

RDN REPORT	
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BOARD	✓

STAFF REPORT

TO: Board of Directors

DATE: August 11, 2015

FROM: Paul Thorkelsson
Chief Administrative Officer

MEETING: BOARD August 25, 2015

SUBJECT: 2015 Service Area Work Plan Projects and Activities Update

PURPOSE:

To provide the Board of Directors with an update to the 2015 Service Area Work Plan Projects.

BACKGROUND:

On an annual basis the General Managers and Department Directors of the RDN oversee the preparation of the list of Work Plan projects and activities for the various areas of their departments for the upcoming year. These projects and activities are presented for the Board's information, with status updates provided during the year. Projects and activities are developed based on the direction obtained through the Board's Five Year Financial Plan, the Strategic Plan, long term program plans (such as the Transit Business Plan, Regional Growth Management Plan, Liquid Waste Management Plan and the Solid Waste Management Plan), anticipated departmental activities and specific Board direction that occurs throughout the year.

Staff and Directors of the RDN have a strong interest in managing the workload in the various Departments to best assure the planned work for the year is completed in a timely manner or is supplanted by other priorities in an organized manner. The Board had suggested that more regular periodic reporting on the annual Work Plans would be beneficial to understand the work load of the respective Departments, as well as the status of planned projects, how additional projects brought forward during the year are included in the Work Plans, and how reprioritization of projects can be tracked.

The Work Plans attached to this report include a colour tracking notation for each of the various projects and activities that shows whether they are on track, complete, behind schedule or due date changes, or significantly delayed/reprioritized. The overview also provides a brief update/explanation of the project status. In addition, new work brought forward as a result of Board direction during the year will be added and highlighted within the tracking document for the respective Departments.

ALTERNATIVES:

This report is presented to the Board for information only.

FINANCIAL IMPLICATIONS:

Each of the individual Work Plan projects and activities is funded through the service area budgets that are established annually through the RDN budgets and the Board's Five Year Financial Planning process. As such there are no additional financial implications at this time.

STRATEGIC PLAN IMPLICATIONS:

The projects included within the annual Work Plan are developed based on the direction obtained through the Board's Five Year Financial Plan, Strategic Plan, long term program plans, anticipated departmental activities and specific Board direction that occurs throughout the year. The annual Work Plan is aimed at achieving the priorities established by the Board's Strategic Plan and/or providing progress towards those established long term goals. In addition to supporting the Work Plan projects established by the Board, the reporting framework presented and established here also works towards supporting the overall values (including Transparency and Accountability, Communication, Responsiveness and the Focus on Solutions) and Priorities (particularly in terms of Monitoring and Communication) established by the Board in the 2013-2015 Strategic Plan.

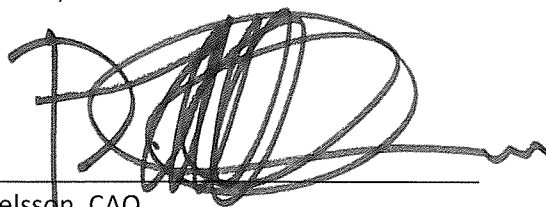
SUMMARY:

The reporting framework on the annual Work Plan projects and activities presented in this report establishes an approach to periodic reporting on the status of the Work Plans, and provides an easy understanding of how planned projects are proceeding according to schedule, which projects are delayed, and projects that have been rescheduled or supplanted by higher priority work. The overview also provides a brief update/explanation of the project status.

As suggested by the RDN Board this reporting process will benefit the Community, individual Directors and Staff in understanding the work load of the respective Departments, as well as how additional projects brought forward during the year are included in the Work Plans and how reprioritization of new projects and activities are tracked.

RECOMMENDATION:

That the Board receive the progress report on the status of the 2015 Service Area Work Plan projects and activities, for information.



P. Thorkelsson, CAO

STRATEGIC AND COMMUNITY DEVELOPMENT

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind Schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All Strategic and Community Development Service areas to participate in the review.	June 2015	✓	SCD report submitted to CAO.

2015

Building Inspection	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>Comment</i>
Mobile Inspection Devices, CityView Mobile	Eliminate hand-written inspection reports through the use of mobile field devices and CityView Mobile	Ongoing	+	CityView Mobile implemented in July following testing and training. Functionality being closely monitored to ensure smooth integration with business processes.
Document Storage/Archiving	Implement system for digital storage and retrieval of historical records	Ongoing	+	RFP issued, vendor selected and paper files transported to Vancouver for digital conversion. Project to be completed in two phases between 2015 and 2017.
Public Awareness	<ul style="list-style-type: none"> Maintain relationships with development community to improve knowledge of inspection services and requirements 	Ongoing	+	Staff to provide information and participate in CMHC workshops and Canadian Home Builders Association industry forums. To continue in 2015.
	<ul style="list-style-type: none"> Continued operation of community Building Inspection offices in EAs 'B' and 'H' 	Ongoing	+	Area H and Area B community Building Inspection offices are open and staffed by Building Inspectors on a weekly basis.
	<ul style="list-style-type: none"> Educational material available to public at site offices, main office and on website 	Ongoing	+	Significant website updates done. Full range of resources updated for public and staff references. Further updates to be done as needed.
Compliance	Maintain focus on compliance by resolving infractions through pro-active enforcement and public awareness	Ongoing	+	Resolution of building regulation infractions is an ongoing process aimed at ensuring health and safety. A high level of voluntary compliance is achieved through proactive enforcement.

Bylaw Enforcement	action	due date	progress	Comment
Mobile Inspection Devices, CityView Mobile	Enable mobile access and uploading of information to system through the use of mobile field devices and CityView Mobile	Ongoing	+	CityView Mobile implemented in July following testing and training. Functionality being closely monitored to ensure smooth integration with business processes.
Nanaimo Airport Transport Canada Agreement	Preparation of draft bylaw and report to Board	Fall 2015	-	Approval from Transport Canada on the agreement to regulate tree height on the flight path in and near the airport. The agreement is subject to completion of amendments to documents that staff are currently completing.
Response time	Continue timely response to public complaints with focus on compliance versus legal action	Ongoing	+	Continued monitoring.
Public awareness	Increase public awareness of regulatory bylaws and online contact form through the development of printed material and website updates	Ongoing	+	Ongoing review and updates to online material. Bylaw Services brochure being developed with completion in early 2015.
Inter-agency cooperation	Participation in inter-agency meetings with key organizations such as police, fire, ALC & municipalities to maintain working protocols and cooperation	Ongoing	+	

Emergency Planning	action	due date	progress	comment
Program Development	<ul style="list-style-type: none"> Centralize volunteer management & expand NEP program 	Ongoing	+	Contractor focused on expanding active NEP program. Progressing above expectations
	<ul style="list-style-type: none"> Focus on building volunteer base in EAs 'A' and 'C' 	Ongoing	+	
	<ul style="list-style-type: none"> Focus on development of emergency planning relationship with Corcan-Meadowood residents 	Ongoing	+	

Emergency Planning, con't	action	due date	progress	comment
Emergency Operations Centre / Response	• Livestock evacuation training	Nov 2015	-	Livestock evacuation training was to be scheduled in mid 2015. Staff is currently re-assessing the cost and time implications for training priorities this year.
	• EOC Policy Group training	Nov 2015	+	Develop training schedule for Policy Group
	• EOC call centre	Nov 2015	+	Investigate options for implementation of EOC call centre with RDN IT Dept.
	• EOC mass notification system	Nov 2015	+	Investigate options for implementation of EOC mass notification system with RDN IT Dept.
Volunteer recruitment and retention	Increase focus on recruitment and retention of ESS and NEP volunteers; establish new NEP groups and provide related training	Ongoing	+	Continuing workshops scheduled.
Wildland Urban Interface fire hazard abatement	Provide outreach on FireSmart Communities – Risk Mitigation	Ongoing	+	
Recovery Plan	Continue development of the Recovery Plan to include the Canadian Red Cross Services	Ongoing	✓	Operational guidelines have been completed.
District 69 Emergency Resources Agreement	Consider continuation of Parksville/Qualicum Beach operating agreement to share Oceanside ESS and emergency communications	Ongoing	✓	Contractor hired as approved by all parties.
Operational Guidelines and area specific Response Plans	Update Operational Guidelines and develop area specific Response Plans in consultation with first response agencies.	Ongoing	+	Response plans require ongoing maintenance

2015:

Current Planning	action	due date	progress	comment
Communication tower siting protocol	Review RDN's role in communication tower siting and provide options for Board consideration	Nov	-	Review underway to include implications of February 2014 changes to Industry Canada's tower siting policy. Directors' briefing held in April. Anticipate draft policy in November for Board review.
Lakes District & Schooner Cove Plan implementation	Actions to support subdivision development within the Lakes District & Schooner Cove	Ongoing	+	Property purchased. Maintain contact with new property owner. OCCs bylaw adopted.
Lakes District & Schooner Cove Plan implementation	Establish processes for review of development applications under PDA	Sept	+	Discussions underway with developer and MOTI to ensure clarity on development processes and information requirements in advance of development applications. Meeting with MOTI in Sept. to review development process.
Climate Change adaptation	Assist in review RDN bylaws and policies to assess options for climate change adaptation action	Nov	-	Green Building Technology Bylaw adopted Feb. 2015. Review of implications of Provincial sea level rise guidelines scheduled for Nov.
Delegation of Authority Bylaw review	Review of Bylaw No. 1166 in consideration of potential amendments to improve business efficiency	Sept	+	Review underway. To be considered in concert with recommendations on opportunities to improve efficiency coming out of the Operational & Efficiency Review.
Rural Area Signage	Report on a proposed consultative process with the intent of identifying rural signage concerns and reducing any impediments to effective signage	Nov	+	Process to be informed by community identification signage pilot project underway in Nanoose and EA 'H' sign dialogue with community members and MOTI currently taking place.
Housing Action Plan	Support implementation of secondary suites bylaw	Oct	+	Draft review of incentives to support secondary suites - October. Meeting with real estate and construction organizations - 3rd quarter 2015. Development and sharing of information in support of secondary suites – ongoing.
Regional Park zoning	Support zoning bylaw amendments for Reg. Parks	Nov	+	Regional Parks zones in draft. Bylaw introduction scheduled for November 2015.
Horne Lake Zoning	Review of Horne Lake Zoning & DP in consideration of revisions	Dec	+	Review of Horne Lake zoning and DP required to ensure clarity and consistency in regulations and ensure regulations reflect requirements of building code. More substantial amendments may require amendment application TBD in consultation with Horne Lake strata.

Current Planning, con't	action	due date	progress	comment
Sustainable Communities	Assist in review of RDN bylaws and policies to better accommodate renewable energy initiatives	Ongoing	+	Green Building Technology Bylaw adopted Feb. 2015. Bylaws and policies will be monitored on an ongoing basis to support current and emerging renewable energy initiatives.
Area Agriculture Plan Implementation	Support the AAC in implementation of the Agricultural Area Plan (AAP)	Ongoing	+	<ul style="list-style-type: none"> • Bylaw & policy review project – July completion. • AAP 2014-2016 work plan implementation - ongoing. • ALC application review and AAC comment – ongoing. • Education and outreach - ongoing.
Communication	Review and update website and other sources of business information to ensure accurate, accessible and understandable information	Ongoing	+	Ensuring sources of information are accurate and effective is an ongoing process. Communicating effectively in a manner that connects with as broadly as possible with RDN residents will require creative use of conventional media as well as monitoring and effective implementation of new and emerging communication tools.
Lakes District & Schooner Cove Plan implementation	Assist in establishment of an RDN stormwater service area	TBD	+	Discussions underway with MOTI to establish respective roles with regard to stormwater management in LD & SC area. RUC is taking the lead on this. Developer required to submit petition for service area establishment. Schedule TBD.
Development Permit Area Exemption review	Assist in review of DPA exemptions in consideration of potential amendments to improve business efficiency	TBD	+	Review underway and likely to be informed by the outcome of the Operational & Efficiency review.
Nanaimo Airport Land Use Planning Process	Support Long Range Planning in the Airport planning process as required	TBD	+	Discussions underway with Nanaimo Airport Commission.
Zoning Bylaw No. 500 review	Review Bylaw No. 500 for house-keeping amendments and consistency with Board Strategic Plan	Oct-2016 -2017	X	Through a scoping exercise it was determined that this project will require a significant commitment of staff resources and professional advice. Preliminary budget and five year plan include transfers to reserves for this project to occur in 2016-2017.

2015

Energy & Sustainability	action	due date	progress	comment
Communication	<ul style="list-style-type: none"> Maintain outreach to staff on energy use, emissions and climate change 	Ongoing	+	Sustainability Coordinator participation in staff meetings, lunch and learn sessions, etc. No specific actions scheduled for 2015. Update 08/06: Staff updates through interdepartmental meeting and Planning - Board debrief meetings
	<ul style="list-style-type: none"> Continue public seminars on green buildings, renewable energy systems, emission reductions, and other sustainability topics 	April	✓	Support delivery of the <i>Flourishing in a Green Economy</i> community event. Update 08/06: Completed in April 2015.
		Oct	+	Green Building Speaker/ Workshop series to target the Sept.– Oct period. Update 08/06: All events scheduled, in Active Living Guide - on track for delivery over 09/17/10/17
	<ul style="list-style-type: none"> Distribute one regional newsletter focused on relevant energy/ sustainability topics. 	Dec	X	Date to be determined with assistance from RDN Communication Coordinator. Update 08/06: No dedicated newsletters planned. Incorporating material in to EA Updates only.
	<ul style="list-style-type: none"> Continue development of Green Building Guidebook series 	Dec	-	#3 Guidebook initiated in Nov. 2014 to be completed in June. #4 Guidebook (Greywater Systems Best Practices) to be initiated in July 2015, in collaboration with DWWP and Liquid Waste. Update 08/06: Delayed. Consultant team failing to provide adequate deliverables. To be completed in time to send substantially complete draft to September Sustainability Select Committee Meeting. Greywater Book on hold due to an equivalent effort underway by the Province.
	<ul style="list-style-type: none"> Coordinate with Building Inspection to develop communications material, including vehicle wraps 	Ongoing / May	-	Assist the building department with communications materials including brochures, pamphlets, and web resources (ongoing). Wrap BI vehicles with Green Building Incentive program information (complete by May). Update 08/06: Wraps delayed. Lower priority item relative to other tasks in workplan.
Energy Management and Climate Action	<ul style="list-style-type: none"> Support interdepartmental investment in energy efficiency through various reserve Funds. 	Ongoing	✓	Identify suitable capital projects with departmental managers for funding by April 2015. Disburse funds as necessary for approved projects. Update 08/06: Report to SSC September 2015
	<ul style="list-style-type: none"> Revise and update the RDN Strategic Energy Management Plan 	Nov	+	Complete project Terms of Reference in February 2015. Target December 2015 for substantial completion.

Energy & Sustainability, con't	action	due date	progress	comment
	<ul style="list-style-type: none"> Develop and implement regional emission reduction projects 	Dec	+	Initiate project on local forest offset opportunities in February 2015. Advance additional project types as opportunities arise. Update 08/06: RFP to be completed in August 2015.
	<ul style="list-style-type: none"> Assist with the development of renewable energy projects within the region. 	Ongoing	✓	Continue to work with local eligible partners, including not-for-profit groups and local fire societies to implement continuous optimization programs for existing facilities. Update 08/06: Agreement with Gabriola Commons to install solar system executed 02/15; installation underway. Agreement with Arrowsmith Ag. Assn for on-site wastewater system executed 03/15. Project completed 07/15
	<ul style="list-style-type: none"> Review and revise Green Building Action Plan and RDN Green Building Policy 	Sept	✓	Most recent Green Building Action Plan updated in 2010. Propose revisions by September 2015. Update 08/06: Completed 03/15
			×	Green Building Policy adopted in 2008. Propose revisions by September 2015. Update 08/06: Deferred to 2016 due to lack of capacity to complete work. Not an urgent item.
Sustainable Communities	<ul style="list-style-type: none"> Review RDN OCPs and RGS for barriers to renewable energy, green building, and other sustainability practices. 	Dec	+	Initiate review in March 2015. Update 08/06: Currently ahead of schedule. Project is substantially complete. May complete staff report in time for September SSC meeting.
	<ul style="list-style-type: none"> Continue Green Building Incentive Program for Electoral Area and Lantzville 	Ongoing	✓	New program opportunities to be presented to the Sustainability Select Committee in March 2015. Update 08/06: Program revisions proposed and adopted 03/15. Delivery of incentives continuing.
	<ul style="list-style-type: none"> Develop pilot integrated community identity and wayfinding signage program for Electoral Area 'E' 	Dec	+	Continuation of 2014 project. Working with Director Rogers to establish scope of project. Target alignment with Current Planning project. Update 08/06: Meeting 07/24 with Parksville and 08/06 with MOTI. Both productive. Relatively clear path forward for signage in desired locations.
	<ul style="list-style-type: none"> Continue administration of the Northern Communities Economic Development Service 	Ongoing	+	NCED Select Committee scheduled for February 10, May 12 and October 20. Update 08/06: \$47,272 dispersed 05/12 (incl. \$10,000 carry forward project from 2014). Approx. \$20,000 available for October grants.

Energy & Sustainability, con't	action	due date	progress	comment
Monitoring and Reporting	<ul style="list-style-type: none"> Monitor and report on corporate energy use and emissions 	Quarterly	+	Initiating monthly tracking of all energy purchases. Quarterly reporting to SSC. Provincial reporting as required. Update 08/06: Quarterly report provided at SSC meetings.
	<ul style="list-style-type: none"> Continue leading RDN Asset Management Working Group 	Ongoing	+	Prepare materials for Board consideration during budget deliberations, implement recommendations in proposed Strategic Implementation Plan. Update 08/06: Board seminar session 06/17; SSC report on program resource requirements for September.
	<ul style="list-style-type: none"> Assist with Board Strategic Planning Process, and drafting of Strategic Plan. 	Sept.	+	Develop Board survey on Strategic Plan and Planning process (Jan - Feb); Update 08/06: Complete Assist with Strategic Planning session (TBC); Assist with drafting plan (Sept).
	<ul style="list-style-type: none"> Continue support for interdepartmental reporting relating to Board Strategic Priorities, as well as other reporting requirements as requested 	ongoing	✓	Submit final CARIP report in Feb. Submit additional reports in June. Update 08/06: Completed in 02/06
			✓	Assist Finance with annual financial report . Update 08/06: Completed 04/15
			✓	Completion of Operational Review. Update 08/06: Completed SCD portion 07/15

2015

Long Range Planning	action	due date	progress	comment
Regional Growth Strategy implementation	<ul style="list-style-type: none"> Produce Annual Report on RGS implementation 	Feb	✓	Scheduled for February CoW.
	<ul style="list-style-type: none"> Adopt targets and indicators 	Jan	✓	Public consultation completed; adopted at Jan Board meeting.

Long Range Planning, con't	action	due date	progress	comment
RGS monitoring and reporting	• Develop RGS monitoring and reporting program	June	+	Acquiring data and designing reporting program. Website launched in August.
	• Acquire data for indicators	June	+	
	• Review RGS to ensure support for affordable housing and renewable energy	Oct	+	
	• Education and awareness activities	Ongoing	+	
	• Coordinate Intergovernmental Advisory Committee meetings	As needed	+	A few meetings are anticipated this year.
	• RGS Amendment - Clarification to Minor Amendment Criteria	Sept	+	August Board referred to Directors Seminar in Fall 2015.
Electoral Area H OCP Review	Scoping exercise and identification of background information	Nov	+	
Climate Change/Sea level rise	Assessment of possible actions for RDN	Nov	-	Reviewing implications of new provincial requirements re sea level rise.
Affordable Housing	• Implement community engagement program for secondary suites policy	Ongoing	+	Brochure produced; will be meeting with real estate and construction organizations later this year. Tentatively scheduled meeting in Oct.
	• Continue implementation of Housing Action Plan	Ongoing	+	Continue to work with housing providers to provide assistance.
	• Update web resource pages on affordable housing	Ongoing	+	Website updated in May.
Capacity Building for Homelessness	Staff involvement to assist organizations on homelessness projects	Ongoing	+	
Funding for Social Issues	New service to provide funding for social issues	Sept	+	Feedback has been received from service providers; discussions taking place with Island Health.
	Oceanside Health & Wellness Coordinator	Sept	+	RFP to be circulated.

Long Range Planning, con't	action	due date	progress	comment
Nanaimo Airport Land Use Planning Process	<ul style="list-style-type: none"> Provide support for Nanaimo Airport Land Use Planning Process 	Ongoing	+	Meetings with Nanaimo Airport Commission have taken place.
	<ul style="list-style-type: none"> Continue Phase 2 of the Airport Planning Exercise 	Nov	-	Meetings with Nanaimo Airport Commission re MOU have taken place. A draft MOU is being revised.
	<ul style="list-style-type: none"> Continue Phase 3 – Master Development Plan and OCP / zoning amendments 	Jan 2016	-	To follow completion of Phase 2.
Agriculture Area Plan Implementation	<ul style="list-style-type: none"> Bylaw and Policy Update – Removing Barriers to Agriculture 	Dec	+	Proceeding to Public Consultation on potential bylaw amendments.
	<ul style="list-style-type: none"> Agriculture promotion and economic development 	2015	+	A few projects as identified in AAP Implementation Action Plan.
	<ul style="list-style-type: none"> On farm water related infrastructure and supply 	Oct	+	As identified in AAP Implementation Action Plan.
	<ul style="list-style-type: none"> Policy review – subdivision in ALR 	Nov	+	As identified in AAP Implementation Action Plan.
Climate and Energy Action Plan	Provide assistance and advice	As needed	+	Work with E&S on a regular basis.
Current Planning	<ul style="list-style-type: none"> Assist with enquiries and application processing 	Ongoing	+	Planner assists with enquiries and applications.
	<ul style="list-style-type: none"> OCP amendments and RGS related 	As needed	+	Work with Current Planning on a regular basis.
Seaweed Harvesting	Monitor seaweed harvesting licenses in Area 'H'	Ongoing	+	Continue to work with MoA and VIU.
Coastal Douglas Fir Conservation Partnership	Participate in CDFCP activities	As needed	+	Attended workshop in February.
First Nations Liaison	Assist with First Nations Liaison and consultation	ongoing	+	

Long Range Planning, Con't	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Watershed Management Planning	Assist DW&WP with watershed management plan	As needed	+	
Mount Arrowsmith Biosphere Reserve	Participate in MABP activities	As needed	+	Working with VIU to identify mutual benefits.
Nanaimo Estuary Management Committee	Participate in NEMC activities	As needed	+	Attended workshop in February.

TRANSPORTATION AND SOLID WASTE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
✗	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Transportation and Solid Waste Service Area will participate in the review	Sept 2015	✓	TSW Report submitted to CAO.

2015

Transportation Services	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Prideaux Street Transit Exchange	Implement lighting upgrades	Sept 2014	✓	Complete.
Google type trip planner	Design and implement	Jan 2015	✓	Complete.
Downtown Transit Exchange	Preliminary design of a new Transit Exchange	Sept 2015	-	Currently working with the City of Nanaimo and BC Transit to coordinate. Due to complexities at site, project is delayed.
HandyDART Fleet (Arboc)	Implement replacements	May 2015	✓	Complete.
HandyDART Fleet (Arboc)	Implement replacements	May 2015	✓	Complete.
Woodgrove Transit Exchange	Preliminary design for upgrade and expansion	Dec 2015	+	Working with BC Transit to draft Memorandum of Understanding for the project.
RDN/BCT/CVRD Interregional Service Report	Report to Board	Nov 2015	+	BC Transit selecting consultant.
Fleet Management Software	Design and install new system for Mechanics	Dec 2015	+	Currently working with BC Transit.
Fleet body repairs	Repair 5 1998 series New Flyer bus frames and panels.	Apr 2015	✓	Working with BC Transit to repair buses.
Driver Routing Manual	Design and implement a manual	Mar 2015	✓	Project tied to new Scheduling software from BC Transit.

Transportation Services, con't	action	due date	progress	comment
Transit Shop	Repair roof	Sept 2015	-	Repairs required due to age. Recent estimates have inflated costs so project deferred until adequate budget is confirmed
Downtown Transit Exchange land acquisition	Prepare agreement with the City of Nanaimo	Sept 2015	+	Working with BC Transit and City of Nanaimo to negotiate land agreement.
On-time performance monitoring	Design and implement new monitoring program	Oct 2015	+	Currently testing new monitoring units.
Route 15A - Jingle Pot Analysis	Report to Board	Mar 2015	✓	Complete
Parksville/Qualicum Taxi Saver Program	Report to Board	Mar 2015	+	Preparing report.
Greens Landing Wharf	Prepare a status report for Board	Dec 2015	-	Federal Public Works have indicated a desire to transfer responsibility of wharf to RDN. A letter has been sent to the Federal government asking for maintenance funding for the new works. When that information is received a report will be taken to the Board.
Emergency Wharf	Repair Wharf	Mar 2015	✓	Complete
Bus advertising contract	Update advertising plan and implement with BC Transit	Dec 2015	+	BC Transit is being consulted on plan.
Taxi Saver program for Gabriola Island	Report on options for Board	Mar 2015	✓	Draft agreement complete now. Bylaw and final report have been completed. Elector accent now required.
Raven Underground Coal Mine	Report to Board	Timing depends upon Prov. Govt.	+	Ongoing. Waiting for applicant information.
Transit expansion	Implement 5000 annual hour transit expansion	Sept 2015	+	Working with BC Transit on service delivery options.
Rider's Guide update	Design and implement new Rider's Guide	Sept 2015	✓	To improve customer service tools.
Transit yard expansion	Expand parking for additional buses	Dec 2015 NEW	+	Extra parking needed for expansion buses

2015

<i>Zero Waste Programs:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Solid Waste Management Plan (SWMP)	Review, update and amend plan	Apr 2016	+	Carry forward from 2014. Update the 2004 SWMP.
Commercial Food Waste Ban expansion	Communicate, collaborate, enforce	Dec 2015	-	Carry forward from 2014. Will be addressed during SWMP. Delayed due to complexity of SWMP and required consultation.
North Nanaimo Yard Waste Drop-Off	Review yard waste drop off options	Oct 2015	-	Carry forward from 2014. Will be addressed during SWMP. Delayed due to complexity of SWMP and required consultation.
Construction/Demolition Waste Recycling options	Undertake study; report to Board	Mar 2015	-	Carry forward from 2014. Will be addressed during SWMP. Delayed due to complexity of SWMP and required consultation.
WSML License Application Process	Review and update process	Jun 2016	+	Carry forward from 2014. Follows SWMP development.
WSML processing	5 new/major amendments underway	Ongoing	+	To be processed throughout 2015.
Illegal Dumping Enforcement Program	Respond to public inquiries/complaints	Ongoing	+	Coordinated efforts with Bylaw Services.
Region-Wide Zero Waste Newsletters	Prepare and distribute two newsletters	Mar 2015	+	First newsletter to include SWMP survey. Second newsletter in the Fall.
Review flow control	Study of issue	Ongoing	+	Will be addressed during SWMP.
SWMP Consultation	Community outreach and second survey.	Sept 2015 NEW	+	Staff attending community events throughout summer and distributing survey.

<i>Curbside Collection Program:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Multi-Material BC PPP Recycling Program	Undertake residential curbside audit.	Aug 2015 NEW	✓	Complete

Disposal Facilities:	action	due date	progress	comment
Cell One Nature Park Phase 1	Preliminary design	Oct 2015	✗	Carry forward from 2014. Due to budget considerations project is deferred.
North Berm	Detailed design for berm	Dec 2015	+	Carry forward from 2014. Currently reviewing location options.
Tire and equipment wash down facility	Detailed design and construction of facility		✗	Carry forward from 2014. Due to budget considerations deferred until at least 2018.
LFG collection	Targets: 75% collection; 95% operational	Ongoing	+	Currently monitoring.
Replace LFG gas analyzer	Existing analyzer failed.	Sept 2015 NEW	+	Critical safety equipment. Interim bypass sensor installed.
Leachate generation	Minimize leachate generation and infiltration of storm water	May 2015	✓	Source assessment complete.
Leachate control – SouthWest ditch repair	Repair ditch liner system.	Sept 2015 NEW	+	Project required to address leachate generation at landfill
Operations Building at Landfill	Tender for construction	Oct 2015 NEW	+	Project required for landfill expansion
Maintenance Building at Landfill	Tender for construction	Oct 2015 NEW	+	Project required for landfill expansion
Landfill Site Security	Award 3 year contract	Aug 2015 NEW	✓	New contractor to commence service at end of August
Bird Control Contract	Award 3 year contract	Sept 2015 NEW	+	Tender closed; report being prepared for Board.
Cost share with CON for lift station upgrade	Critical infrastructure to manage area sanitary and landfill leachate flows.	Jan 2015 NEW	+	Landfill leachate is the primary contributor of peak flows necessitating upgrade.

RECREATION AND PARKS SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Completed
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Recreation and Parks Service Area will participate in the review	June 2015	✓	Recreation and Parks Services report submitted to CAO.

2015

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Parks Operations Building	Secure site, building and yard for Parks Planning and Operations staff and equipment	June Sept Dec Mar 2015	✓	Site secured and approved by Board. Lease signed. Building under construction. Move date to Jan due to construction delays. Building completed for March 1 and staff moved in mid-March.
Donation Program	Complete the Parks Donation Policy	Nov Mar 2015 Mar 2016	-	Delayed by staff resource issues.
Website Upgrades	Assess web pages and continue to create pages to provide timely information to residents	Ongoing	+	
Parks Maintenance	Continue with park and infrastructure inspections and maintenance programs	Ongoing	+	
Parks Services	Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services	Ongoing	+	

<i>All Parks Services, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
GIS and Mapping	Continue to work with GIS staff to map trails and facilities and update the RDN mapping system	Ongoing	+	
Invasive Plant Program	Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans	Ongoing	+	
First Nations identification on signs	Work with First Nations to determine how to proceed for both Regional and Community Park Signage	2015	+	
Bylaw 1399 Update	Update bylaw to add new parks and information	Dec 2015	+	
Parks Stats	Update information on amount of parks, spending etc.	April Oct 2015	+	
Budget and Workplans	Develop 2016 Operational and Capital budgets, Community and Regional Park workplans. Monitor existing 2015 budget.	Ongoing	+	
Vancouver Island Trails Strategy	Participate in surveys and workshops. Review plan.	Dec 2015	✓	

2015

Community Parks & Trails Services	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Huxley Community Park Plan (EA B)	Completion of park development plan	Apr July Jan Mar 2015	✓	Carry forward from 2014. Topographic's Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Spring 2015.
Village roadside path (EA B)	Design and costing for tender of multiuse path	July Dec Mar Oct 2015	-	Carry forward from 2014. Topographic's Landscape Architecture retained and work underway. Plan forwarded to MOTI for review. Final drawings and costing being prepared. MOTI has asked for Engineered drawings for some sections of trail and Engineer review of the project. Final drawing to be completed by August and detailed costing for tender by October.

Community Parks & Trails Services, con't	action	due date	progress	comment
Extension School (EA C)	Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission	Nov 2014 Dec 2015	-	Carry Forward from 2014. Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept. Waiting for response from School. SD 68 now ready to move ahead with agreement.
Extension Miners Community Park bridge and trail (EA C)	Complete design and install bridge and trail	July Dec Mar Sept 2015	-	Carry forward from 2014. Bridge completed. Trail design is completed and installation is almost complete. Stairs in the park will be built by community volunteers in the spring.
Blueback Community Park development (EA E)	Complete planning process and develop Phase I	Dec Mar 2015	✓	Carry forward from 2014. Draft plan was presented to POSAC and changes are being incorporated into the plan.
Errington Community Park (EA F) operator agreement	Complete the agreement with the Errington Hall Society	Apr Dec Mar Oct 2015	-	Carry forward from 2014. Delayed due to staff resource issues.
Columbia Beach well capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	Sept Nov Feb Aug 2015	-	Carry forward from 2014. Lee Rd wells added to the list. Locations need to be verified to confirm which wells are on RDN land. Staff now researching covenants and other agreements over existing wells.
Agreement Lighthouse Community Park (EA H)	Complete agreement for park management with the Lions Club	Apr Dec Oct 2015	-	Carry forward from 2014. Delayed due to staff resource issues.
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	Mar Aug 2015	-	Delayed due to staff resources.
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy	Nov June Dec	-	Delayed due to staff resources.
Maintenance Contracts	Develop Tender Package and award contract for urban high maintenance parks	May Sept	-	On project list for Fall
Community Park signage	Increase signage in developed parks	Dec Feb Sept	-	Delayed due to staff resources. Underway

Community Parks & Trails Services, con't	action	due date	progress	comment
Bicycle Network Plan	Process to be determined	TBA NEW	+	
Morden Colliery Trail Bridge (EA A)	Design and costing for tender of multiuse bridge over Nanaimo River	June Dec 2015	+	Herold Engineering retained Mar 11/14 to perform work. Report on bridge options was advanced to RPTSC and EA A PRC for comment in October. Board approved design Nov. Trail design underway.
Morden Colliery Bridge Consultation (EA A)	Community consultation of bridge and trail use	June Sept	-	Delayed while lease/license direction resolved.
Beach Access Development (EA A)	Design Beach Access Stairs	Dec NEW	+	
Cedar Plaza (EA A)	Replanting and Bench install	Nov	+	
Cedar Plaza Kiosk (EA A and Regional Trail)	Kiosk – split with Regional	Nov	+	Design underway and concept presented to Area A PRC commission.
Village roadside path (EA B)	Trail Construction	2015 Feb 2016	+	Design stage nearing completion in Fall 2015
Mudge Island beach access development – Phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	Sept Nov TBD 2015	×	Davidson Bay site design underway. Archeological review required. Project commencement dependent on findings. POSAC direction to not proceed at this site. Funds will be reallocated in 2016 to another Mudge Island site.
Decourcy Drive Park (EA B)	Create a trail and lookout in parkland	TBD	+	Timing of project to be determined by POSAC through the five-year project plan.
Joyce Lockwood Lease renewal (EA B)	Renew Existing lease	May	✓	Waiting for documents from the Province.
Huxley Park Detailed Design Work (EA B)	Detail Design of Phase I	TBD	+	First step is complete. Timing of next stage will depend on grant funding.

Community Parks & Trails Services, con't	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Huxley Park Phase I Construction (EA B)	Construction Phase I	TBD	+	Timing dependent on grant funding.
Huxley Park Grant Application (EA B)	Canada 150 Grant application	June NEW	✓	Application submitted.
Rollo CP (EA B) Parking Lot	Redevelop Parking lot	Sept	+	
Rollo CP (EA B) Playground	Create an agreement and work with Softball Assoc. on design and install.	Sept NEW	+	
Rollo CP (EA B)	Work with community on the creation of a dog park.	Dec NEW	+	
Cox CP (EA B)	Install internal signage. Budget for two benches and welcome sign in 2016 budget	Dec NEW	+	
Meadow Drive Phase II (EA EW/PV)	Porta potty, bench and picnic shelter design and install	Dec	+	POSAC to review design options in September
Blueback Park development (EA E)	Detailed plans and construction	Oct	+	Underway
Claudet CP Development (EA E)	Parking lot and trail development	Sept	+	Trails placement determined. Contractors tendering underway.
Oakleaf Future Park (EA E)	Management plan development	TBD NEW	+	Timing depends on final subdivision approvals.

Community Parks & Trails Services, con't	action	due date	progress	comment
Arrowsmith Community Trail (ACT) next phase (EA F)	Plan and develop next phase of trails	2015	+	Costing underway for next phase of development. Small group from POSAC working on priorities and standard of development. Price road under development.
Errington CP (EA E)	Trail work and park upgrades	Sept	+	Staff working with community group
Land agreements ACT trails (EA F)	Complete agreements with private land owners	Feb Oct	-	Work delayed due to staff resource issues. Now part of Arrowsmith Community Trail project.
French Creek Paths and Trails (EA G)	Design and construct trails and paths in undeveloped Road Right of Ways.	Dec	+	Staff assessing and prioritizing first phase for development.
Little Qualicum Hall (EA G)	Write new report outlining all options and costs.	Nov	+	Work with Architect to review options
Shoreline Drive (EA H)	Rebuild Stairs	July	✓	Complete
Lighthouse Community Hall Upgrades (EA H)	Create agreement for Phase II	July	✓	Phase II contract will be signed when proof of phase I completion is received.
Water access planning (EA H)	Work with POSAC to prioritize & implement first phase	Sept 2015	+	First Phase signage will be installed in 2015.
Roadside trail planning (EA H)	Work with MOTI to determine placement of trail in village centres.	Spring 2016 NEW	+	
Oakdowne Licence of Occupation (EA H)	Renew existing trail agreement and also explore extending the lease to include the whole parcel beyond the trails	TBA NEW	+	

2015

Regional Parks & Trails Services	action	due date	progress	comment
Morden Colliery Regional Trail Lease	Work with Province to upgrade and renew the lease	Sept Apr 2015 Jan 2017	-	Carry forward from 2014. Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province. Next step is to consult with First Nations. Formal application to province submitted in July 2015. Response not expected for 480 days from submission.
Benson Creek Falls Regional Park	<ul style="list-style-type: none"> Geotechnical study for placement of stairs to Ammonite Falls 	May July May 2015 TBD	-	Carry forward from 2014. Delayed waiting for decision from province on early lease renewal. RFP under development.
	<ul style="list-style-type: none"> Design and install stairs to Ammonite Falls 	July 2015 TBD	-	Carry forward from 2014. Delayed waiting for decision from province on early lease renewal. RFP under development.
Moorecroft Regional Park - facility upgrades	Boat house roof replacement and Kennedy Hall upgrades	2015 / 16	-	Carry forward from 2014. Completed boat house roof. Assessment completed for Kennedy Hall upgrades. Kennedy Hall moved to future year. Washroom for 2015.
Mount Benson covenant	Work with NALT to complete the covenant	June Sept Nov Apr Oct 2015	-	Carry forward from 2014. Staff have met with NALT and have the draft covenant. A review of the management plan is now required. Management plan review completed. Final changes with NALT input taking place.
Park Warden Program	Continue to work with volunteers	Ongoing	+	
Caretaker Agreements	Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks	Ongoing	+	
Operator Agreements	Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks	Ongoing	+	
Partnerships	Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRERCA, ERRP, CMRP and MRP	Ongoing	+	
Goose Control	Prepare a report and work with partners on next steps	Sept	+	

Regional Parks & Trails Services, con't	action	due date	progress	comment
Regional Park signage	Install signs and kiosks as per budget plan	July	✓	Beachcomber kiosk installed. CPR Trail kiosk to be installed in June
Management Plan renewals	Create a plan and strategy to review and update plans	Oct Sept	✓	Five year review for Mount Benson completed and format will be used for other plans.
E&N Rail Trail (Coombs to Parksville to French Creek)	Design, including preliminary studies, survey and public consultation	Jan Apr Oct 2015	-	In final design stage in preparation for tender per below.
E&N Rail Trail (Parksville to Coombs)	Tender and construction of trail	Summer 2015 Jan 2016	-	Board approved to proceed to tender June 2015. Tender to be issued Fall 2015 for Parksville to Coombs Section. Parksville to French Creek on hold for later phase.
E&N Rail Trail (Parksville to French Creek)	Tender and construction of trail	Summer 2016 TBD	✗	Delayed due to financial resourcing per above.
Morden Colliery Trail resurface	Resurface sections of trail	Sept	+	
Top Bridge	Upgrade Road	June	✓	Complete
Horne Lake	General Upgrades	Sept	+	Underway
Descanso Bay	General Upgrades	Sept	+	Underway
Benson Creek Falls access	Work with woodlot manager and province on the trail selection and agreement	Feb	✓	Verbal agreement reached.
Benson Creek Falls licence	Work with province to explore early renewal	Mar 2015 Mar 2016	-	Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years and our application has been accepted. Process will take another year.
Benson Creek Falls Trail work	Upgrade trails and bridges	Oct TBD	-	Delayed due to lease renewal.
Benson Creek Falls Kiosk	Install Kiosk at Ammonite Falls Regional Trail	Oct Summer 2016	-	Delayed until licence is received.

Regional Parks & Trails Services, con't	action	due date	progress	comment
Coats Marsh Trail	Install trail and lookout points and entry sign	Nov	+	Work with partner to determine trail location.
Fairwinds Regional Parks Management Plan	Development of Management Plan	June	✓	Board approval "in principal" June 2015 Final Board approval when Enos Lake Water Protection plan received.
Little Qualicum River Regional Park Bridge	Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river.	Dec	✓	Board report received February 2015
Little Qualicum River Regional Park Bridge	Upgrade bridge according to report.	Dec	+	
Little Qualicum River Estuary	Continue to work with partners on invasive plant removal and upgrades to the fish channel	Ongoing	+	
Moorecroft Washroom	Design and construct building	Dec	+	
Moorecroft Caretakers House	Upgrades to building	TBD	+	
Regional Park Zoning	Work with Planning Department to rezone parks.	2015 2016	-	Moved to 2016 due to staff resource issues.
Top Bridge Trail Upgrades	Work with City of Parksville to Upgrade facilities	TBD	+	Meeting to be held to determine timeline. Parksville is currently undertaking the upgrades.

2015

Recreation Services	action	due date	progress	comment
2006 D69 Recreation Services Master Plan 2007 Electoral Area 'A' Master Plan	Review and compare applicable recommendations that may have an impact on 2014.	Ongoing into 2015	+	Youth Strategic Plan, Parks programming, SD#69 partnerships, developing community recreation program space. Continuing to work with EA 'A' PRC Commission on recreation program services and facilities. Staff report on culture due Sept. 2015
Review community recreation services and amenities. (D69 outdoor multi-sport complex)	2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex. See resolution # 15-494	2016 NEW	+	Needs assessment for outdoor multi-sport complex including artificial turf field, track and field to be included in 2016 D68 Recreation Services Master Plan Terms of Reference.
Review community recreation services and amenities. (D69 Arena)	Staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club. See resolution #14-741	Nov 2015 NEW	+	Staff report to summarize existing funding options/grants available to community curling facilities
Review community recreation services and amenities. (D69 Arena)	That the Regional District consider alternative facility uses for the District 69 Arena and associated costs as part of the 2016 Recreation Services Master plan process for District 69.	2016 NEW	+	The review of alternative uses for D69 Arena, including the continuation of the facility used as a curling club will be a deliverable within the 2016 D69 Recreation Services Master Plan Terms of Reference.

<i>Recreation Services, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Review community recreation services and amenities. (Outdoor multi-sport complex).	Staff explore partnerships with the Town of Qualicum Beach, City of Parksville, School District 69, local sports associations, community service organizations and businesses to determine the interest level in funding and operating an outdoor multi-sports complex in District 69. See resolution #15-495	Sept/Oct 2015 NEW	+	Staff in initial planning stages in the organizing of contacting/meeting meetings with potential partners.
Asset Management	Participate in RDN Asset Management working group	Quarterly through 2015	+	Staff attended workshop and best practices sessions May 16 and 30. Phase I complete moving to Phase II upon Board approval in 2015.
Website	Review Recreation Services presence on RDN website	Ongoing through 2015	+	Ongoing, will develop a phased approach to changes that may occur prior to OER being complete.
Safety	Staff re-familiarization on safety plan manuals and emergency preparedness	Oct. 2015	+	Ongoing and will further develop as per final OER recommendations. Policy and Procedure manuals for RAC, OP, NCRS have been completed. Distribution and implementation, staff orientation to occur prior to Fall 2015.
Sport Tourism	Aid in the implementation of the joint communities plan to promote sport tourism as per the 2011 Advanced Sport Tourism Workshop	Ongoing through 2015	+	See comments under Oceanside Place – Sport Tourism.
School District 69 Facilities	Keep apprised of SD#69 school closure process and if directed by Board meet formally on opportunities.	Jan 2015	✓	Complete

<i>Recreation Services, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
School District 68 Facilities	Keep apprised of SD#68 school closure process and if directed by Board meet formally on opportunities.	Ongoing through 2015	+	Met with SD#68 staff on: 1) Cedar Heritage Centre land lease (expires 2020) and Cedar Heritage Centre lease with CSCES (expires 2015) 2) SD68 plans for school facilities in the communities of Cedar, South Wellington 3) Safe walk routes 4) Sport court project with SNF and Cedar Ball Hockey Association 5) Community School Co-coordinator's role in community recreation programming 6) Extension school upgrade 7) Field development around Cedar Elementary
Electoral Area 'A'	Recreation Facility feasibility and program inventory through EA 'A' Parks, Recreation and Culture Commission	Nov 2015 NEW	+	Staff meeting with SFN and Herold Engineering on; project budget, funding and usage agreement for Sport Box. Community Works Fund project - Snuneymuxw First Nations Sport Court - EA A. Resolution # 15-093
Computerized facility booking and program registration software update	Existing system no longer supported as of 2016. RFP for replacement system	Feb 2015	+	RFP complete, award pending and finalized in early 2015. Replacement system selected and contract signed with Vendor. Implementation schedule to be completed by August 2016
Meadowood Portable	Report on acquiring and placement of portable in vicinity of park	June 2015 Oct 2015	-	Professional services contracted and construction tender being created.

2015

<i>Ravensong Aquatic Centre</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Ravensong Aquatic Centre Land Lease	Work with Town of Qualicum Beach on renewal of the land lease occupied by Ravensong Aquatic Centre.	2014 2015	-	Carry forward from 2014. Awaiting Town of Qualicum Beach's response on renewal of lease.
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	Quarterly	+	

Ravensong Aquatic Centre, con't	action	due date	progress	comment
Aquatic Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of aquatic services	Ongoing	+	Anticipated specific recommendations may come from OER.
Pool Audit	Lifesaving Society to review pool protocols/procedures	Dec and into 2015	✓	BC/Yukon Lifesaving Society audit completed December 2014. Recommendations reviewed with implementation of selected items by Fall 2015
Mechanical Systems Optimization Review	Verification review of upgraded mechanical systems to ensure operating at optimal levels	Dec 2015	+	Specific to RAC solar energy system. Feasibility of photovoltaic opportunities.
Business Plan Metrics	Continue to focus on revenue generating opportunities, new programming and partnerships	Ongoing	+	
Business Plan Metrics	Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage.	Ongoing	+	
Business Plan Metrics	Maintain and work to enhance marketing strategies to increase participation rates (e.g. MS Society, VIHA, schools, business, community events)	Ongoing	+	
Recreation Facilities Sustainability Strategy	Continue to coordinate with Energy and Sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	Quarterly	+	Report to next CCAF meeting to include potential projects: D69 Arena (Curling Club); RAC mechanical Systems Optimization Review; OP electrical upgrade; electric ice resurfacer; OP heat recovery; RAC photovoltaic opportunities.

<i>Oceanside Place</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Sport Tourism	Maintain and increase if possible sport tourism initiatives related dry and ice use. Continue to encourage and promote nine sport tourism related events of Oceanside Place	Ongoing	+	Vancouver Island Skate International, hockey tournaments (adult minor), Generals hockey camp, female hockey camp.
Sport Tourism	Participate in VISTC bid for the 2015 or 2016 National Women's U18 Hockey Championship	Sept 2014	✓	Bid not successful.
Arena Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of arena services	Ongoing	+	Anticipated specific recommendations may come from OER.
Business Plan Metrics	Continue to focus on cost reduction and revenue generating opportunities in programs and services	Ongoing	+	
Business Plan Metrics	Increase the number of dry floor activities & events during the shoulder season (increase the utilization of dry floor use to 20% or 1,264 hours of use)	Ongoing	✓	Roller derby, great garage sale, health humongous feasibility, lacrosse tournament, 2014 BC Games lacrosse, Pickleball, 2015 Quilt Show.
Facility Maintenance - Capital	Implement and complete maintenance capital plans	Ongoing	+	
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	Quarterly	+	
Recreation Facilities Sustainability Strategy	Continue to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	Quarterly	+	Report to CCAF next meeting to included potential projects; Cedar Heritage Centre, D69 Arena (curling club), RAC Mechanical Systems Optimization Review results, OP electrical upgrade, electrical ice resurfacer (Zamboni) feasibility.

<i>Oceanside Place, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
District 69 Arena (Parksville Curling Club)	Work with Club on options to reduce/remove the tax assessment. Provide to RDN Board staff report related to resolution #14-264.	Sept	✓	Complete
District 69 Arena (Parksville Curling Club)	Staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club. See resolution #14-741	Nov 2015 NEW	+	Staff report to summarize existing funding options/grants available to community curling facilities
District 69 Arena (Parksville Curling Club)	Related to resolution #14-2741	April 2015	✓	That the Parksville Curling Club continue with capital plan responsibilities as per the existing lease agreement and staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club.

<i>Recreation Program Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility Maintenance – Cedar Heritage Centre	Implement and complete capital maintenance projects as required and work with CSCES on management of building	Sept 2015	+	Meetings held with CSCES and roof being replaced on Cedar Heritage Centre as 2016 capital project
Contract Services	Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS)	Ongoing	+	GRS contract renewed. CHC licence of use agreement with CSCES to be extended before Dec. as per resolution # 15-571 done by Dec.
Business Plan Metrics	Continue to respond to D69/EA 'A' Commissions, RDN Board, industry, innovation and community direction in the area of recreation services	Ongoing	+	Related to "SD#68 Recreation Facilities" and "Electoral Area A" items listed above under "Recreation Services".

Recreation Program Services, con't	action	due date	progress	comment
Business Plan Metrics	Ongoing assessment of program evaluation to ensure program offerings are relevant, accessible and needed within District 69 - match relevant program services to the needs and wants of the community (school enrollment, demographics, Recreation/RDN Master Plans)		+	Golf and parks programming RFPs issued and awarded.
Business Plan Metrics	Promoting benefits of programs & events that align with Active Aging, Canadian Physical Activity, Sport 4 Life guidelines, RDN Employee Wellness Program		+	
Youth Recreation Strategic Plan	Year 4 implementation of recommendations from 5 year Youth Strategic Plan (2011-2015):	2015	✓	Includes the implementation of Youth Art program, delivery of developmental asset programming.
Partnerships and Collaborations	Review and identify strategic partnerships	Ongoing	+	Oceanside Wellness and Health Network contract initiated. Project now with SCD Dept., Island Integrated Health.
Meadowood Community Hall Operation Agreement	Work with Corcan Meadowood Residents Association on operating agreement of Meadowood Community Centre.	Oct 2015	+	Agreement to coincide with completion and upgrade of portables at site. Resolution # 15-077
Creation of Community Programming Space	Work with community and SD#69 to secure programming space at QBES	Dec 2014	+	5 year rental agreement signed with SD#69 for the uses of program space at QBES signed

REGIONAL AND COMMUNITY UTILITIES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
✗	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Community and Utilities Service Area will participate in the review	June 2015	✓	RCU Report Submitted to CAO.

2015

Wastewater Services	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
GNPCC – Marine Section	Outfall replacement for marine section - construction project and detail design marine section	2015/16	+	<ul style="list-style-type: none"> Complete Engineering in 2015 Construction schedule in 2016 subject to results of bidding process.
GNPCC Secondary Treatment	Secondary upgrade Engineering	2016	+	<ul style="list-style-type: none"> Award Engineering RFP in April Engineering will continue into 2016
Wastewater Facilities	Study to review resource recovery opportunities at RDN wastewater facilities	2015/16	+	<ul style="list-style-type: none"> GNPCC In coordination with secondary treatment work. Remaining facilities in 2016
Departure Bay Pump Station	Pump and electrical upgrade - construction project	Fall 2015 Spring 2016	-	Long equipment delivery lead time – 16 weeks
FCPCC Trickling Filter upgrades	Roof, piping & concrete repairs – construction project	Dec 2015	+	Detail design completed, fabrication in progress
FCPCC Decontamination Building	Construction project	Fall 2015	+	Construction underway.
Sewer Use Bylaw No. 1225	Review and update source control bylaw	Fall 2015	+	Draft bylaw developed, review with municipalities in Fall 2015.
GNPCC and FCPCC DCC Bylaw	DCC Bylaw review and update	Dec 2015	+	Scoping in progress

Wastewater Services, con't	action	due date	progress	comment
Rural Village Sewer Servicing Project	Area H sewer servicing detailed design and Cedar Village servicing strategy	2015/16	+	Engineering awarded.
Septic Smart Program	Provide support to septic system owners via workshops, open houses and newsletters	Ongoing	+	Septic system maintenance incentive program.
Liquid Waste management Plan	Implement LWMP actions related to the various program commitments	Ongoing	+	<ul style="list-style-type: none"> Implementation underway. Plan Monitoring Committee established.
SFN/CON/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CoN	June	+	Agreement document complete, Report to Board in Fall 2015 in coordination with CoN and SFN.
GNPCC Interceptor Rights of Way	Updates of SROWs	Ongoing	+	In progress.

2015

Water and Utility Services				
Water:	action	due date	progress	comment
NBPWSA DCC Bylaw	Finalize Development Cost Charge Bylaw	April	✓	Complete
NBPWSA Capital Charge Bylaw	Finalize the Capital Charges Bylaw	Fall 2015	+	Scoping in progress.
NBPWSA Madrona #8 Well	Redevelopment	Fall 2015	+	Scoping in progress.
NBPWSA Beachcomber Reservoir	Reservoir Demolition	Fall 2015	+	Contract awarded. Awaiting wet season due to current fire hazard.
NBPWSA Gary Oak PRV and water main upgrades	Design and install pressure reducing valve station and watermain upsizing along Spruce Lane	Fall 2015	✓	Complete
NBPWSA Ashcraft Road Watermain Upgrade	Replace watermains, valves and associated works	Fall 2015	+	Construction awarded.

Water, con't	action	due date	progress	comment
NBPWSA Arbutus Cres. Watermain Upgrade	Replace watermains, valves and associated works	Fall 2015	+	Construction awarded.
NBPWSA Hemlock Dr. Watermain Upgrade	Replace watermains, valves and associated works	Fall 2015	+	Engineering awarded.
San Pareil WSA Treatment Review	Develop additional water treatment options	Nov	+	Study underway to assess treatment requirements..
Whiskey Creek Treatment Review	Develop additional water treatment options	Nov	+	Treatment and groundwater studies complete. Assessing optimal solution.
Englishman River WSA Back Up Power	Install power back-up generator connection	May	✓	Complete
Westurne Water System	Complete review and petition	Nov	+	Awaiting release of easements from residents – prerequisite to proceeding with acquisition of system by RDN.
FCWSA water quality	Explore potential of water supply from TQB	June Fall	-	Under consideration by TQB.

2015

Drinking Water/ Watershed Protection:	action	due date	progress	comment
Water Use Reporting Tool	Implement	Ongoing	+	Implementation complete with Municipalities, Improvement Districts, Epcor
Volunteer well monitoring program	Establish volunteer wells in the region as per Water Balance data gap analysis	Ongoing	+	Ongoing, Completed annual feedback summary report.
Watershed Water Balance Study	Address data gap recommendations	Ongoing	+	<ul style="list-style-type: none"> Partnering with VIU and Province to install weather station on Mount Arrowsmith. Working with potential partners to establish weather station in Nanoose.
Rebate Programs	Continue rainwater cistern & rural water quality rebates	Ongoing	+	Ongoing. High uptake on Rainwater Harvesting rebates this year.
Improved groundwater reporting by developers	Streamline and improve reporting process	Nov	+	Underway in coordination with RDN planning and MOTI.

<i>Drinking Water/ Watershed Protection, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Updated web interface	Provide increased public access to water database	Sept	+	Ready for launch after Sustainability Select preview in September.
State of our Streams publication	Provide information to the public regarding the Stream Monitoring program	Nov	+	Ready for launch after Sustainability Select preview in September.
Team WaterSmart Program	Continue program delivery in region	Ongoing	+	Ongoing. 22 events in progress over summer.
Integrated Watershed Management (IWM)	Develop IWM model and implementation plan	Nov	+	Focus on integrating DWWP data with existing RDN planning processes.

2015

<i>Sanitary / Storm Sewer:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Stormwater Service Area Fairwinds	Develop service area and standards	Nov	+	In progress, working with MOTI.

FINANCE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All Finance Service areas to participate in the review, including Fire Services	Jun 2015	✓	Finance Services report submitted to CAO.

2015

<i>Financial Reporting</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Financial statement consolidation/reporting tools	Complete assessment of Caseware reporting tool and implement as needed	Dec 2015	X	Carry forward from 2014. Pending FMW capital installation and completion of 2015-2019 Financial Plan.
Financial Plan	Complete consolidation of 2015 – 2019 financial plan and provide analysis to Board as required for approval	Mar 2015	✓	Board approval to be obtained for end of March.
Annual Report 2014 year end	Meet all statutory reporting deadlines	June 2015	✓	Audit to be completed by mid-April; draft financial statements to Board in May.
Public Sector Accounting Board standards	Complete inventory of RDN properties for new contaminated sites liability accounting standard and implement new government transfers standard	Sep 2015	+	All sites reviewed for potential liability, one site to have detailed review. Approval received from auditors for RDN application of government transfers standard (deferral of Community Works Funds).
Asset Management Strategy	Follow up work with committee based on consultant recommendations	Ongoing	+	Senior management review and Board presentations completed Spring 2015. Manager, Energy & Sustainability is project lead. Finance department to provide support as needed.

<i>Financial Reporting, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Gas Tax Transfer Program and other grant programs	Provide analysis for grant requests, complete grant claims and provide annual reporting to UBCM and their auditors as required	Ongoing	+	\$2 million grant claim under RSP program for GNPCC outfall complete, GIRO \$75,000 grant claim complete, Claim #1 for E&N Trail complete, CNG Fueling Station \$750,000 complete in 2014, other projects underway.
2016-2020 Financial Plan	Consolidate 2016 Preliminary budget & business plans for presentation to Board November 2015	Nov 2015	+	Rollover or prior year budget complete and work underway by departments. New service implementations underway for D69 S&R, Gabriola Transit Contribution, Gabriola Taxi Saver

2015

<i>Accounting Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Web based payroll time recording & new utility billing information portal	Expand implementation of existing products currently in use so that all departments within the RDN have web based payroll time reporting.	Dec 2015	+	Carry forward from 2014. Software available, entering implementation phase, working through bugs. Utility Billing information portal available and waiting for software provider to resolve issues.
Electronic upload of Solid Waste scale transactions	Implement Geoware - Vadim interface	Dec 2015	-	Carry forward from 2014.
Digital storage of vendor invoices	Review options and costs and implement as needed	Oct 2016	+	Carry forward from 2014. Compatibility issues for integration with Sharepoint. Software vendor recommends waiting for new E3 version in 2016 to minimize costs.
Vadim Explorer Data Query Tool	Implement use of data query to replace existing Impromptu software	Dec 2015	+	Implementation continuing.
D69 Community Justice Grant Funding	Annual grant funding process to advertise for & review applications and provide reporting to committee	Nov 2015	+	Advertising to be completed in fall for applications. D69 Community Justice Select Committee meeting to review will be Nov 2015
Annual utility billing process	Garbage & Recycling + water and sewer user fees billings completed on schedule	Ongoing	+	Main billing runs completed in May & Sept annually, with interim monthly billing as required. Transfer of unpaid amounts to Surveyor of Taxes at Dec 31.

<i>Accounting Services, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
2014 – 2017 Collective Agreement Implementation	Payroll changes/updates to administer new agreement + payout of retro for 3 prior period amounts	July 2015 NEW	✓	Complete

2015

<i>Finance - Other</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Departmental support	Provide financial analysis, ad hoc reporting and accounting support to departments as needed	Ongoing	+	Provide ongoing support.
Nanaimo River Firehall	Review options with neighbourhood	2015	-	Meeting held with EA C Director and community representative, awaiting response from community
Dashwood Fire Department – building project	Complete next stage of requirements, analysis and design	2015	-	Working with RCU Project Manager as needed. Smaller projects for fuel tank at Meadowood and an agreement for water tank storage at Arrowsmith Golf Course to be completed first.
Bow Horn Bay Fire Department	Complete Crown Land Grant application for Spider Lake site	Dec 2015	+	Crown Land Lease application submitted, waiting for province to respond.
Nanoose and Coombs Hilliers Fire Departments	Work with departments to complete pumper truck RFP process	Mar 2015	✓	In conjunction with Darren Marshall (Transit) and fire department chiefs, RFP completed and awarded. New truck delivery expected 2016
Central Island Emergency 911	Partnership to review 911 primary answering service point options given RCMP closure of Nanaimo OCC	Nov 2015	+	Work with Cowichan Valley RD and City of Nanaimo completed, Board reporting completed and new contract underway with EComm for November 2015 and City of Nanaimo staff are preparing information related to revised Call Answer Levy Bylaw.
Central Island Emergency 911 and North Island 911	Review impacts of revised RCMP funding agreements on RDN service and budgets	Dec 2014	✓	Complete.
Fire Services General	• Complete draft Regulatory Bylaw	Apr 2016	-	Presented draft bylaw at May 2015 Fire Services Advisory Committee Mtg, pending feedback from fire departments
	• Review implications of Office of Fire Commissioner Playbook implementation	Apr 2016 NEW	+	Reviewed with fire departments at FSAC meeting May, 2015, RFP issued for consultant review of impacts to RDN and service agreements, will require revised operating agreements.

<i>Finance – Other, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Mudge Island Citizens Society Fire Fighting Assistance	Board follow up - staff to investigate the feasibility of a fire fighting agreement for Mudge Island waterfront properties with City of Nanaimo and Nanaimo Port Authority	2015	-	Have contacted the City of Nanaimo Fire Chief and preliminary discussions are underway.
Wellington Fire Service Area agreement with City of Nanaimo	Agreement dates back to 1989, requires updates to operational & budget processes	Dec 2015 NEW	+	Preliminary discussions with City of Nanaimo underway
San Pareil Water (Fire) Improvements	Provide notification to area residents for option to pay share of capital costs as lump sum and invoice/track accordingly. Revise service area bylaw to exclude pre-payers from taxation	Oct 2015	+	Notices sent; prepaid resident's list completed; invoices issued with payment due by Oct 31. Payments completed Dec 2014, bylaw to be revised in fall.
Reid Road Sewer Service Area Extension	Provide notification to area residents for option to pay share of capital costs as lump sum and invoice/track for parcel taxes accordingly. Revise service area bylaw to exclude pre-payers from taxation	Mar 2016	+	Notices sent; prepaid resident's list completed; prepayments expected by Aug 31. Bylaw to be revised in fall.
French Creek Bulk Water DCC Bylaw Revision	DCC Bylaw is no longer applicable and is not being collected. Formal DCC process needs to be completed for Provincial approval	2015	-	Revised DCC submission and discussions with Province are underway.

<i>Finance – Other, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Nanoose Bay Fire Service ongoing correspondence with resident	Resident of the area disputes amounts budgeted for the service and has provided multiple requests for information/comments on service costs	2014	✓	Last correspondence was June. Resident is waiting for outcome of O&E review.
Bowser Seniors Housing Society	Prepare sub-lease for Society for land under Crown Lease to RDN and assist with any grant proposals	2015	-	On hold pending group's fund raising work. RDN holds Crown Lease for the land for now and a sub-lease is required which Finance will administer. Group also wishes to pursue any grant possibilities.
French Creek Fire Service agreement with Town of Qualicum Beach	Agreement extension is required with costs updated	Dec 2015	-	Preliminary discussion with TQB Finance Director
Nanaimo Search & Rescue Sublease	RDN lease extension with City of Nanaimo is complete, need to complete extension of sub-lease	Nov 2015	-	Have had discussions with Nanaimo S&R to confirm continuation of lease.
Bow Horn Bay Fire Dept / Qualicum Bay Horne Lake Waterworks District Fire Hydrant Maintenance Agreement	Update agreement to transfer reservoir not used by QBHL Waterworks to BHB Fire Dept	2015	+	Have had preliminary discussions with BHB Fire Dept and Waterworks staff only. Will need some assessments of site and cost in order to add to agreement and ensure covered under RDN insurance.
Photocopier/Printer/Scanner RFP Issuance	Research current models/technology to comply with existing IT structure/ document management system requirements	Dec 2015 NEW	+	Preliminary discussions with IT staff and identification of requirements for departments underway.

CORPORATE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All Corporate Services areas to participate in the review	June 2015	✓	Corporate Services report submitted to CAO.

<i>Administrative Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Regional Growth Mgmt Service Establishment Bylaw No. 1553 Res#14-161	Amend to change EA B to participate at 50%	March 2015	✓	Bylaw No. 1553.03 adopted March 24, 2015
SharePoint – Staff Training	Provide training in searching for files, consistency in file naming and moving files to SharePoint	Ongoing 2015	+	
SharePoint - Minutes	Complete scanning of minutes from meetings held 1976 to 1978	Dec 2015	✓	Completed
Agreements Database	Continue tracking agreements in both Sharepoint and Excel. New tracking system will be part of new records management system.	Ongoing 2015	+	
Policies - Board	Review existing Board policies to ensure relevant and up to date.	Ongoing 2015	+	
Bylaw Amendments	Amend bylaws as required to reflect new job titles and responsibilities and best practice (i.e. Records Management Bylaw)	Ongoing 2015	+	

Administrative Services, con't	action	due date	progress	comment
CouncilViews	Set up webinar training at a Managers Meeting.	Apr.2015 Dec 2015	-	Other items have higher priority
Restructure Study Res#14-091	Admin Support	Dec2015	+	No new information from the Ministry
Arrowsmith Search and Rescue Funding Res#14-623	Conduct AAP	Dec2015	+	
Meeting Management Software	Issue RFP	June 2015 Oct 2015	-	Work on RFP is in progress
Records Management Software	Issue RFP	Dec. 2015	+	May need to be deferred to 2016 due to other priorities
Legal Services	Issue RFP and recommend to municipal and labour law services to the Board.	July 2015	✓	RFP issued April 9, 2015. New contracts approved by the Board - June 23, 2015
Bylaws	Establish Storm Water Service Area for Fairwinds	Dec 2015	+	
Building Maintenance	• Implement Matrix Security System	Mar 2015	✓	Implemented February 10, 2015
	• Replace carpet in Finance, RCU reception and Building/Bylaws	Aug 2015	✓	Completed in June 2015
	• Oversee Finance renovations	June 2015	✓	Completed in June 2015
	• Continue with improved signage and lighting (RDN entryway)	June 2015 Oct 2015	-	Looking at options for lighting sign at entrance off Calinda

Administrative Services, con't	action	due date	progress	comment
RDN Website maintenance	• Update bylaw database	Dec 2015	+	
	• Assist departments in completing upgrades to website content	Ongoing 2015	+	
	• Research historical information in preparation for 2017 – 50 th anniversary of RDN	2017	+	
Social Media	Continue use of social media in communications	Ongoing 2015	+	
Communications	• Produce Regional Perspectives and Electoral Area Newsletters	Dec 2015	+	
	• Liaise with local media to enhance coverage of RDN initiatives	Ongoing 2015	+	
	• Assist with specific department communications / events	Ongoing 2015	+	
Taxi Saver Service	Conduct Alternative Approval Process	Sept 2015 NEW	+	
District 69 Search and Rescue Funding	Conduct Alternative Approval Process	Dec 2015 NEW	+	
Procedure Bylaw	Executive Committee to review and provide options for amendments	Dec 2015 NEW	+	
Review structure of EAPC	Include with Procedure Bylaw review	Dec 2015 NEW	+	
Waste Disposal and Recycling Services at RDN facilities	Undertake joint tender with VIRL, City of Nanaimo, VIU and SD68	Aug 2015 NEW	✓	Contract awarded to Haarsma

<i>Administrative Services, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
CAO Office Area renovations	Remove storage area, add insulation, replace carpeting	Oct 2015 NEW	+	
Art Installation Project	Investigate opportunities for development of a collaborative art installation project at the RDN involving VIU, Snuneymuxw, Nanoose and Qualicum First Nations	2017 NEW	+	

<i>Human Resources</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Job Evaluation	Implement revised Job Evaluation Policy and Plan	June 2014 Mar 2015 Dec 2015	-	Met with the Union. Small modifications required prior to final sign off and implementation.
Policies	Review existing HR policies on a priority basis to ensure relevant and up to date. Finalize draft policies with the Union.	Ongoing	+	Casuals policy (excluding Transit), Call Out, Request for Leave.
Collective Bargaining	Sign new Collective Agreement. Have copies printed for distribution	April 2015	✓	Collective Agreement signed March 20, 2015. Printed agreements to be delivered week of August 10 th .
Occupational Health and Safety	<ul style="list-style-type: none"> Continue improvement to the RDN's programs and training, using the April 2014 Gap Analysis report as a basis for determining areas of focus. Proceed with Certificate of Recognition Audit 	Dec 2015	+	
	<ul style="list-style-type: none"> Conduct training session in Parksville on how to address workplace conflict and unwanted behaviours effectively with Arete Safety and Protection Inc. 	April 2015	✓	Session held in Parksville for convenience of staff working in that area. May add additional session in the fall.

<i>Human Resources, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Occupational Health and Safety, con't	• Establish and implement plan for First Aid Attendant Premium	May 2015	✓	Plan implemented in June 2015
	• Conduct Asbestos Inventory of RDN facilities as per WorkSafeBC recommendation	Dec 2015	+	Expanded to include all hazardous materials as identified by WorkSafeBC. Contract awarded to Lewkowich Engineering – August 2015
	• Hazardous Materials Management Plan	April 2016 NEW	+	Expanded hazardous materials project to include management plan. Included in RFP. Contract awarded to Lewkowich Engineering – August 2015
	• Finalize AED Policy and purchase AED	Dec 2015	+	Heart and Stroke Foundation has donated an AED to the RDN Administration Building. Waiting to hear from facilitator re orientation and delivery.

<i>Information Services/GIS</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Disaster recovery failover - Oceanside Place	Live data replication and relocation of failover / servers to Oceanside Place computer room	Oct 2014 Mar 2015	✓	Completed
Digital conversion of paper permit files	Integration / import into CityView property system	Dec 2014 Dec 2015	+	Contract awarded. Scanning in process
Microfiche conversion and retrieval system	Development of SharePoint based retrieval system for Microfiche, RFP for scanning of microfiche, phased import of scanned fiche images	Dec 2014 Dec 2015	-	Contract awarded. Will proceed once paper scanning portion is completed
SharePoint / Records Management	Records Management system framework development & departmental file systems migrations	Dec 2015 Ongoing	+	Work in progress.
Asset Management	Provide technical support / advice	Ongoing 2015	+	Not certain when project will proceed.

Information Services/GIS, con't	action	due date	progress	comment
CityView Mobile rollout	Assist Building Department to roll out CityView Mobile for Building and Bylaw enforcement field staff	March 2015	✓	
New Parks Office	Relocate Phone and Network equipment. Install Fiber optic connection to Wide Area Network	March 2015	✓	
Emergency Planning – Call Centre system	Investigate options for development of an Emergency Operations Call Centre system	June 2015 Dec 2015	-	Working with Emergency Coordinator. Checking on options used by other jurisdictions.
SharePoint 2013 migration	Migrate current SharePoint 2010 environment to SharePoint 2013	April 2015	✓	
Network Shares – File Cleanup and Reorganization	Standardize file cleanup by department and migrate files into SharePoint	Cleanup 2015 Migrations 2015/2016	+	
Regional Growth Strategy Indicators	Acquire and analyze data	July 2015	✓	
PC Replacements	Replace as per capital plan replacement schedule	June 2015	✓	
Meeting Management	Assist Administration in preparation of RFP to acquire a Meeting Management system	June 2015	✓	IT has provided technical information to Administration to assist with completion of RFP
GIS database cleanup and parallel Geodatabase implementation	Reconstruct GIS database in order to maximize GIS related maintenance windows to minimize service disruptions to internal staff and the general public accessing web based mapping information	Nov 2015	+	
Emergency Planning – Mass Callout system	Investigate options for a Mass Callout notification system	Sept 2015	+	Emergency Coordinator to issue RFP

Information Services/GIS, con't	action	due date	progress	comment
Phone Systems Capital Replacement Plan	Complete long term replacement plan for phone systems at all RDN facilities	Sept 2015	+	
2 Meter DEM – Data Elevation Model	Acquire 2 Meter DEM from the Ministry of Forests, Lands and Natural Resource Operations and apply to Geodatabase	Sept 2015	+	Agreement signed July 31, 2015
Network Core redesign and capital replacement	Redesign and replace existing network equipment according to capital replacement plan	Oct 2015	+	Equipment delivered July 30, 2015
Server Replacements	Complete server replacements in data center as per 5 year capital replacement schedule	Oct 2015	+	
Enterprise firewall replacement	Replace existing firewall system to improve enterprise wide network security	Nov 2015	✓	
Network Switch Replacements	Replace remote site network equipment as per 5 year capital replacement schedule	Dec 2015	+	
Facilities Phone Line Inventory and Cost analysis	Undertake analysis to investigate potential to reduce phone line usage costs	Dec 2015	+	
Hatrix Security System Head Office support by I/T	Implement and provide operational support for Administration building security system	Mar 2015	✓	
GPS Data Collection	• Fairwinds Trails for Management Plan	Jan 2015	✓	Complete.
	• Parks Trails	Ongoing 2015	+	
	• Liquid Waste Interceptors	TBD	+	
	• Qualicum First Nations – map roads and accesses to assist with emergency services	July 2015	✓	

<i>Information Services/GIS, con't</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
GPS Data Collection, con't	• Landfill Assets and elevation	Ongoing 2015	+	
	• Water Utilities	Ongoing 2015	+	