

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, MAY 26, 2015  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
  - 9 Chris Vrabel, City of Campbell River Fire Department, re North Island 9-1-1 Corporation.
  - 10 Ron Cantelon and George Hanson, Vancouver Island Economic Alliance, re Opportunity for RDN Membership in VIEA.
- 3. BOARD MINUTES**
  - 11-21 Minutes of the Regular Board meeting held Tuesday, April 28, 2015 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
  - (All Directors – One Vote)
  - 22-23 **Hon. John Duncan, Member of Parliament**, re Canada 150 Fund.
  - 24-25 **Todd Stone, Minister of Transportation and Infrastructure**, re Godfrey Road.
  - 26-29 **Danyta Welch, UBCM**, re 2015 Asset Management Planning Program – Grant Approval and Terms and Conditions.
- 6. UNFINISHED BUSINESS**

**7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

30-31 Minutes of the Electoral Area Planning Committee meeting held Tuesday, May 12, 2015 (For Information) (All Directors – One Vote).

***DEVELOPMENT VARIANCE PERMIT APPLICATION***

**Development Variance Permit Application No. PL2015-050 – Electoral Area ‘E’**  
(Electoral Area Directors, except EA ‘B’ – One Vote).

1. *That staff be directed to complete the required notification.*
2. *That Development Variance Permit Application No. PL2015-050 to increase the maximum permitted height for a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 6.*

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATION***

**Development Permit with Variance Application No. PL2015-028 – 5509 Deep Bay Drive, Electoral Area ‘H’** (Electoral Area Directors, except EA ‘B’ – One Vote).

1. *That staff be directed to complete the required notification for Development Permit with Variance Application No. PL2015-028.*
2. *That Development Permit with Variance Application No. PL2015-028 to permit an addition and renovation to a dwelling unit on the subject property be approved subject to the conditions outlined in Attachments 2 and 3.*

***ZONING AMENDMENT***

**Bylaw and Policy Updates Project – Draft Agricultural Zoning and OCP Amendments** (Electoral Area Directors, except EA ‘B’ – One Vote).

*That modifications to the bylaws be reviewed by Electoral Area Directors at a special meeting before they are brought forward for public consultation.*

**7.2. COMMITTEE OF THE WHOLE STANDING COMMITTEE**

32-37 Minutes of the Committee of the Whole meeting held Tuesday, May 12, 2015 (For Information) (All Directors – One Vote).

**COMMUNICATIONS/CORRESPONDENCE**

(All Directors – One Vote)

**Darren Hird, Rogers, re Update with regard to Rogers Proposed Telecommunications Installation in Electoral Area 'C' (1957 Plecas Road).**

*That the correspondence received from Darren Hird, Rogers, regarding an update with regard to Rogers proposed telecommunications installation at 1957 Plecas Road, Electoral Area 'C', be received.*

**Lavonne Garnet, re Rogers Telecommunications Proposed Cell Tower.**

*That the correspondence received from Lavonne Garnet regarding the Rogers telecommunications proposed cell tower be received.*

**Todd Stone, Minister of Transportation and Infrastructure, re Transit Services.**

*That the correspondence received from Todd Stone, Minister of Transportation and Infrastructure, regarding transit services be received.*

**Derek Sturko, Ministry of Agriculture, re Regulatory Amendments Affecting the Production of Medical Marijuana on Agriculture Land Reserve.**

*That the correspondence received from Derek Sturko, Ministry of Agriculture, regarding regulatory amendments affecting the production of medical marijuana on Agriculture Land Reserve be received.*

**FINANCE**

**2014 Financial Statements and Audit Findings Report (All Directors – One Vote).**

- 1. That the Audit Findings Report and the financial statements of the Regional District of Nanaimo for the year ended December 31, 2014, be received.*
- 2. That the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2014, be approved as presented.*

**UBCM/First Nations Tax Commission Report on First Nation Property Tax, Services, and Economic Development in British Columbia (All Directors – One Vote).**

*That the report be received for information and that the suggestions included in the First Nation Property Tax, Services and Economic Development in British Columbia report released by the Union of BC Municipalities and the First Nations Tax Commission be supported in principle.*

**Automatic Response Agreement for Fire Services in District 68 Departments (All Directors – Weighted Vote).**

*That the Automatic Response Agreement between the North Cedar Improvement District, the Cranberry Fire Protection District and the Regional District of Nanaimo for coverage in the Cassidy-Waterloo, North Cedar Improvement District and Cranberry Fire Protection areas be approved, and that the Board Chair and Corporate Officer be authorized to sign the Automatic Response Agreement on behalf of the Regional District of Nanaimo.*

**CORPORATE SERVICES**

**ADMINISTRATION**

**Alternative Approval Process to Establish a Taxi Saver Service on Gabriola Island (All Directors – One Vote).**

38-39

- 1. That “Gabriola Island Taxi Saver Service Establishment Bylaw No. 1725, 2015” be introduced and read three times.*
- 2. That the Board establish 4:00 pm on Tuesday, September 8, 2015, as the deadline for receiving elector responses for the alternative approval process.*
- 3. That the Board approve the Elector Response Form as provided in Attachment 2.*
- 4. That the Board determine the total number of electors to which the approval process applies to be 3,361.*

**ADVISORY AND SELECT COMMITTEE, AND COMMISSION**

**East Wellington and Pleasant Valley Parks and Open Space Advisory Committee (All Directors – One Vote).**

*That the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, March 30, 2015, be received for information.*

**Electoral Area ‘A’ Parks, Recreation, and Culture Commission (All Directors – One Vote).**

*That the minutes of the Electoral Area ‘A’ Parks, Recreation, and Culture Commission meeting held Wednesday, April 15, 2015, be received for information.*



**Grant Approvals** (All Directors – One Vote).

*That the following Electoral Area ‘A’ Recreation Grant-in-Aid Applications be approved:*

Cedar Family of Community Schools	To purchase preschool equipment for a 5 week summer preschool camp at the Cedar Heritage Centre and for the preschool gymnastics program at Woodbank School. Items include 3 bikes and helmets and an Obstacle Course Kit.	\$678.00
1st Cedar Scouts	To purchase 15 pairs of snowshoes and 4 GPS equipment.	\$1500.00
Cedar 4-H Club	To purchase signage, copy paper, shavings (animal bedding), animal lease or purchase, animal feed, portable toilet, cell phone rental, rakes, forks, shovels, nails, paint, crayons, cleaners, hand washing supplies, buckets, and brooms.	\$1500.00

**Emergency Management Select Committee** (All Directors – One Vote).

*That the minutes of the Emergency Management Select Committee meeting held Wednesday, April 22, 2015, be received for information.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Rogers Cell Tower, 1957 Plecas Road, Electoral Area ‘C’** (Electoral Area Directors, except EA ‘B’ – One Vote).

*That staff be directed to inform Industry Canada, the proponent, Rogers Communications Inc., and their agent, Altus Corporation of the telecommunication tower proposed at 1957 Plecas Road, Nanaimo, BC, in Electoral Area ‘C’, that the Regional District of Nanaimo Board of Directors provide a Notice of non-concurrence to locate a cell tower at 1957 Plecas Road, Nanaimo, Electoral Area ‘C’.*

## **NEW BUSINESS**

### **Volunteer Mileage Reimbursement Policy (All Directors – One Vote).**

At the May 12, 2015 Committee of the Whole meeting, Director Veenhof noted that the following motion would be brought to the May 26, 2015, Board Agenda:

*That staff review the opportunity to include Emergency Social Services volunteers within the current policy that provides for the reimbursement of travel expenses for volunteers to Regional District of Nanaimo committees and bring the necessary policy changes forward, including financial implications, for consideration by the Board.*

### **Island Corridor (All Directors – One Vote).**

At the May 12, 2015 Committee of the Whole meeting, Director Fell noted that the following motion would be brought forward to the May 26, 2015, Board Agenda:

*That the Board request the Minister of Transport to provide the Regional District of Nanaimo a copy of the reports of consultants on the effectiveness of the proposed provincial and federal government grants to the Island Corridor Foundation for E & N Railway repairs.*

## **8. SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES**

### **Northern Community Economic Development Select Committee**

40-42

Minutes of the Northern Community Economic Development Select Committee meeting held Tuesday, May 12, 2015 (For Information) (All Directors – One Vote).

**Northern Community Economic Development Program – Spring 2015 Proposals** (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote).

1. *That the Programming for Youth at Risk: BladeRunners – Construction Focus – Central Vancouver Island Job Opportunities Building Society be awarded full funding in the amount of \$10,000.*
2. *That the Economic Impact of Summer Events – A Study – Qualicum Beach Chamber of Commerce be awarded full funding in the amount of \$6,371.51.*
3. *That the Beehive Networking Event – Oceanside Women's Business Network be awarded partial funding in the amount of \$2,000.*

4. *That the Regional Business Walks – Parksville and District Chamber of Commerce be awarded partial funding in the amount of \$5,000, subject to partnership funding.*
5. *That the Farmers Feed Families – Coombs Farmers’ Institute be awarded full funding in the amount of \$4,000.*
6. *That the Qualicum Beach Airport Business Plan – Town of Qualicum Beach be awarded full funding in the amount of \$15,000.*

**9. REPORTS**

- 43-64            **Joyce Lockwood Community Park (Electoral Area B) Licence of Occupation Renewal** (All Directors – Weighted Vote).
- 65-69            **RDN Asset Management Update** (All Directors – One Vote).
- 70-77            **A Bylaw to Secure Long Term Debt for the Town of Qualicum Beach Fire Hall.** (Recommendations 1 and 2: All Directors – Weighted Vote; Recommendation 3: All Directors – 2/3 Weighted Vote).
- 78-85            **OCP and Zoning Amendment Applications No. PL2014-095 & PL2014-098 – 2930 Trans Canada Highway, Electoral Area ‘A’ – Amendment Bylaws 1620.03 and 500.397 – Adoption.** (Electoral Area Directors, except EA ‘B’ – One Vote).
- 86-91            **Zoning Amendment Application No. PL2014-092 – Evergreen Way, Electoral Area ‘F’ – Amendment Bylaw 1285.24 – Adoption.** (Electoral Area Directors, except EA ‘B’ – One Vote).
- 92-98            **Zoning Amendment Application No. PL2014-087 – Horne Lake Road and Inland Island Highway, Electoral Area ‘H’ – Amendment Bylaw 500.398 – Third Reading** (Electoral Area Directors, except EA ‘B’ – One Vote).
- 99-106           **2016-2019 RDN Board Strategic Planning Process** (All Directors – One Vote).
- 107-166           **Information Report on the Annual General Meeting of the Island Corridor Foundation** (All Directors – One Vote).

**10. ADDENDUM**

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

**12. NEW BUSINESS**

**13. IN CAMERA**

*That pursuant to Sections 90(1) (a), (e), and (k) of the Community Charter the Board proceed to an In Camera Meeting for discussions related to Board appointments, the acquisition of land or improvements, and the proposed provision of municipal services.*

**14. ADJOURNMENT**

**Re: North Island 9-1-1 Corporation**

From: Chris Vrabel  
Sent: Tuesday, April 14, 2015 1:44 PM  
Subject: NI 911 Corp - Delegation Request

I'm requesting to be accepted as a delegation to the RDN COW meeting on June 9. I will be delivering an informational presentation about the North Island 9-1-1 Corporation.

As an alternative I could present two weeks earlier on May 26 at the Board meeting, but that will depend on your agenda and meeting policies.

Please advise and best regards,

Chris Vrabel  
*Deputy Fire Chief - Administration*



City of Campbell River  
Fire Department

Tel: 250.286-6266  
Fax: 250.286-6741  
Email: [chris.vrabel@campbellriver.ca](mailto:chris.vrabel@campbellriver.ca)



Please consider the environment before printing this email.

## **Re Opportunity for RDN Membership in VIEA**

**From:** Ron Cantelon

**Sent:** Monday, May 11, 2015 4:20 PM

**Subject:** Re: Delegation May 26

Thank you Matt. George Hanson President of VIEA will be appearing with me. Ron

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE REGIONAL DISTRICT OF NANAIMO HELD ON**  
**TUESDAY, APRIL 28, 2015 AT 7:01 PM IN THE**  
**RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

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

## **CALL TO ORDER**

The Chairperson called the meeting to order and acknowledged the Coast Salish Nations whose traditional territory the meeting takes place.

## **DELEGATIONS**

**Paul Manly and Captain Trevor Greene, re Declaration Respecting People's Right to Live in a Healthy Environment.**

Paul Manly and Captain Trevor Greene asked the Board to make a declaration respecting people's right to live in a healthy environment, expressed their views of the importance of the declaration, and urged the Board to support the initiative.

## **BOARD MINUTES**

**Minutes of the Regular Board meeting held Tuesday, March 24, 2015.**

- 15-317 MOVED Director Lefebvre, SECONDED Director Westbrook, that the minutes of the Regular Board meeting held Tuesday, March 24, 2015, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

**UBCM, re Progress Payment (SWPI-132: Englishman River Operational Treatment, 2011).**

- 15-318 MOVED Director Westbrook, SECONDED Director Veenhof, that the correspondence received from the Union of BC Municipalities regarding Progress Payment (SWPI-132: Englishman River Operational Treatment, 2011) be received.

CARRIED

**Coralee Oakes, Minister of Community, Sport and Cultural Development, re Unconditional Grant Funding Letter.**

- 15-319 MOVED Director Westbrook, SECONDED Director Veenhof, that the correspondence received from Coralee Oakes, Minister of Community, Sport and Cultural Development, regarding the unconditional grant funding letter be received.

CARRIED

**Leonard Eugene Krog, MLA, re Rail Trail Expansion through Nob Hill and Other South End Neighbourhoods.**

- 15-320 MOVED Director Westbrook, SECONDED Director Veenhof, that the correspondence received from Leonard Eugene Krog, Member of the Legislative Assembly, regarding the Rail Trail expansion through Nob Hill and other south end neighbourhoods be received.

CARRIED

**Ted Malyk, re Development Variance Permit Application No. PL2015-020 – 403 & 395 Lowry's Road, Electoral Area 'G'.**

- 15-321 MOVED Director Westbrook, SECONDED Director Veenhof, that the correspondence received from Ted Malyk regarding Development Variance Permit Application No. PL2015-020 – 403 & 395 Lowry's Road be received.

CARRIED



**UNFINISHED BUSINESS**

**BYLAW ADOPTION**

**Bylaw No. 1655.03 – Water User Rate Amendments 2015.**

- 15-322 MOVED Director Rogers, SECONDED Director McPherson, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.03, 2015" be adopted.

CARRIED

**Westurne Heights Water Service Area – Establishment Bylaw and Associated Loan Authorization and Security Issuing Bylaws.**

- 15-323 MOVED Director Fell, SECONDED Director Lefebvre, that "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014" be adopted.

CARRIED

- 15-324 MOVED Director Fell, SECONDED Director Lefebvre, that "Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, 2014" be adopted.

CARRIED

- 15-325 MOVED Director Fell, SECONDED Director Lefebvre, that "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014" be adopted.

CARRIED

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

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

**Minutes of the Electoral Area Planning Committee meeting held Tuesday, April 14, 2015.**

- 15-326 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, April 14, 2015, be received for information.

CARRIED

***DEVELOPMENT PERMIT APPLICATION***

**Development Permit Application No. PL2015-035 – 902 Barclay Crescent South, Electoral Area 'G'.**

- 15-327 MOVED Director Veenhof, SECONDED Director Fell, that Development Permit No. PL2015-035 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATION***

**Development Permit with Variance Application No. PL2015-028 – 5509 Deep Bay Drive, Electoral Area 'H'.**

- 15-328 MOVED Director Veenhof, SECONDED Director Young, that Development Permit with Variance Application No. PL2015-028 be referred back to Regional District of Nanaimo staff.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2015-020 – 403 & 395 Lowry's Road, Electoral Area 'G'.**

- 15-329 MOVED Director Veenhof, SECONDED Director Rogers, that Development Variance Permit No. PL2015-020 to reduce the required setback for buildings housing livestock from 30.0 metres to 24.0 metres be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

**Development Variance Permit Application No. PL2015-013 – 1005 Coldwater Road, Electoral Area 'G'.**

- 15-330 MOVED Director Veenhof, SECONDED Director Rogers, that Development Variance Permit No. PL2015-013 to reduce the north westerly side yard setback from 8.0 metres to 2.0 metres to permit the construction of an accessory building be approved.

CARRIED

**Development Variance Permit Application No. PL2015-030 – 85 Blackbeard Drive, Electoral Area 'H'.**

- 15-331 MOVED Director Veenhof, SECONDED Director Fell, that Development Variance Permit No. PL2015-030 to reduce the setback from the watercourse on the subject property from 18.0 metres from the stream centre line to 10.0 metres from the present natural boundary be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

**Development Variance Permit Application No. PL2015-034 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement Subdivision Application No. PL2014-134 – 3389 Jingle Pot Road, Electoral Area 'C'.**

- 15-332 MOVED Director Young, SECONDED Director McPherson, that Development Variance Permit No. PL2015-034 to increase the permitted parcel depth for proposed Lot 1 from 40% to 43% of the length of the perimeter of the parcel and for proposed Lot 2 from 40% to 44% of the length of the perimeter of the parcel be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

- 15-333 MOVED Director Young, SECONDED Director McPherson, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 1 and proposed Lot 2 in relation to subdivision application PL2014-134 be approved.

CARRIED

***ZONING AMENDMENT APPLICATIONS***

**Zoning Amendment Application No. PL2014-087 – Horne Lake Road and Inland Island Highway, Electoral Area 'H' – Amendment Bylaw 500.398 – 1st and 2nd Reading.**

- 15-334 MOVED Director Veenhof, SECONDED Director Young, that the Summary of the Public Information Meeting held on January 26, 2015, be received.

CARRIED

- 15-335 MOVED Director Veenhof, SECONDED Director Young, that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.398, 2015, being considered for adoption.

CARRIED

15-336 MOVED Director Veenhof, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015", be introduced and read two times.

CARRIED

15-337 MOVED Director Veenhof, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015", be chaired by Director Veenhof or his alternate.

CARRIED

**Zoning Amendment Application No. PL2015-021 – 2790/2800 Benson View Road, Electoral Area 'C' – Amendment Bylaw 500.399 – 1st and 2nd Reading.**

15-338 MOVED Director Young, SECONDED Director McPherson, that the Summary of the Public Information Meeting held on March 26, 2015, be received.

CARRIED

15-339 MOVED Director Young, SECONDED Director McPherson, that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.399 being considered for adoption.

CARRIED

15-340 MOVED Director Young, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015", be introduced and read two times.

CARRIED

15-341 MOVED Director Young, SECONDED Director McPherson, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015", be chaired by Director Maureen Young or her alternate.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

**Minutes of the Committee of the Whole meeting held Tuesday, April 14, 2015.**

15-342 MOVED Director Lefebvre, SECONDED Director Thorpe, that the minutes of the Committee of the Whole meeting held Tuesday, April 14, 2015, be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Ken Cossey, Snuneymuxw First Nation, re Appointment to the Liquid Waste Management Plan Monitoring Committee.**

15-343 MOVED Director Houle, SECONDED Director Young, that the correspondence received from Ken Cossey, Snuneymuxw First Nation, regarding appointment to the Liquid Waste Management Plan Monitoring Committee be received.

CARRIED

**Laurie Gourlay, Vancouver Island & Coast Conservation Society, re World Water Day Request re Cassidy Aquifer.**

15-344 MOVED Director Houle, SECONDED Director Young, that the correspondence received from Laurie Gourlay, Vancouver Island & Coast Conservation Society, regarding the World Water Day request regarding the Cassidy Aquifer be received.

CARRIED

**Gary Fribance, Third Crossing Society, re Request for Letter of Support in Principle.**

- 15-345 MOVED Director Houle, SECONDED Director Young, that the correspondence received from Gary Fribance, Third Crossing Society, regarding a request for a letter of support in principle be received.
- CARRIED

**Norman Abbey, Neighbours of Nob Hill Society, re Support for the Rail Trail Extension.**

- 15-346 MOVED Director Houle, SECONDED Director Young, that the correspondence received from Norman Abbey, Neighbours of Nob Hill Society, regarding support for the Rail Trail extension be received.
- CARRIED

**UBCM, re Rural Advisory Council Announced.**

- 15-347 MOVED Director Houle, SECONDED Director Young, that the correspondence received from the Union of BC Municipalities regarding the Province's new Rural Advisory Council be received.

**UBCM, re Deadline Approaching for Urban Deer Recommendations.**

- 15-348 MOVED Director Houle, SECONDED Director Young, that the correspondence received from the Union of BC Municipalities regarding the deadline approaching for urban deer recommendations be received.
- CARRIED

**FINANCE**

**2015 Gas Tax Transfer and Community Works Fund Project Update.**

- 15-349 MOVED Director Pratt, SECONDED Director Rogers, that the report on the renewed Gas Tax Funding Program and on the use of Community Works Funds in 2014 be received for information.
- CARRIED
- 15-350 MOVED Director Veenhof, SECONDED Director Houle, that the 2015 and future Community Works Funds program attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.
- CARRIED

**REGIONAL AND COMMUNITIES UTILITIES**

**WASTEWATER**

**French Creek Pollution Control Center Trickling Filter Roof Replacement Project Award.**

- 15-351 MOVED Director Lefebvre, SECONDED Director Westbroek, that the Board award the French Creek Pollution Control Center Trickling Filter Roof Replacement Project to Island West Coast Developments for \$574,302.
- CARRIED
- 15-352 MOVED Director Lefebvre, SECONDED Director Westbroek, that the Board award the engineering services for the French Creek Pollution Control Center Trickling Filter Roof Replacement Project to AECOM for \$25,000.
- CARRIED

**SepticSmart Education Program Progress Report.**

- 15-353 MOVED Director Veenhof, SECONDED Director Thorpe, that the Board receive the report for information.

CARRIED

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**ENERGY AND SUSTAINABILITY**

**Community Works Fund Contribution – Arrowsmith Agricultural Association.**

- 15-354 MOVED Director Fell, SECONDED Director Rogers, that the Board supports the use of Community Works Funds allocated to Regional District of Nanaimo Electoral Area 'F' to contribute to a proposed new on-site wastewater treatment system for Arrowsmith Hall.

CARRIED

- 15-355 MOVED Director Fell, SECONDED Director Haime, that the Board direct staff to draft and execute a Contribution Agreement between the Arrowsmith Agricultural Association and the Regional District of Nanaimo to provide up to \$15,000 in Community Works Funds toward eligible costs for a proposed new on-site wastewater treatment system for Arrowsmith Hall.

CARRIED

**ADVISORY AND SELECT COMMITTEE, AND COMMISSION**

**Agricultural Advisory Committee.**

**Minutes of the Agricultural Advisory Committee meeting held Friday, March 27, 2015.**

- 15-356 MOVED Director Pratt, SECONDED Director Haime, that the minutes of the Agricultural Advisory Committee meeting held Friday, March 27, 2015, be received for information.

CARRIED

**District 69 Recreation Commission.**

**Minutes of the District 69 Recreation Commission meeting held Thursday, March 19, 2015.**

- 15-357 MOVED Director Veenhof, SECONDED Director Pratt, that the minutes of the District 69 Recreation Commission meeting held Thursday, March 19, 2015, be received for information.

CARRIED

**Grant Approvals.**

- 15-358 MOVED Director Veenhof, SECONDED Director Westbroek, that the following District 69 Youth Recreation Grant applications be approved:

893 Beaufort Squadron - training activities	\$2,500
Ballenas Secondary School - Dry Grad	\$1,200
Errington War Memorial Hall Association - Intercultural Music Project	\$1,100
The Nature Trust of BC - Brant Wildlife Festival/Youth Photo Exhibit	\$700
Oceanside Minor Lacrosse Association - Shark Attack Tournament	\$2,500

CARRIED

15-359 MOVED Director Veenhof, SECONDED Director Westbroek, that the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Community Recreation Association - Coombs Community Picnic	\$529
Corcan Meadowood Residents Association - Canada Day event	\$2,350
Errington Elementary School PAC - grade 3 swim program	\$2,500
Errington Elementary School - Tribune Bay subsidies for low-income families	\$2,500
Errington Therapeutic Riding Association - program expenses, horses, arena, and insurance	\$1,000
Oceanside Elementary School PAC - new playground construction	\$2,500
Town of Qualicum Beach - Select Committee on Beach Day Celebrations	\$1,500

CARRIED

***BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS***

**Urban Deer Recommendations.**

15-360 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff write a letter to the Union of BC Municipalities providing the Board's comments regarding the draft urban deer recommendations as outlined in Director Veenhof's email.

CARRIED

***NEW BUSINESS***

**Board Procedure Bylaw.**

15-361 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to schedule an Executive Committee meeting for the purposes of reviewing the existing Board Procedure Bylaw and that the Executive Committee work to develop options for amendments to the Bylaw for consideration by the Board.

CARRIED

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

**Solid Waste Management Select Committee.**

**Minutes of the Solid Waste Management Select Committee meeting held Wednesday, March 11, 2015.**

15-362 MOVED Director Kipp, SECONDED Director Houle, that the minutes of the Solid Waste Management Select Committee meeting held Wednesday, March 11, 2015, be received for information.

CARRIED

**Minutes of the Solid Waste Management Select Committee meeting held Thursday, April 2, 2015.**

15-363 MOVED Director McPherson, SECONDED Director Kipp, that the minutes of the Solid Waste Management Select Committee meeting held Thursday, April 2, 2015, be received for information.

CARRIED

**Authority to Regulate Municipal Solid Waste.**

15-364 MOVED Director Pratt, SECONDED Director McKay, that the Authority to Regulate Municipal Solid Waste report be received.

CARRIED

**Disposal Facility Future Cost Projections.**

- 15-365 MOVED Director McKay, SECONDED Director McPherson, that the Disposal Facility Future Cost Projections report be received.

CARRIED

**Englishman River Water Service.**

**Minutes of the Englishman River Water Service Management Board meeting held Friday, March 13, 2015.**

- 15-366 MOVED Director Lefebvre, SECONDED Director Pratt, that the minutes of the Englishman River Water Service Management Board meeting held Friday, March 13, 2015, be received for information.

CARRIED

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

**Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Monday, March 16, 2015.**

- 15-367 MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Monday, March 16, 2015, be received for information.

CARRIED

**Huxley Park Master Plan Report.**

- 15-368 MOVED Director Houle, SECONDED Director Veenhof, that the Huxley Park Master Plan be received as a guiding document for long term park development.

CARRIED

- 15-369 MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to commence the detailed concept plan and costing for the Skate Park and Flow Trail elements at Huxley Park.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Landfill Tip Fee Analysis.**

- 15-370 MOVED Director Veenhof, SECONDED Director Fell, to continue with the status quo: leave the tip fees at current rates and continue to monitor out-of-region waste disposal trends.

CARRIED

**OCP and Zoning Amendment Applications No. PL2014-095 & PL2014-098 – 2930 Trans Canada Highway – Electoral Area 'A' – Amendment Bylaws 1620.03 and 500.397 – Third Reading.**

- 15-371 MOVED Director McPherson, SECONDED Director Young, that the report of the Public Hearing held on April 20, 2015 for "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" and "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015" be received.

CARRIED

- 15-372 MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" be read a third time.

CARRIED

- 15-373 MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015" be read a third time.

CARRIED

**Licence Renewal for the Upper Half of the Arrowsmith CPR Regional Trail on Island Timberlands Property.**

- 15-374 MOVED Director Young, SECONDED Director McPherson, that the 2015-2017 licence renewal agreement with Island Timberlands for the purpose of continuing the operation of the Arrowsmith Canadian Pacific Railway Regional Trail be accepted and executed.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR CORRESPONDENCE**

**Declaration Respecting People's Right to Live in a Healthy Environment.**

- 15-375 MOVED Director Kipp, SECONDED Director Houle, that the Blue Dot declaration be referred to the Sustainability Select Committee to review and report on the existing accomplishments and impacts of the declaration on future planning, sustainability, and economy.

CARRIED

**NEW BUSINESS**

**Regional Solid Waste Advisory Committee.**

- 15-376 MOVED Director McPherson, SECONDED Director Haime, that resignations from the Regional Solid Waste Advisory Committee by Kevin Arnold and Brian Dietrich be received, and that staff be directed to seek new applications for vacant positions on the Committee from stakeholder groups and recent applicants.

CARRIED

**Board Seminar on Solid Waste Disposal Issues.**

- 15-377 MOVED Director Veenhof, SECONDED Director Hong, that staff be directed to hold a Board seminar on solid waste disposal issues, and that staff and councilors from Regional District member municipalities be invited to attend.

CARRIED

**IN CAMERA**

- 15-378 MOVED Director Houle, SECONDED Director Veenhof, that pursuant to Sections 90(1) (c), and (f) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to labour relations, and law enforcement.

CARRIED

TIME: 8:29 PM



**ADJOURNMENT**

MOVED Director Young, SECONDED Director McPherson, that this meeting be adjourned.

CARRIED

TIME: 9:10 PM

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CHAIRPERSON

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CORPORATE OFFICER



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Hon. John Duncan, P.C., M.P.*

May 6, 2015

Joe Stanhope, Board Chair  
Regional District of Nanaimo  
1025 West Island Highway  
Parksville, BC V9P 2E1

Dear Mr. Stanhope,

Since 2012, our Government has been building momentum toward the 150<sup>th</sup> anniversary of Confederation with the theme **Strong. Proud. Free**. We continue to commemorate historic nation-building anniversaries and individuals such as the Bicentennial of the War of 1812, the 100<sup>th</sup> and 75<sup>th</sup> anniversaries of the First and Second World Wars, the 50<sup>th</sup> anniversary of the National Flag of Canada, the Fathers of Confederation, Sir John A. MacDonal and Samuel de Champlain. On the Road to 2017, we are building knowledge and understanding of our history and the remarkable story of this country.

Our Government is now launching the *Canada 150 Fund*, a funding initiative that aims to promote Canadian values, culture and history, generate national pride and bring citizens together to celebrate the 150<sup>th</sup> anniversary of Confederation in 2017. The primary focus of the *Canada 150 Fund* is to support initiatives that will be delivered during the 150<sup>th</sup> anniversary period in 2017, with special consideration given to initiatives that will both build momentum in the period leading up to the anniversary and have on-going impacts in 2017 and beyond.

The *Canada 150 Fund* is open to a wide variety of Canadian organizations, including not-for-profit organizations, business corporations (for non-commercial projects), schools and municipalities and their agencies.



The *Canada 150 Fund* will support activities that:

- Encourage participants to give back to Canada through gifts or time and energy, in ways that leave a lasting legacy;
- Provide Canadians with opportunities to actively participate and/or celebrate together; promoting and building a deeper understanding of Canada, its people and what it means to be Canadian; and
- Recognize and promote exceptional Canadian people, places, achievements and events that continue to shape our country,

Eligible projects under the community-driven activities include:

- Celebratory or commemorative activities and events;
- Community-building activities and events;
- Sport and active-living activities and events;
- Exhibits, commemorative plaques, monuments and permanent installations;
- Site dedication ceremonies, interpretive programming and tours;
- Documentary films, learning materials and activities;
- Theatrical or musical performance; and
- Large-scale artwork contests and projects.

A limited number of high-impact, large-scale projects that are national in scope will be supported through the *Canada 150 Fund* as Signature Initiatives. Projects may be considered as candidates to be Signature Initiatives if they are:

- Specifically designed to celebrate the 150th anniversary of Confederation;
- National in scope and reach;
- Unique and innovative; and
- Participation-oriented.

For more information about the *Canada 150 Fund*, including information on obtaining the Applicant's Guide and application form, please consult the Government of Canada website at [www.canada150.gc.ca](http://www.canada150.gc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'John Duncan', with a stylized flourish at the end.

**Hon. John Duncan, PC, MP**  
Vancouver Island North



RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
MAY - 8 2015			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		

May 5, 2015

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

Reference: 232963

Dear Chair Stanhope:

**Re: Godfrey Road**

Thank you for your letter sharing the Regional District Board's motion regarding Island Timberlands' use of Godfrey Road for the hauling of timber. Please accept my apologies for the lateness of this reply.

The ministry takes its commitment to provide a safe and efficient transportation network very seriously, and I understand logging vehicle traffic is a matter of concern to the Regional District of Nanaimo and the residents of Electoral Area 'C'.

Upon receipt of your letter, local ministry staff contacted Island Timberlands to discuss the company's logging operations and the harvesting of timber out of the Extension Community Area. Island Timberlands explained that Godfrey Road is the only route through which they are able to haul logs out of the area. Recognizing local concern, they have implemented several strategies to help minimize the effect of logging truck traffic on local community traffic, including adjusting their hauling schedule so as not to coincide with the morning and afternoon school bus commute, as well as issuing specific instructions to their drivers to exercise caution and take special care when travelling through the community. Observations by local ministry staff indicate that Island Timberlands has been fulfilling these commitments.

Ministry staff and our maintenance contractors have been closely monitoring the roads in the Extension Community Area to ensure they remain safe and in good condition and to date no issues have arisen from the increased use of the infrastructure by logging vehicles.

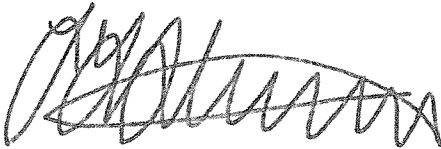
As you may be aware, the ministry's Commercial Vehicle Safety and Enforcement (CVSE) branch promotes the compliance of safety regulations within the commercial transport sector, with the goal of increasing road safety and protecting public health, the environment and transportation infrastructure. In addition to the steps being taken by Island Timberlands, our local CVSE staff have increased patrols in the Extension Community Area and have noticed good compliance to provincial safety regulations.

.../2

That said, if any specific issues or instances of particular concern arise, local ministry staff want to be made aware of them. Should you have any concerns or wish to discuss this matter further, please do not hesitate to contact local Operations Manager, Johnathan Tillie. Mr. Tillie can be reached at 250 751-3287 or at [Johnathan.Tillie@gov.bc.ca](mailto:Johnathan.Tillie@gov.bc.ca) and would be happy to speak with you.

Thank you for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone', written in a cursive style.

Todd G. Stone  
Minister

Copy to:       Johnathan Tillie, Operations Manager  
                  Vancouver Island District

# Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided  
by UBCM

Funding provided by  
Province of B.C.



**For program  
information, visit the  
Funding Programs  
section at:**

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947

May 4, 2015

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

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
MAY - 6 2015			
DCS		BOARD	
CHAIR			

## Re: 2015 Asset Management Planning Program - Grant Approval and Terms & Conditions

Dear Chair and Board,

Thank you for submitting an application for the 2015 Asset Management Planning grant program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Phase 2 - Asset Management Implementation Plan*, in the amount of \$9,950.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Community, Sport & Cultural Development has provided funding for this program. The general Terms & Conditions for this grant are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) The funds must be matched in cash or in-kind;
- (3) All project activities must be completed within 12 months and no later than April 29, 2016;
- (4) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than May 31, 2016.
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please feel free to contact Local Government Program Services at (250) 356-2947 or by email at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



Danyta Welch  
Policy & Programs Officer

cc: *Mike Donnelly, Manager of Water & Utility Services, Regional District of Nanaimo*

*Enclosure*



## Local Government Program Services

# General Funding Terms & Conditions

*The purpose of these Terms and Conditions is to provide basic information on the administration of Local Government Program Services (LGPS) grants. For specific information regarding the terms and conditions of each funding program, please refer to the Program & Application Guide.*

### 1. Definitions

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- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, other organizations, such as First Nations and aboriginal organizations or boards of education, can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partners for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.
- **Program & Application Guides** - Are the application and program materials prepared by UBCM to describe the program and assist applicants in completing and submitting an application. All Program & Application Guides are available at [www.ubcm.ca](http://www.ubcm.ca).

### 2. Eligible & Ineligible Costs

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Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partners in the development or implementation of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the Program & Application Guide for specific notes regarding eligible and ineligible costs.

### 3. Post-Approval Terms

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#### Notice of Approval

UBCM will inform approved applicants by letter and a specified percentage of the approved grant amount will be forwarded upon approval. The balance will be paid on satisfactory completion of the project and receipt of all final reporting requirements.

#### Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline,
- Providing proper fiscal management of the grant and approved project (see below), and



- Submitting progress and/or final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of cash and in-kind expenditures incurred during the development or implementation of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide). In all cases, the final project expenditure must be net of any rebates (such as HST) that the approved applicant or approved partner is eligible to receive.

### **Changes to or Cancellation of Approved Project**

Approved applicants need to advise UBCM, in writing, of any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval may be required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

## **4. Reporting Requirements**

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### **Submission of Reports**

Approved applicants are required to submit progress and final reports as outlined in the Program & Application Guide. When UBCM forms are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- When a report form is not required, please ensure that each required component, as outlined in the Program & Application Guide, is addressed in your report and that all attachments are complete.
- Unless specifically requested, please do not bind reports or submit in binders or folders.
- When submitting electronically, submit all documents as Word or PDF files.
- All digital photos or images should be submitted, by e-mail or on CD, as JPEG files.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail/fax it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8 or Fax: (250) 356-5119

### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact LGPS and request *and be granted* permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

## **5. Recognition of Funding and Funders**

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Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact Paul Taylor, Relationships & Communications Advisor, at (250) 356-2938 or ptaylor@ubcm.ca.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, MAY 12, 2015 AT 6:30 PM IN THE  
RDN BOARD CHAMBERS

In Attendance:

Director B. Veenhof	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Hill	Mgr. Administrative Services
P. Thompson	Mgr. Long Range Planning
C. Golding	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order and respectively acknowledged the Coast Salish Nations whose traditional territory the meeting takes place.

**ELECTORAL AREA PLANNING COMMITTEE MINUTES**

**Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, April 14, 2015.**

MOVED Director McPherson, SECONDED Director Fell, that the minutes of the regular Electoral Area Planning Committee meeting held April 14, 2015, be adopted.

CARRIED

**DEVELOPMENT VARIANCE PERMIT APPLICATION**

**Development Variance Permit Application No. PL2015-050 – Electoral Area 'E'.**

MOVED Director Rogers, SECONDED Director Young, that staff be directed to complete the required notification.

CARRIED

MOVED Director Rogers, SECONDED Director Young, that Development Variance Permit Application No. PL2015-050 to increase the maximum permitted height for a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 6.

CARRIED

**DEVELOPMENT PERMIT WITH VARIANCE APPLICATION**

**Development Permit with Variance Application No. PL2015-028 – 5509 Deep Bay Drive, Electoral Area ‘H’.**

MOVED Director Stanhope, SECONDED Director Fell, that staff be directed to complete the required notification for Development Permit with Variance Application No. PL2015-028.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that Development Permit with Variance Application No. PL2015-028 to permit an addition and renovation to a dwelling unit on the subject property be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

**ZONING AMENDMENT**

**Bylaw and Policy Updates Project – Draft Agricultural Zoning and OCP Amendments.**

P. Thompson, Manager of Current Planning, presented the draft agricultural zoning and Official Community Plan amendments for bylaws 500 and 1285. The draft identified 13 potential obstacles, outlined the summary of community feedback, a comparison of Regional District of Nanaimo zoning and how it aligns with agricultural land reserve regulations, and next steps for community consultation.

MOVED Director Fell, SECONDED Director Young, that modifications to the bylaws be reviewed by Electoral Area Directors at a special meeting before they are brought forward for public consultation.

CARRIED

**ADJOURNMENT**

MOVED Director Stanhope, SECONDED Director Fell, that this meeting be adjourned.

CARRIED

TIME: 6:59 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, MAY 12, 2015 AT 7:07 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

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

## **CALL TO ORDER**

The Chairperson called the meeting to order.

## **DELEGATIONS**

### **Cory Vanderhorst, MNP, re Audited Financial Statements.**

Mr. Vanderhorst provided a visual and verbal overview of the Audit Findings Report and the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2014.

## **LATE DELEGATIONS**

MOVED Director Young, SECONDED Director Lefebvre, that late delegations be permitted to address the Board.

CARRIED

### **John Barker and Garry Hein, re Rogers Cell Tower, 1957 Plecas Road, Electoral Area 'C'.**

John Barker and Garry Hein voiced their concerns regarding the public consultation process and the potential placement of a cell tower at 1957 Plecas Road and asked the Board to send a letter of non-concurrence to Industry Canada and Rogers.

## **COMMITTEE OF THE WHOLE MINUTES**

### **Minutes of the Regular Committee of the Whole meeting held Tuesday, April 14, 2015.**

MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the regular Committee of the Whole meeting held April 14, 2015, be adopted.

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

### **Darren Hird, Rogers, re Update with regard to Rogers Proposed Telecommunications Installation in Electoral Area 'C' (1957 Plecas Road).**

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Darren Hird, Rogers, regarding an update with regard to Rogers proposed telecommunications installation at 1957 Plecas Road, Electoral Area 'C', be received.

CARRIED

### **Lavonne Garnet, re Rogers Telecommunications Proposed Cell Tower.**

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Lavonne Garnet regarding the Rogers telecommunications proposed cell tower be received.

CARRIED

### **Todd Stone, Minister of Transportation and Infrastructure, re Transit Services.**

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Todd Stone, Minister of Transportation and Infrastructure, regarding transit services be received.

CARRIED

**Derek Sturko, Ministry of Agriculture, re Regulatory Amendments Affecting the Production of Medical Marijuana on Agriculture Land Reserve.**

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Derek Sturko, Ministry of Agriculture, regarding regulatory amendments affecting the production of medical marijuana on Agriculture Land Reserve be received.

CARRIED

**FINANCE**

**2014 Financial Statements and Audit Findings Report.**

MOVED Director McPherson, SECONDED Director Haime, that the Audit Findings Report and the financial statements of the Regional District of Nanaimo for the year ended December 31, 2014, be received.

CARRIED

MOVED Director McPherson, SECONDED Director Haime, that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2014, be approved as presented.

CARRIED

**UBCM/First Nations Tax Commission Report on First Nation Property Tax, Services, and Economic Development in British Columbia.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that the report be received for information and that the suggestions included in the First Nation Property Tax, Services and Economic Development in British Columbia report released by the Union of BC Municipalities and the First Nations Tax Commission be supported in principle.

CARRIED

**Automatic Response Agreement for Fire Services in District 68 Departments.**

MOVED Director McPherson, SECONDED Director Young, that the Automatic Response Agreement between the North Cedar Improvement District, the Cranberry Fire Protection District and the Regional District of Nanaimo for coverage in the Cassidy-Waterloo, North Cedar Improvement District and Cranberry Fire Protection areas be approved, and that the Board Chair and Corporate Officer be authorized to sign the Automatic Response Agreement on behalf of the Regional District of Nanaimo.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATION**

**Alternative Approval Process to Establish a Taxi Saver Service on Gabriola Island.**

MOVED Director Houle, SECONDED Director Young, that "Gabriola Island Taxi Saver Service Establishment Bylaw No. 1725, 2015" be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Young, that the Board establish 4:00 pm on Tuesday, September 8, 2015, as the deadline for receiving elector responses for the alternative approval process.

CARRIED

MOVED Director Houle, SECONDED Director Young, that the Board approve the Elector Response Form as provided in Attachment 2.

CARRIED

MOVED Director Houle, SECONDED Director Young, that the Board determine the total number of electors to which the approval process applies to be 3,361.

CARRIED

**ADVISORY AND SELECT COMMITTEE, AND COMMISSION**

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

**Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, March 30, 2015.**

MOVED Director Young, SECONDED Director McPherson, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, March 30, 2015, be received for information.

CARRIED

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

**Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 15, 2015.**

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 15, 2015, be received for information.

CARRIED

**Grant Approvals.**

MOVED Director McPherson, SECONDED Director Young, that the following Electoral Area 'A' Recreation Grant-in-Aid Applications be approved:

Cedar Family of Community Schools	To purchase preschool equipment for a 5 week summer preschool camp at the Cedar Heritage Centre and for the preschool gymnastics program at Woodbank School. Items include 3 bikes and helmets and an Obstacle Course Kit.	\$678.00
1st Cedar Scouts	To purchase 15 pairs of snowshoes and 4 GPS equipment.	\$1500.00
Cedar 4-H Club	To purchase signage, copy paper, shavings (animal bedding), animal lease or purchase, animal feed, portable toilet, cell phone rental, rakes, forks, shovels, nails, paint, crayons, cleaners, hand washing supplies, buckets, and brooms.	\$1500.00

CARRIED

**Emergency Management Select Committee.**

**Minutes of the Emergency Management Select Committee meeting held Wednesday, April 22, 2015.**

MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Emergency Management Select Committee meeting held Wednesday, April 22, 2015, be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Rogers Cell Tower, 1957 Plecas Road, Electoral Area 'C'.**

MOVED Director Young, SECONDED Director Veenhof, that staff be directed to inform Industry Canada, the proponent, Rogers Communications Inc., and their agent, Altus Corporation of the telecommunication tower proposed at 1957 Plecas Road, Nanaimo, BC, in Electoral Area 'C', that the Regional District of Nanaimo Board of Directors provide a Notice of non-concurrence to locate a cell tower at 1957 Plecas Road, Nanaimo, Electoral Area 'C'.

CARRIED

**NEW BUSINESS**

**Notice of Motion – Volunteer Mileage Reimbursement Policy.**

Director Veenhof noted that the following motion will be brought forward to the May 26, 2015, Board Agenda:

That staff review the opportunity to include Emergency Social Services volunteers within the current policy that provides for the reimbursement of travel expenses for volunteers to Regional District of Nanaimo committees and bring the necessary policy changes forward, including financial implications, for consideration by the Board.

**Notice of Motion – Island Corridor.**

Director Fell noted that the following motion will be brought forward to the May 26, 2015, Board Agenda:

That the Board request the Minister of Transport to provide the Regional District of Nanaimo a copy of the reports of consultants on the effectiveness of the proposed provincial and federal government grants to the Island Corridor Foundation for E & N Railway repairs.

**IN CAMERA**

MOVED Director Thorpe, SECONDED Director Lefebvre, that pursuant to Sections 90(1)(f), and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to law enforcement and the proposed provision of municipal services.

CARRIED

TIME: 8:04 PM



**ADJOURNMENT**

MOVED Director Thorpe, SECONDED Director Veenhof, that this meeting be adjourned.

CARRIED

TIME: 8:07 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1725**

**A BYLAW TO ESTABLISH A TAXI SAVER  
SERVICE ON GABRIOLA ISLAND**

WHEREAS under sections 796 and 800 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a Taxi Saver Service on Gabriola Island for the purpose of providing a Taxi Saver Program to provide assistance to residents of Gabriola Island who are persons with disabilities or seniors with low incomes;

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

AND WHEREAS the approval of the electors in the participating area has been obtained by an alternative approval process under section 801.3 of the *Local Government Act*;

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

1. **Citation**

This bylaw may be cited for all purposes as the “Gabriola Island Taxi Saver Service Establishment Bylaw No. 1725, 2015”.

2. **Service**

A Taxi Saver Service is hereby established to provide a Taxi Saver Program on Gabriola Island to provide assistance to residents of Gabriola Island who are persons with disabilities or seniors with low incomes (the “Service”).

3. **Boundaries**

The boundaries of the Service Area are coterminous with the boundaries of Gabriola Island (the “Service Area”).

4. **Participating Area**

Electoral Area ‘B’ is the sole participating area in the Service.

5. **Cost Recovery**

In accordance with section 803 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

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

6. **Maximum Requisition**

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

- (a) fifteen thousand dollars (\$15,000); or
- (b) the amount obtained by applying a property value tax rate of \$0.0152 per \$1,000 to the net taxable value of land and improvements in the Service Area.

Introduced and read three times this \_\_\_ day of \_\_\_\_\_, 2015.

Received the approval of the Inspector of Municipalities this \_\_\_ day of \_\_\_\_\_, 2015.

Received the approval of the electors under section 801.3 of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_, 2015.

Adopted this \_\_\_ day of \_\_\_\_\_, 2015.

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE  
MEETING HELD ON TUESDAY, MAY 12, 2015 AT 10:00 AM  
AT THE RDN OCEANSIDE PLACE**

**Present:**

Director J. Stanhope	Chairperson
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director T. Westbroek	Town of Qualicum Beach
Director M. Lefebvre	City of Parksville

**Also in Attendance:**

Paul Thorkelsson	Chief Administrative Officer
Geoff Garbutt	General Manager, Strategic & Community Development
Chris Midgley	Manager, Energy & Sustainability
Nicole Hewitt	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 10:00 a.m.

**DELEGATIONS**

**Cheryl Dill, Central Vancouver Island Job Opportunities Building Society (CVIJOBS), re: BladeRunners - Programming for Youth at Risk – Construction Focus.**

Cheryl Dill provided a visual and verbal overview on the BladeRunner program.

**Evelyn Clark, Qualicum Beach Chamber of Commerce, re: Economic Impact of Summer Events – A Study.**

Evelyn Clark provided a presentation requesting funding for an economic impact study on summer events.

**Bonnie Chomica, Oceanside Women’s Business Network, re: Beehive Networking Event.**

Bonnie Chomica delivered a verbal synopsis on the Oceanside Women’s Business Network and the Beehive networking event.

**Kim Burden, Parksville and District Chamber of Commerce, re: Regional Business Walks.**

Kim Burden provided a verbal overview on the proposal for a Regional Business Walks project.

**Janet Thony, Coombs Farmers' Institute, re: Farmers Feed Families.**

Janet Thony, Coombs Farmers' Institute, provided a verbal overview the Farmers Feed Families project to educate consumers and farmers on the local food movement.

**Daniel Sailland, Town of Qualicum Beach, re: Qualicum Beach Airport Business Plan.**

Daniel Sailland, Town of Qualicum Beach, outlined a proposal seeking funding to develop a business plan and strategy for the Qualicum Beach Airport.

**LATE CORRESPONDENCE**

**Eugene Thomlinson, Assistant Professor, School of Tourism and Hospitality Management – Royal Roads University, re: Qualicum Beach Chamber of Commerce, re: Economic Impact of Summer Events – A Study**

MOVED Director Westbroek, SECONDED Director Lefebvre, the correspondence from Eugene Thomlinson regarding Qualicum Beach Chamber of Commerce be received.

CARRIED

**MINUTES**

MOVED Director Lefebvre, SECONDED Director Westbroek, that the minutes of the Northern Community Economic Development Select Committee meeting held on February 24, 2015, be received.

CARRIED

**REPORTS**

**Northern Community Economic Development Program – Spring 2015 Proposals.**

**Programming for Youth at Risk: BladeRunners – Construction Focus – Central Vancouver Island Job Opportunities Building Society (CVIJOBS).**

MOVED Director Rogers, SECONDED Director Lefebvre, that the Programming for Youth at Risk: BladeRunners – Construction Focus – Central Vancouver Island Job Opportunities Building Society be awarded full funding in the amount of \$10, 000.

CARRIED

**Economic Impact of Summer Events – A Study – Qualicum Beach Chamber of Commerce.**

MOVED Director Westbroek, SECONDED Director Fell, that the Economic Impact of Summer Events – A Study – Qualicum Beach Chamber of Commerce be awarded full funding in the amount of \$6,371.51.

CARRIED

**Beehive Networking Event – Oceanside Women’s Business Network.**

MOVED Director Rogers, SECONDED Director Westbroek, that the Beehive Networking Event – Oceanside Women’s Business Network be awarded partial funding in the amount of \$2,000.

CARRIED

**Regional Business Walks – Parksville and District Chamber of Commerce.**

MOVED Director Lefebvre, SECONDED Director Westbroek, that the Regional Business Walks – Parksville and District Chamber of Commerce be awarded full funding in the amount of \$10,000, subject to partnership funding.

DEFEATED

MOVED Director Lefebvre, SECONDED Director Westbroek, that the Regional Business Walks – Parksville and District Chamber of Commerce be awarded partial funding in the amount of \$5,000, subject to partnership funding.

CARRIED

**Farmers Feed Families – Coombs Farmers’ Institute.**

MOVED Director Fell, SECONDED Director Lefebvre, that the Farmers Feed Families – Coombs Farmers’ Institute be awarded full funding in the amount of \$4,000.

CARRIED

**Qualicum Beach Airport Business Plan – Town of Qualicum Beach.**

MOVED Director Lefebvre, SECONDED Director Rogers, Qualicum Beach Airport Business Plan – Town of Qualicum Beach be awarded full funding in the amount of \$15,000.

CARRIED

**ADJOURNMENT**

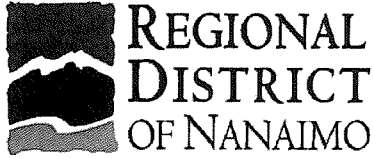
MOVED Director Westbroek, SECONDED Director Lefebvre, that this meeting be adjourned.

CARRIED

Time: 12:30 pm

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CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
MAY 14 2015	
RHD	
BOARD	✓

## STAFF REPORT

**TO:** Wendy Marshall  
Manager of Parks Services

**DATE:** May 13, 2015

**FROM:** Joan Michel  
Parks and Trails Coordinator

**MEETING:** Regional Board – May 27, 2015

**FILE:**

**SUBJECT:** Joyce Lockwood Community Park (Electoral Area B) Licence of Occupation Renewal

### RECOMMENDATION

That Licence of Occupation Agreement renewal with the Province of BC for Joyce Lockwood Community Park on Gabriola Island be approved.

### PURPOSE

To obtain approval to conclude a 30-year renewal of the Joyce Lockwood Community Park (Electoral Area B) Licence of Occupation Agreement as issued by the Provincial Crown.

### BACKGROUND

In May 1994, the Regional District entered into a 20-year licence of occupation over 0.6 hectares of Provincial Crown land at the edge of the Whalebone neighbourhood on Gabriola Island. The land became known as Joyce Lockwood Community Park. The park has been well-used by the community, and features one of the few public sandy beaches around the Island. RDN Parks staff have worked with the community on various park improvement projects over the years including stairs to the beach, and the park is a longstanding site for Ministry of Environment Trembling Aspen research along Coastal BC.

In April 2015, the Province issued the RDN with a Notice of Final Review regarding renewal of the Joyce Lockwood licence, and copy of a 30-year (2014-2044) Licence of Occupation. Aside from the length of term, the renewed licence is essentially the same as the 1994 version. The RDN is now being asked to formally state its interest in licence renewal and execute the 2014-2044 licence document.

### ALTERNATIVES

1. Proceed with the execution of a 2014-2044 licence of occupation over Joyce Lockwood Community Park.
2. Provide staff with alternate direction.

**FINANCIAL IMPLICATIONS**

The cost of the 30-year licence of occupation for Joyce Lockwood Community Park is \$211.05 including tax. This will be covered by the 2015 Electoral Area B community parks budget. Maintenance and repair for the site is already included in the Electoral Area B community parks budget.

**STRATEGIC PLAN IMPLICATIONS**

Renewal of the Joyce Lockwood Community Park Licence of Occupation confirms the value placed by the Regional Board on outdoor spaces that provide for recreation while at the same time helping to protect natural habitat. By supporting a 30-year licence at Joyce Lockwood, the Board is able to offer residents of Electoral Area B the surety of knowing that this park will continue to be protected for another generation.

**SUMMARY/CONCLUSIONS**

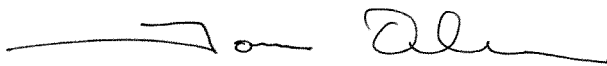
The 20-year Joyce Lockwood Community Park Licence of Occupation from the Province has expired and the RDN has been offered a 30-year renewal. The cost of renewal is \$211.05. Developed and maintained by RDN Parks staff in collaboration with area residents, Joyce Lockwood is a much valued waterfront park on Gabriola Island. Acceptance of the Province's renewal offer is recommended.



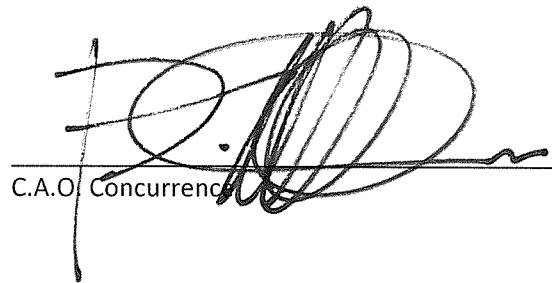
\_\_\_\_\_  
Report Writer



\_\_\_\_\_  
per / Manager Concurrence



\_\_\_\_\_  
G.M. Concurrence



\_\_\_\_\_  
C.A.O. Concurrence



## Appendix I

### Province of BC Licence of Occupation Agreement

### Joyce Lockwood Community Park



**LICENCE OF OCCUPATION**

Licence No.:

File No.: 0189951

Disposition No.: 909422

THIS AGREEMENT is dated for reference May 31, 2014 and is made under the *Land Act*.

**BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

**AND:**

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

(the "Licensee")

The parties agree as follows:

**ARTICLE 1 - INTERPRETATION**

1.1 In this Agreement,

**"Agreement"** means this licence of occupation;

**"Commencement Date"** means May 31, 2014;

**"disposition"** has the meaning given to it in the *Land Act* and includes a licence of occupation;

**"Fees"** means the fees set out in Article 3;

**"Hazardous Substances"** means any substance which is hazardous to persons, property or the environment, including without limitation

(a) waste, as that term is defined in the *Environmental Management Act*; and

- (b) any other hazardous, toxic or other dangerous substance, the use, transportation or release into the environment of which, is now or from time to time prohibited, controlled or regulated under any laws or by any governmental authority, applicable to, or having jurisdiction in relation to, the Land;

**“Improvements”** includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

**“Land”** means that part or those parts of the Crown land either described in, or shown outlined by bold line on, the schedule attached to this Agreement entitled “Legal Description Schedule” except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water;

**“Management Plan”** means the most recent management plan prepared by you in a form approved by us, signed and dated by the parties, and held on file by us;

**“Realty Taxes”** means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any government authority having jurisdiction which relate to the Land, the Improvements or both of them and which you are liable to pay under applicable laws;

**“Security”** means the security referred to in section 6.1 or 6.2, as replaced or supplemented in accordance with section 6.5;

**“Term”** means the period of time set out in section 2.2;

**“we”, “us” or “our”** refers to the Province alone and never refers to the combination of the Province and the Licensee: that combination is referred to as **“the parties”**; and

**“you” or “your”** refers to the Licensee.

- 1.2 In this Agreement, “person” includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.

- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.
- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 1.7 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 1.8 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.9 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.10 Any liabilities or obligations of either party arising, or to be performed, before or as a result of the termination of this Agreement, and which have not been satisfied or remain unperformed at the termination of this Agreement, any indemnity and any release in our favour and any other provision which specifically states that it will survive the termination of this Agreement, shall survive and not be affected by the expiration of the Term or the termination of this Agreement.
- 1.11 Time is of the essence of this Agreement.
- 1.12 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made, then you or we, as the case may be, will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that you or we have sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.
- 1.13 Any requirement under this Agreement for us to act reasonably shall not require us to act in a manner that is contrary to or inconsistent with any legislation, regulations, Treasury Board directives or other enactments or any policy, directive, executive direction or other such guideline of general application.

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**ARTICLE 2 - GRANT AND TERM**

- 2.1 On the terms and conditions set out in this Agreement, we grant you a licence of occupation of the Land for community park purposes, and you acknowledge this licence of occupation does not grant you exclusive use and occupancy of the Land.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on the 30th anniversary of that date, or such earlier date provided for in this Agreement. We reserve the right to terminate this Agreement in certain circumstances as expressly provided in this Agreement.

**ARTICLE 3 - FEES**

- 3.1 The Fee for the Term is \$1.00, the receipt of which we acknowledge.

**ARTICLE 4 - COVENANTS**

- 4.1 You must
- (a) pay, when due,
    - (i) the Fees to us at the address set out in Article 10,
    - (ii) the Realty Taxes, and
    - (iii) all charges for electricity, gas, water and other utilities supplied to the Land for use by you or on your behalf or with your permission;
  - (b) deliver to us, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by you under this Agreement;
  - (c) observe, abide by and comply with
    - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety, and
    - (ii) the provisions of this Agreement;

- (d) in respect of the use of the Land by you or by any person who enters upon or uses the Land as a result of your use of the Land under this Agreement, keep the Land and the Improvements in a safe, clean and sanitary condition satisfactory to us, and at our written request, rectify any failure to comply with such a covenant by making the Land and the Improvements safe, clean and sanitary;
- (e) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance to an owner or occupier of land in the vicinity of the Land;
- (f) use and occupy the Land only in accordance with and for the purposes set out in section 2.1;
- (g) not construct, place or affix any Improvement on or to the Land except as necessary for the purposes set out in section 2.1;
- (h) pay all accounts and expenses as they become due for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, except for money that you are required to hold back under the *Builders Lien Act*;
- (i) if any claim of lien over the Land is made under the *Builders Lien Act* for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by you and you have taken the steps necessary to ensure that the claim of lien will not subject the Land or any interest of yours under this Agreement to sale or forfeiture;
- (j) not cut or remove timber on or from the Land without
  - (i) our prior written consent, and
  - (ii) being granted the right under the *Forest Act* to harvest Crown timber on the Land;
- (k) not interrupt passage by the public on foot, over the intertidal portion of the Land;
- (l) not alter, repair or add to any Improvement that was, or may be, placed on or made to the Land under another disposition or in connection with the use of Land apart from this Agreement, unless you obtain our prior written approval;
- (m) not fence the perimeter of the Land nor erect fencing on the Land unless you obtain our prior written approval;
- (n) at our request and at your expense, have a British Columbia Land Surveyor conduct a

survey of the Land within 90 days;

- (o) agree to develop the Land in a diligent and workmanlike manner in accordance with the Management Plan on file at this office;
- (p) take all reasonable precautions to avoid disturbing or damaging any archaeological material found on or under the Land and, upon discovering any archaeological material on or under the Land, you must immediately notify the ministry responsible for administering the *Heritage Conservation Act*;
- (q) permit us, or our authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements, including without limitation to test and remove soil, groundwater and other materials and substances, where the inspection may be necessary or advisable for us to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances, provided that we take reasonable steps to minimize any disruption of your operations;
- (r) indemnify and save us and our servants, employees and agents harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors, arising out of one or more of the following:
  - (i) any breach, violation or non-performance of a provision of this Agreement,
  - (ii) any conflict between your use of the Land under this Agreement and the lawful use of the Land by any other person, and
  - (iii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of your entry upon, use or occupation of the Land,and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand; and
- (s) on the termination of this Agreement,
  - (i) peaceably quit and deliver to us possession of the Land and, subject to paragraphs (ii), (iii) and (iv), the Improvements in a safe, clean and sanitary condition,
  - (ii) within 90 days, remove from the Land any Improvement you want to remove, if the Improvement was placed on or made to the Land by you, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building (other than as a tenant's fixture) or part of the Land and you are not in default of this Agreement,

- (iii) not remove any Improvement from the Land if you are in default of this Agreement, unless we direct or permit you to do so under paragraph (iv),
- (iv) remove from the Land any Improvement that we, in writing, direct or permit you to remove, other than any Improvement permitted to be placed on or made to the Land under another disposition, and
- (v) restore the surface of the Land as nearly as may reasonably be possible, to the condition that the Land was in at the time it originally began to be used for the purposes described in this Agreement, but if you are not directed or permitted to remove an Improvement under paragraph (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of your right, interest and estate in the Land will be absolutely forfeited to us, and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 You will not permit any person who enters upon or uses the Land as a result of your use of the Land under this Agreement to do anything you are restricted from doing under this Article.

4.3 You must not use all or any part of the Land

- (a) for the storage or disposal of any Hazardous Substances; or
- (b) in any other manner whatsoever which causes or contributes to any Hazardous Substances being added or released on, to or under the Land or into the environment from the Land;

unless

- (c) such storage, disposal, release or other use does not result in your breach of any other provision of this Agreement, including without limitation, your obligation to comply with all laws relating in any way to Hazardous Substances, the environment and human health and safety; and
- (d) we have given our prior written approval to such storage, disposal, release or other use and for certainty any such consent operates only as a consent for the purposes of this section and does not bind, limit, or otherwise affect any other governmental authority from whom any consent, permit or approval may be required.

4.4 Despite any other provision of this Agreement you must:

- (a) on the expiry or earlier termination of this Agreement; and



- (b) at any time if we request and if you are in breach of your obligations under this Agreement relating to Hazardous Substances;

promptly remove from the Land all Hazardous Substances stored, or disposed of, on the Land, or which have otherwise been added or released on, to or under the Land:

- (c) by you; or  
(d) as a result of the use of the Land under this Agreement;

save and except only to the extent that we have given a prior written approval expressly allowing specified Hazardous Substances to remain on the Land following the expiry of the Term.

4.5 We may from time to time

- (a) in the event of the expiry or earlier termination of this Agreement;  
(b) as a condition of our consideration of any request for consent to an assignment of this Agreement; or  
(c) if we have a reasonable basis for believing that you are in breach of your obligations under this Agreement relating to Hazardous Substances;

provide you with a written request to investigate the environmental condition of the Land and upon any such request you must promptly obtain, at your cost, and provide us with, a report from a qualified and independent professional who has been approved by us, as to the environmental condition of the Land, the scope of which must be satisfactory to us and which may include all such tests and investigations that such professional may consider to be necessary or advisable to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances.

4.6 You must at our request from time to time, but not more frequently than annually, provide us with your certificate (and if you are a corporation such certificate must be given by a senior officer) certifying that you are in compliance with all of your obligations under this Agreement pertaining to Hazardous Substances, and that no adverse environmental occurrences have taken place on the Land, other than as disclosed in writing to us.

## ARTICLE 5 - LIMITATIONS

5.1 You agree with us that

- (a) in addition to the other reservations and exceptions expressly provided in this Agreement this Agreement is subject to the exceptions and reservations of interests, rights, privileges and titles referred to in section 50 of the *Land Act*;
- (b) other persons may hold or acquire rights to use the Land in accordance with enactments other than the *Land Act* or the *Ministry of Lands, Parks and Housing Act*, including rights held or acquired under the *Coal Act*, *Forest Act*, *Geothermal Resources Act*, *Mineral Tenure Act*, *Petroleum and Natural Gas Act*, *Range Act*, *Water Act* or *Wildlife Act* (or any prior or subsequent enactment of the Province of British Columbia of like effect); such rights may exist as of the Commencement Date and may be granted or acquired subsequent to the Commencement Date and may affect your use of the Land;
- (c) other persons may hold or acquire interests in or over the Land granted under the *Land Act* or the *Ministry of Lands, Parks and Housing Act*; such interests may exist as of the Commencement Date; following the Commencement Date we may grant such interests (including fee simple interests, leases, statutory rights of way and licences); you acknowledge that your use of the Land may be affected by such interests and the area or boundaries of the Land may change as a result of the granting of such interests;
- (d) you have no right to compensation from us and you release us from all claims, actions, causes of action, suits, debts and demands that you now have or may at any time in the future have against us arising out of any conflict between your use of the Land under this Agreement and any use of, or impact on the Land arising from the exercise, or operation of the interests, rights, privileges and titles described in subsections (a), (b), and (c);
- (e) this Agreement does not limit any right to notice, compensation or any other benefit that you may be entitled to from time to time under the enactments described in subsection (b), or any other applicable enactment;
- (f) you will not commence or maintain proceedings under section 65 of the *Land Act* in respect of any interference with your use of the Land as permitted under this Agreement that arises as a result of the lawful exercise or operation of the interests, rights, privileges and titles described in subsections (a), (b) and (c);
- (g) you will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;
- (h) any interest you may have in the Improvements ceases to exist and becomes our property upon the termination of this Agreement, except where an Improvement may be removed under paragraph 4.1(s)(ii), (iii) or (iv) in which case any interest you may have in that Improvement ceases to exist and becomes our property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1(s)(ii) or the time period provided for in the direction or permission given under paragraph 4.1(s)(iii); and

- (i) if, after the termination of this Agreement, we permit you to remain in possession of the Land and we accept money from you in respect of such possession, a tenancy from year to year will not be created by implication of law and you will be deemed to be a monthly occupier only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

#### ARTICLE 6 - SECURITY AND INSURANCE

- 6.1 On the Commencement Date, you will deliver to us Security in the amount of \$0.00 which will
- (a) guarantee the performance of your obligations under this Agreement;
  - (b) be in the form required by us; and
  - (c) remain in effect until we certify, in writing, that you have fully performed your obligations under this Agreement.
- 6.2 Despite section 6.1, your obligations under that section are suspended for so long as you maintain in good standing other security acceptable to us to guarantee the performance of your obligations under this Agreement and all other dispositions held by you.
- 6.3 We may use the Security for the payment of any costs and expenses associated with any of your obligations under this Agreement that are not performed by you or to pay any overdue Fees and, if such event occurs, you will, within 30 days of that event, deliver further Security to us in an amount equal to the amount drawn down by us.
- 6.4 After we certify, in writing, that you have fully performed your obligations under this Agreement, we will return to you the Security maintained under section 6.1, less all amounts drawn down by us under section 6.3.
- 6.5 You acknowledge that we may, from time to time, notify you to
- (a) change the form or amount of the Security; and
  - (b) provide and maintain another form of Security in replacement of or in addition to the Security posted by you under this Agreement;

and you will, within 60 days of receiving such notice, deliver to us written confirmation that the change has been made or the replacement or additional form of Security has been provided by you.

- 6.6 You must

- (a) without limiting your obligations or liabilities under this Agreement, at your expense, purchase and maintain during the Term the following insurance with insurers licensed to do business in Canada:
- (i) Commercial General Liability insurance in an amount of not less than \$2,000,000.00 inclusive per occurrence insuring against liability for personal injury, bodily injury (including death) and property damage, including coverage for all accidents or occurrences on the Land or the Improvements. Such policy will include cross liability, liability assumed under contract, provision to provide 30 days advance notice to us of material change or cancellation, and include us as additional insured;
- (b) ensure that all insurance required to be maintained by you under this Agreement is primary and does not require the sharing of any loss by any of our insurers;
- (c) within 10 working days of Commencement Date of this Agreement, provide to us evidence of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (d) if the required insurance policy or policies expire or are cancelled before the end of the Term of this Agreement, provide within 10 working days of the cancellation or expiration, evidence of new or renewal policy or policies of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (e) notwithstanding subsection (c) or (d) above, if requested by us, provide to us certified copies of the required insurance policies.

6.7 We may, acting reasonably, from time to time, require you to

- (a) change the amount of insurance set out in subsection 6.6(a); and
- (b) provide and maintain another type or types of insurance in replacement of or in addition to the insurance previously required to be maintained by you under this Agreement;

and you will, within 60 days of receiving such notice, cause the amounts and types to be changed and deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance then required to be maintained by you under this Agreement.

6.8 You shall provide, maintain, and pay for any additional insurance which you are required by law to carry, or which you consider necessary to insure risks not otherwise covered by the insurance specified in this Agreement in your sole discretion.

6.9 You waive all rights of recourse against us with regard to damage to your own property.

**ARTICLE 7 - ASSIGNMENT**

- 7.1 You must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold.
- 7.2 Prior to considering a request for our consent under section 7.1, we may require you to meet certain conditions, including without limitation, that you provide us with a report as to the environmental condition of the Land as provided in section 4.5.

**ARTICLE 8 - TERMINATION**

- 8.1 You agree with us that
- (a) if you
    - (i) default in the payment of any money payable by you under this Agreement, or
    - (ii) fail to observe, abide by and comply with the provisions of this Agreement (other than the payment of any money payable by you under this Agreement),and your default or failure continues for 60 days after we give written notice of the default or failure to you,
  - (b) if, in our opinion, you fail to make diligent use of the Land for the purposes set out in this Agreement, and your failure continues for 60 days after we give written notice of the failure to you;
  - (c) if you
    - (i) become insolvent or make an assignment for the general benefit of your creditors,
    - (ii) commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankruptcy petition is filed or presented against you or you consent to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging you bankrupt under any law relating to bankruptcy or insolvency, or
    - (iii) voluntarily enter into an arrangement with your creditors;
  - (d) if you are a corporation,

- (i) a receiver or receiver-manager is appointed to administer or carry on your business, or
- (ii) an order is made, a resolution passed or a petition filed for your liquidation or winding up;
- (e) if you are a society, you convert into a company in accordance with the *Society Act* without our prior written consent;
- (f) if this Agreement is taken in execution or attachment by any person; or
- (g) if we require the Land for our own use or, in our opinion, it is in the public interest to cancel this Agreement and we have given you 60 days' written notice of such requirement or opinion;

this Agreement will, at our option and with or without entry, terminate and your right to use and occupy the Land will cease.

8.2 If the condition complained of (other than the payment of any money payable by you under this Agreement) reasonably requires more time to cure than 60 days, you will be deemed to have complied with the remedying of it if you commence remedying or curing the condition within 60 days and diligently complete the same.

8.3 You agree with us that

- (a) you will make no claim against us for compensation, in damages or otherwise, upon the lawful termination of this Agreement under section 8.1; and
- (b) our remedies under this Article are in addition to those available to us under the *Land Act*.

## ARTICLE 9 - DISPUTE RESOLUTION

9.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.

9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, we or you may refer the dispute to arbitration conducted by a sole arbitrator appointed pursuant to the *Commercial Arbitration Act*.

9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the

arbitration will be governed by the laws of the Province of British Columbia.

- 9.4 The arbitration will be conducted at our offices (or the offices of our authorized representative) in Nanaimo, British Columbia, and if we or our authorized representative have no office in Nanaimo, British Columbia, then our offices (or the offices of our authorized representative) that are closest to Nanaimo, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within our sole discretion cannot, unless we agree, be referred to arbitration as set out in section 9.2.

#### ARTICLE 10 - NOTICE

- 10.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to us

**MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**  
Suite 142 - 2080 Labieux Road  
Nanaimo, BC V9T 6J9;

to you

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

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice required to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.
- 10.3 The delivery of all money payable to us under this Agreement will be effected by hand, courier or prepaid regular mail to the address specified above, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.

**ARTICLE 11 - MISCELLANEOUS**

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to us under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublicense, assignment or transfer of this Agreement does not release you from your obligation to observe and perform all the provisions of this Agreement on your part to be observed and performed unless we specifically release you from such obligation in our consent to the sublicense, assignment or transfer of this Agreement.
- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and permitted assigns.
- 11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond your reasonable control, other than normal weather conditions, you are delayed in performing any of your obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as
- (a) you give notice to us within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of your obligation; and
  - (b) you diligently attempt to remove the delay.
- 11.6 You acknowledge and agree with us that
- (a) this Agreement has been granted to you on the basis that you accept the Land on an “as is” basis;
  - (b) without limitation we have not made, and you have not relied upon, any representation or warranty from us as to
    - (i) the suitability of the Land for any particular use, including the use permitted by



this Agreement;

- (ii) the condition of the Land (including surface and groundwater), environmental or otherwise, including the presence of or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and the current and past uses of the Land and any surrounding land and whether or not the Land is susceptible to erosion or flooding;
  - (iii) the general condition and state of all utilities or other systems on or under the Land or which serve the Land;
  - (iv) the zoning of the Land and the bylaws of any government authority which relate to the development, use and occupation of the Land; and
  - (v) the application of any federal or Provincial enactment or law to the Land;
- (c) you have been afforded a reasonable opportunity to inspect the Land or to carry out such other audits, investigations, tests and surveys as you consider necessary to investigate those matters set out in subsection (b) to your satisfaction before entering into this Agreement;
- (d) you waive, to the extent permitted by law, the requirement if any, for us to provide you with a "site profile" under the *Environmental Management Act* or any regulations made under that act;
- (e) we are under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and you are solely responsible for all costs and expenses associated with your use of the Land and the Improvements for the purposes set out in this Agreement; and
- (f) we are under no obligation to provide access or services to the Land or to maintain or improve existing access roads.

11.7 You agree with us that nothing in this Agreement constitutes you as our agent, joint venturer or partner or gives you any authority or power to bind us in any way.

11.8 This Agreement does not override or affect any powers, privileges or immunities to which you are entitled under any enactment of the Province of British Columbia.

The parties have executed this Agreement as of the date of reference of this Agreement.

---

SIGNED on behalf of **HER MAJESTY  
THE QUEEN IN RIGHT OF THE  
PROVINCE OF BRITISH COLUMBIA**  
by the minister responsible for the *Land Act*  
or the minister's authorized representative

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Minister responsible for the *Land Act*  
or the minister's authorized representative

SIGNED on behalf of **REGIONAL DISTRICT OF NANAIMO**  
By its authorized signatories

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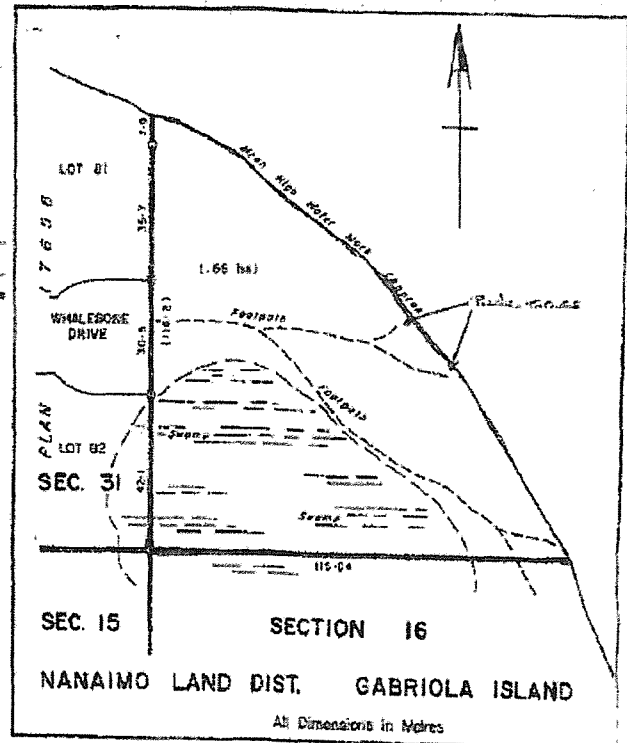
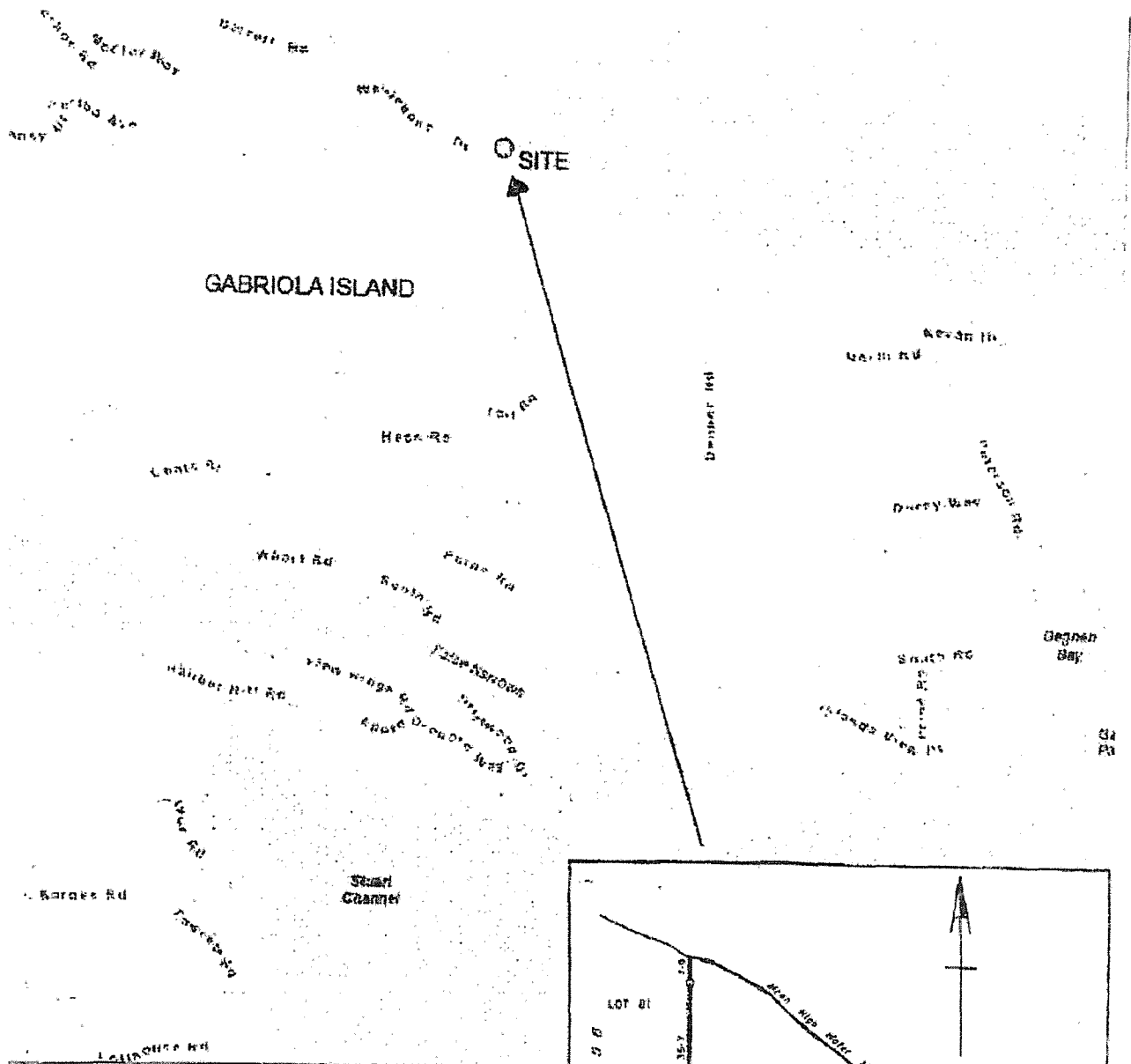
Authorized Signatory

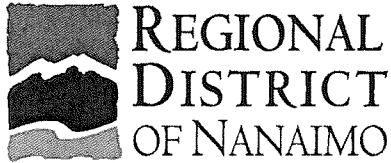
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Authorized Signatory

LEGAL DESCRIPTION SCHEDULE

LEGAL DESCRIPTION: That parcel or tract of unsurveyed Crown land lying in the vicinity of Section 31, Gabriola Island, Nanaimo District, shown outlined on page 19, containing 0.62 hectares, more or less





RDN REPORT		<del>DA</del>
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**STAFF REPORT**

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

**DATE:** May 21, 2015

**FROM:** Chris Midgley  
Manager, Energy and Sustainability

**MEETING:** Board, May 26, 2015

**FILE:** 1025 01 AMU

**SUBJECT:** RDN Asset Management Update

**RECOMMENDATION**

That the Regional District of Nanaimo Asset Management Update report be received for information.

**PURPOSE**

To update the Board on recent asset management activities at the Regional District of Nanaimo (RDN), including receiving a Union of BC Municipalities (UBCM) *Asset Management Planning Program* grant; and to draw attention to the *Federal Leadership in Asset Management Program* (LAMP) led by the Green Municipal Fund (GMF).

**BACKGROUND**

Asset management, as a discipline, has leapt to the forefront of federal, provincial and local government priorities over the last three years. In 2012, the Federation of Canadian Municipalities (FCM) completed its first report card on municipal infrastructure, estimating the nation’s infrastructure gap at almost \$200 billion. In 2014, the new *Administrative Agreement on the Federal Gas Tax Fund in British Columbia* explicitly called out asset management as a key funding priority for capacity building for local governments, and in 2015 the Province of British Columbia followed suit by promoting local government action on asset management with planning grants made available through a Union of British Columbia Municipalities (UBCM) *Asset Management Planning Program*. As a result of this senior government priority to advance asset management practices at the local level, it is anticipated that future senior government funding initiatives will require a commitment to asset management as a requirement for funding, likely in the form of an adopted asset management strategy, policy, and governance framework.

Through the RDN financial planning process, departments within the RDN have always practiced a form of asset management. This process has been important given the total asset value held by the ‘asset-heavy’ departments within the RDN, as shown in Table 1:

**Table 1: Tangible Capital Assets by Service (2014)**

<b>Service</b>	<b>Asset Value<sup>1</sup></b>
General Administration	\$ 4,620,510
Electoral Areas	\$ 21,068
Environmental Services Administration	\$ 208,263
Building Inspection	\$ 30,804
Bylaw Enforcement	\$ 23,358
Community Planning	\$ 28,536
Regional Planning	\$ 197
Emergency Planning	\$ 195,607
Transportation Services	\$ 6,409,798
District 69 Recreation Programming	\$ 2,687
District 69 Arena	\$ 6,944,608
District 69 Aquatic Centre	\$ 5,045,010
Regional & Community Parks	\$ 30,091,805
Fire Protection	\$ 7,070,197
District 68 Emergency 911	\$ 4,856
Solid Waste Management	\$ 22,573,005
Liquid Waste Management	\$ 60,849,502
Sewer Collection Utilities	\$ 11,548,174
Waterworks Utilities	\$ 20,846,201
<b>TOTAL</b>	<b>\$ 176,514,185</b>

<sup>1</sup> *Asset value shown is current depreciated value.*

While it is true that each department within the RDN has historically practiced asset management, the Regional District of Nanaimo as a whole has not. A consequence of this departmental approach has been some duplication of effort across departments, and inconsistent approaches to capital and financial planning, management and decision-making across the organization.

To ensure that RDN assets are managed in a more consistent fashion, allowing for greater stability in capital and financial planning and more informed decision-making; and to enhance interdepartmental information sharing and collaboration on asset management, the RDN issued an RFP in early 2014 to develop an *Integrated Asset Management Strategy* for the organization. Phase 1 of that project requested a *Strategic Framework for Asset Management*, outlining how the RDN as a whole could effectively and efficiently manage its assets in accordance with best practices for life-cycle asset management. Phase 2 requested an *Implementation Plan* for that Framework. Opus International completed the work in January, 2015. The project deliverables will be circulated to the Board of Directors under separate cover, in advance of a Board Briefing session of Asset Management at the RDN.

The *Implementation Plan* provided by Opus lays out a comprehensive multi-year approach to asset management. To make initial progress, staff have moved forward with several key tasks, including:

1. Establishing an Internal Asset Management Working Group with key staff representation from all divisions within the Regional District of Nanaimo;
2. Analyzing items from Year 1 and Year 2 of the *Implementation Plan* to determine which activities best align with ongoing or upcoming corporate-wide initiatives including the Operational and Efficiency Review and the Strategic Planning Process;
3. Completing a follow up Level of Service Workshop with Opus, using the Solid Waste Service as a case study; and
4. Applying for and receiving a \$10,000 UBCM *Asset Management Planning Grant* to assist with high priority Year 1 implementation items including:
  - a. A review of asset data sets for completeness and accuracy;
  - b. Identification of duplication of effort across the organization; and
  - c. Development of an Improvement Plan to collating best available asset information into a consolidated dataset.

The RDN received notification of the successful \$10,000 grant application from UBCM on May 6, 2015, and has approximately one year to complete the work described above.

A separate, Federal asset management program has also been developed under the guidance of the Green Municipal Fund (GMF). The *Leadership in Asset Management Program* or LAMP, is envisioned as a peer-to-peer learning network that is currently seeking ten Anglophone communities across Canada to participate. Based on information available online and through communications with GMF staff, LAMP would bring together ten communities to develop an RFP and ultimately select a consultant from the private, academic or not-for-profit sector. The consultant would then serve as a resource to participating communities as each develops an individual Asset Management Strategy, Policy and Governance Model. The participating communities are expected to contribute an estimated \$32,500 to be matched by the GMF to cover the consultant fees, as well as to cover the travel costs of up to three staff members to meet face-to-face with the entire cohort of participating communities.

As the application process is still underway, it is not known who the ten participating communities would be. Additional resource commitments, including the time and effort required to report on the outcomes of participating in the Federal LAMP program are not known. Participation in other GMF projects suggests that the reporting requirements associated with the LAMP program will be significant.

Given the information available about the LAMP project, the background work on asset management done for the RDN by Opus, a leader in the field of asset management and the \$10,000 in provincial funding received to implement that work, the current view is that RDN resources are better spent advancing recommended asset management practices within the RDN. The LAMP project does not capitalize on existing work and the priorities of this yet-to-be-determined group is unknown.

If periodic consultant reviews are necessary to confirm or correct the RDN's approach, these can be completed as small, professional peer-review contracts estimated in the \$5,000 range. Opus International would be an ideal candidate for such work considering their existing knowledge of current asset management practices at the RDN. In terms of peer-to-peer learning and information sharing, resources would be best spent working locally with member municipalities and neighbouring regional districts to enhance local capacity for asset management, and to build a local knowledge-sharing network for asset management practices.

## **ALTERNATIVES**

There are no alternatives. This report is provided for information purposes only.

## **FINANCIAL IMPLICATIONS**

There are no financial implications directly associated with this report, as it is provided for information, however it is worth highlighting that as a result of efforts to date, staff have secured \$10,000 in funding through the UBCM to advance items outlined in the *Implementation Plan* completed for the RDN by Opus.

It is not recommended that the RDN participate in the Federal LAMP program as it requires an up-front commitment of \$32,500, with unknown additional costs associated with federal reporting requirements.

## **STRATEGIC PLAN IMPLICATIONS**

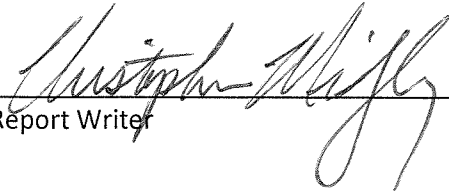
One of the key recommendations in the work completed by Opus, and widely supported throughout asset management literature is to ensure that there is clear alignment between asset management practices and strategic goals and objectives for an organization. Rather than demonstrating alignment of the current work on asset management with the existing strategic plan, it is more advantageous to highlight the fact that two separate but related processes within the RDN are beginning to gain momentum. With \$10,000 in funding in place, resources to move forward with initial asset management implementation items are available. At the same time, the Board of Directors will be embarking on a strategic planning process in 2015. It is expected that the ongoing work to better integrate asset management across the RDN will support strategic directions to deliver services efficiently and sustainably over the long term to residents of the region.

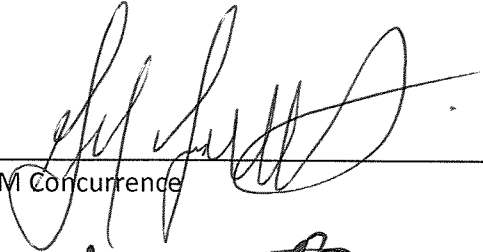
## **SUMMARY**

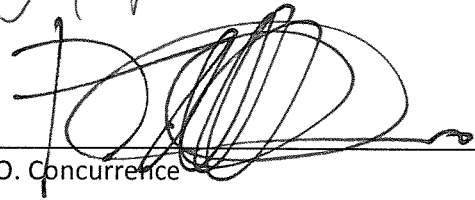
Over the last several years, asset management has become an increasingly prominent priority for federal, provincial and local governments. In early 2015, the Regional District of Nanaimo completed a two-phase asset management project, led by Opus International. That project produced a *Strategic Asset Management Framework* for the RDN, as well as a comprehensive multi-year *Implementation Plan* for that Framework. To assist with moving forward with the *Implementation Plan*, the RDN applied for and secured \$10,000 in provincial funding through a UBCM *Asset Management Planning Program* grant. The Federal government has also initiated an asset management program through the Green Municipal Fund known as LAMP – *Leadership in Asset Management Program*. The GMF program is envisioned as a

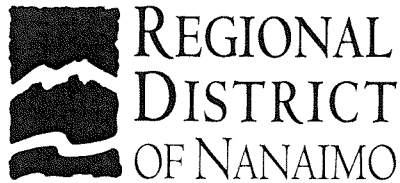


peer-to-peer learning network. Participation would require an up-front commitment of \$32,500 dedicated to hiring a consultant serving ten participating communities, and to cover travel costs for face-to-face meetings. Given the work completed to date by the RDN, participation in the LAMP program is not recommended. Better value can be achieved by working collaboratively with member municipalities and nearby local governments.

  
Report Writer

  
GM Concurrence

  
C.A.O. Concurrence



RDN REPORT		<del>11</del>
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COW		
MAY 19 2015		
RHD		
BOARD	✓	

**STAFF REPORT**

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

**DATE:** May 19, 2015

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

**MEETING:** Board - May 26, 2015

**SUBJECT:** A Bylaw to Secure Long Term Debt for the Town of Qualicum Beach Fire Hall

**RECOMMENDATIONS:**

1. That the Board consent to the borrowing of \$4,644,672 from the Municipal Finance Authority of British Columbia over a 10 year term for the purpose of funding the Town of Qualicum Beach’s Fire Hall construction project.
2. That “Regional District of Nanaimo Security Issuing (Town of Qualicum Beach) Bylaw No. 1729, 2015” be introduced and read three times.
3. That “Regional District of Nanaimo Security Issuing (Town of Qualicum Beach) Bylaw No. 1729, 2015” be adopted.

**PURPOSE:**

To introduce “Regional District of Nanaimo Security Issuing (Town of Qualicum Beach) Bylaw No. 1729, 2015” for three readings and adoption.

**BACKGROUND:**

Town of Qualicum Beach Bylaw No. 695 authorizes the borrowing of \$6.5 million for the construction of a new Fire Hall. The Council of the Town of Qualicum Beach adopted a resolution at its April 25, 2015 regular Council meeting requesting that the Regional District consent to the Town of Qualicum Beach borrowing over a 10 year period and authorized the Regional District to secure \$4,644,672 in borrowing for this project (Attachment 1). On the basis of the resolution, staff have prepared a security issuing bylaw for the Board’s consideration which can be adopted by the Board without further assents or approvals (Attachment 2).

**ALTERNATIVES:**

1. Give “Regional District of Nanaimo Security Issuing (Town of Qualicum Beach) Bylaw No. 1729, 2015” three readings and adopt the bylaw as presented.
2. Take no action on the request.

**FINANCIAL IMPLICATIONS:**

Alternative 1

Under the terms of the bylaw the Regional District and its member municipalities are responsible for repayment of the debt; however, the Town of Qualicum Beach is obligated to raise sufficient funds annually to make the estimated \$520,000 yearly debt payments. The Town of Qualicum Beach has accounted for the debt in its five year plan so that this request is consistent with their budget documents.

Alternative 2


The Regional District could determine that it is not in the best interests of the region to secure these borrowings. Staff are not aware of any reason to do so and recommend proceeding to adopt the bylaw.


**STRATEGIC PLAN IMPLICATIONS:**

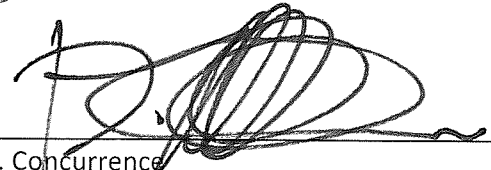
N/A

**SUMMARY/CONCLUSIONS:**

Following the procedures for securing long term debt, the Town of Qualicum Beach has adopted a resolution authorizing the Regional District to prepare a bylaw to secure \$4,644,672 for the purpose of the constructing a new Fire Hall. Bylaw No. 1729 is introduced for this purpose and may be adopted without further assents or approvals. Staff recommend proceeding with the bylaw as presented.

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

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

  
\_\_\_\_\_  
C.A.O. Concurrence



RECEIVED  
MAY 14 2015  
REGIONAL DISTRICT  
NANAIMO  
201 - 660 Primrose St.

**TOWN OF QUALICUM BEACH**  
INCORPORATED 1942

P.O. Box 130  
Qualicum Beach, B.C.  
V9K 1S7

Telephone: (250) 752-6921

Fax: (250) 752-1243

E-mail: [qbtown@qualicumbeach.com](mailto:qbtown@qualicumbeach.com)

Website: [www.qualicumbeach.com](http://www.qualicumbeach.com)

May 4, 2015

Matt O'Halloran, Legislative Coordinator  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

[mohalloran@rdn.bc.ca](mailto:mohalloran@rdn.bc.ca)



Dear Matt:

**Town of Qualicum Beach Council Resolution  
& Town of Qualicum Beach Fire Hall Loan Authorization Bylaw No. 695, 2014**

Further to your conversation with our office, please be advised that the Town of Qualicum Beach Council at their April 25, 2015 regular Council meeting passed the following motion:

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2015 Fall Borrowing Season, \$4,644,672 as authorized through "Town of Qualicum Beach Fire Hall Loan Authorization Bylaw No. 695, 2014"; AND FURTHER THAT the Regional District of Nanaimo be requested to consent to the Town of Qualicum Beach borrowing over a 10 year period and include the borrowing in the RDN Security Issuing Bylaw.

In addition to the above motion, please find enclosed a certified copy of the Town of Qualicum Beach Loan Authorization Bylaw No. 695, 2014 for your records.

Thank you for your assistance.

Sincerely,

John K. Marsh, CMA  
Financial Administrator/Deputy CAO  
Town of Qualicum Beach

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cc- Jacquie Hill, Manager of Administrative Services, [jhill@rdn.bc.ca](mailto:jhill@rdn.bc.ca)



TOWN OF QUALICUM BEACH  
BYLAW NO. 695

A BYLAW TO AUTHORIZE THE BORROWING OF FUNDS TOWARDS THE  
CONSTRUCTION OF A NEW FIRE HALL

WHEREAS, Section 179(1)(a) of the *Community Charter* provides that Council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing for any purpose of a capital nature;

AND WHEREAS, Council proposed to borrow the funds necessary for the construction of a new Fire Hall;

NOW THEREFORE, the Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to borrow upon the credit of the municipality a sum not exceeding Six Million, Five Hundred Thousand Dollars (\$6,500,000) towards the construction of a new Fire Hall.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.
3. This bylaw may be cited as the "Town of Qualicum Beach Fire Hall Loan Authorization Bylaw No. 695, 2014"

READ A FIRST TIME this 29<sup>th</sup> day of September, 2014.

READ A SECOND TIME this 6<sup>th</sup> day of October, 2014.

READ A THIRD TIME this 6<sup>th</sup> day of October, 2014.

RECEIVED THE APPROVAL of the Inspector of Municipalities this 24<sup>th</sup> day of November, 2014.

ADOPTED this 12<sup>th</sup> day of January, 2015.

  
Teunis Westbroek, Mayor

  
Heather Svensen, Corporate Administrator

I hereby certify that this is a true and correct copy of the original document that has not been changed in any way.

73

  
CLERK

**Attachment 2**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1729**

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

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the Town of Qualicum Beach is a member municipality of the Regional District of Nanaimo (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 824 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw;

<b>Municipality</b>	<b>L/A Bylaw No.</b>	<b>Purpose</b>	<b>Amount Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue (Yrs.)</b>	<b>Amount of Issue</b>
Town of Qualicum Beach	695	Fire Hall	\$6,500,000	nil	\$6,500,000	10	\$4,644,672
Total Financing pursuant to Section 824							<u>\$ 4,644,672</u>

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

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

1. The Regional Board hereby consents to financing the debt of the Town of Qualicum Beach in the amount of Four Million Six Hundred Forty Four Thousand Six Hundred and Seventy Two Dollars (\$4,644,672) in accordance with the following terms.
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Four Million Six Hundred Forty Four Thousand Six Hundred and Seventy Two Dollars (\$4,644,672) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$4,644,672 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the Director of Finance of the Regional District, on behalf of the Regional District and under its seal, shall at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chairperson and the Director of Finance of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.

8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of Town of Qualicum Beach Bylaw No. 695, there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Regional District of Nanaimo Security Issuing (Town of Qualicum Beach) Bylaw No. 1729, 2015".

Introduced and read three times this    day of            , 2015

Adopted this    day of    , 2015

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CHAIRPERSON

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CORPORATE OFFICER



Schedule 'A' to accompany "Regional District of Nanaimo Security Issuing (Town of Qualicum Beach) Bylaw No. 1729, 2015"

\_\_\_\_\_  
Chairperson

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

CANADA  
PROVINCE OF BRITISH COLUMBIA

AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1729 cited as "Regional District of Nanaimo Security Issuing (Town of Qualicum Beach) Bylaw No. 1729, 2015". This Agreement is sealed with the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Director of Finance thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Finance

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia



RDN REPORT	
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<b>DATE:</b> May 11, 2015	

**STAFF REPORT**

**TO:** Jeremy Holm  
Manager, Current Planning

**MEETING:** Board - May 26, 2015

**FROM:** Lainya Rowett  
Senior Planner

**FILE:** PL2014-095 & PL2014-098

**SUBJECT:** OCP and Zoning Amendment Applications No. PL2014-095 & PL2014-098  
Lot A, Section 3, Range 8, Cranberry District, Plan VIP54591  
2930 Trans Canada Highway – Electoral Area ‘A’  
Amendment Bylaws 1620.03, 2015 and 500.397, 2015 – Adoption

**RECOMMENDATIONS**

1. That “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Amendment Bylaw No. 1620.03, 2015” be adopted.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015” be adopted.

**PURPOSE**

To consider “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Amendment Bylaw No. 1620.03, 2015” and “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015” for adoption.

**BACKGROUND**

The Regional District of Nanaimo has received an application from Jack Anderson on behalf of Judith Stauffer in order to permit the redevelopment of a non-conforming restaurant (Country Kitchen) which was lost due to a fire in May 2014. The applicant proposes to amend the Official Community Plan (OCP) and zoning boundaries to align with the parcel boundaries, including a portion (approximately 650 m<sup>2</sup>) of Beck Road and Trans Canada Highway which is proposed to be closed and consolidated within the subject property. The applicant proposes to re-designate portions of the property and adjacent road area from Rural to Commercial use; to extend the boundary of the South Wellington Industrial-Commercial Development Permit Area to align with the proposed parcel boundaries; and to rezone the parcel and adjacent road area from Rural 4 Zone and Commercial 5 Zone, Subdivision District ‘D’ to Beck Road Comprehensive Development (CD50) Zone, Subdivision District ‘D’ to allow the proposed restaurant and limited commercial uses.

Amendment Bylaws No. 1620.03 and 500.397 were introduced and given first and second reading on January 27, 2015 (see Attachments 1 and 2). A Public Hearing was held for both Bylaws on April 20, 2015 and the Bylaws received third reading on April 28, 2015. The Ministry of Transportation and Infrastructure approved the Amendment Bylaw 500.397 on May 5, 2015.

Following the close of a public hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

**ALTERNATIVES**

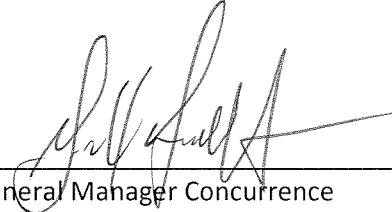
1. To adopt "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015" and "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015".
2. To not approve the Amendment Bylaws and provide alternate direction.

**SUMMARY/CONCLUSIONS**

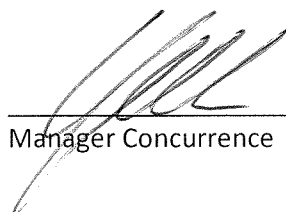
The proposed Amendment Bylaws No. 1620.03 and 500.397 would re-designate and rezone the subject property in order to permit the re-development of a non-conforming restaurant (Country Kitchen) which was lost due to a fire in May of 2014. The Amendment Bylaws were introduced and read two times on January 27, 2015, proceeded to Public Hearing on April 20, 2015, and received third reading on April 28, 2015. Amendment Bylaw 500.397 was approved by the Ministry of Transportation and Infrastructure on May 5, 2015. Given that there are no conditions of approval to be met, staff recommends that the Board adopt Amendment Bylaws No. 1620.03, 2015 and 500.397, 2015.



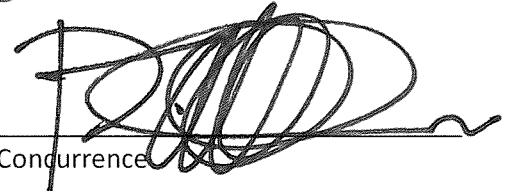
\_\_\_\_\_  
Report Writer



\_\_\_\_\_  
General Manager Concurrence



\_\_\_\_\_  
Manager Concurrence



\_\_\_\_\_  
CAO Concurrence

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.397**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015”.

B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after CD50 Zone:

Beck Road Comprehensive Development Zone 50

2. By adding Section 3.4.150 (CD50)

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.

3. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

Lot A, Section 3, Range 8, Cranberry District, Plan VIP54591 and adjacent portions of  
Trans Canada Highway and Beck Road

from Rural 4 (RU4), Subdivision District ‘D’ to Beck Road Comprehensive Development Zone 50  
(CD50), Subdivision District ‘D’.

Introduced and read two times this 27th day of January 2015.

Public Hearing held this 20th day of April, 2015.

Read a third time this 28th day of April 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 5th day of May 2015.

Adopted this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Chairperson

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

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.397, 2015".

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Chairperson

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Corporate Officer

### Schedule '1'

Section 3.4.150

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## BECK ROAD COMPREHENSIVE DEVELOPMENT ZONE 50

CD50

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### 3.4.150.1 Permitted Uses

#### Permitted Uses

- a) Neighbourhood Pub
  - b) Residential Use
  - c) Restaurant
  - d) Tourist Information Booth
  - e) Tourist Store
- 

### 3.4.150.2 Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Floor Area Ratio	0.40
Height	10.0 m
Parcel coverage	40%

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### 3.4.150.3 Minimum Setback Requirements

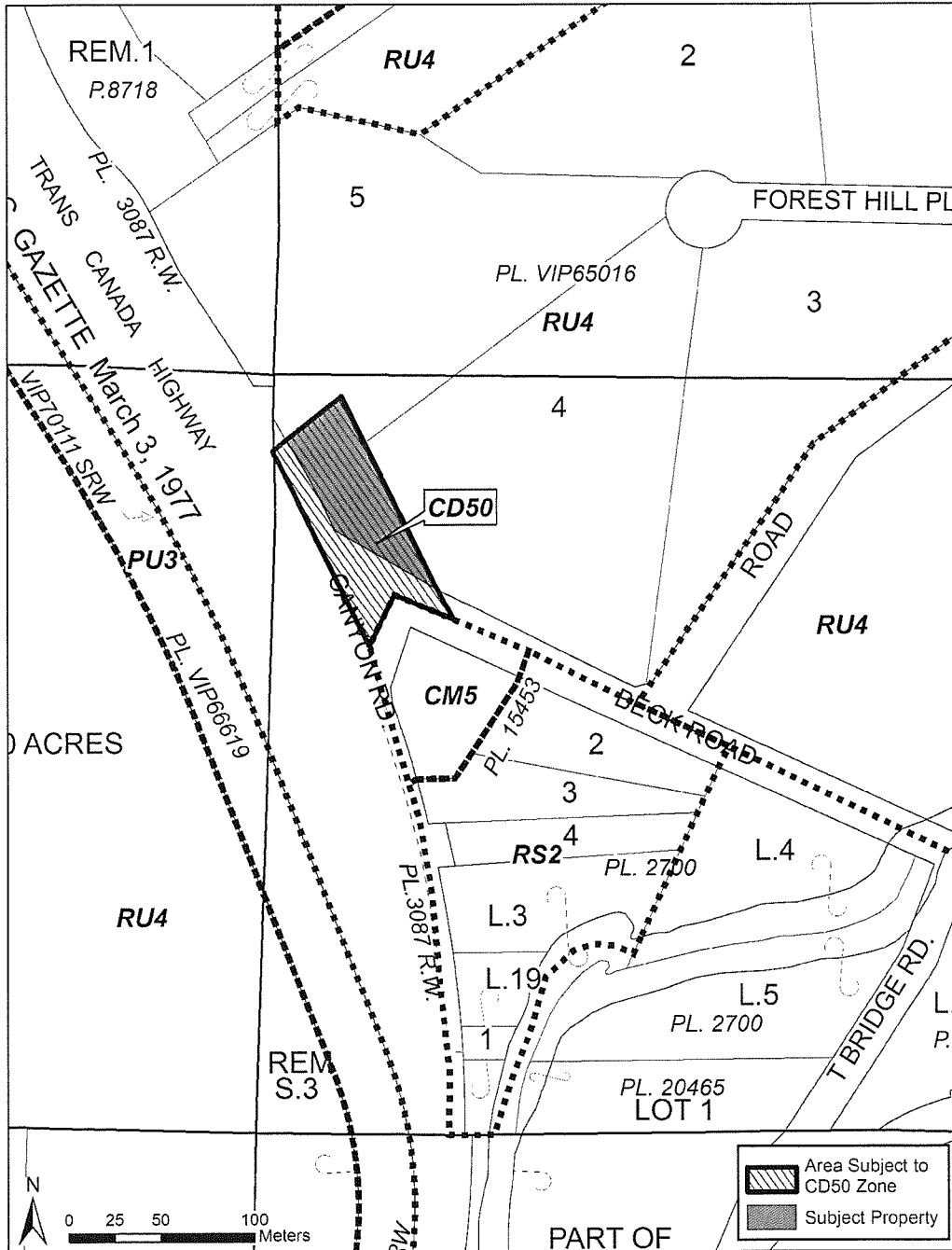
For all buildings and structures unless otherwise set out in Part 3 Land Use Regulations:

Front lot line	8.0 m
Other lot lines	5.0 m

\_\_\_\_\_  
Chairperson

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

Schedule '2'



**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1620.03**

**A Bylaw to Amend Regional District of Nanaimo Electoral Area 'A'  
Official Community Plan Bylaw No. 1620, 2011"**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.03, 2015".
  
- B. The "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as set out in Schedule 'A' of this Bylaw.

Introduced and read two times this 27th day of January 2015.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this 27th day of January 2015.

Public Hearing held pursuant to Section 890 of the *Local Government Act* this 20th day of April, 2015.

Read a third time this 28th day of April 2015.

Adopted this \_\_\_ day of \_\_\_\_\_ 20 \_\_.

\_\_\_\_\_  
Chairperson

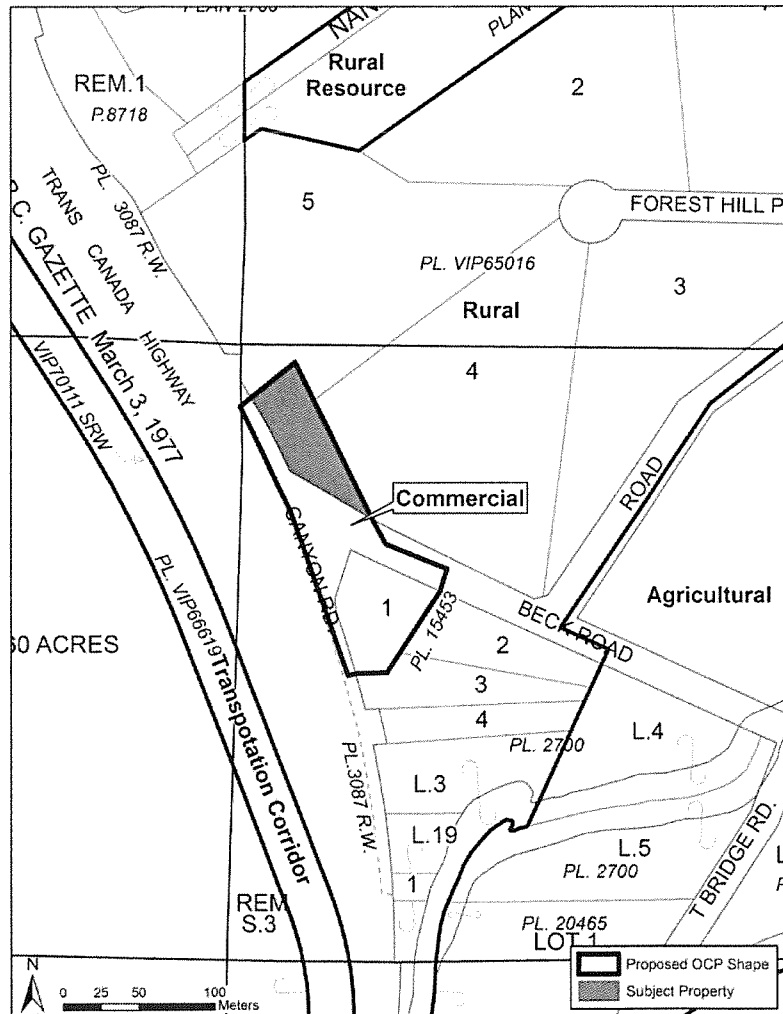
\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chairperson

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Corporate Officer

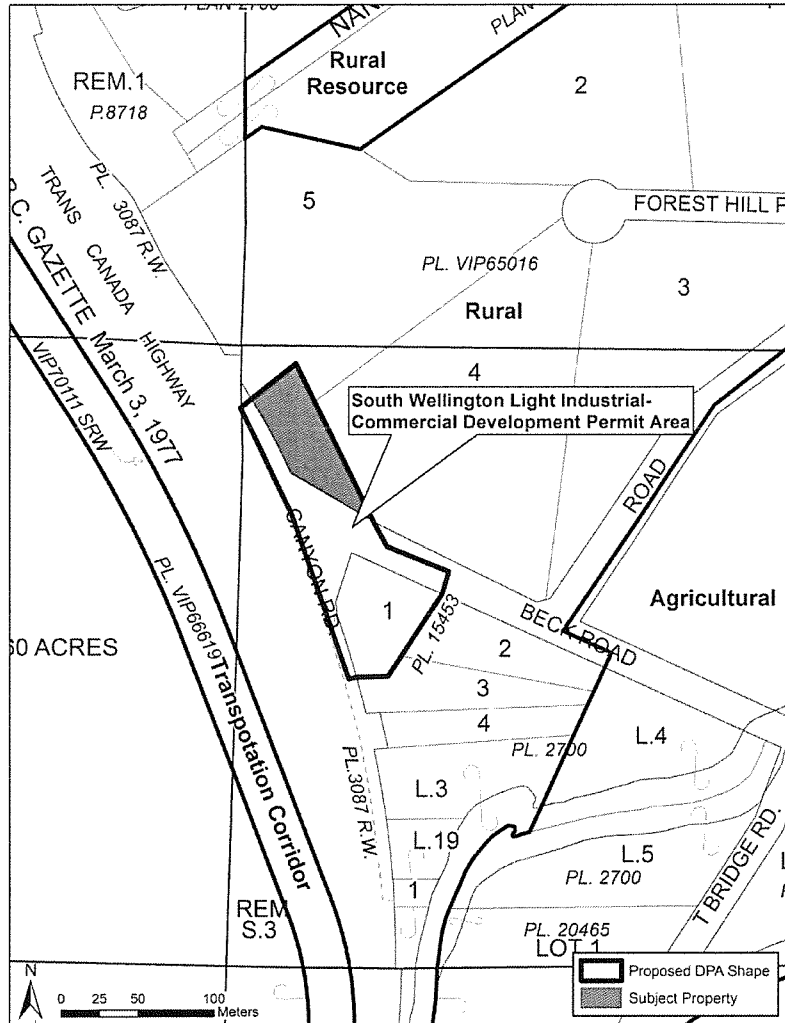
### Schedule 'A'

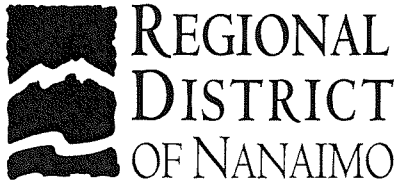
1. "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as follows:
  - a) On "Map No. 3 Land Use Designations and Growth Containment Boundaries", by expanding the "Commercial" designation to include the lands legally described as Lot A, Section 3, Range 8, Cranberry District, Plan VIP54591 and adjacent portions of Trans Canada Highway and Beck Road as illustrated in the map below and contained in this Schedule:





- b) On "Map No. 10 Development Permit Areas for the Purpose of Form & Character and Protecting Farm Land", by expanding the "South Wellington Light Industrial – Commercial Development Permit Area" designation to include the lands legally described as Lot A, Section 3, Range 8, Cranberry District, Plan VIP54591 and adjacent portions of Trans Canada Highway and Beck Road as illustrated in the map below and contained in this Schedule:





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**STAFF REPORT**

**TO:** Jeremy Holm  
Manager, Current Planning

**DATE:** May 13, 2015

**FROM:** Angela Buick  
Planner

**MEETING:** Board – May 26, 2015

**FILE:** PL2014-092

**SUBJECT:** Zoning Amendment Application No. PL2014-092 - Allsbrook Estates Ltd. BC 912782  
Lot A, District Lot 115, Nanoose District, Plan EPP46196  
Evergreen Way (Errington) - Electoral Area 'F'  
Amendment Bylaw 1285.24, 2015 - Adoption

**RECOMMENDATION**

That the "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" be adopted.

**PURPOSE**

To consider "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" for adoption.

**BACKGROUND**

A zoning amendment application has been received from Fern Road Consulting Ltd. on behalf of Allsbrook Estates Ltd. to rezone the subject property in order to facilitate a future 3-lot subdivision. Amendment Bylaw No. 1285.24 was introduced and given first and second reading on January 27, 2015. This was followed by a Public Hearing held on February 11, 2015. The Ministry of Transportation and Infrastructure approved the Bylaw on March 10, 2015. See Attachment 1 for Amendment Bylaw No 1285.24.

Following the close of a public hearing, no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing, eligible Board members may vote on the Bylaw.

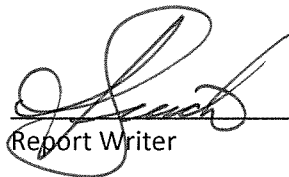
As a condition of rezoning approval, and prior to the adoption of the Bylaw, the applicant was required to register a *Land Title Act* Section 219 Covenant on title to secure the items outlined on Attachment 2 – Conditions of Approval. As the applicant has satisfied the Conditions of Approval, the Bylaw can now be presented to the Board for consideration of adoption.

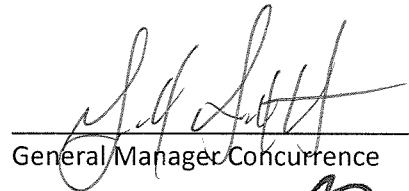
**ALTERNATIVES**

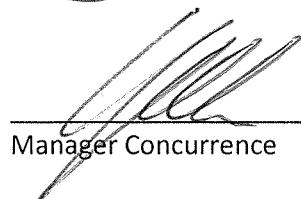
1. To adopt "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015".
2. To not approve "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015".

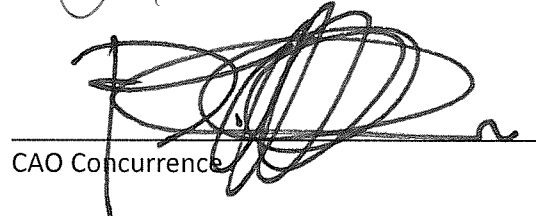
**SUMMARY/CONCLUSIONS**

The proposed Amendment Bylaw No. 1285.24 would rezone the subject property from A-1 (Agriculture 1) to Rural 4 (R-4) to facilitate a 3-lot subdivision. The Amendment Bylaw was introduced and read two times on January 27, 2015, proceeded to a Public Hearing on February 11, 2015, and received Third Reading on February 24, 2015. The Amendment Bylaw was approved by the Ministry of Transportation and Infrastructure on March 10, 2015, following which, the applicant has completed the Conditions of Approval. Given that the applicant has completed the Conditions of Approval, staff recommend that the Board adopt Amendment Bylaw No. 1285.24, 2015.

  
Report Writer

  
General Manager Concurrence

  
Manager Concurrence

  
CAO Concurrence

**Attachment 1**  
**Proposed Amendment Bylaw No. 1285.24, 2015**

**REGIONAL DISTRICT OF NANAIMO**  
**BYLAW NO. 1285.24**

**A Bylaw to Amend Regional District of Nanaimo**  
**Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015".
- B. "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
  - 1. Under SECTION 2 – GENERAL REGULATIONS, 2.18 Secondary Suites, 1, by inserting ", R-4" after "R-3".
  - 2. Under SECTION 4 – ZONES, by adding the following zoning classification and corresponding short title after Section 4.15 R-3 (Village Residential 3):

Section 4.15A, R-4 – (Rural 4)
  - 3. By adding Section 4.15A, (R-4 – Rural 4) as shown on Schedule '1' which is attached to and forms part of this Bylaw.
  - 4. By rezoning the lands shown on the attached Schedule '2' and legally described as Lot A, District Lot 115, Nanoose District, Plan EPP 46196 from A-1 (Agriculture 1) to R-4 (Rural 4).

Introduced and read two times this 27th day of January, 2015.

Public Hearing held this 11th day of February, 2015.

Read a third time this 24th day of February, 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 10th day of March, 2015

Adopted this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chairperson

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

\_\_\_\_\_  
Chairperson

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

**Schedule '1'**

<b>R-4 – RURAL 4</b>	<b>SECTION 4.15A</b>
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**4.15A.1 Permitted Principal Uses**

- a) Dwelling Unit
- b) Farm Use

**4.15A.2 Permitted Accessory Uses**

- a) Accessory Buildings and Structures
- b) Home Based Business
- c) Secondary Suite

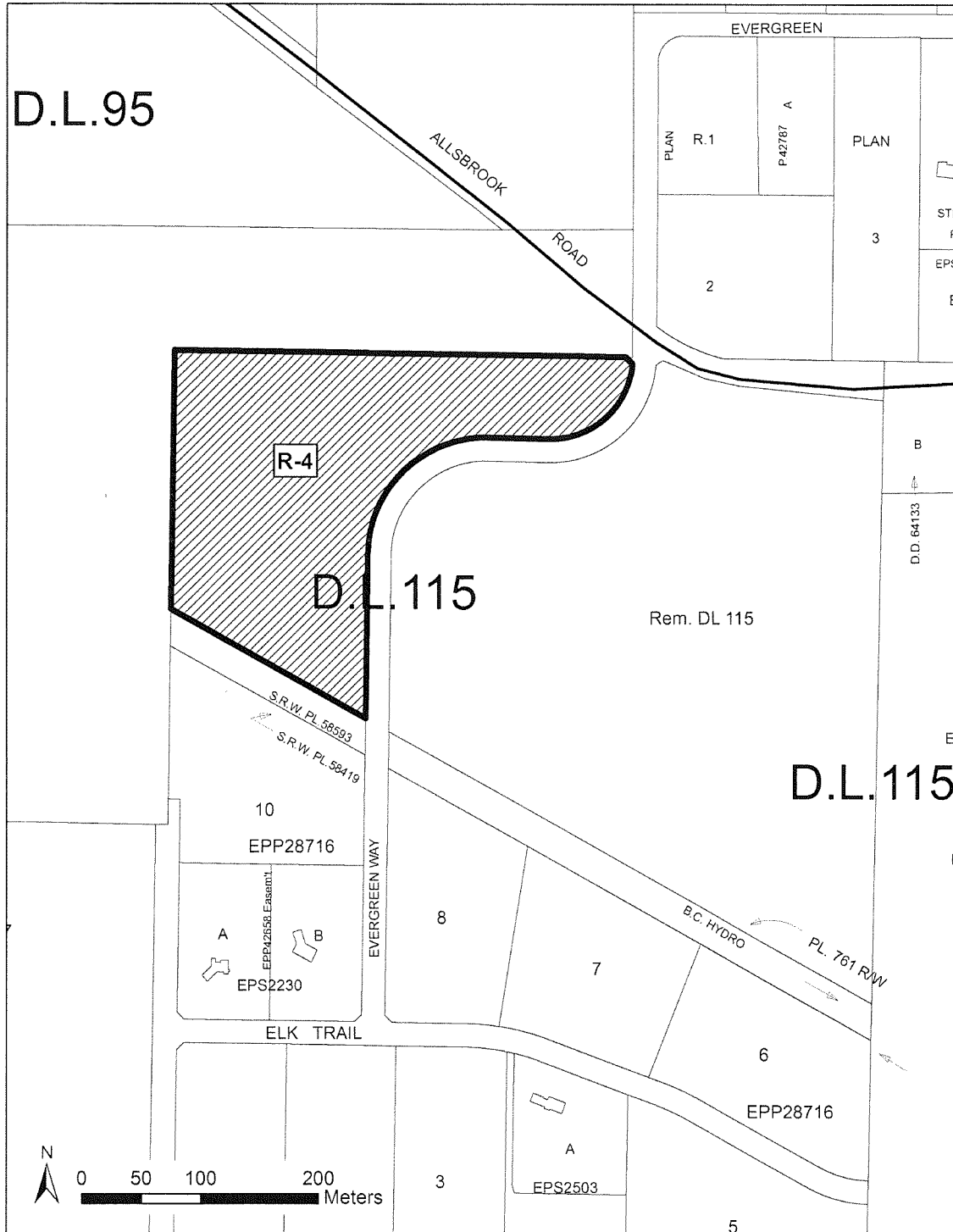
**4.15A.3 Regulations Table**

Categories	Requirements
a) Maximum Density	1 Dwelling Unit per ha to a maximum of 2 Dwelling Units per lot
b) Minimum Lot Size	2 ha
c) Minimum Lot Frontage	80 metres
d) Maximum Lot Coverage	10 %
e) Maximum Building and Structure Height	10 metres
f) Minimum Setback Requirement for all buildings and structures i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
g) Minimum Setback Requirement for buildings and structures housing livestock or storing manure i) All Lot Lines	30.0 metres
h) Minimum Setback Requirement to the Agricultural Land Reserve Boundary i) Dwelling Unit and Secondary Suites ii) Accessory buildings and structures	30.0 metres 15.0 metres
i) General Regulations	Refer to Section 2 – General Regulations

Chairperson

Corporate Officer

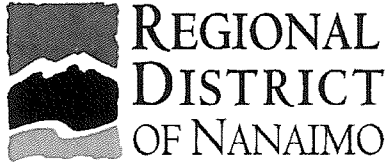
Schedule '2'



## **Attachment 2 Conditions of Approval**

The following is required prior to the "Regional District of Nanaimo Area Electoral 'F' Zoning and Subdivision Amendment Bylaw No. 1285.24, 2015" being considered for adoption:

1. The applicant shall register a Section 219 covenant on the property title requiring the preservation and maintenance, and if required the installation, of a 15.0 metre vegetative buffer with a height of at least 6.0 metres along the ALR boundary to the north and west of the subject property in accordance with the Ministry of Agriculture's - Guide to Edge Planning. The Section 219 covenant should include conditions that if the existing forest cover is insufficient to provide a buffer; fencing is to be installed along the property line bordering the ALR. Moreover, the Section 219 covenant shall also include a disclosure statement, in accordance with the Ministry of Agriculture's Guide to Edge Planning, indicating the potential for nearby farming activity on ALR lands.
2. The applicant shall register a Section 219 covenant on the property title requiring that wells be constructed and tested on each new parcel, and a report submitted to the RDN, prior to final approval of subdivision.
3. The applicant shall register a Section 219 Covenant to secure the following community amenity contribution options with the final community amenity contribution to be determined through subdivision application review and provided prior to the earlier of final approval of subdivision or the end of October 2015:
  - a. \$6000 to be given towards Errington Community Park and/or trail improvements within Electoral Area 'F'; or
  - b. \$10,000 in construction value toward area park improvements or parking improvements for the Englishman River Regional Park to be completed by October 2015, or prior to final approval of subdivision.



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**STAFF REPORT**

**TO:** Jeremy Holm  
Manager, Current Planning

**DATE:** May 20, 2015

**FROM:** Angela Buick  
Planner

**MEETING:** BOARD – May 26, 2015

**FILE:** PL2014-087

**SUBJECT:** Zoning Amendment Application No. PL2014-087  
Lot 1 District Lot 90 Newcastle District Plan EPP41641  
Horne Lake Road and Inland Island Highway - Electoral Area 'H'  
Amendment Bylaw 500.398– Third Reading

**RECOMMENDATIONS**

1. That the report of the Public Hearing held on May 19, 2015 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015”, be received.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015” be read a third time.

**PURPOSE**

To receive the report summarizing the minutes and submissions received at the Public Hearing held on May 19, 2015, and to consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015” for third reading.

**BACKGROUND**

The Regional District of Nanaimo has received an application from Fern Road Consulting Ltd. on behalf of Huock Estates Ltd. to rezone the subject property from Rural 1 (RU1) zone, Subdivision District ‘B’ to Rural 6 (RU6) zone, Subdivision District ‘D’ in order to facilitate a 5-lot subdivision. Amendment Bylaw No. 500.398 was introduced and given first and second reading on April 28, 2015 (see Attachment 4). This was followed by a Public Hearing held on May 19, 2015. The summary of the minutes and submissions is attached for the Board’s consideration (see Attachment 1).

Following the close of the Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

**ALTERNATIVES**

1. To receive the report of the Public Hearing and give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015”
2. To receive the report of the Public Hearing and to not give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015”



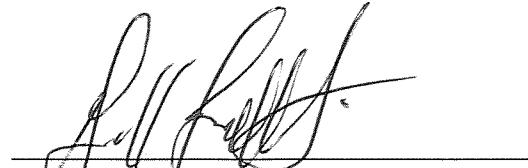
**SUMMARY/CONCLUSIONS**

The applicant proposes to rezone the subject property from Rural 1 (RU1) zone, Subdivision District 'B' to Rural 6 (RU6) zone, Subdivision District 'D' in order to facilitate a 5-lot subdivision. The Amendment Bylaw was introduced and given first and second reading on April 28, 2015, and preceded to Public Hearing on May 19, 2015. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board's consideration of the Bylaw for adoption (see Attachment 2). Staff recommends that Amendment Bylaw No. 500.398, 2015 be considered for third reading.




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Report Writer




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General Manager Concurrence



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Manager Concurrence



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CAO Concurrence

**Attachment 1  
Summary of the Public Hearing**

**Held at Lighthouse Community Centre  
240 Lions Way, Qualicum Beach  
May 19, 2015 at 6:30 pm**

**To Consider Regional District of Nanaimo Land Use and Subdivision  
Amendment Bylaw No. 500.398, 2015**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Bill Veenhof, Chair	Electoral Area 'H' Director
Michael Recalma, Alternate Director	Electoral Area 'H'
Jeremy Holm, RDN	Manager of Current Planning
Angela Buick, RDN	Planner
Helen Sims, Fern Road Consulting Ltd.	Agent
Rachel Hamling, Fern Road Consulting Ltd.	Agent
Ed Hughes	Subject Property Owner

Eleven members of the public attended the meeting.

The Chair called the Hearing to order at 6:30 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the Hearing.

Angela Buick provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 500.398, 2015.

No written submissions were received at the hearing. The following comments were received.

Paul Christensen, 2715 Turnbull Road, expressed full support of the application.

Lesley Ferris, 430 Grovehill Road, requested clarification on the Community Amenity Contribution.

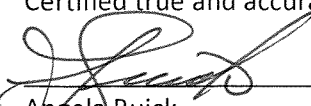
Angela Buick, RDN Staff, clarified.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:45 pm.

Certified true and accurate this 20<sup>th</sup> day of May, 2015.

  
\_\_\_\_\_  
Angela Buick  
Recording Secretary

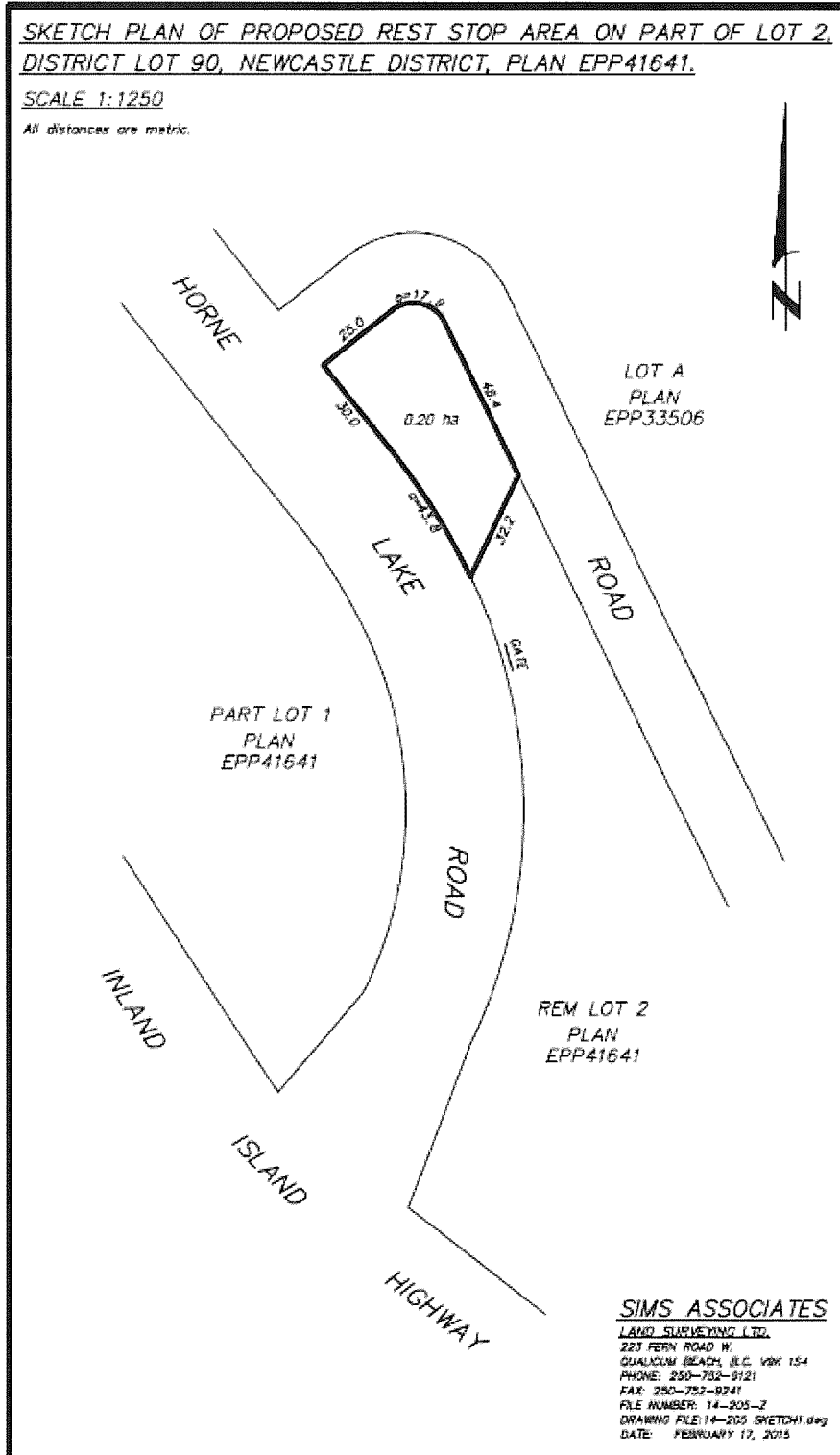
**Attachment 2**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015” being considered for adoption:

1. The following items must be secured through registration of a *Land Title Act* Section 219 covenant on the title of all lots adjoining ALR lands:
  - a. No habitable buildings shall be constructed within 30.0 metres of the ALR boundary.
  - b. No vegetation removal and maintenance of a 15.0 metre buffer along the northern lot line adjoining the ALR boundary (this will apply to proposed Lot E only following subdivision approval), and;
  - c. The covenant is to include a disclosure statement, in accordance with the Ministry of Agriculture's Guide to Edge Planning, indicating the potential for nearby farming activity on ALR lands.
2. The applicant shall register a Section 219 covenant on the property title requiring a 15.0 metre setback for all buildings and structures (with the exception of sound attenuation fencing) along property boundaries adjacent to the Inland Island Highway (Hwy 19).
3. The applicant shall register a Section 219 covenant on the property title requiring that the development shall be in general compliance with the proposed Plan of Subdivision, that no bare land strata subdivision as per the *Strata Property Act* shall be permitted and that no parcel less than 2.0 hectares in area be created through subdivision of the lands. Notwithstanding this, the permitted land uses and further subdivision of the lands are subject to change based on future amendments to the Area ‘H’ Official Community Plan and/or Zoning Bylaws. In such circumstances, the covenant shall not restrict the owners from any uses and further subdivision (including bare land strata) that are in compliance with the amended Area ‘H’ OCP and applicable zoning regulations, and the parties agree to modify the covenant accordingly.
4. The applicant shall register a Section 219 covenant on the property title requiring that wells be constructed and tested consistent with RDN Policy B1.21, on each new parcel, and a report submitted to the RDN, prior to final approval of subdivision.
5. The applicant shall register a Section 219 covenant on title to the subject property and Lot 2, EPP41641 as required to secure the following community amenity contribution options with the final community amenity contribution to be determined through subdivision application review:
  - a. A portion of land in the amount of 0.2 ha in size for the intended future use as a rest area is to be provided concurrent with final approval of subdivision, where the preferred location of the land as identified on Attachment 3, or as otherwise mutually agreed upon by the property owner, the Regional District of Nanaimo and the Ministry of Transportation and Infrastructure; or
  - b. \$5,000 towards park improvements within Electoral Area ‘H’ in the Horne Lake area prior to final approval of subdivision.

Attachment 3

Proposed location of Land to be donated as a Community Amenity Contribution



**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.398, 2015**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.398, 2015”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as:

Lot 1 District Lot 90 Newcastle District Plan EPP41641

From Rural 1 (RU1) Subdivision District ‘B’ to Rural 6 (RU6) Subdivision District ‘D’

Introduced and read two times this 28th day of April, 2015.

Public Hearing held this 19th day of May, 2015.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20XX.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_ day of \_\_\_\_\_ 20XX.

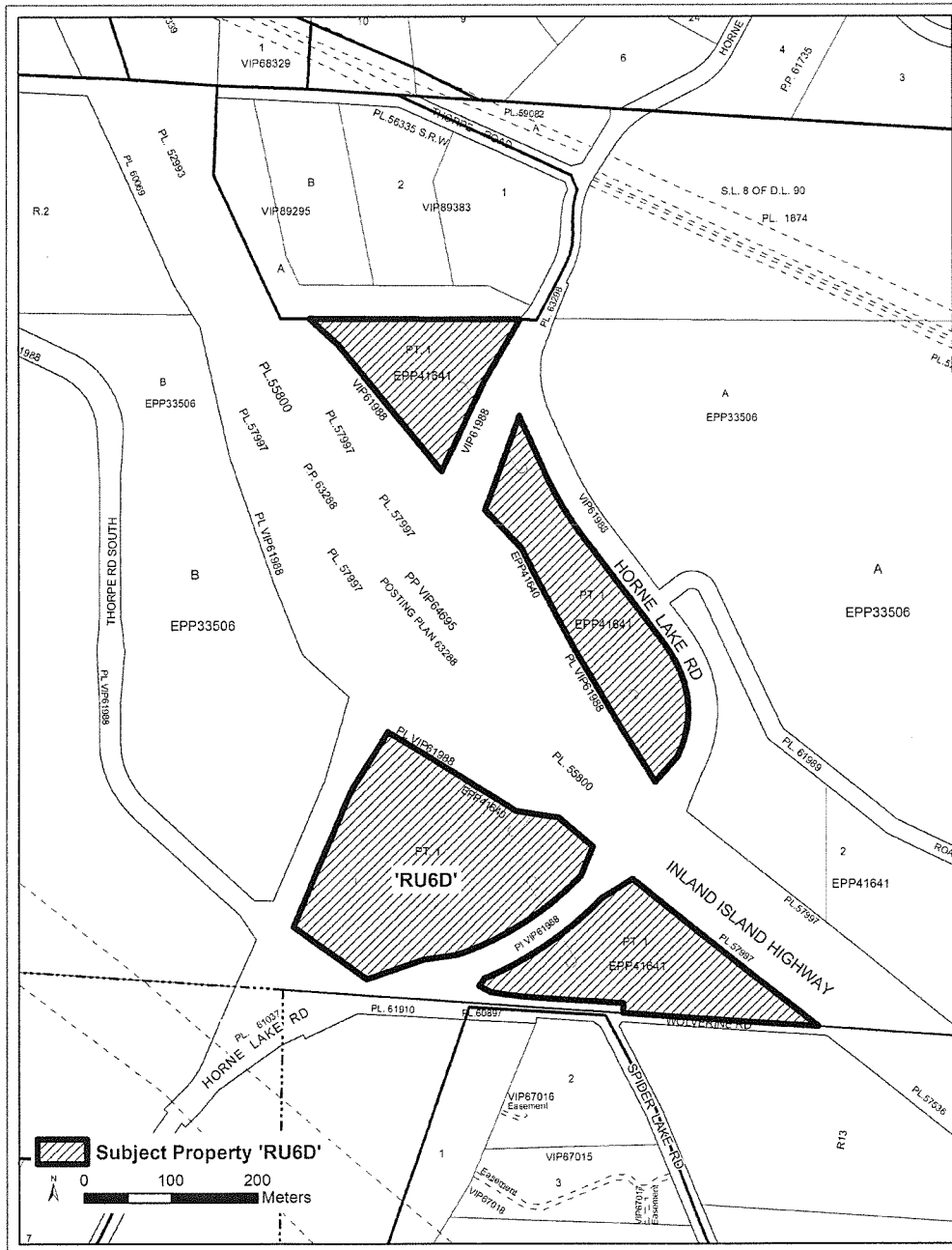
\_\_\_\_\_  
Chairperson

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

\_\_\_\_\_  
Chairperson

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

Schedule '1'



<b>TO:</b>	Board of Directors	<b>DATE:</b>	May 20, 2015
<b>FROM:</b>	Paul Thorkelsson Chief Administrative Officer	<b>MEETING:</b>	May 26, 2015 – Board Meeting
		<b>FILE:</b>	
<b>SUBJECT:</b>	2016 – 2019 RDN Board Strategic Planning Process		

**RECOMMENDATIONS**

1. That the Board receive for information the results from the survey of Directors regarding the Board Strategic Plan and the RDN strategic planning process as included in the Appendices to this Staff Report. *(The appendices will be circulated separately.)*
2. That the CAO be directed to engage a professional facilitator to work with the Board in finalizing the strategic planning process for the 2016-2019 Board Strategic Plan, and to prepare the planning sessions for the Fall of 2015.
3. That a strategic planning processes established by the RDN Board generally follow the process outlined in the Staff report including the “dual stream” approach to strategic planning for the Electoral Areas and the Board.
4. That as part of the Executive Committee’s review of, and amendments to, the RDN Board Procedure Bylaw a reconsideration of the structure of the Electoral Area Planning Committee, as outlined in this report and refined during the strategic planning process, be undertaken for adoption by the Board.
5. That following the completion of the 2016-2019 Board Strategic Plan, Staff be directed to develop a Strategic Planning Process Policy for consideration and adoption by the Board.

**PURPOSE**

This report provides an overview of the information collected from the RDN Board of Directors in relation to the strategic planning process in the RDN and provides a general framework and recommendations for the revitalization of the strategic planning process at the RDN for consideration by the RDN Board.

## BACKGROUND

The Board Strategic Plan has consistently provided key and central direction to the work, activities and priorities of the Regional District of Nanaimo. The process for developing the Board's Strategic Plan has developed iteratively and interactively over the past two decades and has consistently developed a consensus based Board Strategic Plan that has provided bold thinking characterized by sustainability and environmental leadership while responding to the over-lying priority of fiscal responsibility.

Following the adoption of the current Board Strategic Plan, "Working Together for a Resilient Future – 2013-2015 Board Strategic Plan", concerns have been raised by a number of Electoral Area Directors that the adopted Strategic Plan did not adequately address the issues, goals and priorities of the Electoral Areas within the document. More disconcertingly, the 2013-2015 Strategic Plan has been referred to by some as a "staff driven plan". This is a significant concern and one that must be directly addressed in the current process to review/revise and adopt a new Board Strategic Plan for 2016-2019.

The Board Strategic Plan is an extremely important document to the RDN as it provides overarching direction to staff as we develop programs, project initiatives, and other actions for the Board to consider in addressing their established priorities. This includes the annual review and development of the departmental work plans and the Annual Budget that reflects those plans. The Strategic Plan is a Board driven document. While staff have had the responsibility for compiling the information from the planning sessions and developing the final physical form of the document, the priorities, direction and actions expressed in the plan are the Board's, for staff to implement.

At the June 24, 2014 meeting of the RDN Board, the following resolution (Resolution 14-484) was passed:

*"That staff be directed to re-evaluate (the) Regional District of Nanaimo Strategic Planning process so as to create a plan that is annually updated, is a living document (lives beyond the election), is adaptable to change, and responds to the needs of Regional District of Nanaimo constituents."*

Based on this direction from the Board, staff has spent a considerable amount of time reviewing strategic plans and processes in other organizations, reviewing the current plan and the established review process at the RDN against all available best practices. Apparent in that review and comparison is that the RDN Board Strategic Plan, and the processes aimed at developing and implementing the Strategic Plan developed at the RDN over the past 20-years, are exemplary and largely address the priorities for re-evaluation as described in the Board's direction from June 2014. In fact, experts in the field of strategic planning in local government, when reviewing the current plan as evidence of the RDN process, have commented on the current plan as being the best seen for a regional district and amongst the best overall.

This is not to limit the concerns raised by some Directors regarding the current Strategic Plan and the process to develop the plan, but it does place the RDN plans and processes in a broader context amongst those of other jurisdictions.

If it is nothing else, the RDN is an organization that continually strives for improvement in the provision of effective and efficient services. Staff is similarly interested and motivated to provide the best possible



support for the Board as it develops the renewed strategic plan for this term. To this end, in initiating the review of the strategic planning process as directed by the Board, Staff circulated two surveys to the Directors to gain further understanding of the expectations of the next review process and some early comments regarding Director's views on the contents of the existing Strategic Plan. The results of the surveys have been compiled, are overviewed below and lead to a number of recommendations regarding the strategic planning process going forward.

### **Survey Results – Strategic Plan Content Survey**

There were six respondents to this survey (see Appendix 1). Responding Directors included four Municipal Directors and two Electoral Area Directors. While not a strong sample of Board members, they do represent a cross-section of new and incumbent directors, as well as Municipal and EA Directors. Based on the responses received a few generalizations can be drawn.

Of the respondents participating in the survey the views regarding content of the existing 2013-2015 Strategic Plan were unanimously supportive by Municipal Directors and unanimously critical by the Electoral Area Directors that responded. This result is aligned with the commentaries Staff has received from some following the adoption of the current Plan. In addition, in common to the otherwise divided respondent groups was a focus on tangible, actionable items, and a refocusing of strategic planning on the nearer future.

While there were a wide range of positive and supportive comments made in the survey regarding the current plan, in the context of developing a renewed strategic planning process, it is useful to focus on the critical comments received in the survey.

With respect to revisiting the Vision, Mission and Values, the general consensus is that time is better spent on developing a more tangible / actionable or results oriented plan. If anything, the current mission, vision and values should be distilled down to their minimum. The lone respondent wishing to revisit the Mission, Vision and Values would prefer to see them more practical.

One respondent focused criticism on the length of the Plan; its aspirational nature; that it doesn't reflect Director's values; and that it is a staff document. In this respondent's view these issues would be resolved by shortening the Mission and Vision, eliminating the Board Values, and removal of the 'to-do' list elements. The existing strategic priorities should be replaced with Relevance, Governance, Competitiveness, Transparency, and Fiscal Responsibility.

A separate respondent disagreed with the concept that a vision is aspirational, opining that instead it should reflect reality and practicality; and thought Board Values should include the whole accommodating rather than overriding the parts. The Strategic Priorities were seen as too vague and theoretical, and can therefore be used to justify anything.

All respondents thought strategic goals and actions should express desired outcomes, specific actions, and timelines to undertake specific actions and most respondents included accountabilities. Other suggestions include 'achievability' and 'flexibility'.

All of these comments are useful, and would be expected to be raised during the review process in order that they are adequately addressed in the new Board Strategic Plan.

Again, while the sample size for this survey is too small to support any reliable conclusions from the data collected, one significant comment received is worth noting in terms of influencing a new approach to strategic planning. One of the clear foci of criticism of the existing plan in the survey is on the “invisibility of the Electoral Areas” within in the document. Under the ‘Federation’ structure of the RDN the Board Strategic Plan has in the past taken a clear Board focus, without distinction between Regional services and priorities and Electoral Area services and priorities. Staff’s view is that this one aspect of the evaluation of the current Strategic Plan and the information from the survey that has an important role to play in developing a renewed approach. Recommendations provided in this report reflect the importance of this issue.

### **Survey Results – Strategic Plan Process Survey**

There were eight survey respondents to the process survey, including Electoral Area Directors and Municipal Directors, including both new and incumbent Directors. They expressed appreciation for the opportunity to provide their thoughts. The collected data from the survey is provided in Appendix 2 to this report.

Not surprisingly, the strongest contrast in responses is between electoral area and municipal directors. Generally, EA Directors feel strongly that there needs to be some jurisdictional customization in the strategic planning process, as electoral areas are perceived (in the views of some EA Directors) as subordinate to member municipalities, while Municipal Directors emphasized the need to wear a ‘regional hat’, and look at the bigger picture.

Respondents suggest to make the strategic planning process better that overall consensus of Directors on the process be sought in advance of proceeding with the planning process. The objective of this is to ensure agreement and acceptance of the process by all directors, ultimately ensuring wider buy-in than is enjoyed by the current plan. Two possibilities include:

1. proposing a sidebar set of Electoral Area specific sessions, or
2. designing the process around service by service discussion.

While this ensures that those with the highest level of interest in a given issue have the opportunity to voice their concerns, goals, objectives, etc., it also assumes that those from an outside, or non-participating area, have nothing to offer. The approach that has been typically taken at the RDN was that the ‘Federation’ took precedence and strategic planning, and plans arising from those processes, were strongly representative of that approach. The responses gathered in the survey suggest while the power of the collective in strategic planning for the Board is recognized, it is quite clear that the Electoral Area Directors would greatly value an Electoral Area strategic planning session to complement the more typical regional approach to strategic planning.

Respondents suggest that a good Strategic Plan must be based on a common vision, inclusive of all the areas, and unanimously supported once complete. Other aspects of a good plan include simplicity, clarity and achievability, and that it must be subjected to regular monitoring, reporting and review with adjustments, corrections and revisions as new information comes available.

For the Plan to be effective, according to respondents, Directors need evidence that the effort behind strategic planning is meaningful and will result in action. To develop an effective plan, it will be important to establish an agreed upon set of ground rules prior to beginning the process, as well as

clearly defined objectives behind the process. One respondent stressed the importance of consultation with key stakeholders in ensuring an effective strategic planning process. The Community Survey conducted at the outset of the Operational and Efficiency Review has an important role to play in this aspect of an effective process.

The need for external experts coming in to speak about issues of importance is evenly divided among respondents. Arguments against are that external experts are simply unnecessary, or that they tend to hijack the process. Suggested topics for discussion include (with or without an expert):

- Improving RDN brand in rural areas
- Improving understanding of the role of the RDN in municipal versus electoral areas
- Enhancing Transit
- The meaning of courage in local governments
- Effectiveness and efficiency are equally important
- Understanding that there are many ways to do things
- That taxation cannot exceed the rate of inflation
- Watershed protection
- Climate change
- Economic forecasting
- MOTI requirements for subdivision
- First Nations engagement
- Planning
- Food production
- Vision, values and governance (including future incorporation of rural areas)

In terms of topics to focus on, responses echoed the list above, with youth/family attraction and retention, and the creation of a heritage function as additional topics. Topics to avoid include “the ICF”, “personal issues”, “getting down into the weeds”, and “feel good stuff that we have no influence over”.

Discussing the Operational and Efficiency Review (O+E review) as part of the strategic planning process was generally considered a good idea. The minority arguing against doing so state the likelihood of getting too bogged down in details, or uncertainty that considering the O+E review would have much of an influence in creating meaningful strategies.

Overwhelmingly, respondents feel that the sessions should be facilitated by an external expert capable of effectively drawing out ideas. It was also pointed out that of equal importance to a good facilitator is allowing enough time through the process to do a good job.

In the questions concerning the alignment between the Strategic Plan, the budget and departmental work plans, there was consensus that there needs to be a strong relationship between them all. They should inform one-another. The budget and work plans show how we achieve the strategic plan.

When considering what they hope to achieve in the strategic planning process, respondents offered very diverse ideas, with the general sentiment that the result should be a document that helps build cohesion among Directors, demonstrates a commitment to collaboration, has complete buy-in, and provides the means for directors to direct or shape the RDN.

Additional thoughts from respondents mention the need to keep the document short and focused on what was raised in the session(s). Like the previous survey, and as discussed above, there was a clearly expressed interest by Electoral Area Directors that the process must include and provide for the development of strategic priorities specific to the Electoral Areas, not unlike the ways in which each of the member municipalities also have their own strategic plans for their own exclusive jurisdictions / services.

### **ALTERNATIVES**

1. Receive the compiled information from the Director surveys regarding strategic planning in the RDN.
2. The Board provide direction on the strategic planning process for the 2016-2019 Board Strategic Plan
3. The Board provides alternate direction.

### **FINANCIAL PLAN IMPLICATIONS**

The proposed approach to a renewal of the Board Strategic Plan and the strategic planning process at the RDN has no additional financial implications to the RDN beyond those included within the 2015 Budget and the 2015-2019 Financial Plan. Existing budgets and reserve amounts have been developed to accommodate the Board's strategic planning process including the engagement of a suitable professional facilitator and costs associated with the planning sessions.

### **STRATEGIC PLAN IMPLICATIONS**

The Board Strategic Plan is the fundamental planning document for the RDN. The Plan provides overarching direction, orientation and priorities for actions by the Board and implementation by staff. The renewal of the Board Strategic Plan for the 2015-2019 period provides the opportunity for the RDN Board to set a strong foundation for the actions and directions to staff during the Director's current term of office. The Strategic Plan also provides the Board the opportunity to set these priorities against longer term goals for the RDN as an organization and the community as a region.

### **SUMMARY/CONCLUSIONS**

The Regional District of Nanaimo has a long history of strategic planning. Over the past two decades the RDN has developed a robust and iterative process that has produced Board Strategic Plans that are amongst the best achieved in local government in British Columbia. This success has also, more recently, exposed some limitations and gaps in the processes and the final guiding documents produced.

At the direction of the Board, Staff has undertaken a review of strategic plans and planning processes in other jurisdictions. Following this review, Staff initiated a renewed approach to strategic planning at the RDN through two survey tools provided to RDN Directors to gauge the current views regarding the existing strategic plan and strategic plan processes more generally. The results of the surveys have been provided in this report and in the Appendix materials included.

While there are a wide variety of both positive and constructive comments made apparent through the survey, in Staff's view the main issue raised by concerned Directors regarding strategic planning at the RDN is focused on the emergent importance that clear and discernable inclusion of Electoral Area specific issues and priorities are recognized in the planning process, and are included in the final documents. It seems clear that for a successful and broadly supported strategic plan process and final document to be produced for the 2015-2019 term, this one issue must be accommodated.

Strategic planning processes generally follow well accepted structures that have been widely adopted and used in both public and private organizations. Typically the processes follow these sequential steps (or some version thereof) in arriving at a strategy:

- Organizational Vision – develop an aspirational description of what an organization would like to achieve.
- Organizational Mission – develop a description of the purpose of the organization/reasons for existence/core responsibilities.
- Review/analysis of current status – this work typically includes the examination of strengths/weaknesses (SWOT Analysis – strengths, weaknesses, opportunities and threats) and external influences (PEST Analysis – political, economic, social and technological).
- Changes that need to be made – based on the analysis, the most important part of strategic planning is often deciding what an organization is **not** going to do.
- Establish priority areas.
- Determine action necessary to address priority areas.
- Draft Plan – review, edit, finalize.
- Implement actions.
- Review/Measure/Track/Report/Redirect.

This general framework matches the processes used historically at the RDN and represents the typical linear process that is converted into, or becomes part of, the performance management cycle in many organizations.

The general framework described also, in large part, accommodates the Board's interests in a renewed strategic planning process as described in the June 2014 direction to Staff. What is missing is any inclusion of the specific Electoral Area issues as outlined in the comments collected through the surveys and through discussion with Directors. To that end, Staff recommends that the Board consider establishing a "dual track" strategic planning process that uses the typical strategic planning framework (as described) and applies it to Regional services and issues separately from exclusively Electoral Area services and issues.

Under this framework the full Regional Board would work through the strategic planning process on the broader regional and sub-regional services (of Regional Growth, Transit, Southern and Northern Recreation and Facilities, Liquid Waste Management, Solid Waste Management, Regional Parks); and Electoral Area Directors would be additionally tasked with the strategic planning process for the narrower Electoral Area only services (like community parks, community planning, water utility systems, fire services). The information from both "tracks" of the strategic planning process would be combined into the final strategic plan document. As a result, the process will duly recognize the dual nature of the

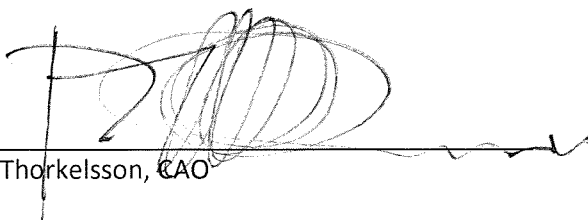
RDN as provider of both the broad regional and sub-regional services in the Region as well as the finer grain local government services in the Electoral Areas.

This is a unique approach, which has not been undertaken in any other jurisdiction. It will require strong focus on the part of Directors on the issues and services included in the respective “track” of the planning process; and will require a capable and experienced facilitator that is very familiar with the unique aspects of regional district governance and service delivery. Staff recommends the engagement of a consultant to work with the Board and Staff in finalizing a strategic planning process that recognizes the general process framework described; and that includes the “dual track” aspect necessary to fully address the needs of the Electoral Areas in the process. It is expected that this work with a facilitator could be accomplished in a single full day session. Following the Board’s approval of the final approach, staff will work with the facilitator to develop the planning sessions for the Fall of 2015.

Based on the analysis outlined in this report Staff has provided a number of recommendations for the Board to consider that will renew the RDN’s approach to the strategic planning process. In addition to the recommendations directly related to strategic planning, Staff has also recommended that the Board consider directing the Executive Committee to review the Terms of Reference and responsibilities of the Electoral Area Planning Committee (EAPC) in light of the emerging significance of Electoral Area priorities.

While more discussion and work remains to be done, staff are of the view that the evolution of the EAPC to a new “Electoral Area Services Committee” (EASC) will aid in supporting the Electoral Areas both in terms of establishing priorities (aligned with a renewed strategic planning approach) but also in terms of discussion, debate and decision-making on issues that are of exclusively Electoral Area jurisdiction and concern. Staff is also of the view that such a change has a significant potential for efficiency and effectiveness gains in terms of adequate support for service provision; and the streamlining of approval processes, Board agendas and Board and Committee meetings. With Board direction, this proposal will be developed for discussion at the Executive Committee and brought forward, as appropriate, for consideration and adoption by the Board.

Finally, while the RDN has historically continued a robust and effective approach to strategic planning this approach has been generally iterative in nature with each review of the Board Strategic Plan being built upon the previous process. This is an effective approach that has proven itself. However, the approach has resided primarily in the documents used and developed in the process and in the minds of the individuals that have directly participated. To some extent Staff believes this has contributed to some of the view that the Strategic Plan is not the Board directed plan that it is. In this light, Staff also recommend in this report that, following the completion of this current review, that the Board consider formalizing the Board Strategic Planning process in a Board Policy that will provide clear direction on strategic planning for the RDN Board.

  
Paul Thorkelsson, CAO

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**TO:** Board of Directors **DATE:** May 11, 2015

**FROM:** Joe Stanhope **MEETING:** BOARD – May 26, 2015  
Chair **FILE:**

**SUBJECT:** Information Report on the Annual General Meeting of the Island Corridor Foundation

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### **RECOMMENDATION**

That the Chair's information report on the Annual General Meeting of the Island Corridor Foundation, and the attached reference documents from the Foundation, be received for information.

### **PURPOSE**

This report provides an update to the RDN Board arising from the Annual General Meeting (AGM) of the Island Corridor Foundation (ICF) held April 23, 2015 in Nanaimo, BC.

### **BACKGROUND**

As per the governing bylaw of the ICF, an AGM and Member's Meeting was held April 23, 2015 at the Beban Park Recreation Centre in the City of Nanaimo, to present an annual update to the Members of the ICF and to present the audited 2014 Financial Statements of the ICF. The RDN was represented at the meeting by Chair Joe Stanhope, who is the RDN appointee as Member Representative, and Director Bill McKay, who is the RDN appointee to the ICF Board of Directors.

The Agenda of the April 23, 2015 AGM meeting is attached to this information report as Appendix 1. In addition the following documents from the AGM are also attached for the Information of the RDN Board:

- Appendix 2 – Minutes from the April 17, 2014 ICF AGM meeting (Approved at the April 23, 2015 meeting);
- Appendix 3 – 2014 Audited ICF Financial Statements;
- Appendix 4 - Southern Rail Presentation to the April 23, 2015 AGM;
- Appendix 5 – Draft Minutes of the April 23, 2015 AGM – including ICF Chair and CEO Presentations.

### **ALTERNATIVES**

1. Receive the Chair's information report and attachments from the April 23, 2015 ICF AGM for information.
2. Provide alternate direction.

## STRATEGIC PLAN IMPLICATIONS

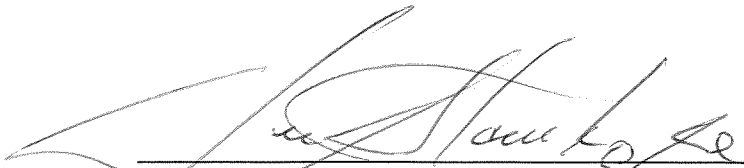
The 2013 – 2015 Board Strategic Plan recognizes transportation as an important contributor to the local economy, culture, and landscape. The Plan supports protection of the E & N Railway corridor and the “highest-and-best” vision for the use of the corridor into the future focusing on increased rail (and other) transportation options for residents. These aspects are at the core of the work the ICF undertakes on behalf of its Members.

## SUMMARY/CONCLUSIONS

The annual Island Corridor Foundation AGM was held April 23, 2015, and was attended by Chair Stanhope and Director McKay as the RDN Member and Board Appointee respectively. The materials from the AGM including the 2015 AGM Agenda, 2014 AGM Minutes, 2014 Financial Statements, Draft 2015 Minutes, and copies of presentations received at the AGM are attached to this report for the Board’s information. In terms of significant information from the AGM, the Members were updated on the status of the proposed upgrade project to support the return of passenger rail services on Vancouver Island. Unfortunately, the project remains stalled at the Provincial and Federal levels as they undertake their final analyses and reviews necessary to release the dedicated funding.

As the Board is aware, the RDN has committed nearly \$1.0 million to this project through an agreement with the ICF. The RDN funds will only flow to the ICF once the Provincial/Federal funds are confirmed and a financially viable project (within the established budgets/workplan) has been tendered and confirmed.

Also notable at the 2015 AGM is that Director Bill McKay, the RDN appointee to the ICF Board of Directors, was elected Chair of the ICF Board by its membership.



Chair, Joe Stanhope



**Island Corridor Foundation  
Annual General Meeting**  
April 23<sup>rd</sup>, 2015 - 10:30AM  
Beban Park Recreation Centre Room #1  
2300 Bowen Road  
Nanaimo, BC

**AGENDA**

Chair	Judith Sayers	Member at Large
Vice Chair	Mary Ashley	Member at Large
Designated	Lucas Banton	Alberni Clayoquot Regional District
Representatives	Lanny Seaton	Capital Regional District
	Kerry Davis	Cowichan Valley Regional District
	Larry Jangula	Comox Valley Regional District
	Ray Gauthier	Stz'uminus First Nation
	Albie Charlie	Cowichan Tribes
	Lonnie Norris	Halalt First Nation
	Steve Tatoosh	Hupacasath First Nation
	Melissa Quocksister	K'omoks First Nation
	Aaron Hamilton	Lake Cowichan First Nation
	Lawrence Lewis	Malahat First Nation
	Joe Stanhope	Regional District of Nanaimo

**1. CALL TO ORDER**

✓ **2. APPROVAL OF AGENDA**

✓ **3. APPROVAL OF MINUTES OF 2014 AGM**

That the 2014 Annual General Meeting minutes be approved.

Moved                      Seconded

✓ **4. ELECTION OF DIRECTORS**

That Michael David Harry, Albie Charlie, and Ray Gauthier be elected to a two year term ending April 2017 to represent First Nation members.

Moved                      Seconded

That Ken McRae and Bill McKay be elected to a two year term ending April 2017 to represent Regional District members.

Moved                      Seconded

That Mary Ashley be elected to a two year term ending April 2017 as a Director at Large.

Moved                      Seconded

5. **FINANCIAL STATEMENTS**

a) 2014 Financial Statements Presentation – Dan Little & Cara Light

**That the Island Corridor Foundation 2014 Financial Statements as presented be approved.**

Moved                      Seconded

b) Appointment of Auditors

**That Hayes Stewart Little be appointed Auditors for 2015**

Moved                      Seconded

6. **ICF SOLICITOR REPORT GOVERNANCE – Scott Ritter**

7. **CHAIRMAN'S REPORT**

8. **CHIEF EXECUTIVE OFFICER'S REPORT**

9. **SOUTHERN RAIL REPORT – Don McGregor**

10. **QUESTIONS**

11. **ADJOURNMENT**



Moved Ken McRae      Seconded Lanny Seaton      CARRIED

That Judith Sayers be elected to a two year term ending April 2016 as a Director at Large.

Moved Albie Charlie      Seconded Lonnie Norris      CARRIED

## 5. FINANCIAL STATEMENTS

a) 2013 Financial Statements – Terry Shepherd

**That the Island Corridor Foundation 2013 Financial Statements be approved as presented with two changes : the word municipalities be taken out as it is regional governments who are the members; and the Current and Long Term deferred Revenue be re-stated from \$49,508. to \$56,899..**

Moved Phil Kent      Seconded Ray Gauthier      CARRIED

Terry Sheppard pointed out in Going Concern note – ‘reason to be optimistic’ –

- Wellcox property received a property tax exemption going forward and that the debt to CPR final payment was made in 2013 improving cash flow by approximately \$100,000.00 in 2014.
- The foundation has secured 18.2 million in grants from the Federal, Provincial and five Regional governments for track, bridge and trestle infrastructure improvements.
- There is a tentative Train Service Agreement with VIA Rail. Upon execution of a new Train Service Agreement, track, bridge and trestle repairs will commence.
- The Nanaimo Train Station has a principle tenant with a triple net lease for ten years, which contributes a net return after mortgage and occupancy costs.
- Plans for new platform train stations in Victoria and Langford will be pursued.
- Major Trail development is continuing in partnership with various organizations.
- Encroachments along the corridor will be addressed which will increase revenues to ICF.
- Question was asked from the floor as to monies coming in to ICF from Federal, Provincial and Regional Districts and whether they would flow thru the general account. Assurances were made that that would not be the case and a separate account would be set up to track the infrastructure investment program.

## 6. ICF SOLICITOR REPORT GOVERNANCE

Solicitor, Scott Ritter gave an overview of the transition in Governance that had to take place in 2013 along with the amendment to the bylaws. June 2009 the Canada Corporations Act was replaced by the Canada Not For Profit Corporations Act. Pursuant to the act all were required to transition to the new act and that was to take place by October 2014.

- All transactions and changes were made and approved at the 2013 AGM and the ICF is in good standing under the new act and ICF has been successfully transitioned.

- As part of the transaction the ICF has revised bylaws and articles enforced by April 2013 and are in force for this AGM meeting.

Mary Ashley thanked the staff for their hard work in this process of the changes that had to occur in the Governance of Not for Profit Foundations.

## 7. CHAIR'S REPORT

### Island Corridor Foundation Annual Report of Co-Chairs for 2013

As your Co-Chairs, we have enjoyed working with a dynamic Board and Staff this year to achieve more progress towards our goals. Our mandate is to preserve the Corridor and that was achieved in 2006. Since then, it has been a slow but steady climb towards our second goal; that of restoring an improved rail service on Vancouver Island.

The path has not been smooth or the work easy over the past twelve years, but we have the support and confidence of so many people and organizations which is why we continue to move ahead.

Last year we reported to you that we had received commitments from the Federal, Provincial and Regional Governments for the necessary infrastructure renewal, subject to an agreement between our operator, Southern Rail and VIA Rail. That last subject is about to be fulfilled, as a tentative agreement is now in place. Southern Rail and VIA Rail are working to complete it, and it will be signed off by the two parties, and ratified by the Foundation.

2014 will be the year in which we finalize the above commitments, the funding agreements, and a longer-term operating agreement with Southern Rail of V.I. The next step will be the issuing of tenders by Southern Rail, and the track work can then proceed. Southern Rail has responded to the public's desire to have an early morning and a late day service between Nanaimo and Victoria, thus moving passengers "in the right direction at the right time". The rest of the schedule is yet to be determined but it will reflect the greatest need and flexibility, thanks to our operator who has the expertise to manage the service.

While much of the Board and Staff efforts have been on restoring passenger rail, we have achieved a great many other goals over the course of the past year. The significance of trail development along the right of way cannot be understated, as many volunteer groups have joined with us in trail projects in every part of the rail lands.

The Mayors, Chiefs and Councillors of the Board have taken firm steps in the areas of governance, finance, and directing of management of the lands so that the Island Corridor Foundation has grown and developed further as a strong and healthy

organization. The opening of the rebuilt Nanaimo Train Station has encouraged volunteers such as Young Professionals and Rotary Clubs on the Island to improve other stations along the right of way, working closely with their respective local governments and First Nations.

While much has been achieved, there is still a great deal of work to be done. This is the first phase of a larger process which will involve a whole new development of rail and rail lands over the next ten years. Track improvements will continue, an expansion of the business plan will occur as Southern Rail builds services, more trails will be constructed and a full consultation with our First Nations and Local Government communities will be developed to realize new uses and values for the future along the Corridor.

Our First Nations liaison continues to work with First Nations along the corridor to keep them informed on activities of the ICF, hear concerns, work on trail initiatives and convey possible training opportunities when rail starts again on Vancouver Island.

As Co-Chairs, we wish to recognize our excellent Staff and the outstanding co-operation we enjoy with the Management and Staff of Southern Rail V.I.

Finally, we want to give an honourable mention to one of our most valuable and longest-serving Board members – Mayor Graham Hill, who is retiring from the Board this year.

Respectfully submitted, Dr. Judith Sayers and Mrs. Mary Ashley

Co-Chairs, Island Corridor Foundation April, 2014.

## 8. CHIEF EXECUTIVE OFFICER'S REPORT

### **Administration & Operations**

There has been a considerable increase in work activity during the course of the last year. Our Office Administrator, Janice Roberts has taken on; the property management responsibility of the Nanaimo Train Station; has intensified the monitoring and responding to social media; bookkeeping and fund management of the fundraising for the Courtenay train station and the Nanaimo Region Rail Trail; more management monthly in administering the hundreds of corridor crossings; and taken on the monthly ICF bookkeeping. It is a very complex job that she has handled very well in this first year of being on the job.

I'd like to thank the management team, John Berikoff, CGA retired, Dick Wright, surveyor and notary public retired and Jim Dias, Administrator of North Cowichan retired in assisting and providing the mentorship for Janice Roberts in their fields of expertise and for their continued advice and assistance they provide to me and the Board. Nicole Norris, First Nation Liaison, continues to keep our First Nation members abreast of what is occurring. She has been working with Halalt FN and the Cowichan Valley

Regional District to bring various groups together in planning and constructing trail along that section of corridor. Thank you for your efforts.

### **Track Improvement Plan \$20.9 million**

A tentative agreement with VIA Rail and Southern Rail has been reached. Although this is a significant step in restoring passenger service to the Island there are ten organizations that need to sign agreements to bring the plan to completion:

1. Southern Rail /VIA Rail/ICF to sign off VIA Agreement
2. ACRD funding agreement
3. Comox Valley RD funding agreement
4. Regional District of Nanaimo funding agreement
5. Cowichan Valley RD funding agreement
6. Capital Regional District funding agreement
7. Federal/Provincial funding agreement
8. ICF/Southern Rail Operating Agreement
9. Federal Treasury Board approval

Substantial work has already been completed for these agreements which are all interdependent on the other. Just as a bit of history it was 2011 when the Provincial Government agreed to the \$7.5 million, 2012 that the Federal Government agreed to the \$7.5 million dollars and 2013 that all five Regional Districts agreed to the \$3.2 million and this past March that we have a tentative agreement with VIA.

### **Stations**

Courtenay Rotary has taken the lead in restoring the Courtenay Train Station, a landmark for the Island and a Heritage building nationally. A new roof and siding was constructed this past year. Rotary is developing a plan for the complete restoration of the station.

Westhills in Langford was given permission to plan and construct a platform stop and a new Victoria station platform must be designed and built for the passenger service. There is land at St. Mary's and Catherine St that could accommodate the station. We also have some commitments for fundraising for the Victoria Station.

### **Alberni Pacific Railway**

The Alberni Pacific Railway offers a great unique experience of what a community group has done in respect to tourism. They continue to be a strong ally to the Island Corridor Foundation. They operate and have a track license on 6 miles of the track between downtown Alberni at the old station out to the McLean Mill. This great tourist attraction is first class using a steam locomotive. It is busy in the summertime and other months for special events.

During the course of 2014 the ICF will work with the APR to plot out an incremental upgrade plan for the Alberni sub. Efforts are being made to expand the BCIT conductor practicum training course with APR. Renewed interest to provide First Nation trackman training is being explored with APR and other education providers.

## **Trailways**

The ICF is working with Trans Canada Trail and the Vancouver Island Spine Trail Association to coordinate the completion of trail from Victoria to Nanaimo by the 150<sup>th</sup> Anniversary of Confederation. The website has a map of the many trails that have been constructed or actively being constructed.

There are trails along the corridor from Victoria to Courtenay. There is substantive work that has been done thru the CRD up to Langford, the CVRD has done incredible work, and out thru the E & N Line to Lake Cowichan which is complete.

We have more trail that has been constructed from Duncan to the Commons, thru Westholm, from Chemainus out to Saltair. New trail in Nanaimo, Lantzville, small amount thru Qualicum and the Courtenay Rotary embarked upon a substantive amount of Trail in Courtenay over the last two years, which started at the train station and has plans to undertake another section of trail north of the Courtenay station.

In the Alberni-Clayoquot District we are trying to coordinate a plan with the Spine Trail Association and Trans Canada Trail along with the Regional Districts. The idea here is to identify those gaps of trail that would at least complete the Trans Canada Trail portion by 2017. There are three designs of trail, urban, rural and the hiking trail.

The Regional District of Nanaimo is embarking on a new section of trail between Parksville and Coombs which is to be constructed this year **and** a section of trail between Parksville and Bowser.

ACRD has already built a substantive trail from the City of Port Alberni down the canal to Nitnat. Part of the connection between the CVRD and the ACRD will be how to tie from Franklin River thru Nitnat, to Lake Cowichan where we already have great trail constructed on the E & N from Lake Cowichan back to Duncan and from the CN like from Lake Cowichan to the Kinsol Trestle.

The Nanaimo Region Rail Trail is undertaking a fundraising campaign to complete the rail trail through the City of Nanaimo.

The Trailways on Vancouver Island have the potential of being a significant tourism builder for many of the Island communities.

## **Southern Rail**

The ICF is very fortunate in having Southern Rail as our rail operator. Their continued commitment to provide rail service for the Island is essential for the foundation to be able to meet one of the primary objectives to contribute to safe and environmentally sound passenger and freight rail services along the railroad.

Their expertise and professional advice is necessary in developing a viable rail plan. Having professionally credentialed experts involved is an absolute necessity. I'd like to thank Frank Butzlaar, President and Don McGregor for this working relationship. Their expertise and professional advice is necessary in developing a viable rail plan and having credentialed professionals involved is an absolute necessity.

We are governed and regulated by the BC Safety Authority who ultimately decide if we can run trains on the track, and must comply with the requirements of the BCSTA. Having professional expertise involved adds to the ICF credibility with the BCSTA. With the assistance of the Alberni Pacific Railway in consultation with SVI we were able to advantage of their Safety Management System and get BCSTA's approval to continue utilizing the line and working with the APR to further improve the Alberni sub



The ICF Directors have provided focused resolve to ensuring the goals of the foundation are being met and the interests of the partners and Vancouver Islander's are protected. It is a pleasure to work with you as a group.  
Submitted by Graham Bruce, CEO

9. **CHIEF EXECUTIVE OFFICER – SOUTHERN RAIL** – Report attached

10. **SPECIAL RESOLUTIONS** - NONE

11. **OTHER BUSINESS**

a) AGM meeting attendance – for consideration

12. **ADJOURNMENT**

Mary Ashley adjourned the AGM meeting at 11:40AM

ISLAND CORRIDOR FOUNDATION  
Financial Statements  
Year Ended December 31, 2014

ISLAND CORRIDOR FOUNDATION  
Index to Financial Statements  
Year Ended December 31, 2014

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Statement of Changes in Net Assets	7
Statement of Cash Flows	8
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## MANAGEMENT'S RESPONSIBILITY

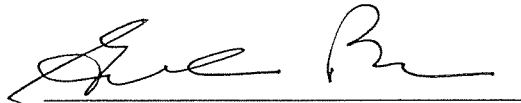
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Management has the responsibility for preparing the accompanying financial statements. This responsibility includes selecting appropriate accounting principles and making objective judgments and estimates in accordance with Canadian Accounting Standard for Not-for-Profit Organizations.

In discharging its responsibility for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and proper records are maintained to provide reliable information for the preparation of the financial statements.

The Board of Directors is composed entirely of directors who are neither management nor employees of the Foundation. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfills these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

Hayes Stewart Little & Co., an independent firm of Chartered Accountants, is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both management and the Board of Directors to discuss their audit findings.



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Graham Bruce  
Chief Executive Officer

Nanaimo, BC

## INDEPENDENT AUDITOR'S REPORT

To the Members of Island Corridor Foundation

We have audited the accompanying financial statements of Island Corridor Foundation, which comprise the statement of financial position as at December 31, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

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

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

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Island Corridor Foundation as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

The financial statements for the year ended December 31, 2013 were audited by another accounting firm and are presented for comparative purposes only.

Emphasis of Matter

We draw attention to Note 2 to the financial statements which describes that certain events and transactions need to occur in order for the Foundation to continue as a going concern.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting policies applied by the Foundation in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations have been applied on a basis consistent with that of the preceding year.

*Hayes Stewart Little & Co.*

Nanaimo, BC  
March 26, 2015

CHARTERED ACCOUNTANTS

**ISLAND CORRIDOR FOUNDATION**  
**Statement of Financial Position**  
**December 31, 2014**

	Operating Fund	Capital Fund	2014	2013
<b>ASSETS</b>				
<b>CURRENT</b>				
Cash	\$ 219,201	\$ 7,147	\$ 226,348	\$ 73,587
Externally restricted cash <i>(Note 5)</i>	-	21,491	21,491	31,026
Accounts receivable	21,893	-	21,893	19,860
Goods and services tax recoverable	-	-	-	7,367
Prepaid expenses	9,086	-	9,086	-
	250,180	28,638	278,818	131,840
PROPERTY, PLANT AND EQUIPMENT <i>(Net of accumulated amortization)</i> <i>(Note 7)</i>	-	339,948,301	339,948,301	344,079,183
FUNDS HELD IN TRUST <i>(Note 6)</i>	10,000	-	10,000	36,250
PREPAID EXPENSES	19,041	-	19,041	24,010
	<u>\$ 279,221</u>	<u>\$ 339,976,939</u>	<u>\$ 340,256,160</u>	<u>\$ 344,271,283</u>

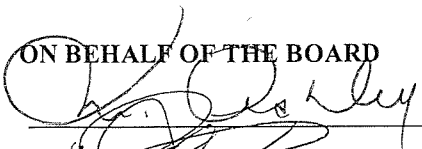
**ISLAND CORRIDOR FOUNDATION**  
**Statement of Financial Position**  
**December 31, 2014**

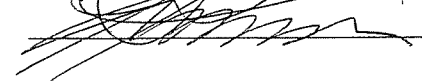
	Operating Fund	Capital Fund	2014	2013
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT</b>				
Accounts payable	\$ 33,038	\$ -	\$ 33,038	\$ 19,560
Callable debt due in one year <i>(Note 8)</i>	-	37,874	37,874	36,120
Current portion of long term debt <i>(Note 9)</i>	175,000	-	175,000	175,000
Accrued interest payable <i>(Note 9)</i>	43,124	2,922	46,046	39,700
Goods and services tax payable	173	-	173	-
Deferred income <i>(Note 10)</i>	25,991	-	25,991	15,870
	277,326	40,796	318,122	286,250
Callable debt due thereafter <i>(Note 8)</i>	-	982,004	982,004	1,019,872
	277,326	1,022,800	1,300,126	1,306,122
DEFERRED INCOME <i>(Note 10)</i>	120,876	-	120,876	56,899
	398,202	1,022,800	1,421,002	1,363,021
NET ASSETS	(118,981)	338,954,139	338,835,158	342,908,262
	\$ 279,221	\$ 339,976,939	\$ 340,256,160	\$ 344,271,283

CONTINGENT LIABILITY *(Note 12)*

COMMITMENTS *(Note 15)*

ON BEHALF OF THE BOARD

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

See notes to the financial statements



**ISLAND CORRIDOR FOUNDATION**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2014**

	Operating Fund	Capital Fund	2014	2013
<b>Revenue</b>				
Crossings, leases and fees <i>(Note 10)</i>	\$ 109,056	\$ -	\$ 109,056	\$ 142,493
Donations and grants <i>(Notes 5, 13)</i>	329,940	20,191	350,131	402,141
Rental Income <i>(Note 11)</i>	88,757	-	88,757	82,397
Interest	63	9	72	147
	<u>527,816</u>	<u>20,200</u>	<u>548,016</u>	<u>627,178</u>
<b>EXPENSES</b>				
Audit and accounting fees	27,380	-	27,380	25,246
Board expenses	15,800	-	15,800	17,800
Communications	23	1,386	1,409	-
Consulting fees	5,876	-	5,876	2,672
Insurance	19,791	-	19,791	27,708
Interest and bank charges	995	1,003	1,998	1,959
Interest on short term debt	7,000	48,731	55,731	60,165
Legal fees	39,044	-	39,044	66,977
Management and administration services <i>(Note 15)</i>	252,087	-	252,087	277,197
Office	8,437	-	8,437	11,554
Trail development fees <i>(Note 14)</i>	-	28,229	28,229	-
Property taxes and user rates <i>(Note 14)</i>	21,474	-	21,474	58,326
Repairs and maintenance	6,117	-	6,117	53,522
Travel	6,866	-	6,866	14,075
	<u>410,890</u>	<u>79,349</u>	<u>490,239</u>	<u>617,201</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	116,926	(59,149)	57,777	9,977
Amortization	-	(4,130,881)	(4,130,881)	(4,179,661)
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ 116,926</u>	<u>\$ (4,190,030)</u>	<u>\$ (4,073,104)</u>	<u>\$ (4,169,684)</u>

**ISLAND CORRIDOR FOUNDATION**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2014**

	Operating Fund	Capital Fund	2014	2013
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ (143,342)	\$ 343,051,604	\$ 342,908,262	\$ 347,077,946
Excess (deficiency) of revenue over expenses	116,926	(4,190,030)	(4,073,104)	(4,169,684)
Interfund loans and repayment of debt	(92,565)	92,565	-	-
<b>NET ASSETS - END OF YEAR</b>	<u>\$ (118,981)</u>	<u>\$ 338,954,139</u>	<u>\$ 338,835,158</u>	<u>\$ 342,908,262</u>

**ISLAND CORRIDOR FOUNDATION**  
**Statement of Cash Flows**  
**Year Ended December 31, 2014**

	2014	2013
<b>OPERATING ACTIVITIES</b>		
Cash receipts from donations, grants, leases	\$ 655,790	\$ 454,229
Cash paid for supplies and services	(409,260)	(457,444)
Interest received	73	147
Interest paid	(57,728)	(53,487)
Cash flow from operating activities	<u>188,875</u>	<u>(56,555)</u>
<b>INVESTING ACTIVITY</b>		
Purchase of property, plant and equipment	-	(826)
Cash flow from (used by) investing activity	<u>-</u>	<u>(826)</u>
<b>FINANCING ACTIVITY</b>		
Repayment of callable debt	(36,114)	(34,443)
Cash flow from (used by) financing activity	<u>(36,114)</u>	<u>(34,443)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>152,761</b>	<b>(91,824)</b>
Cash - beginning of year	<u>73,587</u>	<u>165,411</u>
<b>CASH - END OF YEAR</b>	<b><u>\$ 226,348</u></b>	<b><u>\$ 73,587</u></b>

**ISLAND CORRIDOR FOUNDATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2014**

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**1. PURPOSE OF THE FOUNDATION**

Island Corridor Foundation (the "Foundation") was incorporated under the laws of the Government of Canada on January 1, 2004, and was continued under the Canada Not-for-Profit Corporations Act. As a registered charity the foundation is exempt from the payment of income tax under Section 149(1) of the Income Tax Act and able to issue donation receipts for income tax purposes. In order to maintain the status of a charitable organization under the Act, the Foundation must meet certain requirements within the Act, which, in the opinion of management, have been met.

The members of the Foundation are ten First Nations and five regional districts. They assumed ownership of the 290-kilometre rail corridor in 2006 on behalf of the communities of Vancouver Island. The Foundation's purpose is to preserve the use of the corridor in perpetuity for the connection and benefit of all Island communities and First Nations along the corridor.

**2. GOING CONCERN**

These financial statements have been prepared on a going concern basis, which contemplates the realization of assets and the payment of liabilities in the ordinary course of business.

The Foundations's ability to continue as a going concern is dependent upon its ability to attain profitable operations and generate funds therefrom, and to continue to fulfil the Foundations obligations on borrowings from third parties. These financial statements do not reflect the adjustments or reclassification of assets and liabilities, which would be necessary if the Foundation were unable to continue its operations.

The management of the Foundation has a plan in place to generate income from both rail and non-rail activities and to finalize an operating agreement with Southern Railway of Vancouver Island (SVI).

In addition the Foundation has commitments for \$20.9 million in grants for track and bridge infrastructure improvements. The Foundation is waiting for the Federal and Provincial governments to sign their funding contracts.

In respect to the Note Payable to Southern Railway, the parties have a draft agreement in the final stages of review in which Southern Railway of Vancouver Island (SVI) covenants under section 8.3.12 of the Draft Long Term Operating Agreement:

To defer repayment of the outstanding \$175,000 debt owing by the ICF to SVI plus accumulated unpaid interest incurred up to the date of execution of a Long Term Operating Agreement. SVI agrees to defer the debt repayment until the end of the third year following execution of the agreement. SVI further agrees that interest shall not accumulate on the loan during the three year deferral period. On the third anniversary date the loan will be repaid in five equal consecutive annual principal installments with interest at prime plus 1%. Security for the loan will be a general security agreement over all the present and after-acquired property, including accounts receivable.

In addition, section Article 6 of the Draft Long Term Operating Agreement assigns to the Foundation certain agreements for the responsibility and collection of revenues from the administration of the agreements.

There are continuing efforts to address land use encroachments along the corridor. This will have a direct increase in land rents collected by the Foundation. Plans for new platform train stations in Victoria and Langford will be pursued. Trail development along the corridor is continuing in partnership with various regional districts and the Nanaimo Regional Rail Trail Association.

**ISLAND CORRIDOR FOUNDATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2014**

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**2. GOING CONCERN *(continued)***

The Nanaimo Heritage Train Station has a principal tenant with a triple net lease for a ten year term, commencing September 19, 2011. Minimum annual rent per the lease agreement is \$91,101 and increases to \$100,964 by the fifth year. Lease revenues contribute a net return after mortgage interest and occupancy costs. There remains a small unleased area in the building.

**3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

Island Corridor Foundation follows the restricted fund method of accounting for contributions and maintains two funds - Operating Fund and Capital Fund.

The Operating Fund accounts for assets, liabilities, revenues and expenses related to the Foundation's program delivery in the preservation of the railway corridor and its administrative activities.

The Capital Fund reports the assets, liabilities, revenues and expenses related to Island Corridor Foundation's capital assets, including acquisitions and disposals and debt commitments.

Revenue recognition

The Foundation recognizes donations when received. Municipal grant revenue is recognized over the period specified by the grantor. Interest revenue is recognized when earned. Revenue from crossing agreements and lease agreements is recognized over the term of the agreement. Revenue is not recognized where there is no agreement in place. Rental income is recognized as earned over the term of the lease. Fundraising revenue is recognized when received. File opening fees are recorded when their collectability is reasonably assured.

Contributed services and materials

Contributions of services and materials are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the services and materials are used in the normal course of the Foundation's operations and would otherwise have been purchased.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

*(continues)*

**ISLAND CORRIDOR FOUNDATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2014**

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**3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Property, plant and equipment is amortized over its estimated useful life on a straight-line basis at the following rates and methods:

Track	21.5-27 years
Bridges and tunnels	40 years
Culverts	20 years
Railway signals	8.8 years
Railway stations	20 years

The Foundation regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Callable debt

The Foundation's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period.

Significant areas requiring the use of management estimates include accounts receivable, amortization and accrued liabilities.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets, as outlined above. Accrued liabilities are based on management estimates.

These estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

**4. FINANCIAL INSTRUMENTS**

The Foundation is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Foundation's risk exposure and concentration as of December 31, 2014.

*(continues)*

**ISLAND CORRIDOR FOUNDATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2014**

**4. FINANCIAL INSTRUMENTS (continued)**

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Foundation is exposed to credit risk from tenants and customers. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts and other information.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Foundation is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, callable debt, long-term debt and accounts payable.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Foundation manages exposure through its normal operating and financing activities. The Foundation is exposed to interest rate risk primarily through its floating interest rate callable debt and long term debt.

**5. EXTERNALLY RESTRICTED CASH AND NET ASSETS**

During the year, the Foundation received on behalf of the Nanaimo Regional Trail Association \$20,191 (2013 - \$31,025) of grants and donations from the Nanaimo Economic Development Corporation, the Downtown Nanaimo Business Improvement Association and other donors. The use of the funds is restricted for the future construction of trailways along the corridor in the Nanaimo region.

**6. FUNDS HELD IN TRUST**

As at December 31, 2014, \$10,000.00 of funds were held in trust related to statutory right of way applications in progress, which is included in the long term portion of deferred revenue.

**7. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Land	\$ 274,470,628	\$ -	\$ 274,470,628	\$ 274,470,628
Track	55,722,890	19,896,164	35,826,726	38,076,807
Bridges and tunnels	29,630,344	6,574,383	23,055,961	23,796,715
Culverts	7,872,370	3,491,357	4,381,013	4,774,631
Railway signals	5,723,000	5,723,000	-	601,562
Railway stations	2,897,340	683,367	2,213,973	2,358,840
	<u>\$ 376,316,572</u>	<u>\$ 36,368,271</u>	<u>\$ 339,948,301</u>	<u>\$ 344,079,183</u>

**ISLAND CORRIDOR FOUNDATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2014**

**8. CALLABLE DEBT**

	2014	2013
<p>CIBC non-revolving instalment loan bearing interest at prime plus 1.75% per annum, repayable in monthly blended payments of \$7,125. The loan matures on December 31, 2031 and is secured by a first charge over all property owned by the Foundation, registered assignment of rents and a \$1.1 million registered first charge over the Nanaimo Train Station property having a net book value of \$1,822,374. Loan is callable on demand.</p>	\$ 1,019,878	\$ 1,055,992
<p>Principal due in one year</p>	<u>(37,874)</u>	<u>(36,120)</u>
	<u>\$ 982,004</u>	<u>\$ 1,019,872</u>

Principal repayment terms are approximately:

2015	\$ 37,874
2016	39,712
2017	41,640
2018	43,662
2019	45,781
Thereafter	<u>811,209</u>
	<u>\$ 1,019,878</u>

**9. LONG TERM DEBT**

	2014	2013
<p>Southern Railway ("SVI") loan bearing interest at prime plus 1% per annum, repayable in 4 quarterly payments per year of \$25,000 plus interest. The loan is secured by a promissory note and a second charge over all of the Foundation's assets.</p>	\$ 175,000	\$ 175,000
<p>Amounts payable within one year</p>	<u>(175,000)</u>	<u>(175,000)</u>
	<u>\$ -</u>	<u>\$ -</u>

There has been no principal and interest repayments on the loan since September 30, 2008. The parties have an agreement to defer repayment of the debt plus accumulated interest up to the date of execution of a Long Term Operating Agreement as described in Note 2. Until the revised terms are agreed to by Southern Railway, the liability will remain a current liability. Included in accrued interest payable is \$43,124 related to this loan.



**ISLAND CORRIDOR FOUNDATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2014**

**10. DEFERRED REVENUE**

Deferred revenue consists of long term leases and right-of-way fees where payments were received in advance. Changes in the deferred revenue balance are as follows:

	2014	2013
Balance, beginning of year	\$ 72,770	\$ 59,782
Amount received during the year	124,519	36,250
Less: Amount recognized as revenue during the year (included in Crossings, leases and fees)	(50,422)	(23,262)
Balance, end of year	\$ 146,867	\$ 72,770

The current portion of deferred revenue is \$25,991 (2013 - \$15,870) and the non-current portion is \$120,876 (2013 - \$56,899).

**11. RENTAL INCOME**

Rental revenue and expenses related to the Nanaimo Train Station are as follows:

	2014	2013
Commercial rent	\$ 91,101	\$ 85,348
Recoveries from tenant	35,244	34,062
Rental expenses	(37,589)	(37,013)
	\$ 88,756	\$ 82,397

**12. CONTINGENT LIABILITY**

The Foundation has been named as defendant in a lawsuit seeking to recover damages allegedly sustained as a result of a motor vehicle accident. This lawsuit remains at an early stage, and as litigation is subject to many uncertainties, it is not possible to predict the ultimate outcome of this lawsuit or to estimate the loss, if any, which may result.

**13. ECONOMIC DEPENDENCE**

One of the Foundation's primary source of revenue is from the Canadian Pacific Railway of \$329,940 per year. The Foundation's ability to continue viable operations is dependent upon the continued support of this entity.

**14. RELATED PARTY TRANSACTIONS**

Property taxes and user rates totalling \$12,218 (2013 - \$58,326) and trail development fees of \$25,000 paid to members of the Foundation are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties. Municipal members have provided the Foundation with an exemption from paying property taxes in which case no expense is recorded.

ISLAND CORRIDOR FOUNDATION  
Notes to Financial Statements  
Year Ended December 31, 2014

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15. COMMITMENTS

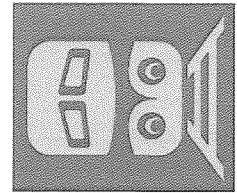
Management and administration of the Foundation's operations are governed by contracts that expire May 30, 2016.

The annual amount committed for management and administration under existing contracts are as follows:

2015	\$ 174,000
2016	<u>72,500</u>
	<u>\$ 246,500</u>

*Presentation to Island Corridor Foundation  
Annual General Meeting*

**Vancouver Island Rail**



ISLAND  
CORRIDOR  
FOUNDATION

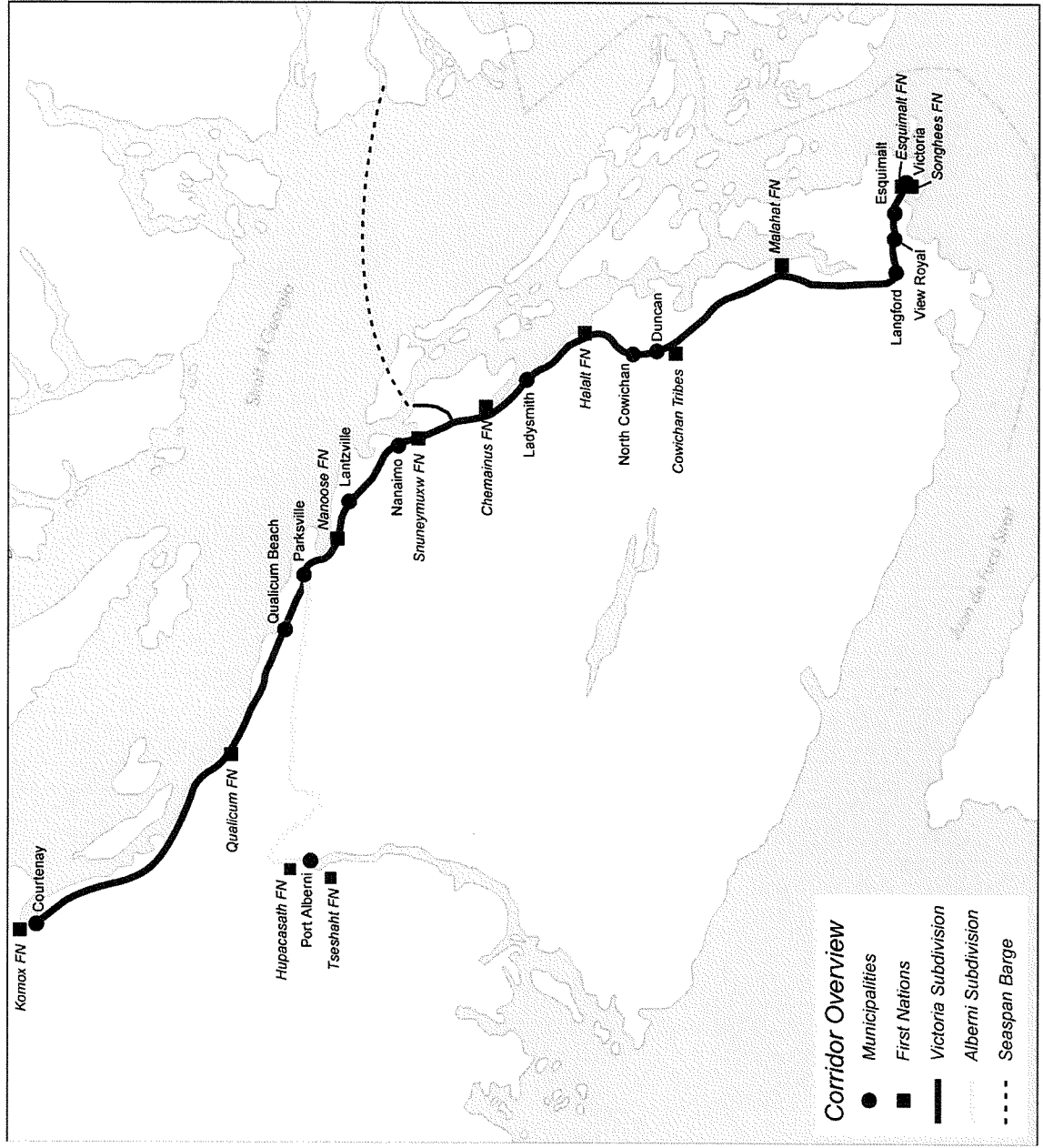


**SVI Rail Link**

Appendix 4

23 April 2015

# VANCOUVER ISLAND RAIL CORRIDOR



## **Railway Infrastructure Improvement Funding**

### **Total \$20.9M Project - Update**

#### ➤ **Regional Districts**

#### **Railway Bridge Improvements – 10 Year Passenger Rail**

1. Immediate & 10 Year Structural and Immediate Bridge Tie Renewal Requirements – Regional Districts - \$3.115M
2. 10 Year Bridge Tie Renewal Requirements – ICF - \$2.285M
3. 10 Year Bridge Maintenance – SVI - \$0.5M

**Total Bridge Repairs & Improvements = \$5.9M**

✓ **Approved**

## Railway Infrastructure Improvement Funding

### ➤ **Provincial / Federal**

#### Track Upgrade Plan

1. MoTI Bridge Assessment \$500,000 (Complete 2012)
2. Track Tie Renewal – 110,300 ties (25%) - \$11.216M
3. Rail Joint Renewal – 9000 Pair c/w Fastenings - \$0.92M
4. Track Re-Ballast & Surface – Complete Line - \$2.364M

Total Track Improvements = \$15M

### ➤ **Under ongoing review > Province**



## Reports & Studies 2006 to date

- MNP Report on E&N Railway - 2005
- BC MoTI / IBI Group - Evaluation of the E & N Railway Corridor – Foundation Paper – 2009
- ICF / SVI - Potential for Tourism Service on Vancouver Island - 2009
- ICF / SVI – Potential for Freight Expansion – 2009
- SVI – The Advantages of Rail vs. Truck Transportation of Coal on Vancouver Island – 2010
- BC MoTI / Associated Engineering / Benesch – Bridge Inspection and Assessment – E&N Railway, Vancouver Island, BC, Canada – 2012
- Island Explorer Excursion Train Feasibility Study – SVI - Sept/2014



## VIA Rail Passenger Service



RailPictures.Net - Image Copyright © Tim Stevens



## VIA Rail – Train Service Agreement

- Approval – 2014 – VIA Rail to provide:
  - ✓ Deficit Funding – \$1.45M (Year 1)
  - ✓ Liability Insurance
  - ✓ Refurbished Bike-Friendly Rail Cars
- Improved Serviced – Based in Nanaimo
- Local control of schedule and service - (SVI/ICF)
- Revenue / Ridership Risk with Operator (SVI):
  - ✓ Need to Respond to Market Demand and Optimum Business Model
  - ✓ Inter-operability with other transportation modes –eg. bus / ferry
- ✓ **Key Connections**
  - ✓ Courtenay > Powell River > Campbell River
  - ✓ Qualicum Beach > Port Alberni > Tofino / Ucluelet

## Freight Business – Current

### 2014 Freight Business

#### Rail Service – Direct #Carloads

- Feed Grain - Top Shelf Feeds – Duncan  
(direct service suspended – 31 October 2014) 158
- Superior Propane – Nanaimo 206
- National Silicates –Parksville (service suspended Oct) 9

#### **Total – Direct Rail Service** **373**

#### Transload Service – Wellcox Yard #Carloads

- Top Shelf Feeds (commenced Dec) 14
- Poles – NPTW & Stella-Jones (from Courtenay) 52
- Latex – Catalyst Paper (to Port Alberni) 95
- Fly Ash – Lafarge Cement 25
- Other 28

#### **Total – Transload Service** **214**



## **SVI Operations**

### **Current Active Staff Levels**

#### **# Employees**

- Management / Administration
- Operations
- Maintenance

**3**

**2**

**7**

**12**

### **Total Active Staff**



## **SVI Operations**

### **Ongoing Maintenance Activities**

- Track and bridge inspections
- Crossing & signal system inspection / maintenance
- Vegetation control
- Annual track geometry testing
- Surfacing and re-ballasting as required by visual inspection and by annual track geometry testing
- Re-gauging of track as required by visual inspection and by annual track geometry testing
- Tie renewals as determined by visual inspect and by annual track geometry testing



## **SVI Operations**

### **Ongoing Maintenance Activities (cont'd)**

- Tie renewals (as determined by visual inspect and by annual track geometry testing):

- ✓ Total – 2006 to 2009 inclusive...= 16,086

- ✓ Total – 2010 to 2013 inclusive...= 6,498

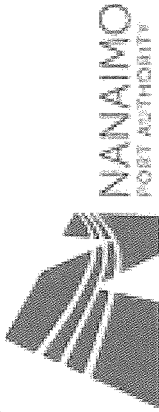
- ✓ Total – 2014.....= 790

Total – 2006 to 2014 inclusive.....= 23,374

- Replacement of defective rails as determined by visual inspection and annual ultrasonic rail testing
- Renewal of defective steel components as determined by visual inspection and annual ultrasonic rail testing
- Drainage re-ditching and culvert replacement as required to maintain track drainage systems



# Freight Opportunities



# Freight Connections

## Wellcox Rail Yard





# Freight Connections

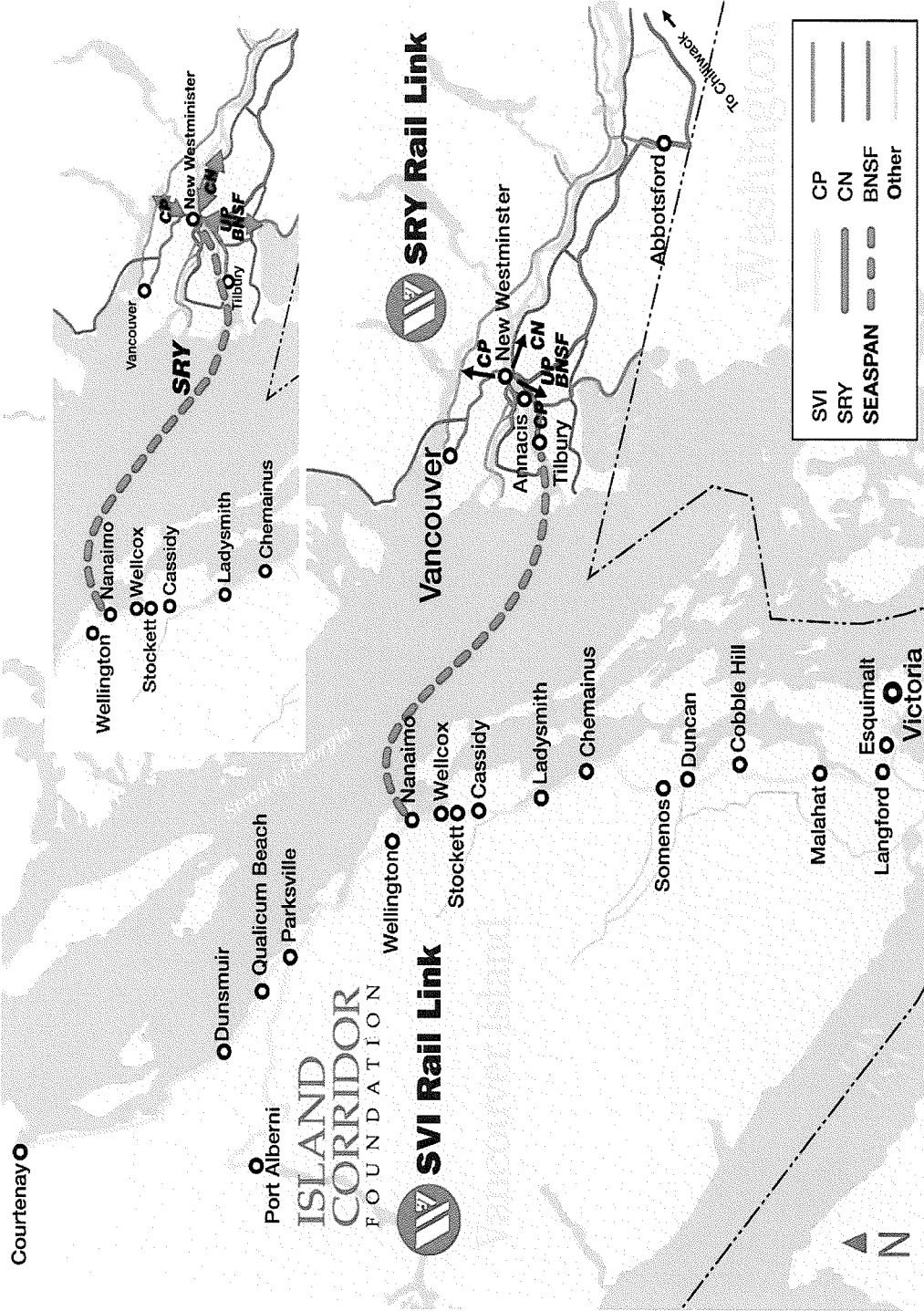
Wellcox Rail Marine Ramp, Nanaimo





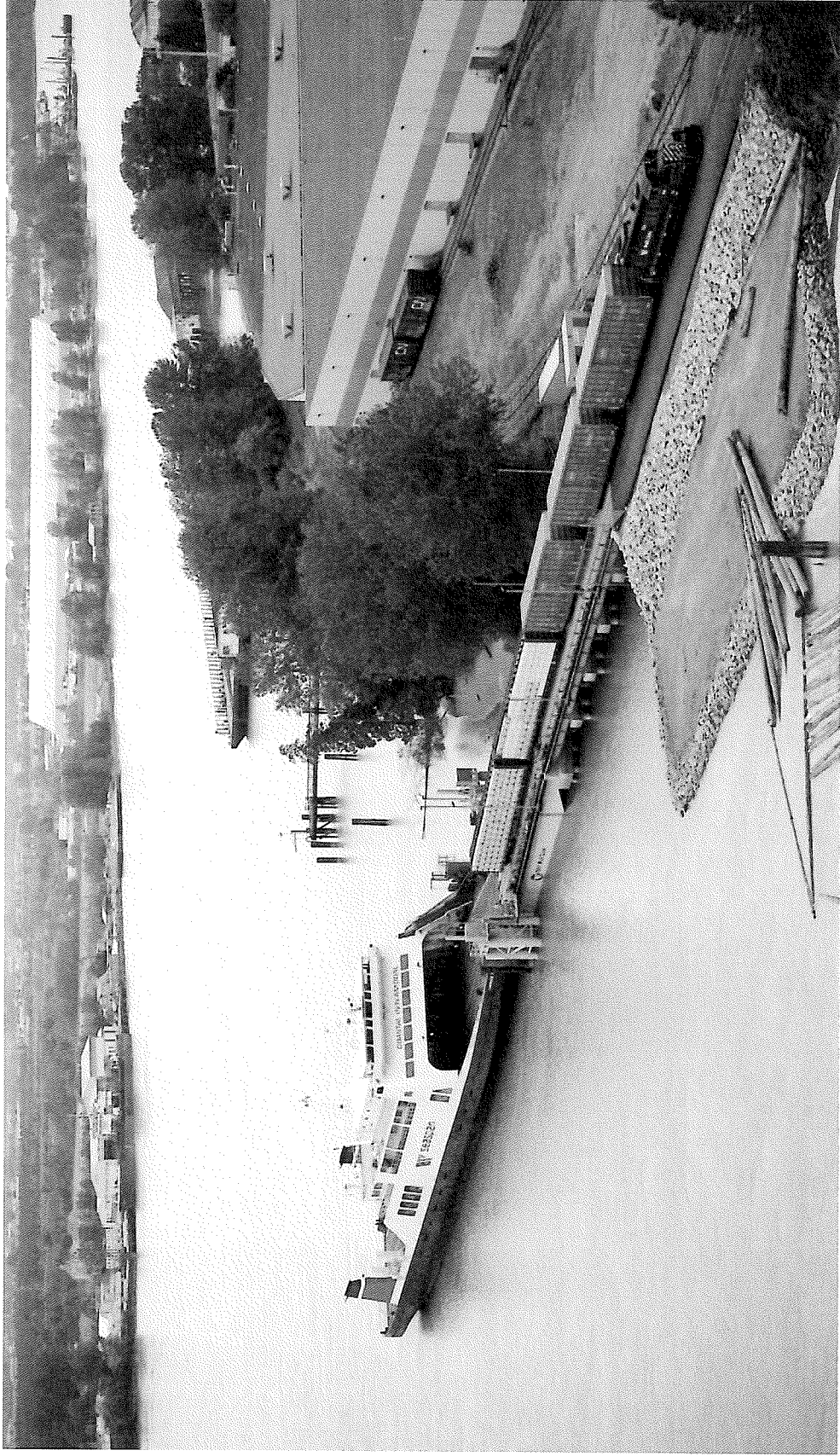
# Freight Connections

(to North American Markets)



# Freight Connections

## Annacis Rail Marine Terminal







# Tourism / Excursion Rail

Cruise Ship Industry Support



## **Tourism / Excursion Rail**

### **Island Explorer – Feasibility Study (September 2014)**

#### **Conclusions**

- Feasible / Positive Bottom Line
- Dual Purpose
  - Positive synergy with Nanaimo Cruise Ship Calls
  - Island Local “Rolling Special Events”
- Break-even – 15 Excursion / Events per season
- High quality hospitality service
- Local “Themed” events
- Excess capacity – ie. add more equipment (coaches)
- Synergy with Island businesses / communities / tourism

## Tourism / Excursion Rail





## Tourism / Excursion Rail



## Tourism / Excursion Opportunities



- Alberni Pacific –
- Port Alberni
- ✓ Successful Model





## **Commuter Services (Future Option available to communities - eg. CRD and Victoria Western Communities)**



## Historic Stations – Heritage Canada Restoration & Development

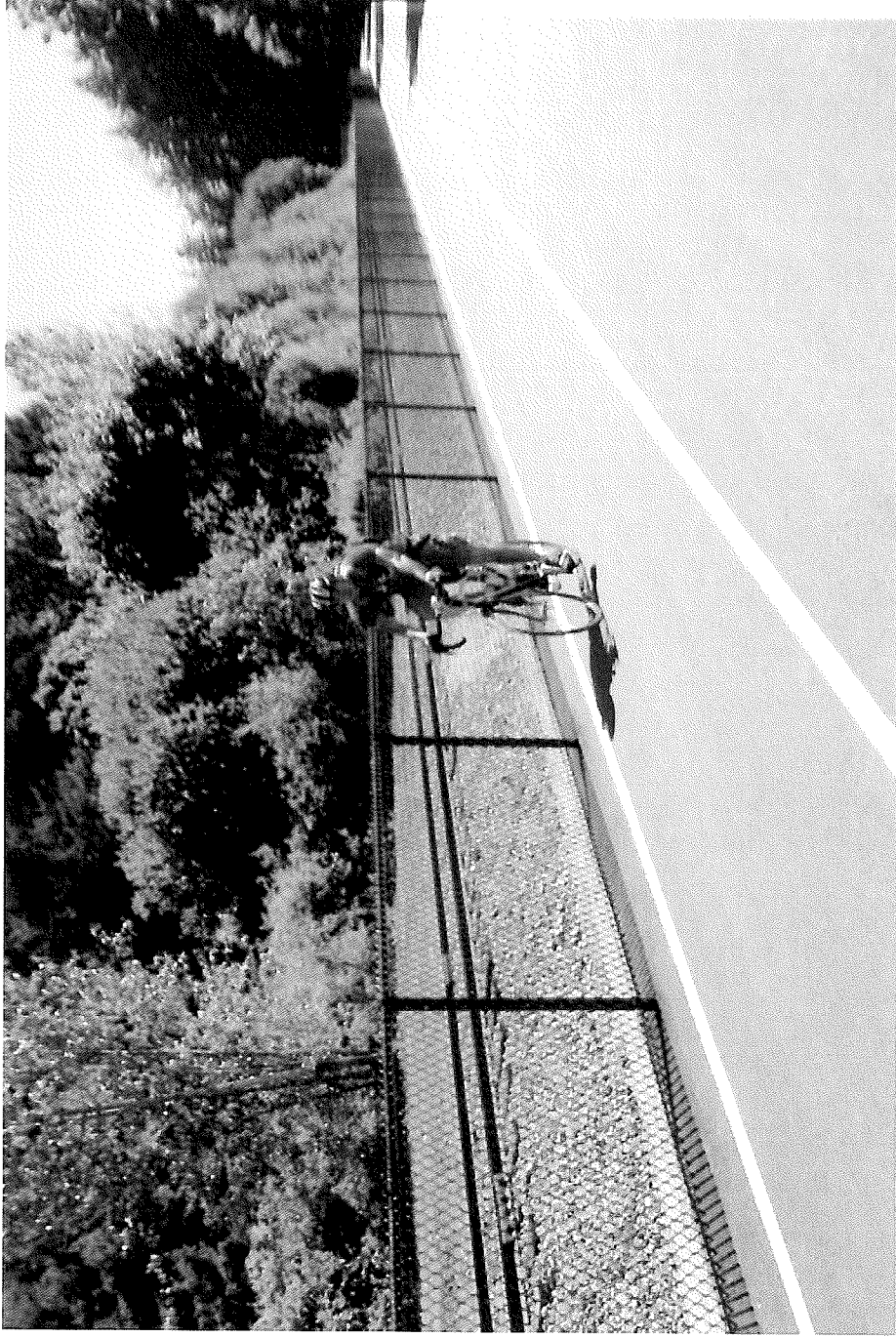


**Nanaimo Train Station**

- ✓ Courtenay
- ✓ Alberni
- ✓ Qualicum
- ✓ Nanaimo
- ✓ Duncan



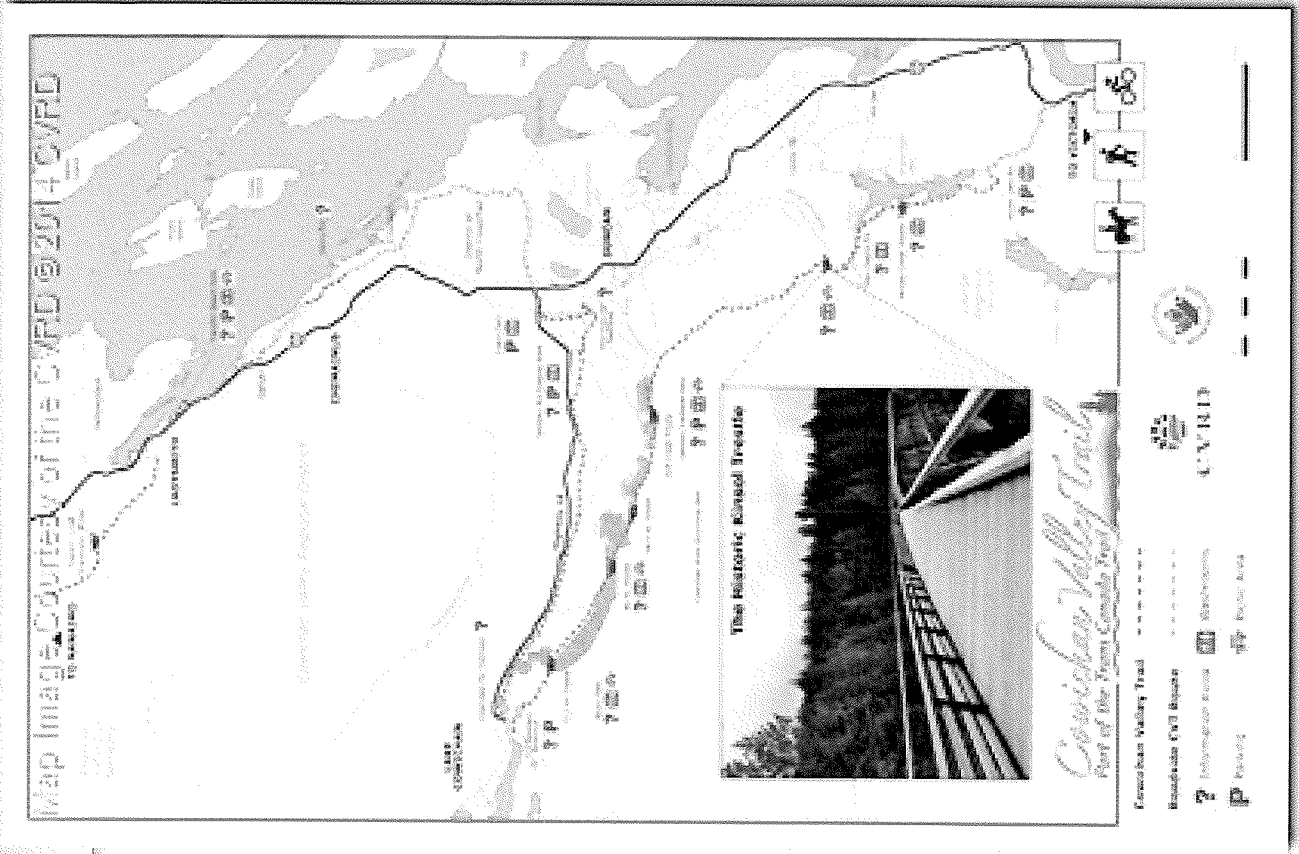
## Rail Trail Development



- ✓ Synergy with bike  
- friendly rail cars

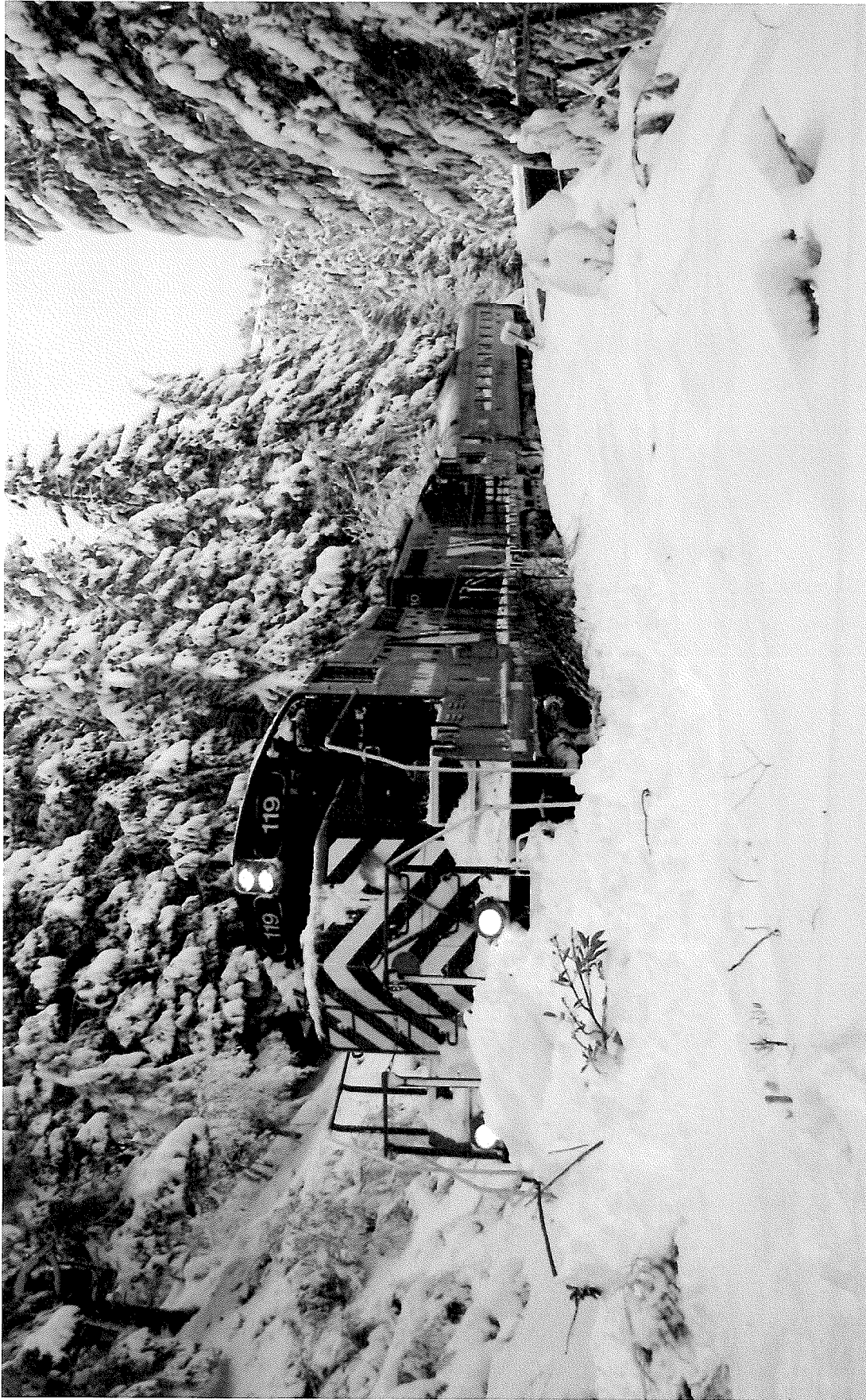


# Rail Trail Development





**SVI Rail Link**



**Island Corridor Foundation  
Annual General Meeting  
April 23<sup>rd</sup>, 2015 - 10:30AM  
Beban Park Recreation Centre Room #1  
2300 Bowen Road  
Nanaimo, BC**

Appendix 5

**UNAPPROVED MINUTES**

Chair	Judith Sayers	Member at Large
Vice Chair	Mary Ashley	Member at Large
Designated Representatives	Lucas Banton Kerry Davis Larry Jangula Ray Gauthier Albie Charlie Lonnie Norris Aaron Hamilton Lambert Harry Joe Stanhope	Alberni Clayoquot Regional District Cowichan Valley Regional District Comox Valley Regional District Stz'uminus First Nation Cowichan Tribes Halalt First Nation Lake Cowichan First Nation Malahat First Nation Regional District of Nanaimo
By Phone	Melissa Quocksister	K'omoks First Nation
Absent	Lanny Seaton Steve Tatoosh	Capital Regional District Hupacasath First Nation
Staff	Graham Bruce John Berikoff Janice Roberts Nicole Norris Jim Dias Dick Wright	Chief Executive Officer Financial Officer Office Administrator First Nation Liaison Municipal Liaison/Trails/Taxes Lands Management
ICF Directors	Bill McKay Cyril Livingstone Ken McRae Phil Kent	Regional District of Nanaimo Lake Cowichan First Nation Alberni Clayoquot Regional District Cowichan Valley Regional District
Accounting	Dan Little Cara Light	Hayes Steward Little Company Hayes Steward Little Company
Legal	Scott Ritter	Scott Ritter Law Corporation
Rail Operator	Don McGregor	Southern Vancouver Island

**1. CALL TO ORDER**

Judith Sayers called the meeting to order at 10.35AM

**2. APPROVAL OF AGENDA**

That the Annual General Meeting agenda be approved

**Moved Larry Jangula    Seconded Ray Gauthier**

**CARRIED**

### **3. APPROVAL OF MINUTES OF 2014 AGM**

That the 2014 Annual General Meeting minutes be approved.

**Moved Ray Gauthier      Seconded Lucas Banton      CARRIED**

### **4. ELECTION OF DIRECTORS**

That Michael Harry, Albie Charlie, and Ray Gauthier be elected to a two year term ending April 2017 to represent First Nation members.

**Moved Aaron Hamilton      Seconded Melissa Quocksister      CARRIED**

That Ken McRae and Bill McKay be elected to a two year term ending April 2017 to represent Regional District members.

**Moved Larry Jangula      Seconded Joe Stanhope      CARRIED**

That Mary Ashley be elected to a two year term ending April 2017 as a Director at Large.

**Moved Larry Jangula      Seconded Lucas Banton      CARRIED**

### **5. FINANCIAL STATEMENTS**

a) 2014 Financial Statements Presentation – Dan Little & Cara Light

That the Island Corridor Foundation 2014 Financial Statements as presented be approved.

**Moved Lucas Banton      Seconded Ray Gauthier      CARRIED**

b) Appointment of Auditors

That Hayes Stewart Little be appointed Auditors for 2015

**Moved Ray Gauthier      Seconded Larry Jangula      CARRIED**

### **6. ICF SOLICITOR REPORT GOVERNANCE** – Scott Ritter

Legal Matters – New Articles and By Laws are in place and in good standing.

Negotiations with B.C. Hydro for an umbrella crossing agreement are proceeding. The SVI/ICF long term agreement is ready for the full legal review. That is on hold until the federal and provincial funding agreement is signed off.

### **7. CHAIRMAN'S REPORT**

Although 2014 was a very busy year for the Foundation, we were unable to start repairs on the track despite many efforts by the ICF Board, Staff and our operator Southern Rail. In spite of that, one of the highlights of the year was the signing of the agreement between Southern Rail and VIA to bring back trains to Vancouver Island. Everything had been ready to proceed except for that agreement. It took many months to reach agreement with many difficult negotiations but it has been recognized by VIA that passenger rail on the island is an important service in the future transportation network.

Once we got the agreement signed, we confirmed with all levels of government that we were ready to proceed with formal funding agreements to get the approved money for repairs. We had hoped to have this in place to begin repairs last fall and start service this May, but that did not happen. The province is still undergoing their due diligence to ensure the condition of the tracks has not changed since their last study. Once they complete their studies, the federal government will need to give their approval. While we don't have a timeline, ICF and our supporters are urging governments to move as

quickly as possible; even with approvals for funding in place we have been kept waiting long enough.

We have continued to support planning on excursion rails to connect with cruise ships and other tours. We are also continuing work on a location on ICF properties for a train stop in Victoria that will connect to other modes of transportation.

Working with First Nations is important to ICF. Our First Nation Liaison is working with Halalt First Nation on a trail through their reserve. We update First Nations on our work and our intentions for service once we complete the repairs on the track.

We have continued to improve information on the ICF Website and to be responsive to requests. Every month, we post Board meeting notes and share decisions that were made by the board. We also work with many community groups on train stations; the Courtenay station is a great example of the co-operation we enjoy with Rotary on this project.

We have met with all the regional districts throughout the year to communicate updated information and know this is important to the success of ICF. We have appreciated the support shown by the Regional Districts and share their frustrations that this has taken longer than we would have liked. We continue to work with them on their trails within the rail corridor and know that when we have connecting trails throughout the island it will be another tourism draw as well as a positive lifestyle for Island residents.

The ICF board of directors and Staff continue to work towards the goal of restoring passenger service to the island and are continuously overcoming the challenges that are placed in front of us. We appreciate the understanding and patience of people on the island that this has not been an easy task. We remain strong and positive that rail shall be running once again in the near future.

Although Mary agrees to a further nomination for a two-year term as a Director at large, she wishes to step down as Co-Chair after a number of years in this position. "I want to thank Judith for her partnership as Co-Chair; it has been a wonderful experience to work with her as a mentor and friend. I also want to thank Board members I have served with as well as Graham and the staff for their excellence and perseverance. The ICF is a unique organization that is blessed with many talented experts including everyone at Southern Rail. I look forward to our next steps to restore train service and to work with communities along the right of way on many projects that will enhance the Corridor and the Island as a whole."

## **8. CHIEF EXECUTIVE OFFICER'S REPORT**

### **Administration & Operations**

Office operations are becoming more efficient in dealing with the day to day general inquiries, land use applications, website management and bookkeeping & accounting. This year saw the implementation of an improved monthly bookkeeping system that will provide a better tracking and exchange of information necessary for the annual audit.

Adjustments to office operations will need to be made in the ensuring year to prepare to take over some of the land use and crossing agreements currently managed on our behalf by Southern Rail. The total land use and crossing agreements impacting ICF lands are just over 1000.



Additional communication initiatives using our website and social media will be developed. Our website is constantly updated with pictures and articles providing a very thorough information source for people wishing to know about the ICF.

As the ICF continues to evolve, office administrator, Janice Roberts and First Nations liaison, Nicole Norris handle their respective responsibilities conscientiously and professionally and have adapted well in an ever changing environment. Our treasurer, John Berikoff has instituted a number of accounting best practises with Janice to ensure transparency and appropriate checks and balances. The administrative and lands management mentoring provided by Jim Dias and Dick Wright has helped immensely in dealing with the daily issues of the foundation.

### **Track Improvement Plan \$20.9 Million**

The five regional district funding agreements totalling \$3.2million have been signed off and the VIA Rail operating agreement was signed by the three parties in August 2014. Currently the provincial government is undertaking a second review to ensure the plan will meet the safety requirements. The consultants' report has been with the government since December 2014. Several meetings with the minister and staff have been held as part of the review. Ministry staff are engaged with their due diligence process. Provincial sign off is required before the federal government will commence its final sign off procedures.

### **ICF/SVI Long Term Operating Agreement**

The long term operating agreement with Southern Rail is in the final draft and upon provincial & federal funding signoff the document will be referred to our respective solicitors for final drafting and board approval.

### **Stations**

The second phase of the Courtenay Station renovation will start this year thanks to the efforts of Courtenay Rotary and the City of Courtenay. The exterior and verandah is next to be completed.

The Nanaimo Station has just less than 1000 sq. feet of unfinished space set aside for ticketing etc. with the commencement of the passenger service.

There is ongoing consultation regarding the best place for the permanent Victoria station.

### **Alberni Pacific Railway**

The steam train and McLean Mill at Port Alberni operated by the APR is still one of the best tourist attractions on Vancouver Island. The APR has agreed to take on an expanded management role over the entire Alberni sub. This will involve more rigorous user oversight, certification of equipment and monthly bridge and track inspections as per the British Columbia Safety Authority requirements.

### **Trailways**

Design work is underway by the City of Nanaimo for a southern section of trail. Funds for this project are being raised by Nanaimo Regional Rail Trails and the Nanaimo Regional District is planning trail construction from Parksville to Coombs and Parksville to French Creek.

The Capital Regional District will complete the section of trail by Fort Rodd Hill and the City of Courtenay and Rotary will commence the fourth phase through the city this summer.

### **Southern Rail**

The continued support, perseverance and professionalism offered by Southern should not be underestimated. Southern's agreement to cover any revenue shortfall of the VIA passenger operation shows a strong commitment on their part to the future of rail on Vancouver Island.

Frank Butzelaar, president of SVI and Don McGregor, project manager have not wavered in their support for the rail service. Al Kutaj – Road master and his crew have done an excellent job in keeping the freight service operational between the port and North Nanaimo.

### **Governance**

The ICF has now different member representatives than directors for nearly all of the member organizations. Significant effort throughout the year has been made by the board to meet with our members to keep them abreast of ICF matters but mainly concerning the track infrastructure funding. It is important to understand that the ICF is more than track and rail service and the board and management takes its responsibilities very seriously.

Personally it is a pleasure working with such a dedicated group of people.

### **B.C. Hydro Agreement**

Both parties are in agreement to the Long Term Crossing Agreement  
Work is being done to streamline the overarching agreement and to determine the annual contribution.

Submitted by Graham Bruce, CEO

April 23<sup>rd</sup> 2015

9. **SOUTHERN RAIL REPORT** – Don McGregor - Presentation

10. **QUESTIONS**

11. **ADJOURNMENT** - Mary Ashley adjourned the AGM at 12:00PM