to write the Minister of Environment to update her on your waste flow issues. With the upcoming requirement for Regional District Boards to consider operating and capital budgets for solid waste management services, a timely decision on Bylaw 280 by the Minister will ensure greater certainty in projecting waste flows and budget information for 2015.

If you have any questions on this issue, please contact Paul Henderson, General Manager of Solid Waste Services, at paul.henderson@metrovancover.org or 604-432-6442.

Yours truly,



Malcolm Brodie
Chair, Zero Waste Committee

GM/MB/ph

Attachment: Letter to the Minister of Environment dated August 14, 2014

10086467

August 14, 2014

File: CP-16-02-016

The Honourable Mary Polak, Minister
Ministry of Environment
PO Box 9047 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Polak:

Re: Metro Vancouver Bylaw 280 – Update

We last wrote to you on May 28, 2014, in response to a B.C. Chambers of Commerce resolution with respect to Bylaw 280. We are writing to update you on matters related to Bylaw 280, and to request a meeting to continue our discussions on this important issue.

Bypassing Waste Quantities

Metro Vancouver now estimates that at least 100,000 tonnes per year of waste is bypassing Regional Facilities, up from 70,000 tonnes in 2013 and 50,000 tonnes in 2012. We estimate that one large hauler is now delivering up to two-thirds of all of the waste it collects in the Metro Vancouver region to a transfer station in Abbotsford. In total, more than 10,000 garbage truck loads per year of waste is unnecessarily being driven from Metro Vancouver to Abbotsford.

Furthermore, we estimate that waste crossing the U.S. border at Abbotsford is at a record high. Our estimate for July 2014 is nearly 18,000 tonnes, up approximately 8,000 tonnes from July 2013. For your information, we have attached our monthly estimates of waste crossing the U.S. border at Abbotsford over the last number of years. As shown in the chart, the waste quantities crossing the border have increased dramatically since Metro Vancouver first identified the waste flow issue, in spite of overall reductions in the amount of total waste generated.

Metro Vancouver data continue to show only a small number of haulers bypassing Regional Facilities; if other haulers begin bypassing, the quantities will further increase.

We understand that waste haulers on Vancouver Island are increasingly bypassing regional district facilities and shipping waste to U.S. landfills. The Nanaimo Regional District in particular is seeing large quantities of waste bypassing their system with consequential negative financial and policy implications.

Waste Management Costs

In 2012, the region's diversion rate was 58% and approximately one million tonnes of waste were received at Regional Facilities. Metro Vancouver's projections for future tipping fees are based on achieving 70% diversion by 2015 and 80% by 2020. At 80% diversion, we expect that 700,000 tonnes of garbage will require disposal.

Metro Vancouver operates a financially self-sustaining solid waste system based on a user-pay model with weight-based tipping fees. The tipping fee is annually set by the Board based on the projected cost of the solid waste system divided by the projected total waste tonnage.

Increased recycling and decreased waste volumes do not reduce fixed costs for facility operations and planning; as a result, in order to cover system costs, tipping fees increase with decreasing waste quantities. Tipping fees are therefore projected to increase over the next few years. If, however, waste quantities do not decline to the extent projected, tipping fees will increase less than projected.

The rate of projected increase of the tipping fee is approximately proportional to the decrease in waste volumes; therefore, total disposal costs for an individual business should not increase as long as their waste disposal quantities reduce at the same rate as the rest of the Metro Vancouver region.

Approximately 60% of the waste delivered to Regional Facilities arrives in large commercial vehicles; however, about 80% of the users who rely on Regional Facilities are small businesses and residents, delivering loads in small vehicles, at an average of only 200 kg per load, compared to up to 10,000 kg per load for a commercial hauler. If commercial haulers continue to bypass Regional Facilities, and Metro Vancouver continues to provide waste management services for small business, residential drop-offs, and municipally collected garbage, there will be insufficient revenue to pay for these core waste management services along with waste reduction, recycling and other solid waste planning activities.

In other communities where tipping fees alone do not cover the cost of solid waste management activities, these costs are transferred to property taxes. Therefore, any reduction to garbage disposal fees experienced by individual businesses whose hauler bypasses Regional Facilities could be offset by increased property taxes charged to all businesses and residents in the region.

If Metro Vancouver does not provide waste disposal services in the future, there is significant uncertainty as to how residents and small businesses will access services, creating inconvenience and a risk of increased illegal dumping around the region.

Waste Diversion

Without Bylaw 280, Metro Vancouver's disposal bans will be rendered ineffective as haulers bypassing Regional Facilities will not be subject to bans. Recycling rates would stall or decrease and the region's waste diversion targets would not be achieved.

Metro Vancouver is introducing an organics disposal ban in 2015 that will be applied at Regional Facilities. Under Metro Vancouver's model of charging all users of Regional Facilities the same per

tonne disposal fee, organics processing is less expensive than garbage disposal. Municipalities around the region have been able to keep residential waste management costs flat and in some cases reduce costs by enhancing organics collection and diversion, and reducing garbage collection amount and frequency. In Vancouver, a Recycling Alternative (Bylaw 280 supporter and member of the Recycle First Coalition) pilot project underway at Pacific Centre Mall processes food court organics onsite, resulting in an 80% reduction in quantities of organics required to be sent off-site for processing, and substantial cost savings. If bypassing of Regional Facilities continues, innovative waste reduction solutions such as Recycling Alternative's pilot are unlikely to succeed.

Waste-to-Energy and Mixed Waste Material Recovery Facilities

Particular stakeholders continue to tie Bylaw 280 to waste-to-energy (WTE) and suggest that rejecting Bylaw 280 will allow for the development of mixed waste material recovery facilities (MRFs) as an alternative to WTE.

As we have communicated previously, the development of WTE for the region has its own consultation and engagement process that will culminate in an environmental assessment process and will ultimately require your approval. We encourage stakeholders to participate in that process.

MRF proponents have suggested that MRFs would operate at marginally lower tipping fees than Regional Facilities. They suggest that their business model would not be impacted by waste being delivered to Abbotsford because they say only a small amount of waste is bypassing Regional Facilities and only from the eastern edge of the Region. It is clear now that large quantities of waste are bypassing Regional Facilities from the majority of the Region with the potential for significant increases if other haulers begin to bypass Regional Facilities. On this basis, if the MRF proponents' interest was really to recover recyclables from garbage, they would support Bylaw 280 because it prevents low-cost transfer stations. We are not aware of examples anywhere in North America or Europe of MRFs being developed without flow control mechanisms in place given the high cost of mechanically processing garbage.

The provisions in Bylaw 280 with respect to MRFs are reasonable in that they ensure MRFs do not undermine source separation, and that the MRFs do not act as transfer stations for the purpose of bypassing Regional Facilities. The Institute of Scrap Recycling Industries, the US's largest recycling trade organization, has recently issued a policy position opposing commingling of recyclables with garbage, because of poor-quality end-product recyclables: <http://www.isri.org/docs/default-source/policy-position-statements/one-bin-collection-policy.pdf?sfvrsn=4>. This position is consistent with the Bylaw 280 approach.

On July 22, 2014, presentations at the Zero Waste Committee and a Sustainability Dialogue by European waste management experts confirmed that in spite of significant investments and state-of-the-art technology, European MRFs are failures due to low-quality end-products, and that MRFs in the U.K. and the Netherlands simply preprocess waste for either landfill or WTE disposal. These presentations are available online at:

<http://www.metrovancouver.org/region/dialogues/Pages/default.aspx>

Implications of Bylaw 280 Not Being Approved

In the event Bylaw 280 is not approved in the near future, the following impacts should be expected:

- Increasing quantities of commercial waste collected in Metro Vancouver shipped to U.S. landfills, with similar trends expanding across southern B.C.
- Stalled recycling rates and failure to achieve the waste diversion targets in the Integrated Solid Waste and Resource Management Plan, the region's approved solid waste management plan.
- Insufficient revenues to fund solid waste functions, including providing core waste disposal services to residents and businesses around the region. This is a particularly important issue as Metro Vancouver plans the 2015 solid waste budget.
- Lost jobs and economic opportunities for small businesses, including small haulers and recycling companies around the region.

Bylaw 280 is consistent with the Province's 5Rs hierarchy and sustainability principles, and approval of Bylaw 280 will ensure that British Columbia continues to be a North American leader in waste management policy and practices.

Given the importance of Bylaw 280, we would like the opportunity to meet with you to continue our discussions. Metro Vancouver staff will contact your office to schedule a meeting.

Yours truly,



Greg Moore, Chair
Metro Vancouver Board

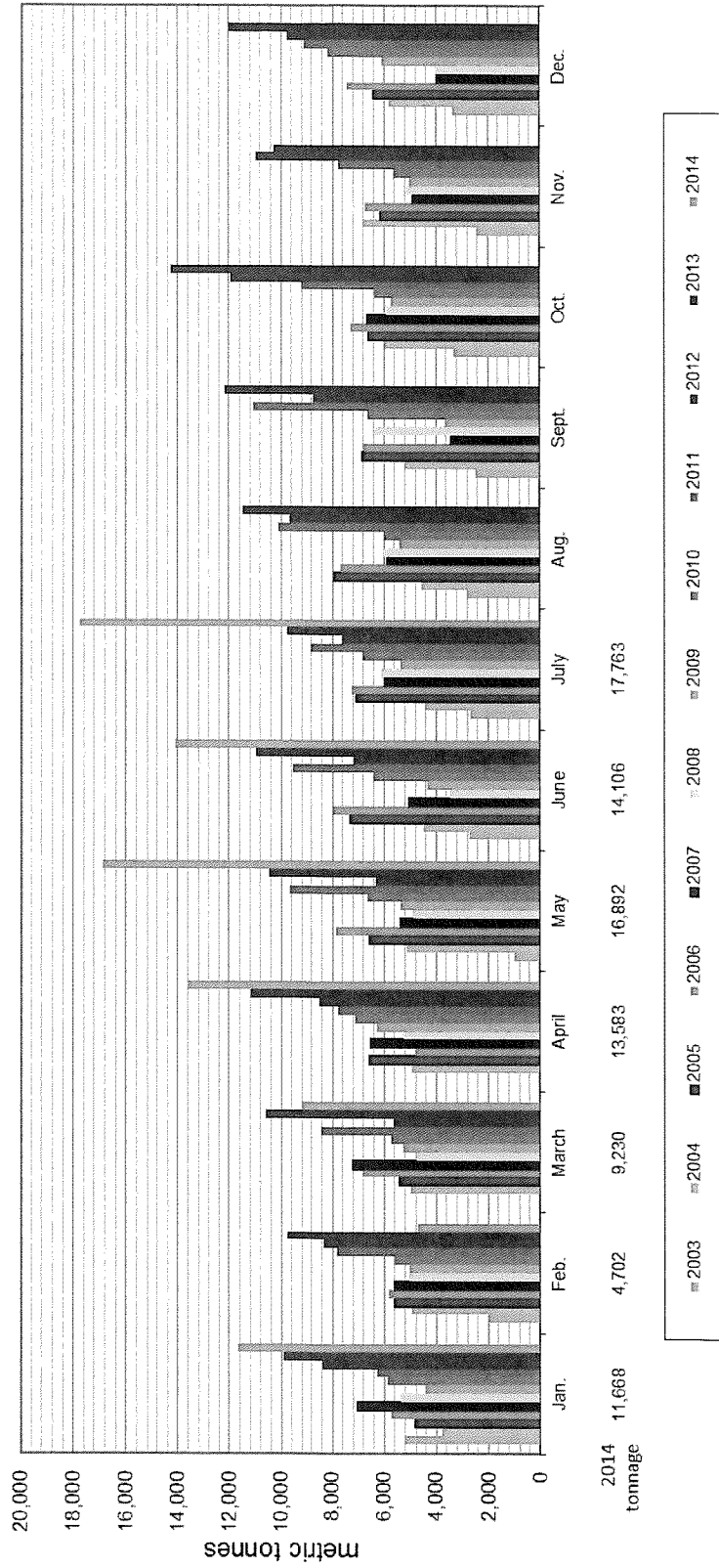


Malcolm Brodie, Chair
Zero Waste Committee

GM/MB/PH/se

Attachment: Abbotsford Border Crossing – Municipal Solid Waste

Abbotsford Border Crossing -- Municipal Solid Waste



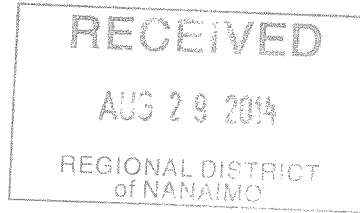
John Howard

Nanaimo Region John Howard Society

200-1585 Bowen Road, Nanaimo, BC V9S 1G4 • Bus: 250.754.1266 Fax: 250.754.2340

Email: jhsnan@shawcable.com • Website: johnhowardnanaimo.org

21 August, 2014



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

To whom it may concern

Re: \$5,000 Grant to Restorative Justice

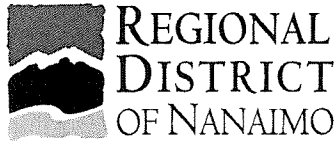
On behalf of the Nanaimo Region John Howard Society I would like to thank you for the \$5,000 grant to our Society.

Your grant will be utilized in our Restorative Justice Program as arranged.

Thank you for your support.

Sincerely,

Taryn O'Flanagan
per
Taryn O'Flanagan
Executive Director



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

MEMORANDUM

TO: Board of Directors **DATE:** September 1, 2014

FROM: Paul Thorkelsson
Chief Administrative Officer

SUBJECT: Regional District of Nanaimo - Operational and Efficiency Review, 2014 Community Survey

PURPOSE

The report and presentation introduces the findings of the 2014 Regional District of Nanaimo Community Survey, undertaken as part of the Operation and Efficiency Review, for consideration by the Board and release to the Community.

BACKGROUND

In the Fall of 2013 the RDN Board directed staff to undertake an internal “bottom-up” review of the operations of the Regional District of Nanaimo. This review has been fully underway for the past 8 months and is expected to be complete and reported back to the RDN Board early in 2015. As part of the approved review process the Board directed that a broad survey of the residents of the RDN regarding their use, experiences and satisfaction with existing services, service levels and performance of RDN services be undertaken.

The key research objectives of the project included:

- Identify the issues seen as most in need of attention from local leaders;
- Assess perceptions of the quality of life in the Regional District of Nanaimo;
- Measure satisfaction with Regional District of Nanaimo Board and Administration;
- Measure satisfaction with specific Regional District of Nanaimo services;
- Determine the perceived value for taxes and identify preferred funding options;
- Understand information needs and communication preferences; and,
- Gauge the incidence of contacting the Regional District of Nanaimo and satisfaction with contact experiences.

The professional polling agency IPSOS Public Affairs was engaged to undertake Citizen Satisfaction Survey interviews across the Regional District of Nanaimo. Between the dates of January 15 and April 9, 2014, IPSOS conducted a total of 1325 interviews with a sample of Regional District of Nanaimo residents aged 18 years or older. A number of methodologies were utilized to allow residents to participate including, postcard mail-outs, telephone (random digit dialling) contacts, telephone (cell phones) contacts, telephone (call-backs) contacts, and an online version of the survey were each used to attempt to maximize participation.

This report presents the results of the 2014 Community Survey. Where appropriate, the Regional District of Nanaimo's results have been compared against IPSOS' database of municipal norms for British Columbia, and in addition the resulting data in the final report is broken down by jurisdiction (Municipalities and Electoral Areas) for better understanding of community opinion.

The overall results of the Survey are accurate to within ± 2.69 percentage points, nineteen times out of twenty. The margin of error will be larger for sample subgroups, that is, for the surveyed sample within individual areas.

It is important to note that in addition to its contribution to the operational review, the information gathered through the survey will also be of significant value to the Board for strategic planning purposes. The completion of the work at this time is well timed and is excellent preparation material and information for the strategic planning efforts of the Board that will follow the 2014 election.

ALTERNATIVES

1. To receive the Final Report on the findings of the 2014 Community Survey and direct staff to formally release the information to the Community.
2. To provide alternate direction to the Chief Administrative Officer.

DISCUSSION

The purpose of the Operational Review is to identify opportunities to streamline service delivery where possible, achieve cost efficiencies, improve service delivery and effectiveness, reduce duplication, enhance services where required and appropriate, and facilitate ongoing performance measurement and analysis. The review is expected to strengthen the link of service delivery to the strategic priorities of the RDN. Aligned with this purpose, the results of the Community Survey provides an additional insight into the evaluation of RDN operations, and provides the organization a clear picture of residents' views regarding their use, experiences and satisfaction with existing services, service levels and performance of RDN services.

The circulated full documentation of the final results provides the Board and Community with the detailed data collected from the survey. The Key findings from the Survey include:

Quality of Life

Nearly all residents speak positively about the quality of life in the Regional District of Nanaimo. The vast majority of citizens rate the overall quality of life in the Regional District as "very good" or "good".

Most residents feel the quality of life in the Regional District of Nanaimo has stayed the same over the past three years. When asked how the quality of life in the Regional District of Nanaimo has changed over the past three years, nearly two-thirds of citizens say it has "stayed the same". Of the remaining citizens, slightly more think the quality of life has "worsened" than "improved".

Issue Agenda

Services and transportation top the public issues agenda. Secondary issues include growth and development, the economy, education, the environment and taxation/spending.

Satisfaction with Regional District of Nanaimo Board and Administration

Citizens are satisfied with Regional District of Nanaimo Board and Administration. Three-quarters of citizens are satisfied with how the Regional District government as a whole is providing services to the community. Satisfaction ratings are slightly lower, but still well above majority approval, when asked about Board and Administration separately.

Satisfaction with Regional District of Nanaimo Services

Citizens are satisfied with the overall level and quality of Regional District of Nanaimo services. However, satisfaction with specific services varies:

- Of the services asked to all respondents, residents are most satisfied with “parks, trails, and other green space”. The majority are also satisfied with “cost and accessibility to regional landfill and transfer station”, “recreational programs”, “communication with residents”, and “waste water treatment”. Only one-third are satisfied with “public transit”.
- Of the services asked to those living in Electoral Areas, respondents are most satisfied with “garbage pickup from your residence”, “recycling pickup from your residence”, and “fire protection services”. Fewer are satisfied with “drinking water quality”, “emergency planning/preparedness”, “land use and community planning”, and “bylaw enforcement and building inspection”.

Public transit is not only the least satisfactory service, but is also the service residents would most like to see expanded. A slight majority would also like to see “communication with residents” expanded, while one-half feel this way about “parks, trails, and other green space”. There is no pressing demand for service expansions in any of the other areas tested.

Financial Planning

Citizens believe they receive good value for their tax dollars. Three-quarters of citizens think they receive good value for the tax dollars they pay to the Regional District of Nanaimo.

Citizens would prefer the Regional District of Nanaimo consider increased user fees rather than tax increases or service cuts. To contend with the increased cost of maintaining current service levels and infrastructure, 51% of citizens would prefer the Regional District increase user fees compared to 18% opting for increased taxes and 13% opting for service cuts.

Residents would rather reduce community grants than pay more in taxes. When given a choice between increased taxes or reductions in community grants, 51% of residents opt to reduce grants compared to 38% saying increase taxes.

Communication

Information needs are diverse and varied. When asked about the kinds of information they want the Regional District of Nanaimo to provide them with, the top two mentions are “community updates/what’s new” and “taxes/property taxes/budget”; however, even these are mentioned by less than 10% of respondents. Of note, nearly one-half say “don’t know” or “none/nothing”.

Citizens prefer traditional communication methods such as the newspaper and mail.

Customer Service

Over one-third of residents have contacted or dealt with the Regional District of Nanaimo in the last 12 months. The reasons for contacting the Regional District are diverse and varied, and many respondents are unable to recall their reason for contact.

Citizens are generally satisfied with the service they receive when contacting the Regional District of Nanaimo. Among those making contact with the Regional District, eight-in-ten are satisfied with the overall service they received. Satisfaction is highest for staff’s courteousness, followed by staff’s helpfulness, knowledge, speed and timeliness of service, and ease of reaching staff.

Overall, citizens demonstrate predominately positive views of the Regional District of Nanaimo. While there are issues that citizens would like to see receive greater attention, the overall positive tone suggests the survey results should be viewed in a favourable context.

As noted in the introduction, the information and data gathered through the survey, in addition to its contribution to the operational review, will also be of significant value to the Board for strategic planning purposes. Following direction from the Board, staff will forward the information from the survey to the community and local media including delivery of all households in the RDN through the RDN Perspectives publication.

FINANCIAL IMPLICATIONS

There are no cost implications for the alternatives included in this report. The survey undertaken was performed by the consultant within the cost and budget parameters established by the Board in directing the Operational and Efficiency Review and the Survey.

STRATEGIC PLAN IMPLICATIONS

The work of the 2014 Community Survey is well aligned with the Board’s established Strategic Plan. Part of the intent, and expected outcome, of the Operational Review (of which this survey forms an important part) is to ensure that existing services, service levels, and resourcing are all strongly linked to the established strategic priorities. More specifically the review works toward greater progress in three of the four Strategic Priority areas - Self-Sufficiency, Economic Viability and Monitoring and Adaption. The information and data gathered by the 2014 Community Survey will aid in the development of recommendations for improvements of RDN operations as part of the review and in increasing progress towards the strategic priorities as established by the RDN Board.

SUMMARY/CONCLUSIONS

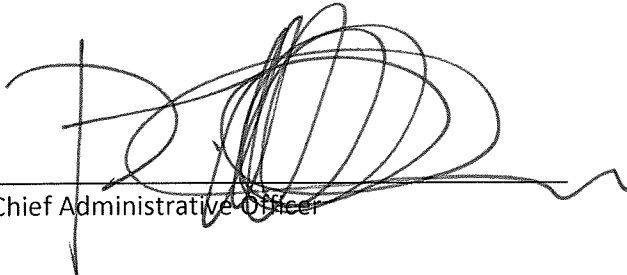
IPSOS Public Affairs was engaged to undertake Citizen Satisfaction Survey interviews across the Regional District of Nanaimo as part of the Operation and Efficiency Review. Between January and April 2014, IPSOS conducted a total of 1325 interviews with residents of the RDN. This report overviews the key results of the 2014 Community Survey and provides an insight and a clear picture of residents' views regarding their use, experiences and satisfaction with existing services, service levels and performance of RDN services.

The information and data gathered through the survey, in addition to its contribution to the operational review, will also be of significant value to the Board for strategic planning purposes. Following direction from the Board, staff will forward the information from the survey to the community and local media including delivery of all households in the RDN through the RDN Perspectives publication.

This survey is one part of an innovative approach to the review of local government services at the RDN underway through the Operational and Efficiency Review which will enable the RDN to meet future challenges in an equally innovative, effective and efficient fashion.

RECOMMENDATION

That the Board receive the Final Report on the results of 2014 Community Survey and direct staff to release and distribute the information through the RDN website, local media and any other appropriate communication channels.



Chief Administrative Officer



RDN REPORT		
CAO APPROVAL		<i>[Signature]</i>
EAP		
COW	✓	
SEP 03 2014		
RHD		
BOARD		

MEMORANDUM

TO: Board of Directors **DATE:** September 9, 2014

FROM: Paul Thorkelsson **FILE:** 0360-20-BRRC-2014
Chief Administrative Officer

SUBJECT: Board Remuneration – Bylaw No. 1078.08 and Bylaw 1317.04

PURPOSE:

To provide bylaws to amend Board remuneration rates commencing with the inauguration of the next Board of Directors in December 2014.

BACKGROUND:

A Board Remuneration Review Committee was appointed by the Board in April 2014 to review remuneration and expense reimbursement rates to be effective the term following local government elections. The Committee concluded its review and provided recommendations for the Board’s consideration at the August 26, 2014 regular Board meeting. Following discussion of the Committee recommendations, the Board passed the following motion:

That Board Remuneration be referred to staff to revise Bylaw No. 1078.08, 2014 with the addition of additional meeting compensation for Directors.

The bylaw has been revised as directed by adding back the additional per meeting remuneration as set out in the current bylaw, and the remuneration bylaws are attached to this report for consideration of the Board (see attachment 1).

Updated comparison information of a select peer group of regional districts is also provided for the Board’s review that includes updated 2015 remuneration rates where available (see attachment 2). It is difficult to provide any direct comparison of regional district remuneration and additional meeting per diems as each have different per meeting criteria set out in their bylaws and each regional district varies in how they pay for additional meeting attendance. For comparison purposes, attachment 2 includes comparison of the revised RDN base remuneration (from the August 26, 2014 Remuneration Committee recommendations) against both the straight average of the peer group and against the average when the highest and lowest peers are excluded.

An alternative version of the Remuneration Bylaws are also provided for consideration of the Board that includes the additional meeting compensation as directed by the Board, and sets the remuneration rates (base and allowances) at 100% of the average remuneration for the peer group when excluding the highest and lowest peers (see attachment 3).

For comparison purposes, staff have also included a summary of the Statement of Financial Information (SOFI) reports for the regional district peer group (see attachment 4). The SOFI report does not generally provide a direct comparison of regional district remuneration rates because it includes taxable benefits in the totals reported.

ALTERNATIVES:

1. Adopt the remuneration bylaws as presented in attachment 1.
2. Adopt the remuneration bylaws as presented in attachment 3.
3. That alternate direction be provided to staff.

FINANCIAL IMPLICATIONS:

Alternative 1:

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

The recommendations by the Committee are to provide an increase to the Electoral Area Director and Chairperson allowances to recognize the increasing complexity of their work and demands on time being seen by these elected representatives, and to move to an annual fixed remuneration (base and allowance) that incorporates all aspects of the service provided by Directors including all meeting attendance. This change would result in an estimated annual cost in 2015 of \$320,880 for total elected member remuneration.

With adding back per meeting compensation based on the August 26, 2014 Board meeting motion, the estimated total to be paid in 2015 would increase by \$44,830 (\$32,880 for Electoral Areas and \$11,950 for Municipalities based on 2013 actuals). This would result in an estimated total cost in 2015 of \$365,700 for Board Remuneration including all increases recommended by the Committee and the add back of a per meeting stipend. 2014 total Board remuneration is estimated at \$306,855 again using 2013 actuals for the per meeting remuneration component estimate. The 2013 total was \$299,925 and the 2012 total was \$297,040.

The following table summarizes the impact on individual Board members under this scenario. The totals provided are an estimate based on average meeting attendance and would vary for individual directors depending on actual meeting attendance.

	Estimated # of Mtgs for Stipend	Base Remuneration (2015 Revised)	Per Meeting Estimate	Total
Electoral Area Director	60 = average with 10 as Chair	\$24,190 ⁽¹⁾	\$4,600	\$28,790
Municipal Director	17 = average	\$13,205 ⁽¹⁾	\$1,190	\$14,395
Chairperson	100 in 2013	\$43,690 ⁽¹⁾⁽²⁾	\$7,000	\$50,690

(1)Rates will include Cost of Living Adjustment on base \$13,205 paid to all directors

(2)Rate for Chairperson assumes that Chair will be an Electoral Area Director

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

	2014 Requisition	2015 Board Remuneration Change	2014 cost per \$100,000 assessment	2015 change to cost per \$100,000 assessment
Legislative Services	\$840,750	\$35,405	\$2.80	\$0.10
Electoral Area Administration	\$383,125	\$41,280	\$4.40	\$0.50

Alternative 2:

If the remuneration plan was revised to set the base rates at 100% of the comparative's average excluding the highest and lowest peers shown on attachment 2, and per meeting stipends were continued as in previous years, the total estimated cost in 2015 would be \$344,500 using 2013 actual amounts for the number of meetings/stipend amount.

The following table summarizes the impact on individual Board members under this scenario. The totals provided are an estimate based on average meeting attendance and would vary for individual directors depending on actual meeting attendance.

	Estimated # of Mtgs for Stipend	Base Remuneration (2015 Revised)	Per Meeting Estimate	Total
Electoral Area Director	60 = average with 10 as Chair	\$21,220	\$4,600	\$25,820
Municipal Director	17 = average	\$13,485	\$1,190	\$14,675
Chairperson	100 in 2013	\$37,410 ⁽¹⁾	\$7,000	\$44,410

(1)Rate for Chairperson assumes that Chair will be an Electoral Area Director

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

	2014 Requisition	2015 Board Remuneration Change	2014 cost per \$100,000 assessment	2015 change to cost per \$100,000 assessment
Legislative Services	\$840,750	\$47,335	\$2.80	\$0.20
Electoral Area Administration	\$383,125	\$8,050	\$4.40	\$0.10

Alternative 3:

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

SUMMARY/CONCLUSIONS:

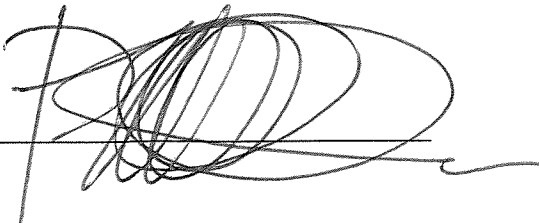
The Board received the recommendations of the Board Remuneration Review Committee at its August 26, 2014 regular Board meeting and directed staff to revise Bylaw No. 1078.08, 2014 with the addition of additional per meeting compensation for Directors.

The bylaw has been revised as directed by adding back the additional per meeting remuneration as set out in the current bylaw (see attachment 1). An alternative version of the bylaws are also provided for consideration of the Board that include additional per meeting compensation and sets the remuneration rates (base and allowances) at 100% of the average remuneration for the regional district peer group when excluding the highest and lowest peers (see attachment 3).

The recommendations provided in this report follow the Board direction to staff provided at the August 26, 2014 meeting and as outlined under Alternative 1. If the Board wishes to consider the remuneration changes as outlined in Alternative 2 in the staff report, the following recommendations should be adjusted to refer to the bylaws provided in attachment 3.

RECOMMENDATIONS:

1. That “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014” as shown in attachment 1 be introduced and read three times.
2. That “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014” as shown in attachment 1 be adopted.
3. That “Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.04, 2014” as shown in attachment 1 be introduced and read three times.
4. That “Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.04, 2014” as shown in attachment 1 be adopted.
5. That the Board Remuneration Review Committee be dissolved.

CAO 

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1078.08

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

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

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

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

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Amendment Bylaw No. 1078.08, 2014”.

2. Amendments

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

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

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

Adopted this this _____th day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Committee Vice Chairperson (has the same meaning as Committee Chairperson)	\$85 per meeting chaired
Alternate Director	\$80 per meeting when attending in the regular Director's place
Select Committees	\$70 per meeting attended
Scheduled Standing Committees	\$70 per meeting attended
Advisory Standing Committees	\$70 per meeting attended
Public Hearings	\$70 per meeting attended
Public Information Meeting	\$70 per meeting attended
Other meetings	\$70 per meeting for Directors appointed by the Board or the Chairperson to represent the Regional District at other Regional District business meetings

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

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1317.04

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

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

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

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

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Amendment Bylaw No. 1317.04, 2014”.

2. Amendments

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

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

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

Adopted this _____th day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'

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

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

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

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

Attachment 2

BOARD REMUNERATION COMMITTEE COMPARISON OF NANAIMO RD TO SURVEY GROUP OF OTHER RD - using 2015 remuneration amounts where known

BASE															
Survey group	Name	Chair Base	Chair Allowance	Chair Total	EA Director	EA Additional Allowance	EA Director Total	No of EA members	Municipal Director	Municipal Additional Allowance	Municipal Director Total	No of Municipal members	Date Rates Last Updated	Extra Meeting Per Diems	Comments on per meeting amounts
	Comox Valley (2015)*	\$ 31,128	\$ 29,604	\$ 60,732	\$ 31,128	\$	\$ 31,128	3	\$ 12,072	\$	\$ 12,072	7	2012	\$125.00 or \$75.00	Only specific mtgs includes CoW & Bld
	Cowichan Valley (2014)**	\$ 34,142	\$	\$ 34,142	\$ 24,326	\$	\$ 24,326	9	\$ 16,215	\$	\$ 16,215	6	June 2012	None	
	Sunshine Coast(2014)***	\$ 34,591	\$	\$ 34,591	\$ 8,658	\$ 1,240	\$ 9,898	5	\$ 8,658	\$	\$ 8,658	3	Jan 2014	\$115.69	For all Meetings
	Central Okanagan (2014)****	\$ 38,320	Receives a car	\$ 38,320	\$ 18,630	Includes supplement based on # of constituents, minimum \$3,500	\$ 18,630	2	\$ 14,905	\$	\$ 14,905	10	Jan 2009	\$130 for full day & \$65 for 1/2 day	Only specific mtgs excludes CoW & Bld
	Thompson Nicola (2015)*****	\$ 20,705	\$ 18,116	\$ 38,821	\$ 20,705	\$	\$ 20,705	10	\$ 13,483	\$	\$ 13,483	16	Jan 2014 Reviewed, no changes	\$140.00	Only specific mtgs excludes CoW & Bld
	Survey group average			\$ 41,321			\$ 20,937				\$ 13,067				
	Nanaimo 2013 - percentile			79.5%			88.1%								90.7%
	Survey group excl highest and lowest			\$ 37,411			\$ 21,220				\$ 13,487				
	Nanaimo 2013 - percentile			87.8%			86.9%								87.9%

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Regional District of Nanaimo 2013 rates for Comparison															
Survey group	Name	Chair Base	Chair Allowance	Chair Total	EA Director	EA Additional Allowance	EA Director Total	No of EA members	Municipal Director	Municipal Additional Allowance	Municipal Director Total	No of Municipal members	Date Rates Last Updated	Extra Meeting Per Diems	Comments on per meeting amounts
	Nanaimo	\$ 18,440	\$ 14,395	\$ 32,835	\$ 11,855	\$ 6,585	\$ 18,440	7	\$ 11,855	\$	\$ 11,855	10	Dec 2013	\$70.00 or \$110 when Chair	Most meetings excluding CoW & Board
	Regional District of Nanaimo 2015 rates for Comparison based on August 26 resolution				\$ 13,205	\$ 10,985	\$ 24,190	7	\$ 13,205	\$	\$ 13,205	10	Dec 2013	\$70.00 or \$110 when Chair	Most meetings excluding CoW & Board
	RDN 2015 - % higher(lower) than average above			5.73%			15.53%								1.06%
	RDN 2015 - % higher(lower) than average excluding highest/lowest above			16.78%			13.99%								-2.09%

* Note: Comox Valley Regional District rates have been adjusted to 2015 rates per bylaw - the district chair will receive \$29,604 in addition to the EA or Municipal base. Above, the EA base of \$31,128 has been used for chair - this would be significantly lower if the \$12,072 Municipal base was used.
Comox Valley RD pays \$125.00 for CoW and Board meetings and for special committees of Board, public hearings- Annual increments for 2016, etc are BC CPI.

**Note: Cowichan Valley Regional District does not provide extra meeting per diems. Annual increments are matched to collective agreement increments.

*** Note: SCRD pays per meeting for all meetings resulting in a higher level of remuneration than noted here, eg, Chair was approximately \$50,000 in 2013 & EA Directors average = \$37,000 per SOFI. SCRD increments by Vancouver CPI.

****Note: Central Okanagan rates are 2014 inclusive of annual increments based on Vancouver CPI. RDCO only pay per meeting for specific meetings noted in bylaw.

*****Note: Thompson Nicola Regional District base is the average of 10 different EA Director remuneration amounts which range from \$19,333 to \$22,973 depending on location. TNRD Municipal base is the average of 11 Municipal Director amounts which range from \$12,042 to \$14,902. Chair Base above also assumes chair is an EA Director and uses average of EA Directors. TNRD pays \$140.00 per day for attendance at specific meetings (excludes regular Board/Committee meetings) per their Bylaw No. 2456 to Directors only, not the chair.

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1078.08
A BYLAW TO AMEND REMUNERATION AND
EXPENSE REIMBURSEMENT RATES FOR BOARD DIRECTORS

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

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

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

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Amendment Bylaw No. 1078.08, 2014”.

2. Amendments

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

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

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

Adopted this this _____th day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Committee Vice Chairperson (has the same meaning as Committee Chairperson)	\$85 per meeting chaired
Alternate Director	\$80 per meeting when attending in the regular Director's place
Select Committees	\$70 per meeting attended
Scheduled Standing Committees	\$70 per meeting attended
Advisory Standing Committees	\$70 per meeting attended
Public Hearings	\$70 per meeting attended
Public Information Meeting	\$70 per meeting attended
Other meetings	\$70 per meeting for Directors appointed by the Board or the Chairperson to represent the Regional District at other Regional District business meetings

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

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1317.04

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

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

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

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

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Amendment Bylaw No. 1317.04, 2014”.

2. Amendments

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

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

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

Adopted this _____th day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'

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

	<u>Dec. 2014</u>	<u>Dec. 2015</u>	<u>Dec. 2016</u>	<u>Dec. 2017</u>
Regional Allowance – Electoral Areas only	\$7,735	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment

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

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

Attachment 4

Statement of Financial Information Earnings 2013		Comox	Cowichan	SCRD	RDCO	TNRD	RDN	RDN % of Avg	RDN % of Avg excluding high/low
Chair		\$ 65,783	\$ 34,142	\$ 49,947	\$ 41,447	\$ 39,530	\$ 41,128	89%	94%
Electoral Area Director		\$ 32,809	\$ 24,326	\$ 39,971	\$ 20,994	\$ 28,445	\$ 23,708	81%	83%
Municipal Director		\$ 16,891	\$ 16,215	\$ 28,837	\$ 15,485	\$ 17,104	\$ 13,050	69%	78%

Note: uses highest reported amount for amounts that vary and amounts include applicable taxable benefits



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW	✓	
AUG 28 2014		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: September 9, 2014

FROM: Joan Harrison
Director of Corporate Services

SUBJECT: Amendment to Officers Appointment and Delegation Bylaw No. 1661

PURPOSE

To present an amendment to “Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012” for the Board’s consideration.

BACKGROUND

The Regional District of Nanaimo (RDN) Board adopted “Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012” in May of 2012 to replace an earlier version from 2006. At that time, titles were updated to reflect the current departmental structure. The General Manager of Strategic and Community Development was also assigned the role of Deputy Chief Administrative Officer with the other General Managers taking that role only in the absence of both the Chief Administrative Officer (CAO) and the General Manager of Strategic and Community Development. This does not reflect the current practice of appointing a Deputy CAO only during the absence of the CAO and from amongst all General Managers and Directors at the discretion of the CAO. Staff recommend amending the bylaw in this regard.

Staff also suggest that the reference to Deputy appointments for the Corporate Officer and the Financial Officer be amended to reference the statutory duties under the legislation rather than stating the titles of the Manager of Administrative Services and the Director of Finance. It is important to note that, in accordance with the *Interpretation Act*, the Deputy Corporate Officer and the Deputy Financial Officers can act in that capacity whether the Corporate Officer or Financial Officer are absent or not. This would not necessarily extend to the additional duties held by the Manager and Director. An amendment in this regard would allow for greater flexibility in assigning an individual to act in the Manager or Director’s absence.

Section 9 of the current bylaw references the Regional District’s “Authorization to Purchase and Pay Accounts Policy” and specifies “as adopted by the Board on the 13th day of July, 1999” This policy has since been amended and as such, staff recommend deleting reference to the date of adoption to ensure reference to the most current version of the policy.

A draft amending bylaw has been prepared for the Board's consideration and is attached to this report as Attachment 1.

ALTERNATIVES

1. To not amend Bylaw No. 1661.
2. To amend Section 4 – Deputy Positions to reflect current practice and to clarify the delegation of the statutory positions of Corporate Officer and Financial Officer and to delete the specific date reference for the "Authorization to Purchase and Pay Accounts Policy".

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN IMPLICATIONS

There are no Strategic Plan Implications.

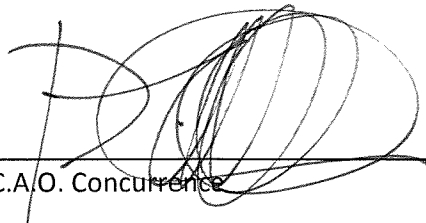
SUMMARY / CONCLUSIONS

Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661 does not reflect current practice of appointing a Deputy CAO from amongst the General Managers and Directors during the absence of the CAO. Bylaw No. 1661 delegates the Manager of Administrative Services and the Director of Finance positions to their deputies in their entirety rather than delegating just the statutory components of their positions as stated in the *Local Government Act*. The proposed amending bylaw will allow for greater flexibility in appointing the Deputy CAO, the Acting Manager of Administrative Services and the Acting Director of Finance as required. The amending bylaw also deletes the specific date of adoption of the Authorization to Purchase and Pay Accounts Policy to ensure that the most current policy is referenced.

RECOMMENDATIONS

1. That "Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.01, 2014" be introduced and read three times.
2. That "Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.01, 2014" be adopted.


Report Writer


C.A.O. Concurring

Attachment 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1661.01

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
OFFICERS APPOINTMENT AND DELEGATION BYLAW**

WHEREAS the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012”;

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

1. Citation

This Bylaw may be cited as “Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No 1661.01, 2014”.

2. Amendments

“Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012” is amended as follows:

1. By adding the following under Section 2. Definitions:

“Chair” means the Chair of the Board of the Regional District of Nanaimo.

2. By deleting Section 4. in its entirety and replacing it with the following:

4. DEPUTY POSITIONS

- (1) The following persons are appointed as Deputy Chief Administrative Officer: the General Manager of Recreation and Parks, the General Manager of Regional and Community Utilities, the General Manager of Strategic and Community Development, the General Manager of Transportation and Solid Waste, the Director of Corporate Services and the Director of Finance.
- (2) The persons appointed under subsection (1) may only exercise the authority as Deputy Chief Administrative Officer in the absence of the Chief Administrative Officer and as designated by the Chief Administrative Officer or the Chair. (For the purpose of this section, absence is defined as being absent from the Regional District of Nanaimo Administration Office in the event of illness, incapacity, annual vacation or other similar reasons.)
- (3) The Legislative Coordinator is appointed as the deputy for the purposes of s. 198 of the *Local Government Act*;

- (4) The Manager of Accounting Services and the Senior Accountant are appointed as the deputy for the purposes of s. 199 of the *Local Government Act*;
 - (5) A delegation of a power, duty or function under this bylaw includes a delegation to a person who is from time to time the deputy of the delegate.
3. By amending Section 9(1) to delete the words “adopted by the Board on the 13th day of July, 1999” and replace them with “as adopted by the Board.”

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

Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
SEP 02 2014		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: August 28, 2014

FROM: Manvir Manhas
Senior Accountant

FILE:

SUBJECT: Operating Results for the Period Ending June 30, 2014

PURPOSE:

To present a summary of the operating results for the period ending June 30, 2014.

BACKGROUND:

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1 to June 30, 2014.

The year-to-date statements are prepared primarily on a cash paid/received or invoiced basis. Exceptions are property taxes and debt payments, which are recorded or accrued at 1/12 of the annual amount each month and the prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances have been observed staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department

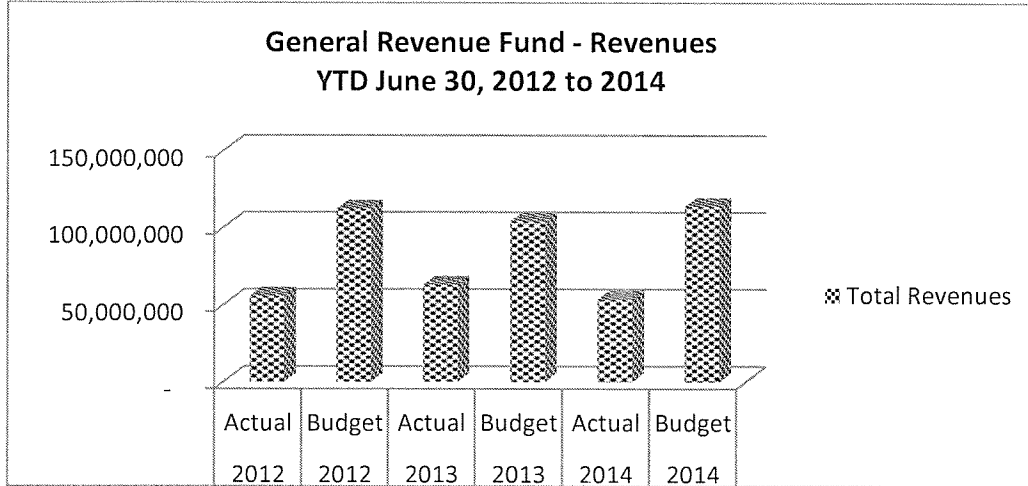
Overall Summary by Division (Appendix 1)

This appendix provides an overview of the year to date results at an organizational level.

Revenues

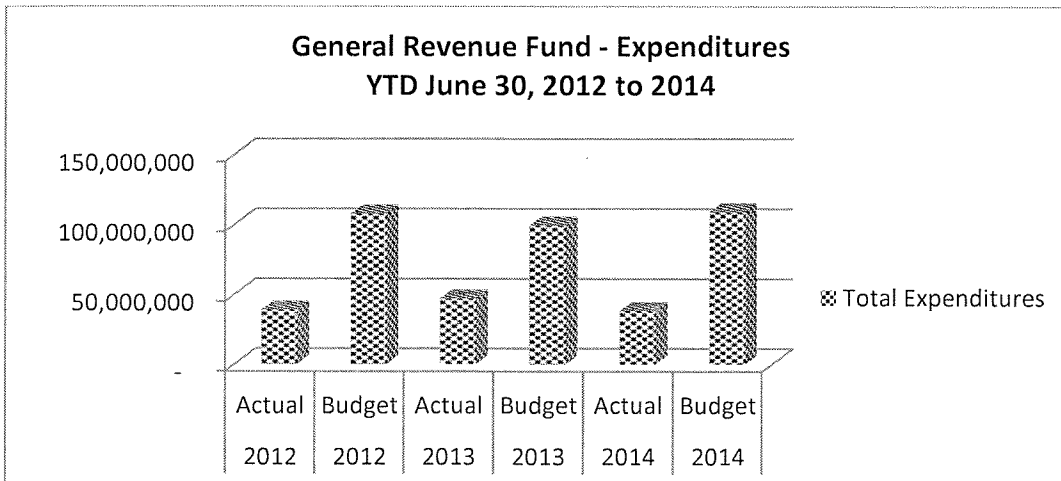
Total revenues are at 47% of budget with property tax revenues at the expected 50%. Grant Revenues are at 29% and Other Revenues at 27% (includes transfers from reserves for capital projects) mainly due to timing of large projects. Capital projects use a drawdown accounting approach where revenues are recorded as project expenses are incurred.

Operating revenues are at 54% of the budget as they reflect the first utility services billings which occur at the end of May but do not include the impact of the summer water billing which will show in October. The charts below show the 3 year trend for revenues and expenses at June 30. The higher trend in 2013 is due to the borrowing and flow through transfer to the Vancouver Island Regional Library (VIRL) which was approved after the budget was completed.



Expenditures

Overall 2014 expenditures are at 35% of budget. Comparative amounts in 2013 were higher due to the flow through VIRL transaction. With the impact of this transaction removed overall expenditures in 2013 would be 39% which is consistent with 2014. Expenditure items noticeably under budget include Community Grants (4%), Professional fees (18%), Program Costs (22%) and Capital Expenditures (9%). The Community Grants budget includes the transfer to the Island Corridor Foundation for \$472,000 which will only occur later in the year when the agreement requirements are confirmed. Capital Expenditures and Professional fees are directly related to the timing of payments for projects which incur more costs in summer and fall. Similarly Program Costs will be more fully allocated during the summer and fall, eg, Green Building Program and Drinking Water Program rebates. Transfers to Reserve (14%) are completed and recorded in August every year with only specific transfers made earlier in the year. Wages & Benefits are at the expected 51%. Further details are provided below under Operating Results by Department.



Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues and expenditures for services within each organizational division. This listing illustrates at a glance the overall status of an individual service as at June 30 compared to the overall budget for that service.

Corporate Services

The Corporate Services division of Appendix 2 is slightly lower than budget with revenues at 48% and expenditures at 44%. This is due largely to the Fire Protection Service Areas as well as the fact that debt financing costs incurred on behalf of VIRL are recorded evenly over the year while the income from rebilling VIRL for these costs occurs in March, April, September and October each year.

Under Fire Services, the French Creek (57% revenue/0% expenditures) and Parksville Local Service (San Pareil) (71% revenue/0% expenditures) have service contracts with Parksville and Qualicum where the contract payments are transferred to their Fire Departments in August after the tax revenues are received from the province. As well, for departments such as Extension (22%), Nanaimo River (5%) and Bow Horn Bay (29%), their expenditures will increase when the reserve transfer occurs in August.

Wellington Fire Service (103% of expenditures) and the District 69 E911 Service (100% of expenditures) reflect that the transfers to the City of Nanaimo and to the North Island 911 Corporation have already been made per our agreements with them.

Development Services

The Development Services division of Appendix 2 shows year to date total revenues at 61% and expenditures at 47%. The service areas showing variances in revenue and expenditures are as follows:

- Economic Development South (50% revenue/100% expenditures) reflects that the transfer of funds to the Nanaimo Economic Development Corporation has occurred.
- Economic Development North (51% revenue/31% expenditures) shows a variance in expenses because fewer grants have been approved and disbursed to date than what the budget would indicate.
- Emergency Planning (37% revenue/33% expenditures) reflects outstanding grant revenues that have been claimed but not received. For expenditures, it reflects the timing of the transfer to reserve which will occur in August.
- Search & Rescue (51% revenue/29% expenditures) reflects the timing of the transfer to the Nanaimo Search & Rescue and Nanaimo Marine Search and Rescue groups which occurs in August.

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2 shows year to date total revenues at 39% and expenditures at 24%. The service areas with variances at June 30 are as follows:

- Wastewater Management Plan (41% revenues/14% expenditures) reflects Gas Tax Grant funds not yet received for the Rural Village Sewer Servicing project (\$350,000) as well as unspent program costs associated with this project.

- Southern Community Wastewater (26% revenue/18% expenditures), Northern Community Wastewater (53% revenue/22% expenditures), Duke Point Wastewater (69% revenue/33% expenditures), and Nanoose Wastewater/Fairwinds Sewer (69% revenue/23% expenditures) are a result of the timing of capital projects where revenues will be accrued as the expenses are incurred as well as timing for transfers to reserves.
- Under the Water Supply service areas, several water services show lower than budget expenditures such as Whiskey Creek (34%), French Creek (32%), Decourcey (23%), Englishman River (25%), Melrose Terrace (31%) and Nanoose Peninsula (24%). These also reflect the timing of capital projects and transfers to reserves which occur in Summer.
- The Nanoose Bay Bulk Water (34% revenue/10% expenditures) budget includes transfers to the Englishman River Water Service Joint Venture capital work for \$636,380 funded by DCC's and reserves which have not been completed.
- In general the revenues for water and sewer services reflect the fact that the first utility billing for the year occurs in May. The second billing occurs in September and will include the higher use Summer season. As well, as noted above, the transfers to reserves for these services will occur in August which will impact the expenditures.

Recreation and Parks Services

The Recreation and Parks division of Appendix 2 shows year to date total revenues at 52% and expenditures at 39%. The service areas with variances at June 30 are as follows:

- Regional Parks (51% revenue/26% expenditures) and all of the Community Parks Service areas have projects and reserve transfers where the timing is impacting revenues and expenditures. This is particularly noticeable in Area E (37% revenue/27% expenditures), Area F (42% revenue/27% expenditures) and Area G (47%revenue/29% expense) which have capital projects underway (Blueback Park, Dashwood Hall and Meadowood Park Projects) funded by both grants and reserve transfers.
- Gabriola Island Recreation expenditures (78%) are high because transfers to the Gabriola Recreation Society are done in two installments (January & June) during the year.
- Area A Recreation & Culture (58% revenue/10% expenditures) also reflects unspent capital funds related to renovations at the Cedar Heritage Centre as well as reserve funds transfers to occur in August.
- Southern Community Recreation at 2% and the Port Theatre at 0% for expenditures reflect that the transfers of funds to the recipients for these services are made in August.

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2 shows year to date total revenues at 49% and expenditures at 37%. The service areas with variances at June 30 are as follows:

- Southern Community Transit (45% revenue/37% expense) is largely on track for operating revenue and expenses. The \$2 million CNG fueling station project was originally planned to be reflected fully in the RDN budget; however, the costs are being run through BC Transit resulting in a smaller allocation to RDN Transit. As well the reserve transfer will happen in August and there has been no need to access the contingency budget.

- Solid Waste Disposal (46% revenue/33% expenditures) reflects transfer to reserves (to occur in August) as well as lower capital expenditures due to timing of large projects such as the North Berm Phase 2 and new operations building and maintenance shop design costs at the Cedar landfill.
- Solid Waste Collection and Recycling is at 74% of its revenue budget vs. 41% of expenses because the annual utility billing is largely completed in May each year generating significant revenues at that time. The expenditure side will catch up later in the year as well as billings from haulers tend to lag behind a month or two.


SUMMARY:

The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2014. Appendix 1 summarizes the overall results across the organization while Appendix 2 breaks down the total year to date revenues and expenditures for functions within each organizational division. To date 47% of budgeted revenues and 35% of budgeted expenditures have been recorded.

Expenditures for professional fees (18%) and capital projects (9%) are lower overall due to the summer time commencement for many capital projects. Community Grants (4%) are lower because several of the grant transfers will occur later in the year after grant criteria requirements are completed by recipients and after funds are transferred from the province. Program Costs (22%) are low compared to budget mainly due to the fact that many program costs occur in the summer and various rebate programs are just underway. Across all services, wages and benefits are in line with expectations at 51% of the budget.

RECOMMENDATION:


That the summary report of financial results from operations to June 30, 2014 be received for information.



Report Writer



Director of Finance Concurrence



C.A.O. Concurrence



GENERAL REVENUE FUND
As of June 30, 2014

	CORPORATE			SERVICES			DEVELOPMENT			SERVICES			REGIONAL & COMM UTILITIES		
	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var
REVENUES															
TAX REQUISITION	3,572,113	7,144,226	50%	1,266,401	2,532,803	50%	6,802,301	13,608,945	50%	412,455	3,000,985	14%	13,608,945	13,608,945	50%
GRANTS	92,178	149,090	62%	(34,983)	30,135	(116%)	412,455	3,000,985	14%	1,102,423	1,680,293	66%	3,000,985	3,000,985	14%
OPERATING REVENUE	18,464	22,283	83%	572,875	1,135,581	50%	1,102,423	1,680,293	66%	1,774,518	11,875,441	15%	1,680,293	1,680,293	66%
OTHER REVENUE	4,765,218	12,195,389	39%	313,099	508,141	62%	1,774,518	11,875,441	15%	2,975,142	2,975,144	100%	11,875,441	11,875,441	100%
PRIOR YEARS SURPLUS (DEFICI)	1,584,001	1,584,001	100%	1,184,742	1,184,742	100%	2,975,142	2,975,144	100%						
TOTAL REVENUES	10,031,974	21,094,989	48%	3,302,134	5,391,402	61%	13,066,839	33,140,808	39%						
EXPENSES															
OFFICE OPERATING	83,132	264,349	31%	202,400	416,443	49%	401,761	809,466	50%						
COMMUNITY GRANTS	19,559	529,498	4%	0	0	0%	0	0	0%						
LEGISLATIVE	203,577	490,785	41%	0	0	0%	0	0	0%						
PROFESSIONAL FEES	112,708	362,860	31%	28,034	213,435	13%	134,996	1,234,743	11%						
BUILDING - OPER & MAINT	325,270	490,228	66%	30,763	71,213	43%	557,082	1,168,001	48%						
VEH & EQUIP - OPER & MAINT	246,857	392,639	63%	52,455	87,624	60%	396,311	1,005,879	39%						
OTHER OPERATING COSTS	358,733	1,077,110	33%	321,173	724,207	44%	1,526,763	3,875,114	39%						
WAGES & BENEFITS	1,949,384	3,642,678	54%	1,254,232	2,385,758	53%	2,173,663	4,195,111	52%						
PROGRAM COSTS	454	1,000	45%	23,661	169,273	14%	30,547	156,050	20%						
CAPITAL EXPENDITURES	247,186	2,016,725	12%	5,907	77,975	8%	1,503,201	16,123,553	9%						
DEBT - FINANCING - INTEREST	1,959,369	3,449,558	57%	0	0	0%	143,095	303,050	47%						
DEBT - FINANCING - PRINCIPAL	950,583	2,658,711	36%	0	0	0%	126,316	275,735	46%						
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%						
TRSF TO RESERVE FUND	19,309	585,228	3%	7,285	140,490	5%	671,310	2,680,712	25%						
TRSF TO OTHER GOV'T/AGENCIE	2,458,834	4,311,823	57%	284,000	366,300	78%	0	0	0%						
TOTAL EXPENDITURES	8,934,945	20,273,192	44%	2,209,910	4,652,718	47%	7,665,045	31,817,414	24%						
OPERATING SURPLUS (DEFICIT)	1,097,029	821,797		1,092,224	738,684		5,401,794	1,323,394							



GENERAL REVENUE FUND
As of June 30, 2014

	RECREATION & PARKS SERVICES		TRANSPORTATION & SOLID WASTE		TOTAL		REVENUE		FUND	
	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var	Actual 2014
REVENUES										
TAX REQUISITION	4,924,323	9,848,646	50%	4,538,659	9,077,317	50%	21,103,797	42,211,937	50%	21,103,797
GRANTS	191,745	875,157	22%	2,873,580	8,021,894	36%	3,534,975	12,077,261	29%	3,534,975
OPERATING REVENUE	814,800	1,416,215	58%	8,923,216	16,971,837	53%	11,431,778	21,226,209	54%	11,431,778
OTHER REVENUE	50,282	450,133	11%	650,309	3,455,040	19%	7,553,426	28,484,144	27%	7,553,426
PRIOR YEARS SURPLUS (DEFICIT)	1,209,489	1,209,488	100%	2,963,016	2,963,015	100%	9,916,390	9,916,390	100%	9,916,390
TOTAL REVENUES	7,190,639	13,799,639	52%	19,948,780	40,489,103	49%	53,540,366	113,915,941	47%	53,540,366
EXPENSES										
OFFICE OPERATING	271,795	553,449	49%	1,009,093	2,065,110	49%	1,968,181	4,108,817	48%	1,968,181
COMMUNITY GRANTS	0	0	0%	0	0	0%	19,559	529,498	4%	19,559
LEGISLATIVE	0	1,600	0%	0	0	0%	203,577	492,385	41%	203,577
PROFESSIONAL FEES	53,852	200,900	27%	197,298	853,083	23%	526,888	2,865,021	18%	526,888
BUILDING - OPER & MAINT	378,223	804,193	47%	245,890	529,225	46%	1,537,228	3,052,860	50%	1,537,228
VEH & EQUIP - OPER & MAINT	68,482	215,985	32%	2,230,327	6,171,863	36%	2,994,432	7,873,990	38%	2,994,432
OTHER OPERATING COSTS	271,747	888,078	31%	3,574,858	9,143,719	39%	6,053,274	15,708,228	39%	6,053,274
WAGES & BENEFITS	2,128,631	4,165,247	51%	7,085,516	14,170,526	50%	14,591,426	28,559,320	51%	14,591,426
PROGRAM COSTS	112,300	419,581	27%	0	0	0%	166,962	745,904	22%	166,962
CAPITAL EXPENDITURES	473,000	1,899,079	25%	83,157	4,842,122	2%	2,312,451	24,959,454	9%	2,312,451
DEBT - FINANCING - INTEREST	352,648	708,993	50%	0	0	0%	2,455,102	4,461,601	55%	2,455,102
DEBT - FINANCING - PRINCIPAL	886,624	1,128,135	79%	0	0	0%	1,963,523	4,062,581	48%	1,963,523
CONTINGENCY	0	35,000	0%	0	276,831	0%	0	311,831	0%	0
TRSF TO RESERVE FUND	0	780,776	0%	0	898,070	0%	697,904	5,085,276	14%	697,904
TRSF TO OTHER GOV'T/AGENCIES	178,451	1,587,241	11%	0	0	0%	2,921,285	6,265,364	47%	2,921,285
TOTAL EXPENDITURES	5,175,753	13,388,257	39%	14,426,139	38,950,549	37%	38,411,792	109,082,130	35%	38,411,792
OPERATING SURPLUS (DEFICIT)	2,014,886	411,382		5,522,641	1,538,554		15,128,574	4,833,811		15,128,574



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2014

	Revenues		Expenditures		Surplus	
	2014 Actuals	2014 Budget	2014 Actuals	2014 Budget	2014 Actuals	2014 Budget
CORPORATE SERVICES						
Administration	3,792,675	6,759,101	2,792,005	6,302,088	1,000,670	457,013
Electoral Area Administration	506,558	813,802	296,032	709,270	210,526	104,532
Public Safety						
D68 E911	65,522	133,257	54,417	131,762	11,105	1,495
D69 E911	342,890	636,747	569,985	572,797	(227,095)	63,950
Community Justice	59,806	119,335	0	119,300	59,806	35
Fire Protection						
Fire - Meadowood	69,683	139,360	69,679	139,360	4	0
Fire - Nanaimo River	8,903	17,801	808	17,795	8,095	6
Fire - Coombs Hilliers	200,199	791,837	220,185	791,837	(19,986)	0
Fire - Errington	281,451	480,372	293,875	480,372	(12,424)	0
Fire - French Creek	277,168	485,556	263	428,701	276,905	56,855
Fire - Nanoose Bay	443,910	1,120,120	100,909	1,072,490	343,001	47,630
Fire - Wellington	42,256	72,856	62,905	61,183	(20,649)	11,673
Fire - Cassidy Waterloo	115,858	211,340	133,491	211,340	(17,633)	0
Fire - Dashwood	243,909	646,234	305,443	646,234	(61,534)	0
Fire - Extension	114,341	185,988	40,831	185,988	73,510	0
Fire - Parksville Local	120,318	168,365	263	89,758	120,055	78,607
Fire - Bow Horn Bay	182,645	749,994	214,651	749,994	(32,006)	0
Regional Library	1,077,054	2,793,282	1,692,381	2,793,282	(615,327)	0
Feasibility Studies	42,788	30,000	42,788	30,000	0	0
Municipal Debt Transfers	2,033,288	4,718,141	2,033,288	4,718,141	0	0
House Numbering	10,750	21,500	10,750	21,500	0	0
TOTAL	10,031,972	21,094,988	8,934,949	20,273,192	1,097,023	821,796
STRATEGIC & COMMUNITY DEVELOPMENT						
EA Community Planning	1,170,249	1,895,246	805,088	1,663,476	365,161	231,770
Economic Development South	76,000	152,000	152,000	152,000	(76,000)	0
Economic Development North	25,667	50,623	15,795	50,623	9,872	0
VIHA Homelessness Grants	188,000	188,000	121,000	188,000	67,000	0
Regional Growth Strategy	456,561	687,312	211,012	522,295	245,549	165,017
Emergency Planning	148,938	398,297	125,826	376,096	23,112	22,201
D68 Search & Rescue	21,146	41,577	12,000	41,300	9,146	277



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2014

	Revenues		Expenditures		Variance	Surplus	
	2014 Actuals	2014 Budget	2014 Actuals	2014 Budget		2014 Actuals	2014 Budget
Building Inspection	935,265	1,406,062	537,799	1,123,245	48%	397,466	282,817
Bylaw Enforcement							
Bylaw Enforcement	125,295	245,222	125,341	245,222	51%	(46)	0
Animal Control EA A,B,C,LANITZ	39,351	71,782	27,949	66,906	42%	11,402	4,876
Animal Control E,G & H	50,417	94,257	37,616	89,956	42%	12,801	4,301
Animal Control EA F	23,690	33,375	7,955	19,876	40%	15,735	13,499
Unightly Premises	9,967	63,424	9,231	58,161	16%	736	5,263
Hazardous Properties	5,877	19,585	3,528	17,526	20%	2,349	2,059
Noise Control	25,714	44,640	17,772	38,035	47%	7,942	6,605
TOTAL	3,302,137	5,391,402	2,209,912	4,652,717	47%	1,092,225	738,685
REGIONAL & COMMUNITY UTILITIES							
RCU - Administration	190,871	356,104	190,934	356,104	54%	(63)	0
Wastewater Management							
Liquid Waste Management Planning	296,644	730,970	84,500	604,361	14%	212,144	126,609
Wastewater Southern Community	4,323,179	16,701,370	3,041,676	16,558,783	18%	1,281,503	142,587
Wastewater Northern Community	2,934,243	5,565,463	1,155,135	5,282,934	22%	1,779,108	282,529
Wastewater Duke Point	247,978	361,568	95,891	293,605	33%	152,087	67,963
Water Supply							
Water - Surfside	28,410	41,905	12,433	28,803	43%	15,977	13,102
Water - French Creek	93,967	191,450	53,955	169,367	32%	40,012	22,083
Water - Whiskey Creek	56,538	133,691	41,257	119,857	34%	15,281	13,834
Water - Decourcey	11,236	15,653	2,536	11,044	23%	8,700	4,609
Water - San Pareil	101,666	193,775	79,054	184,165	43%	22,612	9,610
Water - Driftwood	3,027	5,460	2,729	5,460	50%	298	0
Water - Englishman River	123,885	183,175	34,868	141,516	25%	89,017	41,659
Water - Melrose Place	19,267	32,351	9,595	31,288	31%	9,672	1,063
Water - Nanoose Peninsula	951,275	2,398,112	547,722	2,294,728	24%	403,553	103,384
Water - Bulk Water Nanoose Bay	539,596	1,606,905	153,077	1,480,160	10%	386,519	126,745
Water - Bulk Water French Creek	34,276	94,885	33,808	85,889	39%	468	8,996
Water - San Pareil Fire	814,920	1,057,200	846,212	1,057,200	80%	(31,292)	0
Drinking Water/Watershed Protection	417,445	665,328	235,612	568,656	63%	181,833	96,672
Streetlighting	80,823	120,451	31,949	98,034	67%	48,874	22,417



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2014

	Revenues		Revenues		Variance		Expenditures		Expenditures		Variance		Surplus	
	2014 Actuals	2014 Budget	2014 Actuals	2014 Budget			2014 Actuals	2014 Budget	2014 Actuals	2014 Budget			2014 Actuals	2014 Budget
Sewer Collection														
Sewer - French Creek	585,614	929,823	63%		433,025	924,228	47%	152,589	5,595					
7551 / 2851 Sewer/Fairwinds / Wastewater Nanoose	652,944	943,918	69%		183,832	787,418	23%	469,112	156,500					
Sewer - Pacific Shores	51,785	81,697	63%		28,610	68,466	42%	23,175	13,231					
Sewer - Surfside	19,000	29,046	65%		13,031	27,929	47%	5,969	1,117					
Sewer - Cedar	129,722	192,028	68%		82,305	163,163	50%	47,417	28,865					
Sewer - Barclay	159,301	224,976	71%		92,978	201,449	46%	66,323	23,527					
Sewer - Hawthorne Rise Debt	169,731	258,833	66%		165,808	258,833	64%	3,923	0					
Englishman River Stormwater	10,810	13,220	82%		675	6,350	11%	10,135	6,870					
Cedar Estates Stormwater	6,687	9,050	74%		613	5,225	12%	6,074	3,825					
Pump & Haul	2,000	2,400	83%		1,231	2,400	51%	769	0					
Community Works Fund Projects - Regional & Community Utilit	10,000	0	#DIV/0!		10,000	0	#DIV/0!	0	0					
TOTAL	13,066,840	33,140,807	39%		7,665,051	31,817,415	24%	5,401,789	1,323,392					
PARKS & RECREATION SERVICES														
Regional Parks	1,365,622	2,678,581	51%		673,540	2,639,786	26%	692,082	38,795					
Community Parks														
Community Parks - Area A	227,862	331,352	69%		188,844	315,791	60%	39,018	15,561					
Community Parks - Area B	157,431	247,296	64%		85,524	213,724	40%	71,907	33,572					
Community Parks - Area C (Extension)	56,657	83,558	68%		28,581	57,610	50%	28,076	25,948					
Community Parks - Area C (East Wellington)	66,028	102,482	64%		26,015	87,160	30%	40,013	15,322					
Community Parks - Area E	70,754	190,341	37%		48,324	176,816	27%	22,430	13,525					
Community Parks - Area F	114,830	270,660	42%		70,442	257,661	27%	44,388	12,999					
Community Parks - Area G	87,381	184,766	47%		50,952	174,256	29%	36,429	10,510					
Community Parks - Area H	89,869	153,097	59%		49,306	143,866	34%	40,563	9,231					
Area A Recreation & Culture	125,006	213,690	58%		19,187	190,553	10%	105,819	23,137					
Northern Community Recreation	895,571	1,587,602	56%		591,144	1,570,258	38%	304,427	17,344					
Oceanside Place	1,384,087	2,614,837	53%		1,320,367	2,562,225	52%	63,720	52,612					
Ravensong Aquatic Centre	1,864,070	3,351,596	56%		1,871,158	3,208,771	58%	(7,088)	142,825					
Gabriola Island Recreation	52,313	100,216	52%		78,627	100,217	78%	(26,314)	(1)					
Southern Community Recreation & Culture	578,629	1,157,314	50%		19,213	1,157,314	2%	559,416	0					
Community Works Fund Projects - Parks & Recreation Services	54,531	532,250	10%		54,531	532,250	10%	0	0					
TOTAL	7,190,641	13,799,638	52%		5,175,755	13,388,258	39%	2,014,886	411,380					



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2014

	Revenues		Expenditures		Variance	Surplus	
	2014 Actuals	2014 Budget	2014 Actuals	2014 Budget		2014 Actuals	2014 Budget
TRANSPORTATION & SOLID WASTE SERVICES							
Transit							
Transit Southern Community	10,682,381	23,628,122	8,560,898	22,901,153	45%	2,121,483	726,969
Transit Northern Community	1,202,603	2,036,214	840,007	1,792,011	59%	362,596	244,203
Gabriola Island Emergency Wharf	11,323	14,165	465	9,150	80%	10,858	5,015
Transit - EA H (Capital Levy)	6,250	12,500	6,250	12,500	50%	0	0
Solid Waste							
Solid Waste Management	4,850,725	10,472,279	3,264,051	10,001,427	46%	1,586,674	470,852
Solid Waste Collection & Recycling	3,195,494	4,325,823	1,754,469	4,234,308	74%	1,441,025	91,515
TOTAL	19,948,776	40,489,103	14,426,140	38,950,549	49%	5,522,636	1,538,554
TOTAL ALL SERVICES	53,540,366	113,915,938	38,411,807	109,082,131	47%	15,128,559	4,833,807



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW	✓	
AUG 25 2014		
RHD		
BOARD		

MEMORANDUM

TO: Tom Osborne
General Manager, Recreation and Parks

DATE: August 25, 2014

FROM: Elaine McCulloch
Parks Planner

FILE: PL2010-153

SUBJECT: Request for Acceptance of Park Land Dedication
Lot 4, Block 3, Section 16, Range 8, Cranberry District, Plan 2041
Folio No. 768.03126.000 / PID No. 006-636-349
Electoral Area 'A' - 1965 Walsh Road

PURPOSE

To consider a request for acceptance of park land dedication on property in Electoral Area 'A'.

BACKGROUND

The Regional District has received an application for a subdivision of the above-noted property, which is located adjacent to Walsh Road (North) and MacMillan Road (West), in the Cedar area of Electoral Area 'A,' and is 0.8 ha (2 acres) in size (*see Attachment 1 for location of subject property*).

The proposed subdivision would not create three or more new parcels; therefore, no park land dedication is required pursuant to Section 941 of the *Local Government Act*. However, the applicant proposes to voluntarily dedicate 0.4 hectare (1.0 acre), approximately 50% of the parent parcel, as park land (*see Attachment 2 for proposed plan of subdivision*). This dedication consists of wetland located within the Nanaimo River Floodplain in the York Lake area. Accessibility through the wetland is limited by high water levels extending beyond the limits of the proposed park land dedication.

ALTERNATIVES

1. To accept the offer of park land dedication in the amount and location as set in Attachment 2.
2. To deny the offer for dedication of park land.

PARK LAND IMPLICATIONS

The Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011 contains park land policies, which stipulate that park land is desirable

- *Where it would provide trail linkages or future trail linkages or the expansion of existing parks forming interconnected natural corridors.* In this case, with the addition of other surrounding

parkland in the future, there may be an opportunity to develop trail linkages along York Lake that would provide a direct, off-road travel route between Cedar Village and MacMillan Road (near Cedar Secondary Community School). Additionally, there are two existing parks (A-10 & A-13) directly across Macmillan Road from the proposed parkland dedication, both of which consist almost entirely of wetland habitat. These parks may have potential for a boardwalk trail system that could link the three parks together;

- *If it is an environmentally sensitive area.* In this case, the proposed park is composed entirely of wetland habitat;
- *Where it would provide passive outdoor use.* Wetland areas typically provide excellent bird watching opportunities. These opportunities would be enhanced if a trail/boardwalk/bird blind were to be developed in the proposed park;
- *Where it would provide viewpoints or opportunities for nature appreciation.* The location of the proposed park, adjacent to Macmillan Road provides a significant view into the wetland and would help preserve an important open space vista within the community.

In addition to the OCP, the *Electoral Area 'A' Community Trails Study (2002)* recommends trail connections through/around York Lake as a high priority for acquisition. The study identifies York Lake as being located along a direct travel route between destinations such as residential housing, schools and the shopping centre. The study suggests that trails through this area would provide shortcuts and get foot traffic off the busy Cedar Road.

Furthermore, the Trails Study recommends that the RDN negotiate with willing landowners who have property around the lake so as to obtain a public access through the wetland and around the lake.

Area 'A' Parks, Recreation and Culture Commission

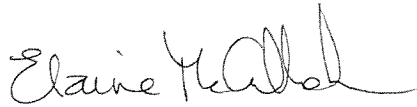
The proposal for the proposed park land dedication was referred to the Electoral Area 'A' Parks, Recreation and Culture Commission at its meeting of January 19, 2011. The Commission supports the proposed park land dedication in conjunction with the proposed subdivision.

SUMMARY/CONCLUSIONS

The applicant has proposed to voluntarily dedicate 0.4 hectare (1.0 acre), approximately 50% of the parent parcel, as park land (*see Attachment 2 for proposed plan of subdivision*). No park land dedication is required pursuant to Section 941 of the *Local Government Act*. The proposed park land dedication would accomplish many of Electoral Area 'A' the Official Community Plan parks objectives.

RECOMMENDATION

That the proposed park dedication in the proximity of York Lake be accepted in conjunction with a proposed subdivision as shown on Attachment 2.



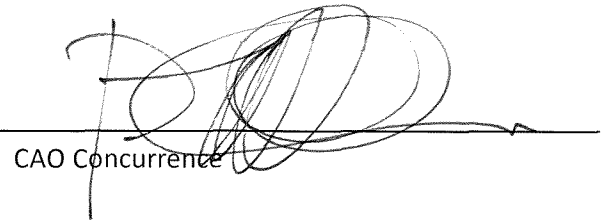
Report Writer



Per/ Manager Concurrence

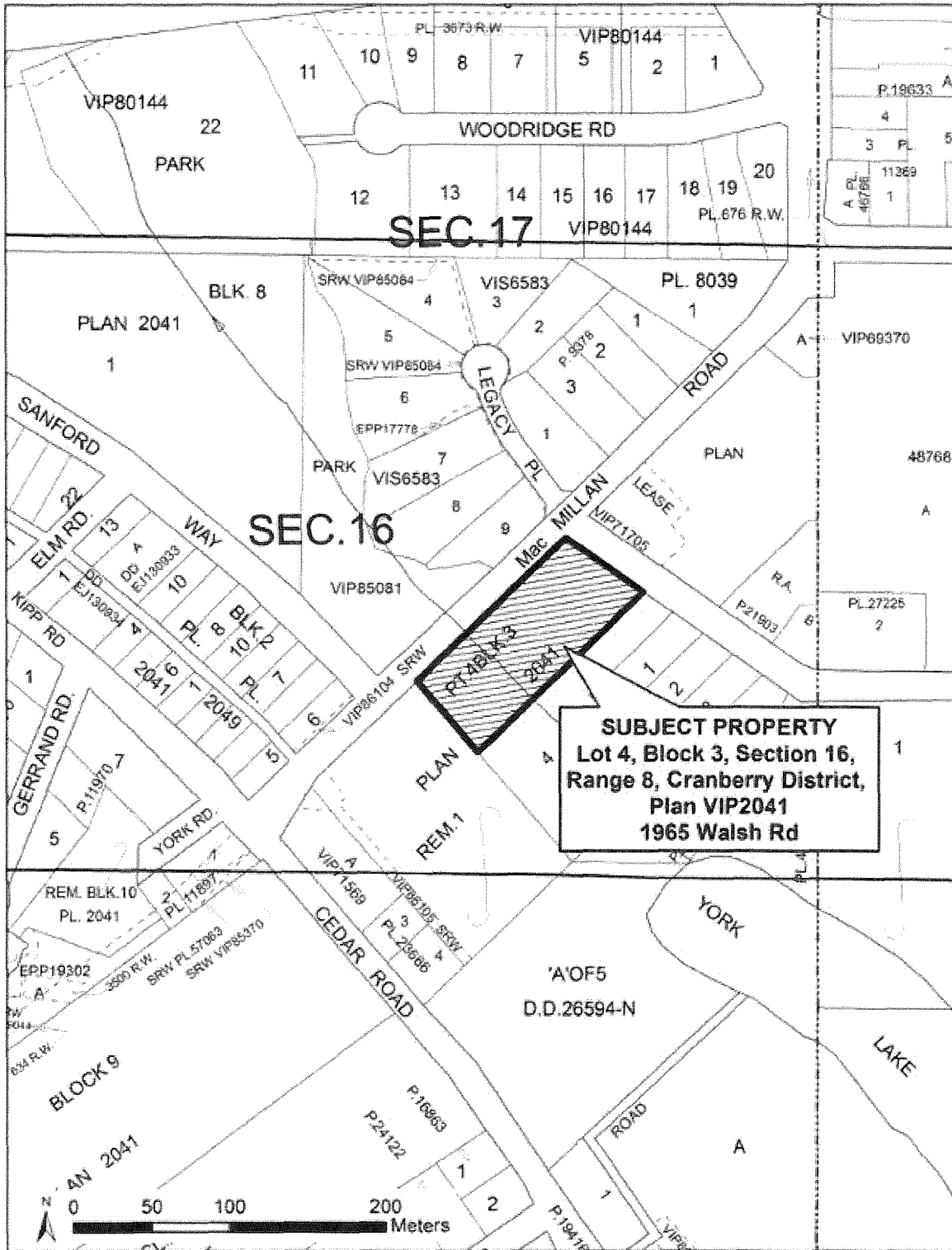


General Manager Concurrence



CAO Concurrence

**Attachment 1
Location of Subject Property**

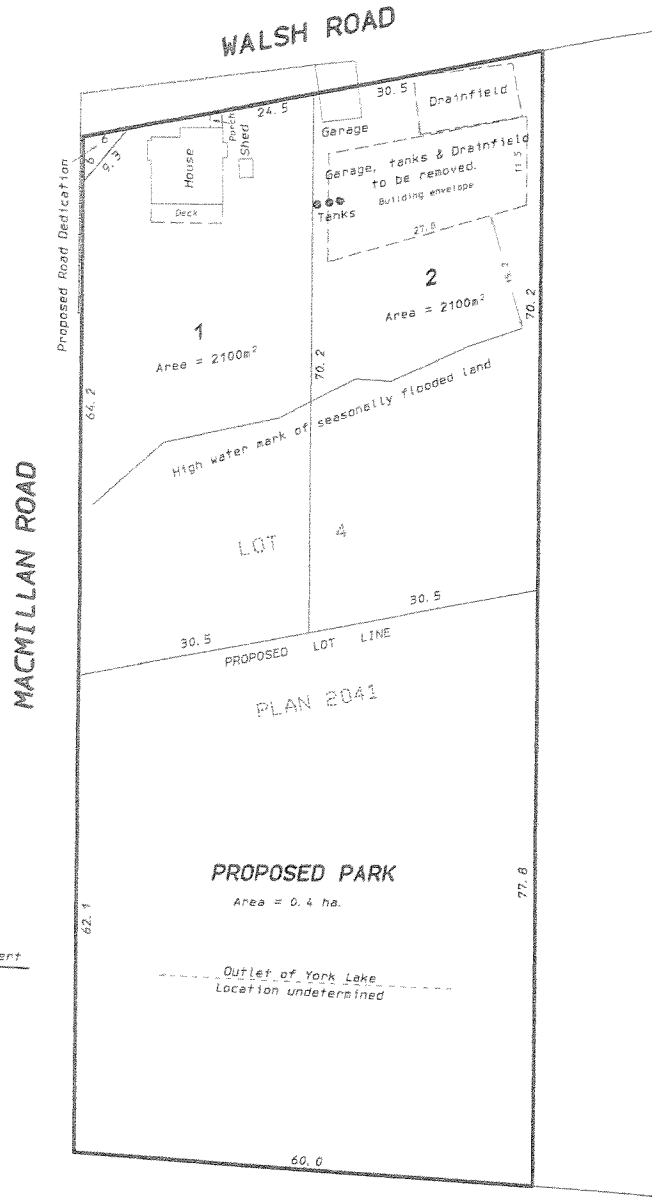


**Attachment 2
Proposed Plan of Subdivision**

**PROPOSED SUBDIVISION OF LOT 4, BLOCK 3, PLAN 2041,
PLAN 2041, SECTION 16, RANGE 8, CRANBERRY DISTRICT.**

All distances are in metres.
Scale = 1:500

Both lots to be serviced by Community Sewer System



Charles O. Smythies & Associates ©
B. C. Land Surveyors & Planners
Nanaimo, B. C.
Date: January 20, 2011. File: B-CR-16-GEN (CERT7094, 003)



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
AUG 21 2014	
RHD	
BOARD	
DATE: August 19, 2014	

MEMORANDUM

TO: Mike Donnelly
Manager of Water & Utility Services

FROM: Deb Churko, ASCT
Engineering Technologist

SUBJECT: Bylaws No. 1004.07, 1445.05, and 1521.02 - Cedar and Duke Point Sewer Boundary Amendment- 1965 Walsh Road and 1812 Cedar Road, Electoral Area 'A'

PURPOSE

To introduce bylaws which would remove one property from the Cedar and Duke Point Sewer Services, and transfer the sewer allocation to another property that is already included in the Cedar and Duke Point Sewer Service areas (see Location Plan in Figure 1).

BACKGROUND

The Cedar Sewer Service Area was adopted by the RDN Board in 2005 which permitted Cedar Village property owners with frontage to the new sanitary sewer main to acquire a sewer allocation and discharge sanitary sewer waste to the Duke Point Wastewater Treatment Plant. The number of properties permitted to be connected to the Duke Point Sewer Service is fully committed at this time, based on flow calculations. No further properties can be connected unless a property is excluded while substituting another, or if some of the flows allocated to a development property in the Cedar Village are purchased by another property owner.

The owner of 1965 Walsh Road recently purchased a second sewer allocation from a nearby property owner who has re-evaluated his need for a sewer connection. Being mutually beneficial, one property owner will utilize the second sewer service to pursue subdivision of his property, and the other property owner is seeking to be removed from the sewer service. The owners have requested that the RDN amend the Cedar and Duke Point Sewer Service Area boundaries so that the owner of 1965 Walsh Road pays for two sewer services, and the owner of 1812 Cedar Road no longer pays taxes for sewer. Neither property is connected to the sanitary sewer system yet. In order to accommodate this request, the RDN must amend the following bylaws:

- Bylaw 1004 Duke Point Sewer Service
- Bylaw 1445 Cedar Sewer Service
- Bylaw 1521 Cedar Sewer Small Residential Properties Capital Financing Service

ALTERNATIVES

1. Accept the application and adopt the bylaw amendments as presented.
2. Do not accept the application or adopt bylaw amendments at this time.

FINANCIAL IMPLICATIONS

If the bylaw amendments are approved, the owner of 1965 Walsh Road (who purchased a second sewer allocation) will pay 2 parcel taxes for the debt repayment from construction of the sewer system, pursuant to Bylaw No. 1521 (2007), in the amount of approx. \$1,100 per year (for each lot). He will also pay 2 parcel taxes for the annual operating costs of the Cedar Sewer system, pursuant to Bylaw No. 1445 (2005) in the amount of approx. \$540 per year (for each lot).

When the owner of 1965 Walsh Road makes a physical connection to the Cedar Sewer system, he will pay a Capital Charge of \$2,682 for the 'parent' lot pursuant to Bylaw No. 1528 (2007), and upon subdivision will pay a Development Cost Charge of \$2,246 for the newly created lot pursuant to Bylaw No. 1498 (2007). Annual costs for being connected to sewer will be approximately \$700 per year (for each lot), pursuant to Bylaw No. 1532 (2007).

The owner of 1812 Cedar Road has never connected to the Cedar sewer system, so a Capital Charge has not been paid (and is therefore not to be refunded), nor is the owner liable for annual user fees. When 1812 Cedar Road is removed from the Cedar Sewer Service, this owner will no longer pay Cedar sewer parcel taxes and will remain on a septic field.

If the application is not accepted, there are no financial implications to the RDN. Both property owners will continue to pay parcel taxes for sewer even though they are not connected to sewer.

SUSTAINABILITY IMPLICATIONS

There will be a net positive improvement to the environment from the impact of sewage disposal at 1965 Walsh Road. The existing house and the proposed new lot would both be serviced with community sewer collection. Septic tank treatment and ground disposal will no longer be used at this location, which is adjacent to a sensitive ecosystem feature.

The owner of 1812 Cedar Road has confirmed that his septic tank and septic field disposal system are working well. The previous owner of this property purchased a sewer allocation when they became available in 2010, and the current owner has confirmed that his septic field will continue to meet his needs for many years.

DEVELOPMENT IMPLICATIONS

The property located at 1965 Walsh Road is approximately 2 acres (8,000 m²) in size, is zoned RS-2 (Residential 2), and is located within the "M" Subdivision District pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The "M" Subdivision District provides a minimum parcel size of 2000 m² when the property is serviced with community water and sewer. Therefore, if provided with a community sewer connection, the subject property could be subdivided into additional lots under the current zoning.

Pursuant to the Electoral Area 'A' Official Community Plan (Bylaw No. 1620, 2011), the property located at 1965 Walsh Road is located *within* the Growth Containment Boundary, where development is supported.

SUMMARY/CONCLUSIONS

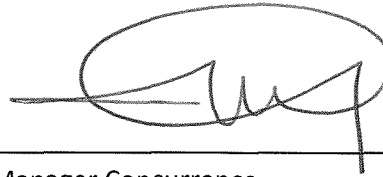
Two property owners in the Cedar Village Area have requested that the RDN remove one property from the Cedar and Duke Point Sewer Service, and transfer the sewer allocation to another property that is already within the Cedar and Duke Point Sewer Service. One property will be able to subdivide into two serviced lots if a second sewer allocation is secured, and the other property will be relieved of paying taxes for sewer service that he does not require. There are no financial implications to the RDN for changing the sewer service from one property to another within the Cedar Village area. There will be no net impact on the number of connections permitted to the Duke Point Sewer Service. Staff recommend adopting the bylaws as presented.

RECOMMENDATIONS

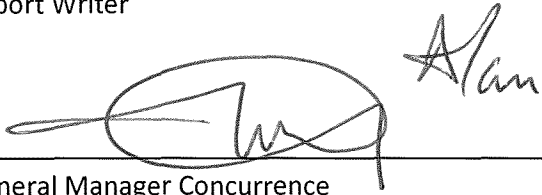
1. That "Duke Point Sewer Service Amendment Bylaw No. 1004.07, 2014" be introduced and read three times.
2. That "Cedar Sewer Service Amendment Bylaw No. 1445.05, 2014" be introduced and read three times.
3. That "Cedar Sewer Small Residential Properties Capital Financing Service Amendment Bylaw No. 1521.02, 2014" be introduced and read three times.



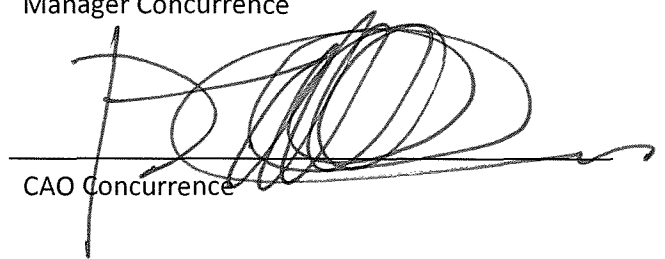
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1004.07**

**A BYLAW TO AMEND THE BOUNDARIES OF THE
DUKE POINT SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Duke Point Sewer Service pursuant to Bylaw No. 1004, cited as "Duke Point Sewer Local Service Area Establishment Bylaw No. 1004, 1996";

AND WHEREAS the Board of the Regional District of Nanaimo has been requested by two property owners to amend the boundaries of the service area to exclude the land legally described as:

- Lot 1, Section 14, Range 1, Plan 19367, Cedar Land District (Folio No. 768.3090.500);

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

"Duke Point Sewer Local Service Area Establishment Bylaw No. 1004, 2005" is hereby amended as follows:

- (a) By deleting Schedule 'A' of Bylaw 1004 and replacing it with the new Schedule 'A' attached to this bylaw; and
- (c) By deleting Schedule 'B' of Bylaw 1004 and replacing it with the new Schedule 'B' attached to this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Duke Point Sewer Service Amendment Bylaw No. 1004.07, 2014".

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

Adopted this ___ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Duke Point Sewer Service
Amendment Bylaw No. 1004.07, 2014"

Chairperson

Corporate Officer



Schedule 'B' to accompany "Duke Point Sewer Service
Amendment Bylaw No. 1004.07, 2014"

Chairperson

Corporate Officer

Properties within Electoral Area A included in the service area

768 3089.001 Lot A, Section 14, Range 1, VIP 57874
768 3089.106 Lot 6, Section 14, Range 1, VIP 59634

Commercial Properties (reference Cedar Sewer Commercial Properties Capital Financing Service Establishing Bylaw No. 1513, 2007)

768 3121.080 Lot A, Range 8, Plan VIP 71569
768 3089.002 Lot 1, Section 14, Range 1, Plan VIP 76260
768 3090.425 Lot A, Section 14, Range 1, Plan VIP 67433
768 4645.000 Lots 4 & 5, Block 1, Plan 2045
768 3134.000 Lot 3, Section 17, Range 1, Plan 11369
768 3136.100 Lot A, Section 17, Range 1, Plan 46766
768 4646.000 Lot 6, Block 1, Section 15, Range 8, Plan 2045

Large Residential Properties (reference Cedar Sewer Large Residential Properties Capital Financing Service Establishing Bylaw No. 1517, 2007)

768 4655.000 Lot 1, Plan 2995, Section 15, Range 8
768 3128.030 Lot A, Plan 30449

Sportsfield (reference Cedar Sewer Sportsfield Capital Financing Service Establishment Bylaw No. 1519, 2007)

768 3089.020 Lot A, Plan 37404

Small Residential Properties (reference Cedar Sewer Small Residential Properties Capital Financing Service Establishment Bylaw No. 1521, 2007)

Folio	Legal Description
768 3128.050	Lot B, Pl 30449
768 3128.325	Lot 4, Pl 19416
768 3091.100	Lot 1, Pl 7636 Excl Pcl A (DD14382N)
768 3180.000	Lot 5, Pl 2049, Sec 16, Range 8
768 3131.010	Lot 1, Pl 69370
768 3121.085	Lot 3, Pl 23666
768 3126.000	Lot 4, Block 3, Section 16, Range 8, Plan 2041
768 3135.000	Lot 4, Pl 11369

High School

Folio 768 3130.600 Lot A, Section 16, Range 8, Plan 48768, Land District 18

Small Residential Properties Stage 2 (reference Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service Establishment Bylaw No. 1565, 2009)

Folio	PID	Legal Description	Street Address
768 3113.00	006636268	Lot 5, Block 2, Section 16, Range 8, Plan 2041	1668 Cedar Rd
768 3114.000	006636225	Lot 6, Block 2, Section 16, Range 8, Plan 2041	1672 Cedar Rd
768 3176.000	006644562	Lot 1, Section 16, Range 8, Plan 2049	1674 Cedar Rd
768 3178.000	006645046	Lot 3, Section 16, Range 8, Plan 2049	1682 Cedar Rd
768 3179.000	006645062	Lot 4, Section 16, Range 8, Plan 2049	Vacant
768 3128.300	003732967	Lot 3, Section 15, Range 8, Plan 19416	1782 Cedar Rd
768 3090.200	000280534	Lot 6, Section 14, Range 1, Plan 16036	1823/1825/1827 Cedar Rd

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1445.05**

**A BYLAW TO AMEND THE BOUNDARIES
OF THE CEDAR SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Cedar Sewer Service pursuant to Bylaw No. 1445, cited as "Cedar Sewer Service Area Establishment Bylaw No. 1445, 2005";

AND WHEREAS the Board of the Regional District of Nanaimo has been requested by two property owners to amend the boundaries of the service area to exclude the land legally described as:

- Lot 1, Section 14, Range 1, Plan 19367, Cedar Land District (Folio No. 768.3090.500);

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**

"Cedar Sewer Service Area Establishment Bylaw No. 1445, 2005" is hereby amended as follows:

- (a) By deleting Schedule 'A' of Bylaw 1445 and replacing it with the new Schedule 'A' attached to this bylaw; and
- (b) By deleting Schedule 'B' of Bylaw 1445 and replacing it with the new Schedule 'B' attached to this bylaw.

2. **Citation**

This bylaw may be cited for all purposes as "Cedar Sewer Service Amendment Bylaw No. 1445.05, 2014".

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

Adopted this ___ day of _____, 2014.

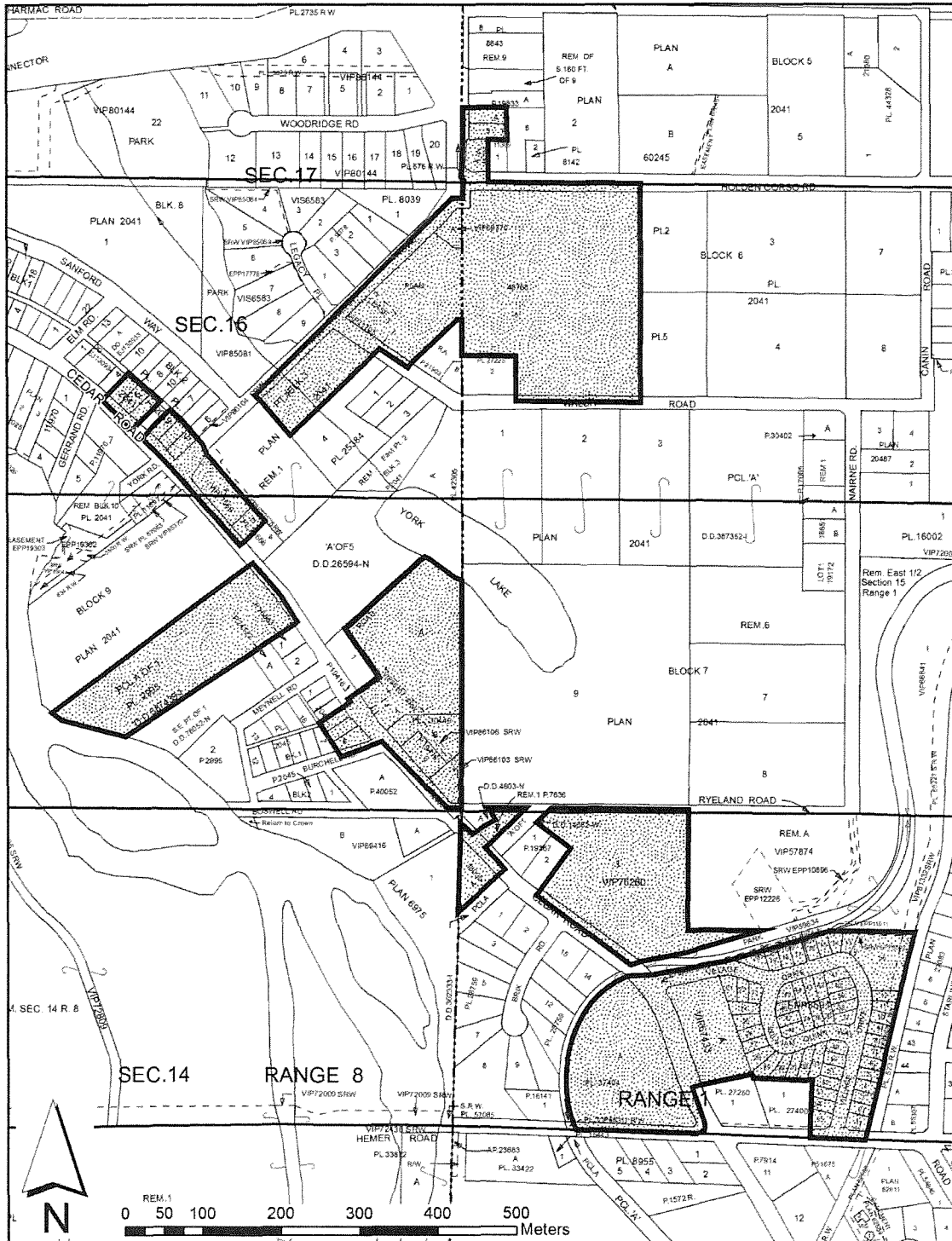
CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Cedar Sewer Service
Amendment Bylaw No. 1445.05, 2014

Chairperson

Corporate Officer



Chairperson

Corporate Officer

Properties included in the service area:

768 3089.001 Lot A, Section 14, Range 1, VIP 57874
768 3089.106 Lot 6, Section 14, Range 1, VIP 59634

Commercial Properties (reference Cedar Sewer Commercial Properties Capital Financing Service Establishing Bylaw No. 1513, 2007)

768 3121.080 Lot A, Range 8, Plan VIP 71569
768 3089.002 Lot 1, Section 14, Range 1, Plan VIP 76260
768 3090.425 Lot A, Section 14, Range 1, Plan VIP 67433
768 4645.000 Lots 4 & 5, Block 1, Plan 2045
768 3134.000 Lot 3, Section 17, Range 1, Plan 11369
768 3136.100 Lot A, Section 17, Range 1, Plan 46766
768 4646.000 Lot 6, Block 1, Section 15, Range 8, Plan 2045

Large Residential Properties (reference Cedar Sewer Large Residential Properties Capital Financing Service Establishing Bylaw No. 1517, 2007)

768 4655.000 Lot 1, Plan 2995, Section 15, Range 8
768 3128.030 Lot A, Plan 30449

Sportsfield (reference Cedar Sewer Sportsfield Capital Financing Service Establishment Bylaw No. 1519, 2007)

768 3089.020 Lot A, Plan 37404

Small Residential Properties (reference Cedar Sewer Small Residential Properties Capital Financing Service Establishment Bylaw No. 1521, 2007)

Folio	Legal Description
768 3128.050	Lot B, PI 30449
768 3128.325	Lot 4, PI 19416
768 3091.100	Lot 1, PI 7636 Excl Pcl A (DD14382N)
768 3180.000	Lot 5, PI 2049, Sec 16, Range 8
768 3131.010	Lot 1, PI 69370
768 3121.085	Lot 3, PI 23666
768 3126.000	Lot 4, Block 3, Section 16, Range 8, Plan 2041
768 3135.000	Lot 4, PI 11369

High School

Folio 768 3130.600 Lot A, Section 16, Range 8, Plan 48768, Land District 18

Small Residential Properties Stage 2 (reference Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service Establishment Bylaw No. 1565, 2009)

Folio	PID	Legal Description	Street Address	
768 3113.000	006636268	Lot 5, Block 2, Section 16, Range 8, Plan 2041	1668	CEDAR RD
768 3114.000	006636225	Lot 6, Block 2, Section 16, Range 8, Plan 2041	1672	CEDAR RD
768 3176.000	006644562	Lot 1, Section 16, Range 8, Plan 2049	1674	CEDAR RD
768 3178.000	006645046	Lot 3, Section 16, Range 8, Plan 2049	1682	CEDAR RD
768 3179.000	006645062	Lot 4, Section 16, Range 8, Plan 2049	VACANT	CEDAR RD
768 3128.300	003732967	Lot 3, Section 15, Range 8, Plan 19416	1782	CEDAR RD
768 3090.200	000280534	Lot A, Section 14, Range 1, Plan 16036	1823/1825/1827	CEDAR RD

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1521.02

A BYLAW TO AMEND THE BOUNDARIES OF THE
CEDAR SEWER SMALL RESIDENTIAL PROPERTIES
CAPITAL FINANCING SERVICE

WHEREAS the Regional District of Nanaimo established the Cedar Sewer Small Residential Properties Capital Financing Service pursuant to Bylaw No. 1521, cited as "Cedar Sewer Small Residential Properties Capital Financing Service Establishment Bylaw No. 1521, 2007";

AND WHEREAS the Board of the Regional District of Nanaimo has been requested by two property owners to amend the boundaries of the service area to exclude the land legally described as:

- Lot 1, Section 14, Range 1, Plan 19367, Cedar Land District (Folio No. 768.3090.500);

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**

"Cedar Sewer Small Residential Properties Capital Financing Service Establishment Bylaw No. 1521, 2007" is hereby amended as follows:

- (a) By deleting Schedule 'A' of Bylaw 1521 and replacing it with the new Schedule 'A' attached to this bylaw; and
- (b) By deleting Schedule 'B' of Bylaw 1521 and replacing it with the new Schedule 'B' attached to this bylaw.

2. **Citation**

This bylaw may be cited for all purposes as "Cedar Sewer Small Residential Properties Capital Financing Service Amendment Bylaw No. 1521.02, 2014".

Introduced and read three times 23rd day of September, 2014.

Adopted this ___ day of _____, 2014.

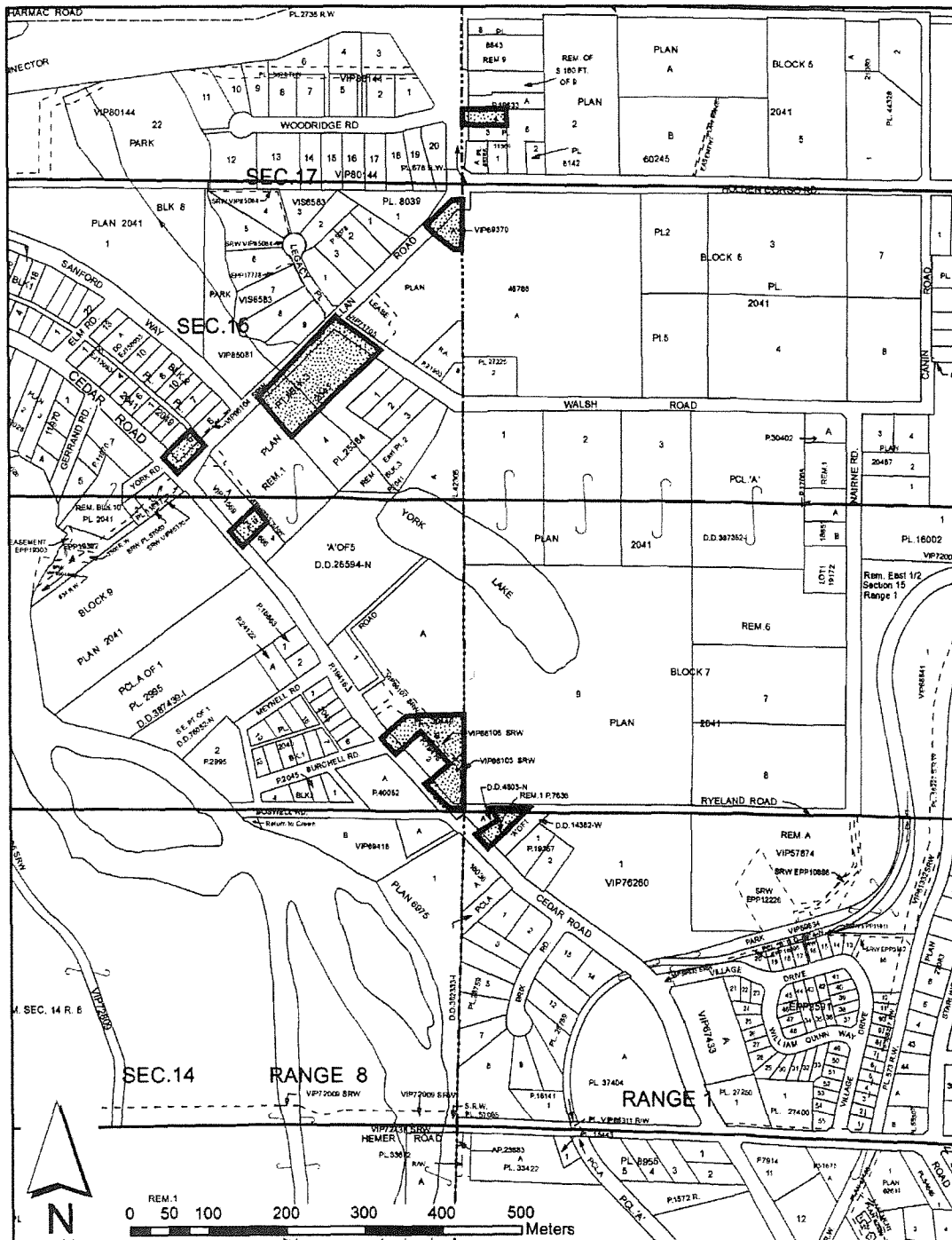
CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Cedar Sewer Small Residential
Properties Capital Financing Service Amendment Bylaw No.
1521.02, 2014"

Chairperson

Corporate Officer



Schedule 'B' to accompany "Cedar Sewer Small Residential
Properties Capital Financing Service Amendment Bylaw No.
1521.02, 2014"

Chairperson

Corporate Officer

Properties included within the Service Area:

Folio	Legal Description
768 3128.050	Lot B, Pl 30449 – 1 connection
768 3128.325	Lot 4, Pl 19416 – 1 connection
768 3091.100	Lot 1, Pl 7636 Excl Pcl A (DD14382N) – 1 connection
768 3180.000	Lot 5, Pl 2049, Sec 16, Range 8 – 1 connection
768 3131.010	Lot 1, Pl 69370 – 1 connection
768 3121.085	Lot 3, Pl 23666 – 1 connection
768 3126.000	Lot 4, Block 3, Section 16, Range 8, Plan 2041 – 2 connections
768 3135.000	Lot 4, Pl 11369 – 1 connection



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
AUG 29 2014		
RHD		
BOARD		

MEMORANDUM

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

DATE: August 29, 2014

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE2014000086

SUBJECT: 1673 Gerrand Road – Electoral Area ‘A’ – Unsightly Premises

PURPOSE

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

BACKGROUND

Property: 1673 Gerrand Road, Electoral Area ‘A’
 Legal Description: Lot 2, Section 16, Range 8, Cranberry District, Plan 11970
 Property Owner: Daniel H. Moore

The subject property is located in a residential neighbourhood in Cedar, in an area of neat, well maintained properties. In April 2014, several complaints were received concerning the unsightly condition of the property. Staff conducted an inspection of the property and confirmed there was a large accumulation of disused, discarded materials, derelict vehicles, boats, recreational vehicles, scrap metal, automotive parts, scrap wood and refuse contrary to Regional District of Nanaimo regulations. (See attached photos).

On April 25, 2014, Staff issued a written Order to clean up the property. Staff conducted several inspections and observed that no work had been done to clean up the property.

On May 26, 2014, a second written Order was sent to the property owner, again without response or clean up being done. Regional District Staff continued to receive complaints from area residents about the condition of the property.

On August 1st, 2014, Staff inspected the property and spoke with the property owner who advised that he has no intention of cleaning up the property as it is in foreclosure.

It is apparent, based on the history of the previously described events, that the owner will not clean up the property and that Board direction is necessary to bring the property into compliance with Regional District regulations.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS


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

CONCLUSION


Regional District Staff has received numerous complaints concerning the substantial and unsightly accumulation of disused, discarded materials and refuse, unlicensed derelict vehicles, boats, recreational vehicles, scrap metal, automotive parts, scrap wood and refuse on the subject property. Despite being given a considerable amount of time, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

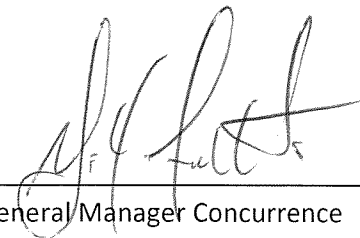
That the Board, pursuant to *Unightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 2, Section 16, Range 8, Cranberry District, Plan 11970, (1673 Gerrand Road), to remove the accumulation of disused, discarded materials and refuse, unlicensed derelict vehicles, boats, recreational vehicles, scrap metal, automotive parts, scrap wood and refuse from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner’s cost.



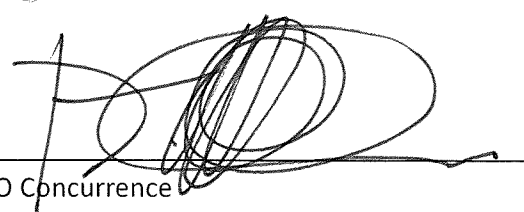
Report Writer



Manager Concurrence



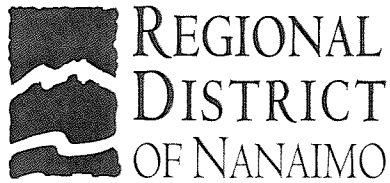
General Manager Concurrence



CAO Concurrence

Attachment No. 1





RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW	✓	
AUG 29 2014		
RHD		
BOARD		

MEMORANDUM

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

DATE: August 29, 2014

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE2014000083

SUBJECT: 1016 Harrison Way – Electoral Area ‘B’ – Unsightly Premises

PURPOSE

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

BACKGROUND

Property: 1016 Harrison Way, Electoral Area ‘B’
 Legal Description: Lot 35, Section 12, Gabriola Island, Nanaimo District, Plan 23619
 Property Owner: Leslie A. Lavilla 1016 Harrison Way, RR#2, Gabriola Island, BC V0R 1X2

The subject property is located in a rural residential neighbourhood on the Northwestern tip of Gabriola Island, in an area of well maintained properties. In mid-April 2014 a complaint was received that the subject property was in an unsightly and unsafe condition. Staff conducted an inspection and confirmed the property contained an accumulation of discarded and disused wood waste, miscellaneous debris, scrap metal, old bikes, building materials, plastic and several unsafe structures contrary to Regional District of Nanaimo regulations. (see photos attached). The owner was advised of the regulations affecting the use of the property and was directed to clean it up and cease using the structures, which were built without permits.

The following action was undertaken to gain the property owner’s voluntary compliance:

May 26th, 2014 - Staff issued a written Order to clean up the property.

June 10th, 2014 - Staff conducted a further inspection and met with the property owner. Due to immediate safety concerns with regards to the quality of construction of an occupied structure, a “Do Not Occupy” Order was posted on the structure. The owner, spouse and two adolescent sons use the structure as a living area. There is no power, water or sewage disposal system on the property. Electrical cords supply power from a neighbor and an outdoor composting toilet is located on a steep bank at the rear of the property.

June 18th, 2014 - a second written Order was issued to clean up the property and remove the temporary structures.

July 7th, 2014 – Staff inspected the property and noted that no progress had been made.

July 24th, 2014 - a further inspection was done. The main structure continued to be occupied by the owner, spouse and children. Work was continuing on the structure without a permit and in contravention of the “Do Not Occupy” Order previously issued. Staff once again ordered all use and work on the building to cease.

July 29th, 2014 - Staff returned to the property and had a lengthy discussion with the property owner and her spouse about the situation. As further work had been done on the structures, a “Stop Work” Order was issued and posted on the property.

August 19th, 2014 - another inspection was done and it was noted that the main structure continued to be in use by the adults and children despite previous Orders to cease using it. Only a minimal amount of clean up had been done. As it was apparent that the owner/occupants were unable or unwilling to do so on their own, Staff made arrangements with a local service club to assist with the clean up of the property for minimal cost. The property owner declined the offer of assistance.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS

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

CONCLUSION


Regional District Staff received numerous complaints concerning the substantial and unsightly accumulation of discarded and disused wood waste, miscellaneous debris, scrap metal, old bikes, building materials, plastic and numerous unsafe, occupied structures on the subject property. Despite direction from Staff and offers of assistance from the community, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

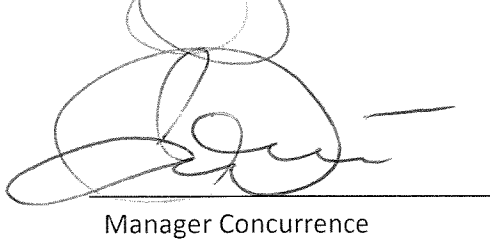
That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 35, Section 12, Gabriola Island, Nanaimo District, Plan 23619, (1016 Harrison Way), to remove the accumulation of discarded and disused wood waste, miscellaneous debris, scrap metal, old bikes, building materials, plastic and several structures from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.



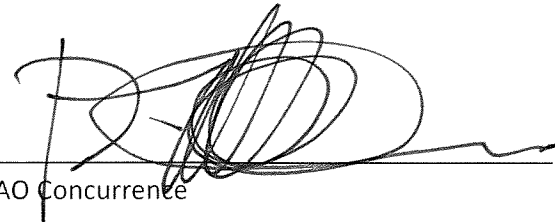
Report Writer



General Manager Concurrence

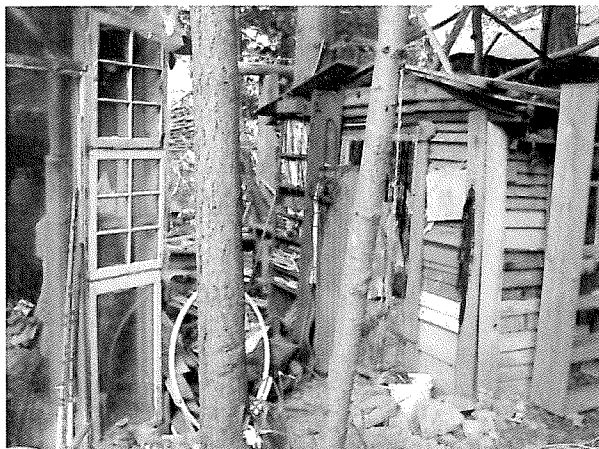


Manager Concurrence



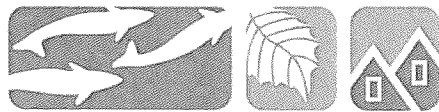
CAO Concurrence

Attachment No. 1



Attachment No. 1





englishman river
WATER SERVICE

**MINUTES OF THE REGULAR MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON TUESDAY, JUNE 24, 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
M. Lefebvre	City of Parksville

Also in Attendance:

P. Thorkelsson	Regional District of Nanaimo
M. Donnelly	Regional District of Nanaimo
R. Alexander	Regional District of Nanaimo
G. St. Pierre	Regional District of Nanaimo
M. Squire	City of Parksville
V. Figueria	City of Parksville
R. Graves	Recording Secretary

Regrets:

S. Tanner	Town of Qualicum Beach
W. Idema	Regional District of Nanaimo
F. Manson	City of Parksville
B. Weir	Town of Qualicum Beach

CALL TO ORDER

Chair Stanhope called the meeting to order at 10:00 AM.

DELEGATIONS

MINUTES

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

Update on Community Input and Survey Results (M. Squire)

M. Squire discussed the public engagement process and survey results. Some of the project key points included the need to be publicly acceptable, affordable, simple to operate, robust and sustainable. The use of the internet engaged public discussions and the survey was done to get community input and involvement in this project. The project also involved a community working group that includes various stakeholders, resident associations and major stakeholders including Nanoose First Nations. A lot of good feedback was received from the various groups and individuals.

M. Squire reviewed some of the responses that were received from the studies within the community. 93% of the community is committed to reducing water. There was support for enhanced water conservation efforts to defer future expansion phases past 2025. The biggest input was to pursue other options like grey water use within new buildings or retro fit existing buildings and to reduce amount of water used to irrigate public green spaces. Also, messaging to tourists and visitors that they can reduce water was identified.

The treatment technology brought forward many responses with the emphasis on minimal use of chemicals and lowering operational costs. Nano filtration versus membrane filtration was discussed and it was determined that nano filtration costs were higher. If that technology does become cheaper in the future it would be allowed for in future expansion. There was general support for the facility to have public meeting areas to educate the public and host operation courses that could generate revenue.

Once all this information is gathered from the public and the reports are received from engineering consultants, we will proceed with the detailed design. At 30% of the detailed design an extensive value engineering exercise will be carried out August or September of this year.

MOVED Director Lefebvre, SECONDED Director Holme that the report on Community Input and Survey Results be received.

CARRIED

Report on Consent on Capital Cost Allocations for the New Water Intake, Treatment Plant, Supply Mains and Aquifer Storage and Recovery Wells (M. Squire)

M. Squire reviewed the executive summary which included details on the public referendum and what is required in regards to bylaws and approvals prior to the referendum. The report included estimated costs for the river intake, treatment plant, site works, operation building and annual operating and maintenance costs along with each jurisdictions' cost allocation.

MOVED Director Lefebvre, SECONDED Director Holme that the Englishman River Water Service Management Board adopt the capital cost allocations for the new water intake, water treatment plant,

transmission mains and aquifer storage and recovery wells as shown in Appendix A entitled ERWS Project Cost Allocations, dated June 24, 2014.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

The Chair opened the floor to questions from the audience.

Elaine Hofer, Parksville, BC

E. Hofer asked if there was an agreement that turned the bulk water service into a regional water service? Ms. Hofer also commented that if Aquifer Storage & Recovery (ASR) is going to be situated in Nanoose it should be paid for by Nanoose residents and questioned who decided how residents should pay for storage.

M. Squire explained that water supply infrastructure has been added onto over the years and is not effectively suited to the supply of bulk water. The purpose of the ERWS is to convey water supply from the bulk river water supply to the communities of City of Parksville and Nanoose region. It has always been envisioned that each region would pay for their own infrastructure benefiting each communities system.

ASR could potentially play a major role in water supply strategy for the region. There have been numerous discussions on how it could benefit each community. ASR can store water and when we have the abundance of water it can be stored during the winter and save it for the summer. ASR allows for stored water to supply any emergency purposes for both communities.

E. Hofer questioned if rather than ASR would it not be desirable to take into account water from the Parksville wells.

M. Squire replied that yields from both the RDN and Parksville ground water wells are not enough to sustain summer demands. There are also concerns with quality and quantity with the wells. Studies have been done on both the Parksville and Errington aquifer water which indicate there is insufficient recharge to meet demand.

C. Burger commented that when the original bulk water system was proposed it was to augment the ground water supplies. There is no question that wells are stressed and there is growth around our well fields including agriculture demands.

Al Pasters, Parksville, BC

A. Pasters commented that we should ask for an extension on the deadline. The operating costs are going to be extremely high and will mean higher water rates in Parksville. Mr. Pasters also enquired if a peer review of the overall plan had taken place and if so what were the results.

M. Squire replied that there was an extensive peer review done by GSI Innovations out of Oregon.

M. Lefebvre commented that the costs of water and delivery will cause our rates to go up. Water has been under-valued for a long time and we are still using an above average amount of consumption. If we want a reliable resource of potable water it will cost us more.

C. Burger commented that there will be a report coming forward to the next meeting of council which outlines what costs will be and the implications for the upcoming referendum in November.

A. Pasters questioned why the Craig Bay pump station is being replaced in 2018 and why can it be being deferred until 2035 if the ASR is ok at the Claudet field? Is there anything wrong with the pump at Craig Bay?

M. Donnelly replied that there is nothing wrong but it is undersized for future use. A new pump station would offer additional pumps for back up purposes. If we have the ASR capable within the Claudet area within Nanoose it can provide an additional benefit and postpone the need for the pump station until 2035.

A. Pasters also questioned why do we need to have the mezzanine floor, meeting rooms and viewing rooms in the water treatment plant? If we're going to provide an education component maybe the Department of Education should kick in to help with funding.

J. Stanhope commented that it won't just be the students going into the treatment plant, the whole population need to understand the water system. The fisheries component, which benefits all of us, is outstanding as a result of the Arrowsmith dam.

Paul Reitsma, Parksville, BC

P. Reitsma commented that the referendum be postponed until grant funding was established

Bill Newfield, Parksville, BC

B. Newfield questioned what is Plan B if Claudet well isn't successful? What if the ASR well doesn't work, are we going to build a silo or a storage pond?

M. Squire replied that Plan B is to build the Craig bay pump station during the peak summer demand which would provide sufficient water supply to Nanoose.

Robert Hurst, Parksville, BC

R. Hurst commented on human population, sustainability, consumption and considering limiting growth. Why cut the water consumption in half if we allow the population to increase?

C. Burger replied that discussions, in regards to a bulk water supply has been going on for a long time, and have recognized the need to have a reliable water supply in place for next generation. Surface water supplies will provide our community with half of our future needs so relying on groundwater is not realistic

M. Lefebvre commented about the lack of use of grey water and that we should do more in the future. We need to discuss water catchment systems and how it could take a big load off of our water consumption now.

NEXT MEETING will be at the discretion of staff.

ADJOURNMENT

The meeting was adjourned at 11:35 AM.

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

CARRIED

J. Stanhope, CHAIRPERSON