

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 10, 2015
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 6 **Ken Neden, Arrowsmith Search and Rescue**, re Activities of the ASAR.
- 7 **Sarah Poole**, re Oceanside Task Force on Homelessness.
- 8 **Violet Hayes**, re Coldest Night of the Year Walk on February 21.
- 9 **Carla Sampson, Ladysmith RCMP Victim Services**, re Programs Provided in Electoral Areas 'A' and 'C'.

MINUTES

- 10-18 Minutes of the Regular Committee of the Whole meeting held Tuesday, January 13, 2015.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 19-23 **Andrew Gage, West Coast Environmental Law**, re Water Well/Utility at 2729 Parker Road, Nanoose Bay (*received from delegation at the January 27, 2015, Regular Board meeting*).
- 24-25 **Glen Davidson, Ministry of Forests, Lands & Natural Resource Operations**, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.
- 26-30 **Douglas Marshall, Marshall & Lamperson**, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.
- 31 **Greg Field, Arrowsmith Search and Rescue**, re Project Status Update.

- 32 **George Williamson, Lighthouse Country Marine Rescue Society**, re Appreciation for RDN Grant-in-Aid Funding.
- 33-34 **Todd G. Stone, Ministry of Transportation and Infrastructure**, re Wembley Road.
- 35 **Norm Letnick, Ministry of Agriculture**, re Proposed Review of Section 11.1 of the *Livestock Act*.
- 36-56 **Heather Sarchuk, North Cedar Improvement District**, re Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800.
- 57-59 **Eric Costen, Health Canada**, re Concerns with Potential Marijuana Production Site.
- 60-64 **Ross Peterson, Ian Birtwell**, re Seaweed Harvesting – Reliability of Ministry of Agriculture Information.
- 65-69 **George Hanson, Vancouver Island Economic Alliance**, re membership with the Vancouver Island Economic Alliance.

CAO

- 70-88 2014 Departmental Activities and Accomplishments.
- 2014 Updates and 2015 Service Area Work Plan Projects and Activities – *provided as separate enclosure*.

CORPORATE SERVICES

ADMINISTRATION

- 89-90 Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*.
- 91-94 Amendment to Regional Growth Management Service.

FINANCE

- 95-96 Transit Reserve Fund Operating Transfer.

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

- 97-99 Inter-Water Service Area Supply Water Use Regulation Amendment Bylaw.
- 100-106 Bylaws 813.54 and 889.70 – Inclusion of Electoral Area ‘G’ Property into the French Creek Sewer Service – 838 Reid Road.

WASTEWATER

French Creek Pollution Control Centre Decontamination Building Proposal Award –
report to be distributed.

- 107-108 Duke Point Pollution Control Centre “Regionally Significant Projects Program”
Discussions.
- 109-113 Supply of Ferrous Chloride – Agreement with Tree Island Industries.
- 114-116 Departure Bay Sewage Pumping Station Pump No. 1 Replacement Project Award.
- 117-120 Transition from Wastewater Service Requisition to User-Pay System for Septage
Disposal.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

- 121-125 Bylaw 1591.05 – Solid Waste and Recycling Collection Service – Rates and
Regulations Amendment Bylaw.
- 126-129 Waste Stream Management License Application – Coast Environmental Ltd.

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

Englishman River Water Service Management Board

- 130-134 Minutes of the Englishman River Water Service Management Board meeting held
Thursday, November 13, 2014 (for information).

Regional Solid Waste Advisory Committee

- 135-139 Minutes of the Regional Solid Waste Advisory Committee meeting held Thursday,
December 11, 2014 (for information).

Transit Select Committee

- 140-142 Minutes of the Transit Select Committee meeting held Thursday, January 22, 2015
(for information).

Transit Select Committee Terms of Reference

*That the Transit Select Committee Terms of Reference be amended to
accommodate general discussion of transit related issues in the Region.*

Future Plan and Executive Summary

That staff provide a report outlining costs per bus per service hour, and figures regarding cost recovery.

143-149

Regional District of Nanaimo/Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding.

That the RDN and CVRD Service Discussion Report Memorandum of Understanding be received for information.

Extension of Transit Service to the Qualicum First Nation Reserve.

That staff be directed to work with BC Transit and the Qualicum First Nation on a one month trial to extend transit to the reserve via Route 99 and that staff report back to the Transit Select Committee on the results of the pilot.

Extension of Transit Service to Electoral Area 'H' and Courtenay.

That staff be directed to work with BC Transit and the Area Director to examine all opportunities to efficiently and effectively connect the Regional District of Nanaimo and the Comox Valley Regional District public transit service.

Agricultural Advisory Committee

150-153

Minutes of the Agricultural Advisory Committee meeting held Friday, January 23, 2015 (for information).

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Acknowledgement of the Three First Nations in the Regional District of Nanaimo.

At the January 27, 2015 Board meeting, Director Houle advised that he would be bringing the following motion to the February 10, 2015 Committee of the Whole Agenda:

That staff be directed to set aside \$10,000 per year for three years to acknowledge the three First Nations in the Regional District of Nanaimo, and the acknowledgement to be in the form of significant art work from each Nation.

Amendment of Animal Control Bylaw No. 941, 1994 in Electoral Area 'F'.

At the January 27, 2015 Board meeting, Director Fell advised that he would be bringing the following motion to the February 10, 2015 Committee of the Whole Agenda:

That staff be directed to prepare a report on amending "Animal Control Bylaw No. 941, 1994" to add regulations for the control of dogs at large in Electoral Area 'F' for the Board's consideration.

IN CAMERA

That pursuant to Sections 90(1)(e), (f) and (j) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to land acquisitions, law enforcement and third party business interests.

ADJOURNMENT

Re: Activities of the ASAR

From: Ken Neden
Sent: Wednesday, January 21, 2015 6:03 PM
Subject: RE: ASAR presentation.

We can make the February 10 meeting.

Thanks, Ken

From: fj fell
Sent: Tuesday, January 20, 2015 4:08 PM
Subject: ASAR presentation.

Hello Ken,

Next Tuesday Regular Board Meeting at RDN (27 Jan 2015) would be a good time for ASAR to make a presentation to the RDN Board about activities of the ASAR.

Julian Fell,

EA F Director,
RDN

Re: Oceanside Task Force on Homelessness

From: SOS, Homelessness

Sent: Monday, January 19, 2015 10:53 AM

Cc: Violet Hayes

Subject: delegation request for February 10th

I am wondering if I could request two delegations on February 10th.

1. Is for The Coldest Night of the Year walk on Feb 21 which is being organized by Island Crisis Care Society (Violet Hayes) and happening in two locations (Nanaimo and Oceanside) this year. All proceeds are going towards helping to house the most vulnerable in our communities.
2. Is for the Oceanside Task Force on Homelessness (represented by me) and Island Crisis Care Society (Violet Hayes) to jointly discuss an opportunity we are exploring to create a shelter/drop in centre/supported housing/outreach office space in Parksville for Oceanside residents.

Please let me know if you need any other information. I will forward any digital information by February 6th.

Thanks,

Sarah Poole
Homelessness Coordinator
Oceanside Task Force On Homelessness
c/o Society of Organized Services (SOS)
Tel: 250-248-2093 Ext. 234
Fax: 250-248-8433
www.sosd69.com

Re: Coldest Night of the Year Walk on February 21

From: SOS, Homelessness

Sent: Monday, January 19, 2015 10:53 AM

Cc: Violet Hayes

Subject: delegation request for February 10th

I am wondering if I could request two delegations on February 10th.

1. Is for The Coldest Night of the Year walk on Feb 21 which is being organized by Island Crisis Care Society (Violet Hayes) and happening in two locations (Nanaimo and Oceanside) this year. All proceeds are going towards helping to house the most vulnerable in our communities.
2. Is for the Oceanside Task Force on Homelessness (represented by me) and Island Crisis Care Society (Violet Hayes) to jointly discuss an opportunity we are exploring to create a shelter/drop in centre/supported housing/outreach office space in Parksville for Oceanside residents.

Please let me know if you need any other information. I will forward any digital information by February 6th.

Thanks,

Sarah Poole
Homelessness Coordinator
Oceanside Task Force On Homelessness
c/o Society of Organized Services (SOS)
Tel: 250-248-2093 Ext. 234
Fax: 250-248-8433
www.sosd69.com

Re: Ladysmith RCMP Victim Services Programs Provided in Electoral Areas 'A' and 'C'

From: Carla Sampson

Sent: Tuesday, February 03, 2015 8:10 AM

Subject: Re: Ladysmith Victim Services to present at RDN CoW Feb 10

Thank you for this, and yes I would appreciate the chance to present on my program.

Carla

Carla Sampson - Program Manager

RCMP Victim Services,

Ladysmith RCMP

Carla Sampson - **Coordonnateur des services aux victimes,**

Gendarmerie royale du Canada (GRC) de Ladysmith

320 - 6th Avenue, Box 280

Ladysmith, BC V9G-1A2

Tel: 250-245-6061

Fax: 250-245-6060

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY JANUARY 13, 2015 AT 7:06 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
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

Island Futures, re Request for Community Works funding for Gabriola Community Bus.

Steven Earle provided an update on how the 2014 funding was allocated, and requested up to \$5,000 for the difference between the cost to purchase a 17 passenger shuttle bus and the sale of the school bus currently being used.

Neila Coe, Gabriola Island Recycling Organization, re Grant-in-Aid Request.

Neila Coe highlighted the organization's activities in 2014 and asked the Board to consider a Grant-in-Aid of 50 percent of the cost of the building permit needed for the building expansion.

Rob Christopher, Nanaimo Search and Rescue, re 2014 Operations.

Rob Christopher thanked the Board for the funding received in 2014 and provided a slide presentation to accompany his overview of how the funding was used, the number of operational events, and ongoing fundraising efforts to replace the mobile Command Centre Vehicle.

Gail Adrienne, Nanaimo and Area Land Trust, re 2015 Funding Request.

Fraser Wilson provided a brief history and overview of the services provided to the community by the Nanaimo and Area Land Trust and asked the Board to provide \$30,000 in funding to the organization for 2015.

LATE DELEGATIONS

MOVED Director Westbroek, SECONDED Director Houle, that late delegations be permitted to address the Board.

CARRIED

Sheri Plummer, Communities to Protect Our Coast, re "Flourishing in a Green Economy" – A Fair with a focus on exhibits on alternative energies and carbon reducing practices.

Sheri Plummer asked for the Board's endorsement of the fair by advertising the event on the Regional District of Nanaimo website and participation with one or more exhibits relating to green technology accomplishments.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, October 14, 2014.

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the regular Committee of the Whole meeting held October 14, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Sav Dhaliwal, UBCM President, re Gas Tax Agreement Community Works Fund Payment.

MOVED Director McPherson, SECONDED Director Pratt, that the correspondence from Sav Dhaliwal, Union of BC Municipalities President, regarding the Gas Tax Agreement Community Works Fund payment be received.

CARRIED

UBCM, re Applications Invited to Federal Gas Tax Fund.

MOVED Director McPherson, SECONDED Director Pratt, that the correspondence from the Union of BC Municipalities regarding applications invited to Federal Gas Tax Fund be received.

CARRIED

Brad Woodside, FCM President, re Membership for 2015-16.

MOVED Director McPherson, SECONDED Director Pratt, that the correspondence from Brad Woodside, Federation of Canadian Municipalities President, regarding membership for 2015-16 be received.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

2015 AVICC Resolutions Notice and Call for Nominations.

MOVED Director Lefebvre, SECONDED Director Thorpe, that the Board receive the 2015 Association of Vancouver Island and Coastal Communities Resolutions Notice and Call for Nominations and identify topics for which the Board wishes staff to draft resolutions.

CARRIED

MOVED Director Lefebvre, SECONDED Director Thorpe, that the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities.

CARRIED

AVICC Resolution – Land Title Fees.

MOVED Director Haime, SECONDED Director Young, that the attached resolution regarding Land Title Fees be adopted as presented and forwarded to the Association of Vancouver Island and Coastal Communities for consideration at the 2015 Annual General Meeting and Convention.

CARRIED

Designation of “Local Government Liaison” under the *Public Health Act*.

MOVED Director Veenhof, SECONDED Director Lefebvre, that Paul Thorkelsson, Regional District of Nanaimo Chief Administrative Officer, be designated as the local government liaison in accordance with Section 83 of the *Public Health Act*.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Regional District of Nanaimo send notice of the designation of the local government liaison to Island Health by way of the local Medical Health Officer.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Options to Influence Seaweed Harvesting in Electoral Area ‘H’.

MOVED Director Yoachim, SECONDED Director Veenhof, that the staff report be received information.

CARRIED

MOVED Director Yoachim, SECONDED Director Veenhof, that staff arrange for another meeting with the Ministry of Agriculture prior to the issuance of the 2015-2016 seaweed harvesting licences and work with the Ministry of Agriculture on a communications strategy.

CARRIED

MOVED Director Yoachim, SECONDED Director Veenhof, that the Regional District of Nanaimo not continue with the applications for a Notation of Interest and a Crown land lease.

CARRIED

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

MOVED Director Haime, SECONDED Director Lefebvre, that staff be directed to proceed with initiating a program to monitor the Regional Growth Strategy using the recommended list of indicators and targets identified in the attached report.

CARRIED

FINANCE

Bylaw No. 1721 – A Bylaw to Authorize preparation of 2015 Parcel Tax Rolls.

MOVED Director Veenhof, SECONDED Director Thorpe, that the "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe, that the "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015" be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Thorpe, that the Board appoint the Chairperson, the Manager of Administrative Services and the Director of Finance to preside as the 2015 parcel tax review panel.

CARRIED

New Building Canada Fund – Small Communities Fund.

MOVED Director Veenhof, SECONDED Director Westbroek, that the Board endorse the following project list for possible applications to the New Building Canada Fund — Small Communities Fund (NBCF-SCF) for the February 18, 2015 application intake.

- Greater Nanaimo Pollution Control Centre — Centrifuge and Polymer System \$1.4 million
- French Creek Pollution Control Centre — Interceptor/Pumpstation Expansion \$3.5 million
- San Pareil Water System — Treatment Upgrades \$1.2 million
- Whiskey Creek Water System — Treatment Upgrades \$1.2 million

CARRIED

MOVED Director Veenhof, SECONDED Director Westbroek, that staff be directed to pursue discussions with Province of BC representatives regarding the applicability of these projects and to further refine the list based on those discussions to meet the funding criteria.

CARRIED

2015 Proposed Budget Overview.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the report on the proposed 2015 budget be received and that any requested additions from community groups as well as any other requested analyses or recommended adjustments for the 2015 budget be further reviewed at a Committee of the Whole meeting in February, 2015.

CARRIED

Northern Community Wastewater Service Requisition.

MOVED Director Veenhof, SECONDED Director Kipp, that staff be directed to review the Northern Community Wastewater Service requisition allocated to properties not in community sewer service areas from a user pay perspective and to report back for February consideration.

CARRIED

RECREATION AND PARKS

PARKS SERVICES

Meadowood Way Community Park – Proposed Community Recreation Facility.

MOVED Director Fell, SECONDED Director Young, that surplus portables from School Board 69 be purchased and installed at Meadowood Way Community Park (School District 69 Lands) to be used as a community recreation facility and the moving and siting costs be funded by Community Works Funds for Electoral Area 'F' as detailed in Appendix I.

CARRIED

MOVED Director Fell, SECONDED Director Young, that a Sub-Licence of Use Agreement between the Regional District of Nanaimo and the Corcan-Meadowood Residents Association for management of the community recreation facility be established.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

Water Services Operations Centre Lease Agreement Renewal.

MOVED Director Veenhof, SECONDED Director Westbroek, that the Board approve the lease for Unit #7, 1065 Herring Gull Way for a 5 year period commencing May 1, 2015, with one further 5 year period with terms to be mutually agreed upon.

CARRIED

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

MOVED Director Fell, SECONDED Director Young, that the "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Fell, SECONDED Director Young, that the "Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Fell, SECONDED Director Young, that the "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Young, that staff be directed to proceed with obtaining a Statutory Right of Way, in favour of the Regional District of Nanaimo, on the parcel of land where the existing wellhead and pump house are situated.

CARRIED

WASTEWATER

Appointment of Sewage Control Manager and Municipal Sewage Control Officers.

MOVED Director Haime, SECONDED Director Veenhof, that the title of "Sewage Control Manager" be appointed to the "current Manager of Wastewater Services".

CARRIED

MOVED Director Haime, SECONDED Director Veenhof, that the title of "Municipal Sewage Control Officer" be appointed to the "current Project Engineer of Wastewater Services" and to the "current Wastewater Program Coordinators of Wastewater Services".

CARRIED

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

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

Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held Monday, October 20, 2014.

MOVED Director Rogers, SECONDED Director Veenhof, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, October 20, 2014 be received for information.

CARRIED

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, October 27, 2014.

MOVED Director Young, SECONDED Director Veenhof, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, October 27, 2014, 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 Tuesday, November 4, 2014.

MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, November 4, 2014, be received for information.

CARRIED

Rollo McClay Playground Proposal.

MOVED Director Houle, SECONDED Director Kipp, that the Rollo McClay playground project be endorsed as presented by the Softball Association contingent upon the approval of a detailed plan, staff time & monetary provisions.

CARRIED

Off Leash Dog Park.

MOVED Director Houle, SECONDED Director Veenhof, that the creation of a dog park on Gabriola Island be supported, pending the approval of a detailed plan and location.

CARRIED

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

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

MOVED Director Fell, SECONDED Director Young, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, November 17, 2014, 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, November 19, 2014.

MOVED Director McPherson, SECONDED Director Haime, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 19, 2014, be received for information.

CARRIED

Grant Approvals.

MOVED Director McPherson, SECONDED Director Haime, that the Electoral Area 'A' Grant-In-Aid application for Cedar Family of Community Schools be approved for a total of \$440.00 to purchase equipment for a community cooking bin.

CARRIED

Cedar Sport Court.

MOVED Director McPherson, SECONDED Director Fell, that the Regional District of Nanaimo enter into a contribution agreement for up to \$120,000 of Electoral Area 'A' Community Works Funds with Snuneymuxw First Nation for the construction of a sport court, subject to the conclusion of an agreement between the two parties for long term community use.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Island Futures – Request for Community Works funding for Gabriola Community Bus.

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to amend the agreement with the Island Futures Society to increase the total funding to \$70,500 in order to accommodate the transfer of up to \$5,000 of Community Works funding allocated to Electoral Area 'B', for their purchase of a used bus for the G.E.R.T.I.E bus system on Gabriola Island and to extend the period of the Regional District of Nanaimo's obligation to make payments under the agreement to July 31, 2016.

CARRIED

Gabriola Island Recycling Organization – Grant-in-Aid Request.

MOVED Director Houle, SECONDED Director Thorpe, that staff be directed to include a one-time increase to the 2015 Grants-in-Aid budget in order to raise up to a maximum of \$1,500 to be provided as a Grant-in-Aid to the Gabriola Island Recycling Organization for 50 percent of the cost of a building permit for their new addition.

CARRIED

Communities to Protect Our Coast – Flourishing in a Green Economy Fair.

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board provide a letter of support to the Communities to Protect Our Coast, and to promote the Flourishing in a Green Economy Fair in Regional District of Nanaimo communications.

CARRIED

Nanaimo and Area Land Trust – 2015 Funding Request.

MOVED Director Haime, SECONDED Director Young, that the 2015 funding request (\$30,000) for Nanaimo Area Land Trust be added to the 2015 budget discussions.

CARRIED

Federation of Canadian Municipalities – Membership for 2015-16.

MOVED Director Haime, SECONDED Director Lefebvre, that staff be directed to renew the membership to the Federation of Canadian Municipalities for 2015-16.

CARRIED

NEW BUSINESS

Island Timberlands.

MOVED Director Young, SECONDED Director Houle, that staff be directed to send correspondence to Island Timberlands (IT) and the Ministry of Transportation and Infrastructure (MOTI) of the concerns raised by residents of Electoral Area 'C' regarding the use of Godfrey Road for the hauling of timber harvested by IT in the Extension Community area, and further; that Island Timberlands, in conjunction with the Ministry, consider alternative transportation routes that will have less negative impact on the safety and condition of the local road network.

CARRIED

Feasibility Study for Bridge Connecting Gabriola Island to Nanaimo.

MOVED Director Houle, SECONDED Director Veenhof, that further to the Province's announcement that a feasibility study for a bridge connecting Gabriola Island to Nanaimo has been awarded, that a letter be sent from the Regional District of Nanaimo Chair to the Minister of Transportation and Infrastructure, Todd Stone, requesting that a social economic study on the impact of such a bridge on Mudge Island, Gabriola Island and the downtown Nanaimo business area also be conducted.

CARRIED

IN CAMERA

MOVED Director Veenhof, SECONDED Director Houle, that the pursuant to Section 90(1)(e) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisitions.

CARRIED

TIME: 8:29 PM

ADJOURNMENT

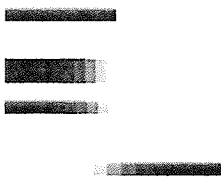
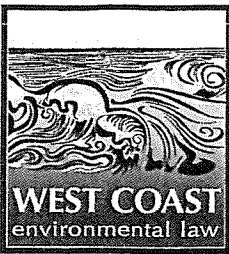
MOVED Director Veenhof, SECONDED Director Lefebvre, that this meeting be adjourned.

CARRIED

TIME: 8:34 PM

CHAIRPERSON

CORPORATE OFFICER



14 January 2015

Ministry of Environment
PO BOX 9340 STN PROV GOVT
Victoria BC V8W 9M1

*** BY MAIL AND EMAIL AT
GLEN.DAVIDSON@GOV.BC.CA ***

Attn. Glen Davidson, P Eng., Director and Comptroller of Water Rights

Dear Sirs/Mesdames:

Re: Water well/utility at 2729 Parker Road, Nanoose Bay (“the Property”)

I write in regard to the above property on behalf of residents who live nearby to the property and are concerned about the development of a well on the Property.

I am advised that the water well was drilled on this property in 2005 to service the Property, but that it has been purchased by Maz Can Investments and/or its owner, Mr. Jillood, to provide a much higher volume of water. There is a draft agreement whereby the well will be transferred to the Regional District of Nanaimo and become part of the Regional District’s water system. In return, Maz Can Investments will not only be able to use the water for a development that it has planned for a property some distance away, but will also be allowed to sell “excess capacity” from the well to up to 158 as yet unidentified customers.

It appears to us that this arrangement would constitute a Water Utility and would therefore require a Certificate of Public Convenience and Necessity from your office under the *Water Utility Act* prior to construction. Accordingly, we write to enquire whether such a Certificate has been issued, or whether the Ministry is considering such a Certificate. If such a Certificate has not been issued, then we make a complaint under the *Water Utility Act* and ask that your office order a halt to the construction of the well.

In addition, we believe that your office should play a proactive role in raising with the project proponent and the Regional District of Nanaimo how the new *Water Sustainability Act*, once it comes into force, might apply to this undertaking. There is an appearance that this project is being rushed through so as to be in place prior to the coming into force of the *Water Sustainability Act* in order to avoid its operation. We submit that the Ministry has an obligation to clarify the likely impacts of the WSA on the well project once it comes into force, so as to clarify any overly optimistic assumptions that the proponent and the RDN may be making, and to ensure that the use of the aquifer is sustainable.

We develop these submissions in more detail below.

1. The Project

It is our understanding that Maz-Can Investments purchased a property at 2729 Parker Road for the purposes of utilizing the well located on that property (and drilled in 2005) to obtain water for a 12 home property development some away distance away.

Maz Can then proposed to the Regional District of Nanaimo (RDN) that it subdivide the property and give the portion with the well to the RDN to pipe the water to a nearby main water line. In return, Maz Can has asked for, and the RDN has apparently agreed to, an agreement whereby it can both use the water for its development and sell access to “excess water” to multiple other (possibly as many as 158) customers. Under the proposed agreement, properties which purchase such access will be required to register a covenant on the property, but will then gain access to the RDN water system.¹

We understand that initial testing of the well saw a 30 foot drop in water levels in the well of a nearby neighbour, and there is considerable concern among local neighbours and well owners about the impacts on the aquifer. Residents report that they have been told by the RDN that if their wells suffer, the RDN will offer to hook them up to the municipal water system as an alternative, but many residents do not see this as resolving their concerns about their wells. These questions have not, to date, been adequately answered. The RDN has delayed hooking the well up to the water service for at least a year because of public concern², although apparently work on Agricultural Land Commission and other approvals continues in the interim.

2. Water Utility Act

The *Water Utility Act* defines Water Utility as (in part):

(a) a person who owns or operates in British Columbia equipment or facilities for the diverting, developing, pumping, impounding, distributing or furnishing of water, for compensation,

(i) to or for more than the prescribed number of persons or, if no number is prescribed, 5 or more persons, or

(ii) to a corporation,

but does not include

(g) a regional district under the *Local Government Act* in respect of the service of the supply of water

(i) in bulk to a municipality or electoral area participating in that service, or

(ii) to consumers in a municipality participating in that service,³

¹ This arrangement, and the proposed agreement, are discussed in Memorandum to Randy Alexander from Mike Donnelly, Regional District of Nanaimo staff, dated September 26, 2013

² <http://www.pqbnews.com/news/279456702.html>, last accessed 14 January 2015.

³ *Water Utility Act*, R.S.B.C. 1996, c. 486, s. 1. (“WUA”)

The well currently being constructed and operated by Maz Can is clearly intended to furnish water for compensation to more than 5 properties (up to 158 properties). The only question is whether the fact that the well may be transferred, in future, to the RDN brings the well and associated infrastructure within the exception found in (g) of the definition.

We believe that it does not, for several reasons.

First, the RDN does not currently own the well, and so far as we are aware, the proposed agreement has not been finalized. For this reason, Maz Can, as the current owner of a facility intended to provide water for compensation, is not protected by this exemption.

Second, the RDN is only exempted (once it becomes owner) to the extent that the equipment or facilities relate to the “service of the supply of water.” This phrase must be understood as a reference to a service taken on by the Regional District under section 796 of the *Local Government Act*. In this case the relevant service is the “domestic water supply and distribution system” defined by Bylaw No. 867.01 of the RDN, enacted in 2005, and amended from time to time, which created the Nanoose Bay Peninsula Water Service. The proposed Agreement is clear that the well will provide water for this service.

In our submission there is nothing in Bylaw 867.01 or its amendments that contemplate a private party being able to sell access to the water system to properties not otherwise serviced, and the provision of access to water at the direction of a private party and for private compensation is beyond the scope of the Service provided. Indeed, RDN staff have noted that the arrangement is “not a typical approach to the provision of water within the RDN water service areas.”

Third, inasmuch that the RDN, pursuant to the agreement, would be subject to direction from Maz Can as to which properties to add to the Service, it will be acting as Maz Can’s agent in the operation of the water services, and therefore the exception in (g) of the definition does not apply. A contractual right to provide access to water, or the require the use of equipment or facilities (even if owned by the RDN) for the purpose of delivering water to the 158 persons, would fall within the definition of a “Water Utility” under that act. While we could not find a case considering the question, we do not believe that the Legislature intended for such an arrangement to be excluded from the definition of water utility under (g) of the definition.

We note that the *Water Utility Act* and the *Local Government Act*⁴ both have protections in place to ensure that water is provided at a reasonable cost and in a manner consistent with the public interest. By granting Maz Can the right to charge fees for hook-up to a municipal water system through a contractual arrangement, Maz Can and the RDN seek to by-pass the protections found in both statutes. The *Water Utility Act* must be given a broad and purposive interpretation that allows its objectives - of regulating private water providers - to be met. For the above reasons, we believe that the well is a water utility.

4 Memorandum to Randy Alexander from Mike Donnelly, Regional District of Nanaimo staff, dated September 26, 2013, at p. 2.

5 For example, bylaws to establish services and bylaws to borrow money to fund local services, for example, both require the consent of the Inspector of Municipalities, which occurred in respect of the bylaws and amendments related to the Nanoose Bay Peninsula Water Service. Similarly, referenda are required to raise local area taxes to pay for such services, as occurred this past fall in respect of the Service.

Assuming that the well is a water utility, it is illegal for construction to begin on the utility without a Certificate of Public Convenience and Necessity from the Comptroller of Water Rights.

Once again, please clarify whether such a Certificate has been issued and provide a copy if it has.

If a Certificate has not been issued, then on behalf of Mr. Gareth Slocombe, who advises that he owns three properties located near to 2729 Parker Road and is dependent on the same aquifer for his domestic and other water needs, we make a complaint under section 47 of the *Utilities Commission Act*, as incorporated by the *Water Utility Act*, and ask you to order a halt to the construction or operation of this unapproved water utility pending resolution of the complaint.⁶ There are many local residents impacted by this proposed *Water Utility*, and any complaint process should give them an opportunity to be heard. Nearby residents and well owners have a number of concerns such as, but not limited to, the impact of the project on the aquifer and their wells and questions of appropriate compensation for the private use of a public resource.

We further note, and ask you to exercise, your general powers to regulate *Water Utilities* under section 23 of the *Utilities Commission Act*, as incorporated by the *Water Utility Act*, as well as your general powers to enforce the *Water Utilities Act*.

If a Certificate has been issued, then we would note that it should not have been issued without hearing from residents and well owners affected by the project, and we would ask that you consider cancelling the Certificate under section 5 of the *Water Utility Act*, or imposing additional conditions on the Certificate related to the protection of the Aquifer.

If you do not take the position that the well is a water utility, or that the *Water Utility Act* does not apply for some other reason, then we would ask for written reasons explaining why you believe this to be the case.

3. *Water Sustainability Act*

Even if the Ministry of Environment does not act under the *Water Utility Act* (and we believe that it should), the *Water Sustainability Act* (WSA) is expected to regulate groundwater in the near future. While the WSA doesn't apply yet, it is possible that the RDN and Maz Can have not

⁶ *Utilities Commission Act*, R.S.B.C. 1996, c 473, s. 45 (“UCA”), as incorporated and adapted in the *WUA*, *ibid.*, s. 4.

⁷ UCA, *ibid.*, s. 47, incorporated by WUA, *ibid.* s. 4. Mr. Slocombe is clearly an interested party and describes his properties potentially affected by the water utility in an email to us dated January 12, 2015: “My residence at 2821 Parker Road is a 1.7 acre lot located less than 100 metres from the production well and has a 6 gpm well on it. I use the water for my residence including an approx 1 acre of gardens with a number of rare and unusual plant species. ... The adjacent property at 2821 Parker Road is about 12 acres with a 1 acre hobby farm on it and a small residence where my 91 year old mother in law resides. The well is within 100 metres of the production well and has a flow rate of 30 gpm. ... Another property adjacent to 2821 Parker Road is approximately 300 metres from the production well and is accessed by Teds Road. It is a 2.5 acre waterfront lot on which no well has yet been drilled.”

⁸ UCA, *ibid.*, s. 23, incorporated by WUA, *ibid.* s. 4.

fully thought through how it will apply once it does come into force, and we would ask the Ministry to clarify the WSA's future application as far as is possible.

Once the WSA comes into force, a water licence will be required to access groundwater. It is our understanding that the WSA will give water licences to existing well users with a "priority date" based on when the well was drilled. Domestic users won't get water licences, but can register their wells with the province and indicate when their well was drilled - which gives the effective priority date for those wells. Priority date is an important concept, because it determines which water licensee has priority over subsequent users.

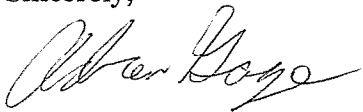
In other words, even though the developer's well may have a priority date for some flow of water dating from 2005, and access any quantity of water from that well to the detriment of nearby well owners, once the WSA comes into force, that water use is supposed to give priority to the earlier well users, and therefore be limited to the extent it impacts pre-existing wells. We would also submit that that priority date, in any licence, should be limited to the actual water use at that time, and not the vastly increased water use now proposed. If the increased water use is allowed at all, it should have a priority date based on when the water actually started to be used at that rate, and it should be made clear to Maz Can and the RDN that any resulting draw-down on the aquifer that impacts other, higher-priority, well owners will not be allowed.

Not only that, we understand that the new groundwater licences will be issued based on actual "beneficial use." We note that historically your office has not viewed the accumulation of water for bulk sale as a beneficial use, except by a municipality. Assuming that you apply this traditional interpretation, we would submit that you should refuse to grant a licence, once the WSA comes into force, in respect of the "excess water" that Maz Can seeks to sell access to. If this is the case, this should be made abundantly clear to Mr. Jillood.

Finally, while your office has indicated that in general well users will be grandfathered based on their historic beneficial use, you have also indicated that in cases where there is a known groundwater issue, you may reduce licence amounts rather than locking in an unsustainable use. We submit that this residual power is particularly important where, as here, it appears that parties are attempting to "lock in" what may be unsustainable water use after the WSA has been enacted, but before it has come into force.

We hope that you will bring these and any related issues to the attention of Maz Can and the RDN at the earliest possible opportunity, so that they do not expend additional resources developing a well that they may not be able to use to capacity once the WSA is brought into force, and before they create expectations about water delivery from the well in question on the part of prospective property purchasers.

Sincerely,

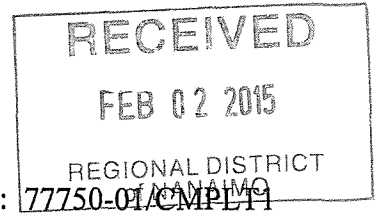


Andrew Gage,
Staff Counsel

cc. Regional District of Nanaimo (6300 Hammond Bay Road, Nanaimo, BC V9T 6N2)

cc. Maz Can Investments Ltd. (168 Oakside Circle SW, Calgary, AB T2V 4H2)

cc. Agricultural Land Commission (4940 Canada Way, Burnaby, BC V5G 4K6)



January 27, 2015

File: 77750-01/CMP/11
Ref: 211616

Andrew Gage, Staff Counsel
West Coast Environmental Law
200-2006 West 10th Avenue
Vancouver BC V6J 2B3

Email: Andrew_Gage@wcel.org

Dear Mr. Gage:

Re: Water Well/Utility at 2729 Parker Road, Nanoose Bay

I am in receipt of your letter dated January 14, 2015, in which you request clarification to issues relating to the transfer of a well, associated infrastructure and property located at 2729 Parker Road, Nanoose Bay from the Maz Can Investments Ltd. (MCI) to the Regional District of Nanaimo (RDN). I acknowledge your concern that a MCI may be undertaking the construction of waterworks for a Water Utility as defined in the *Water Utilities Act*, without the undertaking of Certificate of Public Convenience and Necessity (CPCN) application process.

Regarding your question as to if a CPCN has been issued or is currently under consideration, I confirm that our office has neither issued a CPCN nor is a CPCN application currently under review for this property (2729 Parker Road) or MCI's proposed development at (Lot 5, Plan VIP69734, District Lot 131, Nanoose District and Lot 1, Plan 14212, District Lot 78, Nanoose District except those parts in Plans 28203 and 29052).

As to whether the waterworks planned or constructed to date constitute a Water Utility, per Section 1 of the *Water Utility Act*, a Water Utility applies if the equipment or facilities distribute or furnish water to five (5) or more persons, or to a corporation. Without the transfer to the RDN, MCI would only be able to continue to supply water to the existing single residence on 2729 Parker Road and thus does not meet the definition of a Water Utility. Once transferred, the works become owned and operated by the RDN and are exempt from the definition of a Water Utility per Section 1 of the *Water Utility Act*.

As to whether the proposed ability of MCI to market the sale of excess capacity as "proof of water" for subdivision purposes from the transferred well would constitute a Water Utility, the ability of a developer to recover costs from associated infrastructure or property through an approved transfer or late comers agreement does not constitute the creation of a Water Utility. In addition, the RDN noted that the ability of MCI to market the sale of "proof of water" does not

.../2

Ministry of Forests, Lands &
Natural Resource Operations

Resource Stewardship Division

Office of the Comptroller
of Water Rights
Water Management Branch

Mailing Address:
PO Box 9340 Stn Prov Govt
Victoria BC V8W 9M1
Telephone: 250-387-6949
Facsimile: 250-356-0605

Location:
3rd Floor, 395 Waterfront Cres
Victoria BC V8T 5K7



impede another developer from applying to bring an alternate supply onto the system in lieu of purchasing a “proof of water” from MCI, nor does it impede the RDN from increasing the capacity of the system otherwise. The tentative transfer agreement indicates MCI’s ability to sell “proof of water” will end once the excess capacity is no longer available or the Nanoose Bay Water Service Area is connected to the Englishman River Water Supply System.

Regarding the protection of customers to water at a reasonable cost and in a manner consistent with public interest, the water system is owned, managed and operated by the RDN. The RDN is both reviewing or will be reviewing works constructed or to be constructed, and sets the rates charged to all customers.

Regarding public input on a CPCN application process, as previously noted neither the works nor the terms of the transfer agreement constitute a Water Utility; therefore, a CPCN approval process, including the 30 day requirement to receive concerns by the Comptroller of Water Rights Office is not required. The RDN has indicated that it continues to meet and work with property owners who have expressed concerns about this project as directed by the Board.

The regulations for the *Water Sustainability Act* (WSA) are still under development, and the process by which the First-in-Time, First-in-Right water allocation system will apply to municipal water supplies is not formalized at this time. The requirements for how applications for new wells or increased extraction licences will be reviewed in regards to potential impacts on neighbouring wells and the requirements for public notification and receiving of concerns and/or questions from the public are also not formalized at this time. Discussions have taken place with the RDN noting the potential impacts of the WSA regulations and application process for new and existing wells, as well as future applications for increases in groundwater extraction volumes. They have acknowledged that the regulations may have some impacts on the entire system capacity and that they will manage the system once the regulations come into force.

Yours truly,



Glen Davidson
Comptroller of Water Rights

pc: Mike Donnelly and Randy Alexander, Regional District of Nanaimo

**MARSHALL &
LAMPERSON**
**L A W Y E R S &
N O T A R I E S**

Douglas H. Marshall, B.A., M.A., LL.B.
Gary T. Russell, B.A., LL.B.
Linda G. King, B.A., LL.B.

P.O. Box 879
710 Memorial Avenue
Qualicum Beach, BC
Canada V9K 1T2

doug@qualicumlaw.ca
Fax (250) 752-2055
Phone (250) 752-5615

Our File No: Maz-Can 12869
Reply to: Douglas H. Marshall

January 30, 2015

Ministry of Environment
Attention: Glen Davidson, P Eng.,
Director and Comptroller of Water Rights
PO Box 9340, Stn Prov Govt
Victoria, BC V8W 9M1

Dear Sir:

Re: Water Well at 2729 Parker Road, Nanoose Bay

We are solicitors for Maz-Can Investments Ltd., the registered owner of the above-noted property and the subject of correspondence recently sent to you dated January 14, 2015, by Andrew Gage of West Coast Environmental Law (the "Letter"). The Letter was sent to our client's Calgary address and so was only recently forwarded to our client in British Columbia. Thus, we have been delayed in receiving and responding to the Letter. The purpose of this letter is to respond to the issues raised in the Letter.

Our client is astonished and disappointed at the factual and scientific inaccuracies set out in the Letter and accordingly the conclusions reached therein are, with respect, not supportable. We will respond in turn to a number of matters raised in the Letter in the order in which they appear.

Mr. Gage indicates that the water well was drilled on the subject property in 2005 to service 2729 Parker Road. This is not correct. The well was originally drilled by the previous property owner to find water for production and sale. The installed well was an eight inch well which is consistent with commercial production and not on-site use. An eight inch well is significantly more expensive than a six inch well to drill and a six inch well is the standard for on-site residential use. The previous owner had been seeking out opportunities to locate water sources which could, among other things, provide value to that owner. That owner also approached the Regional District of Nanaimo with a view to selling water to the Regional District. Accordingly, Mr. Gage's statement that our client sought to provide a much higher volume of water from the well is again untrue. Our client merely sought to carry out the production that the previous owner had envisioned.

The well in question clearly does not constitute a Water Utility under the *Water Utility Act*. It is merely a well with supporting facilities at this time. The proposed agreement between our client and the Regional District of Nanaimo anticipates a transfer of the well to the Regional District of Nanaimo and then in turn the Regional District of Nanaimo will operate same as part of its district water system. To suggest that our client is, in any way, operating a Water Utility is simply not on and not reflected in the facts. Further, as you know, the Regional District of Nanaimo is exempt from the requirement to obtain a Certificate of Public Conveyance and Necessity from your office under the *Water Utility Act*.

The Letter is drafted in a fashion which seems to imply that our client has been somehow scheming with the Regional District of Nanaimo to avoid offending existing and planned legislation. Nothing could be further from the truth. Mr. Gage even indicates that there is the appearance that this project is being rushed so as to be in place before the coming into force of the *Water Sustainability Act*. This is a surprising statement given that the well in question was drilled in 2005. Bringing this well to operation and its subsequent transfer has taken on the order of ten years. Numerous regulatory hurdles have been cleared. During that time, our client was not even aware that the *Water Sustainability Act* had been proposed. Further, given that the regulations of such Act have not even been drafted at this stage, it is only speculative at best that our client would be seeking to avoid the impact of the proposed legislation. The full impact is not yet available to public. Further, we are aware of no recognition in law of a principle under which there is an obligation of your Ministry to clarify the likely impacts of existing projects in light of proposed legislation. Until that legislation is in effect with supporting regulations, no one has an obligation to comply with or clarify the likely impacts of such legislation on an existing project.

The Letter indicates that our client proposed to the Regional District of Nanaimo that it subdivide the property in question and give the portion with the well to the Regional District of Nanaimo. This is not correct. Rather, it was a Regional District of Nanaimo requirement that our client provide either a Statutory Right of Way to support the well or transfer ownership of same to the Regional District of Nanaimo. This is common practice for municipalities which run public water systems for the public benefit. In the present case the Regional District required a transfer of ownership as 2729 Parker Road is subdividable. We are also aware of at least two other similar situations where individuals have drilled private wells on their property which produced significant water. In turn, those owners transferred such wells and supporting facilities to the Regional District of Nanaimo in order that the water capacity could be added to the Regional District of Nanaimo water system.

Our client is surprised at the statement that the initial testing of the well in question saw a 30-foot drop in water levels of a nearby neighbour. While we understand there is considerable concern amongst the local neighbours about impacts on the aquifer, Mr. Gage fails to note the applicable hydrogeology in the area. Nanoose Bay has a number of aquifers which underlay the surface of the land. These aquifers have horizontal boundaries and similarly begin and end at different depths. We attach materials as provided by Lowen Hydrogeology Consulting Ltd., which speak to the local hydrogeology and the local aquifers. There has been a consistent pattern of neighbours near 2729 Parker Road indicating that their wells have suffered the consequences of

and impacts from our client's well and have attributed recent negative drops in water level to our client. This is confounding as Mr. Lowen has indicated that our client's well is one of only two wells which access the lower aquifer in question (which produces significant water). The bulk of the wells in the area are not drilled to a sufficient depth so as to access such aquifer. In recent months, wells going dry or exhibiting significant lower water levels have been blamed on our client. However, our client has not been drawing any water from its well for the last five months and previous to that time did so only to firstly provide water to the home at 2729 Parker Road and secondly for limited discrete pump-testing purposes. In fact, the house at 2729 Parker Road presently uses a tank to which water is trucked as the pump has been removed from the well. No water is presently being drawn. Nevertheless, our client is being blamed for impacting local water levels. To be clear, the aquifers in question are not connected and all but one of the local neighbouring wells are drilled into the shallower aquifer (which sees greater impact of environmental fluctuations in water levels over the course of a year).

Mr. Gage has indicated in his letter that the Regional District of Nanaimo has delayed hooking the well up to the water service for at least a year because of public concern. This is not correct. Before the science was in hand, an RDN committee heard the strident concerns of the neighbours and moved that this matter be put to the Regional District of Nanaimo board for a decision on the one year delay. That motion was defeated by the Regional District of Nanaimo board which had the science in hand and accordingly no such one-year delay was instituted.

The Letter notes that our client, as the current owner of the well which is eventually intended to provide water for compensation, is not protected by exemption from the legislation in question. However, our client is not currently selling water or water connections and accordingly is not operating a utility. Again, Mr. Gage seems to indicate that something sinister is occurring by our client, a private party, eventually being able to sell connections to a water system and to provide access to such system for a cost. As is the case with all municipalities, the municipality must obtain water from its own land, rivers, lakes or seek out other sources. In the present case, the Regional District of Nanaimo is simply securing land with a well on it as it has done before. Many other municipalities and utilities do this elsewhere in the Province as well. At the end of the day, the Regional District of Nanaimo must get water from somewhere in order to provide water to the public.

The Letter indicates that the Regional District of Nanaimo will be acting as our client's agent in the operation of the water services. This is simply factually untrue. The elements of agency are not present. The Regional District of Nanaimo will, in time, own the well and its supporting facilities and will operate same just as it does all of its wells. To suggest that this arrangement would push the Regional District of Nanaimo outside of the exception referenced by Mr. Gage in your legislation would also put several other utilities and municipalities offside as well. As stated above, water must be obtained from one of several sources. Our client will have nothing to do with the facilities or operation of the water services once the transfer has taken place. The Regional District will own all elements thereof. It is interesting to note that Mr. Gage indicates that he was unable to find a case considering this question. Of course he has not found a case, as this question is so extreme as to be unlikely to become subject to judicial review.

Mr. Gage indicates that the *Water Utility Act* and the *Local Government Act* both have protections in place to ensure that water is provided in the public interest. This is exactly what is being planned by the Regional District of Nanaimo. It is simply securing an appropriate water source for its citizens. The Regional District of Nanaimo indeed operates within the four corners of the applicable legislation and indeed the public is being protected. No end-run is being sought around same. Similarly, the Vancouver Island Health Authority has issued the appropriate permits for the site in question. Again, the public is being protected pursuant to the applicable legislation. To suggest that our client and the Regional District are seeking to bypass the protections found in the applicable statutes is simply an unsupported statement to make.

The Letter indicates that there are many local residents impacted by the proposal in question, but scant evidence is provided to support the alleged impact. As can be seen from the attached reports, the scientific evidence suggests otherwise. Further, the Regional District of Nanaimo has committed to monitor the neighbouring wells (so long as those owners in question give access to same). We understand that the testing is to be conducted by an independent hydrologist for a period of one year from first production. In other words, the Regional District of Nanaimo is putting in place structures to deal with any negative impacts should they occur and which the hydrogeologist does not expect. Further, the Regional District of Nanaimo, like any operator of a water utility, will draw from its various sources at different times of the year so as to mitigate impacts and operate in an efficient manner.

Our client's well will eventually provide water to approximately 158 homes. The Regional District of Nanaimo will supply water to the home on the adjacent property at Parker Road (the parent lot) and a further 18 homes at our client's development elsewhere in Nanoose Bay. The well will therefore supply 19 new homes being created by our client and will provide a water supply for a further 139 homes. Our client does not have additional properties and thus has contemplated a transfer agreement with the Regional District that allows it to recover costs by transferring excess water capacity to other potential developable properties within the Nanoose Peninsula water service area. If our client did not secure this excess water capacity transfer in the proposed agreement, then the Regional District of Nanaimo could simply allocate another 139 connections with no consideration for our client providing the infrastructure at significant cost (larger well pump and associated controls, larger pumphouse and internal piping/mechanical/electrical and larger offsite water mains, additional engineering, etc.). The proposed agreement provides our client with an opportunity to recover costs for the oversized works.

In sum, the Letter seeks to discredit our client and the Regional District of Nanaimo based on anecdotal information and factually deficient and scientifically inaccurate statements. It is couched in classic "not in my backyard" fashion. That is, the impugned activity is subjected to any and all criticisms, whether supportable in fact or not. The reality is that our client has obtained an existing well, which was constructed for the purposes of commercial water production. The Regional District of Nanaimo requires additional water sources for its residents in the Nanoose Bay area. The proposed agreement between our client and the Regional District of Nanaimo is in the public interest and is in keeping with past practice. Our client has the support of many citizens in the Nanoose Bay area who look positively upon the obtaining of new water sources by the Regional District of Nanaimo. Many of them have waited for years to gain access

to the new water source.

We ask that you kindly take into account the foregoing facts as you review the Letter.

Yours truly,

MARSHALL & LAMPERSON

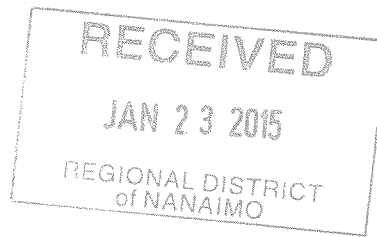
Per:

DOUGLAS H. MARSHALL

DHM/IsI

Encl.

c.c. Regional District of Nanaimo
Agricultural Land Commission, Attn: Elizabeth Sutton (via e-mail)
West Coast Environmental Law, Attn: Andrew Gage
Maz-Can Investments Ltd.



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

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

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

January 19, 2015

Attention: Jacquie Hill, Manager of Administrative Services

Re: Arrowsmith Search and Rescue – Project Status Update

Dear Jacquie

In 2014 the Regional District of Nanaimo generously donated to Arrowsmith Search and Rescue (ASAR) in response to our request for funding for our major projects. The first of these projects was the replacement of our aging Equipment Truck; the second was an addition to our Search Hall to house the new vehicle and to provide future expansion.

I am very pleased to report that we have reached our funding goal for the Equipment Truck replacement and are well on our way to obtaining funding for the Search Hall expansion.

We intend to purchase the chassis for our new Equipment Truck within the next two months. Then we will modify and install the equipment enclosure (purchased in 2013), outfit and equip the unit. Our target date for putting the new vehicle into service is early this summer.

Concurrently with our Equipment Truck project we began the design process for our Search Hall addition and will obtain budget pricing for construction this spring. Hopefully, with the funding already in place we will be able to construct the addition to the point of being able to provide secure storage for our new vehicle.

Once again, our thanks to your organization for your generous support and we look forward to completion of our projects as our fundraising allows.

Yours truly,

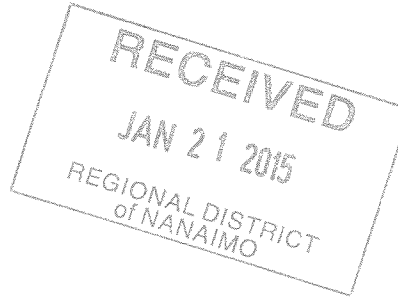
Greg Field
Arrowsmith Search and Rescue

250-468-9764
lauraandgreg@shaw.ca



**ROYAL CANADIAN MARINE
SEARCH & RESCUE**

**Lighthouse Country Marine Rescue Society
Supporting the
Royal Canadian Marine Search and Rescue
Station 59, Deep Bay
5058 Longview Drive
Bowser, BC
V0R 1G0**



email: lcMrs@shaw.ca
<http://unit59.ca>

January 19, 2015

The Chair, RDN Board of Directors
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Sir,

This is a brief note of appreciation for the Board's funding of a Grant-in-Aid to the Lighthouse Country Marine Rescue Society in support of the Royal Canadian Marine Search and Rescue Unit 59 in Deep Bay. The award of \$4926.40 will allow us to continue our "on the water" training during the Winter months as well as allow us to attend the SAREx training camp this May in Howe Sound. Without this funding, Unit 59 would not be able to participate in this major BC-wide RCM-SAR event.

As requested by Jacquie Hill, Manager of Administrative Services, we will provide receipts for these expenditures later this Spring.

Yours truly,

George Williamson, President

CC: Jacquie Hill, Manager of Administrative Services
Director Young, Chair, Grants-in-Aid



RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input checked="" type="checkbox"/>
GMS&CD		GM T&SW	
GM R&CU		DF	
JAN 12 2015			
DCS	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		

January 9, 2015

Joe Stanhope
Chairperson and Director, Electoral Area G
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Reference: 231747

Re: Wembley Road

Dear Joe Stanhope:

Thank you for your letter of November 28, 2014, regarding pedestrian and cycling infrastructure along Wembley Road in Parksville.

The ministry remains committed to a safe and efficient road network that supports multi-modal transportation. I understand ministry staff have met with Regional District of Nanaimo (RDN) staff, the Royal Canadian Mounted Police and officials from School District #69 (Oceanside) over the past few months to discuss pedestrian and cycling safety on Wembley Road near Oceanside Middle School. I am also advised that ministry staff recently toured the area with Michelle Stilwell, MLA for Parksville-Qualicum, to discuss safety along the corridor.

I am glad to note that as a result of these meetings, recent improvements on the corridor include the installation of a four-way stop at the intersection of Wembley and Wright roads, as well as the installation of additional "Share the Road" signs along Wembley Road, to alert drivers to the presence of pedestrians.

I have asked the ministry's local Operations Manager, Johnathan Tillie, to arrange an opportunity to meet with you and discuss further improvements, including the RDN Board's request for 1.5 metre shoulders on both sides of Wembley Road from the City of Parksville boundary to Wright Road.

.../2

In the meantime, should you have any further questions and concerns, Mr. Tillie can be contacted at Johnathan.Tillie@gov.bc.ca or 250 751-3287 and would be pleased to assist you.

Thank you again 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: Michelle Stilwell
MLA, Parksville-Qualicum

Jonathan Tillie, Operations Manager
Vancouver Island District



JAN 14 2015

RDN CAOS OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
JAN 27 2015			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

File: 0280-30
Ref: 180599

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

Dear Mr. Stanhope:

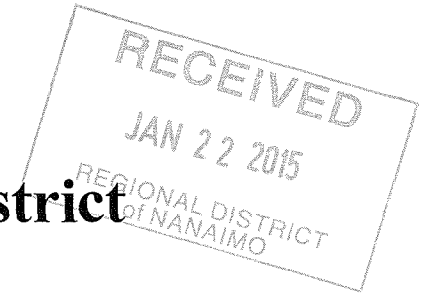
Thank you for your recent letter proposing that the Province conduct a review of Section 11.1 of the *Livestock Act* (Act). In light of the many concerns that have been voiced on this topic, I have asked staff to initiate a review of the Act to further examine the current legislation. This review will include consultations with the BC Cattlemen’s Association, the BC Society for the Prevention of Cruelty to Animals and other key industry stakeholders.

Taking into account current ministry priorities and the scope of the government’s current legislative agenda, I expect to receive recommendations from staff on whether amendments to the legislation are required early in 2015. If amendments are required, staff will develop plans for tabling amendments for consideration by government.

Thank you for taking the time to write and share your concerns with me.

Sincerely,

Norm Letnick
Minister



North Cedar Improvement District

2100 Yellow Point Road, PO Box 210
Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

District File: Grant Application

January 22, 2015

Paul Thorkelsson
Chief Administrative Officer
Regional District of Nanaimo
Corporate Services
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Mr. Thorkelsson:

RE: Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800

The North Cedar Improvement District is requesting gas tax funding through the Regional District of Nanaimo for constructing an additional reservoir at the District’s Barnes Road Reservoir site. All funds received will be applied to the design and construction of the new reservoir.

The District “Water System Master Plan – 2014” identified many deficiencies that the District needs to work towards correcting. Of highest importance is the District’s water storage deficiency. There are approximately 2,153 properties that are provided with fire protection that are within the District’s boundaries. The Water System Master Plan – 2014 identified that the existing reservoirs do not meet requirements for fire, equalization and emergency storage components. Based on Fire Underwriters Survey Guidelines, and NCID’s design criteria for storage requirements the District is deficient in storage volume for an average house with a fire demand of 66.7 L/s in both pressure zones. As a result it has been identified that additional reservoirs are to be constructed in both pressure zones.

The Area “A” Official Community Plan, future development within NCID will primarily occur in Pressure Zone I, for this reason the District is moving forward on constructing the additional reservoir at the Barnes Road Reservoir site first. The estimated maximum fire flow requirements for PZ I is 183 L/s for 2.5 hours. NCID cannot currently meet storage requirements for a single family residence or any other land uses in PZ I. The new reservoir at the Barnes Road site needs to have a capacity of 1,950,000 litres, the total estimated cost for this project is one million, eight hundred, thirty one thousand, and eight hundred (\$1,831,800) dollars.

I have included all documentation, (Document List), starting with the implementation of the water moratorium in 2010, current letter issued to all developers, insert from the “Water System Master Plan – 2014” with cost summary and allocation sheet, a memo to the Board from the District’s engineer regarding the ability to fill the additional reservoir with the current water supply, as well as an estimate for engineering costs for the construction of the new reservoir.

Thank you for your consideration for the above request. Please call me if you have any questions or comments.

Yours truly,



Heather Sarchuk
Administrator

List of Documents included:

- 2010 Letter to Owners wanting to develop their land
- Current Letter being issued to all Owners wishing to develop their land
- Applicable pages from the “Water System Master Plan – 2014
- Memo from the Engineer – Existing water supply wells/pumps to fill new reservoir
- Work Plan and Fee Estimate for Design and Construction Administration for Reservoir

:hs

cc: Joan Harrison, Director of Corporate Services, RDN
Alec McPherson, Area “A” Director, RDN

North Cedar Improvement District

2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252

October 1, 2010

To Whom It May Concern:

RE: Water Supply & Storage Issue - N.C.I.D.

This letter is to advise you that currently North Cedar Improvement District has a supply and storage issue that is impacting the subdivision final approval process as well as any new water connection applications.

Currently our limited capacity would be further compromised by the addition of more service connections to our system. The consulting engineers have advised that the following concerns need to be addressed:

- upgrades to the existing wells
- developing a fourth well supply
- construction of additional storage capacity

North Cedar Improvement District's consulting engineers recommend, "that the N.C.I.D. approve service requests in principle to allow applicants to proceed to detailed design of their proposed development consistent with N.C.I.D. requirements." Final approval for connection will be contingent upon completion of the above system shortfalls.

North Cedar Improvement District is currently addressing the above recommendations and trying to establish a timeline for completion. In addition, conservation measures have been undertaken to encourage existing customers to reduce water usage consumption.

Should you require any further information please do not hesitate to contact this office at the above numbers.

North Cedar Improvement District

North Cedar Improvement District

2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

June 9, 2014

To Whom It May Concern:

Re: Waiting List New Water Connection

The district has had a moratorium on new water connections in place since 2010, see attached letter. At this time there is a waiting list for new connections, in order to be added to this list please fill out the attached water application. At the bottom of the application please indicate how many new lots are being created or how many new connections will be required.

Once the application is received it will forward to the district engineer for a fee estimate to complete a feasibility study. You will be required to make this deposit to the district within 30 days of the date of the estimate in order to remain on the waiting list. The feasibility study calculates the impact of your development on the system and lays out all fees and possible upgrades that will be required.

Should you have further questions please do not hesitate to contact the district office.

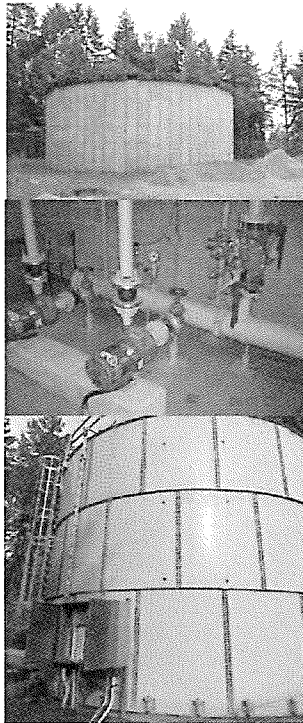
Thank you

North Cedar Improvement District

REPORT

North Cedar Improvement District

Final Water System Master Plan - 2014



June 2014

4.2 Storage Reservoirs

The two reservoirs serving NCID are Barnes Road Reservoir (capacity of 900,000 litres) located in PZ 1 and Glynneath Reservoir (capacity 340,000 litres) located in PZ 2. Based on Fire Underwriters Survey Guidelines and NCID design criteria for storage requirements, the District is deficient in storage requirements for an average house with a fire demand of 66.7 L/s in both pressure zones. Reservoir storage volumes are based on providing sufficient storage for the highest fire demand being served by the storage facility. To meet current and future storage requirements, a new concrete reservoir would need to be constructed at the Barnes Road site and a new steel reservoir would need to be constructed at the Glynneath site with capacities of 1,950,000 and 600,000 litres respectively.

4.3 Distribution System

The NCID water model was used to evaluate the existing watermains capability of conveying Fire Flow and maximum daily demands to strategic locations (schools, commercial areas, etc.). Based on the modelling results a system of mains from 200 mm to 400 mm diameter would be required from the Barnes Road reservoir along the Holden Corso/MacMillan Road corridor, along the Woobank Road Corridor to Cedar Road and along Cedar Road from the Duke Point Road overpass to Brix Road. As well, the Barnes Road Pump Station would need larger pumps to meet future maximum day demand for PZ 2.

There are several projects that represent upgrades required to meet fire flow for adjacent residential properties as well as provide required fire flow at the end of the system for use by the fire department to cover protection for the remainder of NCID that is not on the existing system. These projects are listed and costs for improvements are provided in the overall cost table in the report.

There are nearly 13 km of Asbestos Cement mains in NCID and this type of pipe is nearing the end of its design life and being brittle, subject to easy breakage. The projects listed in the report are to replace all remaining AC pipe with new PVC pipe with a minimum diameter of 150 mm. These projects are anticipated to be funded from a renewal reserve/asset recovery fund that would be sourced from various revenue items as established by NCID.

The total construction cost of all the improvement projects is estimated to be \$16,163,600.00 and this cost has been allocated between renewal and future development cost in order to calculate a Capital Expenditure Charge (CEC) for new development.

5 ESTIMATING CAPITAL EXPENDITURE CHARGE

The total allocated construction cost for new development within the NCID is calculated to be \$4,656,700.00 and based on an equivalent person projection; the cost is \$4,315.76 per person. The CEC has been distributed for various land uses and the single family residential lot charge is \$11,220.96. The current CEC bylaw is to be updated to reflect this charge.

North Cedar Improvement District

The issue with increasing the C-T is planned to be accomplished through the use of oversized pipe that would decrease velocity and thus increase the time for disinfection. The pipework would be installed at the outlet end of the building and existing service connections on the mains within the right of way would be relocated.

*These projects are developer driven and a benefit to existing users due to pipe replacement, improved service to adjacent properties, improved water flow throughout the system during fire flow events and is considered 50% as a **Capital Expenditure Project** and 50% as a **Renewal Project**.*

4.2 STORAGE RESEVOIRS

NCID standards for reservoir capacity are based on having sufficient stored water for firefighting (based on Fire Underwriter Survey (FUS) Guidelines), equalization and emergency flows where:

Fire Flow	=	Maximum required flows over specified duration (FUS)
Equalization	=	25% of Maximum Day Demand (MDD)
Emergency	=	25% of Fire Flow plus Equalization

Emergency Storage is included in the overall storage requirement as the water supply is from groundwater wells and may be subject to reliability issues. As discussed in Section 2, NCID currently has one reservoir in Pressure Zone 1 consisting of the Barnes Road Reservoir and one reservoir in Pressure Zone 2 consisting of the Glynneath Road Reservoir. The following table shows the two reservoir's top water level and respective storage volumes available.

**Table 4-3
Current Storage Reservoirs**

Reservoir	Pressure Zone	Top Water Level/Hydraulic Grade Line	Storage Volume
Barnes Road Reservoir	PZ 1	81.7 m	900,000 Litres
Glynneath Road Reservoir	PZ 2	117.9 m	340,000 Litres
Total Storage Available to PZ 1			1,240,000 Litres

The required fire storage requirements are usually based on the highest fire flow demand for the pressure zone service area.

The estimated maximum fire flow requirement for PZ 1 (along of Cedar Road where the main commercial area is and Cedar Elementary School) is 183 L/s for 2.5 hour duration. The maximum estimated fire flow requirement for PZ 2 is 83.3 L/s (3,500 ft² residential) for 1.75 hour duration. The majority of connections in NCID are single family dwellings with floor areas varying from 2,000 to 3,000 square feet. The following table shows the calculated storage for residential and commercial uses within the two pressure zones. The storage volume is based on NCID criteria for fire flow, equalization and emergency storage requirements.

**Table 4-4
Storage Volume - Required and Available**

Land Use	Fire Flow (L/s)	Duration (hours)	Required Storage Volume (litres)	Available Storage (litres)	Difference (litres)
<i>Pressure Zone 1 (TWL 81.7 m) – MDD 48.4 L/s (PZ 1 and PZ 2)</i>					
Single Family (2,000 ft ²)	66.7	1.5	1,755,404	1,240,000	(515,404)
Single Family (3,500 ft ²)	83.3	1.75	1,961,654	1,240,000	(721,654)
Institutional (Woobank Elementary School)	116.7	2.00	2,355,404	1,240,000	(1,115,404)
Commercial (Cedar Centre)	183.3	2.5	3,367,904	1,240,000	(2,127,904)
<i>Pressure Zone 2 (TWL 117.9 m) – MDD 7.9 L/s (PZ 2)</i>					
Single Family (2,000 ft ²)	66.7	1.5	663,801	340,000	(323,801)
Single Family (3,500 ft ²)	83.3	1.75	870,051	340,000	(530,051)
(brackets indicate negative values)					

As can be seen from the above figures, NCID cannot meet storage requirements for single family residences or any other land uses in PZ 1 or PZ 2. The deficiency in storage requirements for NCID has been recognized in previous reports including the last 2008 Water Study.

Based on the Area 'A' Official Community Plan goals, future development within NCID would primarily occur in Pressure Zone 1 with a lesser amount in Pressure Zone 2. Table 3-3 in the previous section shows the various future land use and number of connections for each pressure zone.

4.2.1 Project SR-1 – Barnes Road Reservoir Addition

Existing customers and future development within PZ 1 will require increased storage capacity to accommodate the additional population and fire flow requirements. The maximum fire flow for the current and proposed development (commercial infill at Cedar Centre per Cedar Main Street Village Plan) is 183.3 L/s at 2.5 hour duration. Based on current and future storage requirements for this zone and NCID design criteria, the total required storage volume is 3,762,394 litres for 183 L/s fire flow. The available storage is 1,240,000 resulting in a shortfall of 2,522,394 litres. The additional storage requirement is proposed to be met with the construction of an additional 1,950,000 litre round concrete tank at the Barnes Road reservoir site and an additional 600,000 litre tank at the Glynneath Road reservoir site. The new tanks will be connected to the existing tanks to allow for circulation from one tank to the other and for isolation of each tank for maintenance purposes.

*This project is primarily developer driven with a minor benefit to existing users due to reservoir replacement and is considered **60%** as a **Capital Expenditure Project** and **40%** as a **Renewal Project**.*

4.2.2 Project SR-2 – Glynneath Reservoir Addition

Dwelling units in Pressure Zone 2 require an increase to existing storage capacity. Current storage requirements for Pressure Zone 2 are provided by the Glynneath Road Reservoir and based on storage requirements for this zone and NCID design criteria, the total required storage volume is 870,051 litres for a 3,500 ft² houses. The available storage is 340,000 litres for a shortfall of 530,051 litres for current demands and for anticipated development in this zone the required storage is calculated to be 913,195 litres. The shortfall would then be 573,195 litres and this would be met with the construction of a second round bolted steel glass lined reservoir at the Glynneath site and would have a capacity of 600,000 litres. The new tanks will be connected to the existing tanks to allow for circulation from one tank to the other and for isolation of each tank for maintenance purposes.

*This project is primarily developer driven and benefits the PZ 1 storage requirements with a minor benefit to existing users due to reservoir replacement and is considered **70%** as a **Capital Expenditure Project** and **30%** as a **Renewal Project**.*

Table 4-5 is a breakdown of the anticipated configuration of reservoirs and the storage volumes.

**Table 4-5
Proposed Required Storage Volumes**

Land Use	Fire Flow (L/s)	Duration (hours)	Required Storage Volume (litres)	Available Storage (litres)	Difference (litres)
<i>Pressure Zone 1 (TWL 81.7 m) – MDD 57.9 L/s (PZ 1 and PZ 2) - Storage at 3,740,000 L (Barnes 900,000L existing plus 1,900,000L new) plus (Glynneath 340,000L existing plus 600,000L new)</i>					
Single Family (2,000 ft ²)	66.7	1.5	2,149,894	3,790,000	1,640,106
Single Family (3,500 ft ²)	83.3	1.75	2,356,144	3,790,000	1,433,865
Townhouse/Condo/Institutional (Woobank Elementary School)	116.7	2.0	2,749,894	3,790,000	1,040,106
Commercial (Cedar Centre)	183.3	2.5	3,762,394	3,790,000	27,606
<i>Pressure Zone 2 (TWL 117.9 m) – MDD 9.2 L/s (PZ 2) and Storage at 940,000 L (Glynneath 340,000L existing plus 600,000L new)</i>					
Single Family (2,000 ft ²)	66.7	1.5	706,945	940,000	233,055
Single Family (3,500 ft ²)	83.3	1.75	913,195	940,000	26,805

4.3 DISTRIBUTION SYSTEM

4.3.1 Distribution Pumps – Barnes Road Pump Station

The existing pumping capacity at the Barnes Road Pump Station is 7.0 L/s (from Barnes Road PS Operational and Maintenance Manual) with each of the two pumps in the station capable of pumping the design flow. This station provides the MDD required for PZ 2 and fills the Glynneath Reservoir.

- Project DS-1 – Barnes Road Pump Station:** The anticipated future development in this pressure zone is about 35 units (includes the current Aquarian Road application), resulting in a MDD flow of 9.6 L/s. As a result, the existing pumps will need to be replaced with larger units to meet the increased flow requirement. The new pumps would be able to be installed within the existing building and pipe configuration.

Heather Sarchuk

From: Oleh Dubek <dubeko@ae.ca>
Sent: September-10-14 1:44 PM
To: Heather Sarchuk
Cc: James Rees
Subject: Existing supply pumps to fill new reservoir
Attachments: mem_Well_time_Fill_Reservoirs_20140908_OD.pdf

Hi Heather,

Please find attached our memo regarding the capability of the existing pumps to fill the proposed reservoir at Barnes Road. Hopefully this will provide the information that the board was requesting and if you have any questions please feel free to call me.

The Amarjit response is next.

Regards

Oleh Dubek, P.Eng.
Senior Engineer



**Associated
Engineering**

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

#206 1016 McCallum Road
Victoria, BC, Canada V9B 4C6

Tel: 250.478.8383
Fax: 250.478.8101
email: dubeko@ae.ca
www.ae.ca





Date: September 10, 2014 File: 2012.2148.00.E.5.00
 To: Heather Sarchuk
 From: Oleh Dubek, P.Eng.
 Project: Preliminary Engineering
 Subject: Time to Fill Reservoirs

MEMO

As requested, we have reviewed the capability of NCID existing wells to fill and keep a new reservoir full prior to developing an additional water source. The following is a brief description of the methodology used to determine existing well pumps filling capability. The calculations are based on the existing pump curves for Well #1, #3 and #6 and the current system head curve. The Barnes reservoir has a capacity of 900,000 litres and based on the Master Plan an additional reservoir of 1,950,000 litres will be required to meet projected customer demands and fire flow requirements to the year 2030. The pumps in the wells are typically sized to meet Maximum Day Demands (MDD) where MDD is defined as the single highest total 24 hour daily water consumption occurring over a one year period. This value is usually based on several years of records and the highest value is used for design purposes.

The reservoir sizing design criteria for in NCID is based on the following:

$$\text{Storage} = \text{Fire Storage plus Equalization plus Emergency}$$

- Where: Fire Storage = Maximum required flows over specified duration.
- Equalization = 25% of Maximum Day Demand (MDD).
- Emergency = 25% of Fire Storage plus Equalization.

The equalization storage component is to meet instantaneous demands such as peak hourly flow whereas the emergency storage component is to provide water during events such as power failures or water main breaks.

Theoretically, if the well pumps were sized to meet the MDD for the serviced customers only, then on the maximum day the well pumps would not be filling the reservoir and would only meet the maximum demand from users. Peak instantaneous demands would be met by the reservoir storage as well as any fire flow requirement. However, water systems are typically sized with the ability to slightly exceed the MDD and reservoirs usually can be filled during low flow periods usually overnight.

Based on the NCID Master Plan, the MDD is 48.4 L/s (included eligible customers still to connect). The three current wells are estimated to be capable of pumping about 19 to 22 L/s each. The capacity of the pumps is based on the duty point which is the intersection point of the water system curve and pump curves. The following table illustrates the pumping capacity with one to three pumps running, the time to fill the existing Barnes Road reservoir, to fill a new reservoir at the Barnes Road site and the time to fill both the existing and proposed reservoirs at the Barnes Road reservoir site.



Memo To: Heather Sarchuk

September 10, 2014

- 2 -

Number of Pumps Running	Pumping Capacity	Time to Fill Barnes Reservoir (900,000 litres)		Time to Fill New Barnes Reservoir (1,950,000 litres)		Time to Fill Both Barnes Reservoirs (2,850,000 litres)	
		Hours	Days	Hours	Days	Hours	Days
1	19.8	12.6	0.5	27.4	1.1	40.0	1.7
2	37.8	6.6	0.3	14.3	0.6	20.9	0.9
3	58.1	4.3	0.2	9.32	1.4	13.6	0.6

The above table shows that with two pumps running, the time to fill a tank from empty is 6.6 hours for the existing tank, 14.3 hours for a new tank and 20.9 hours for both tanks. With three pumps running, the filling time for two tanks at the Barnes Reservoir site is 13.6 hours. Once the reservoirs are full, the supply pumps are called upon to run once the water level in the full reservoirs drops about 1.0 metres. During the maximum day event, the water level would take more time to recover with three pumps running as theoretically the inflow rate is just above the demand rate (i.e. inflow at 58.1L/s and MDD at 48.4 L/s). The analysis did not include the Glynneath Reservoir (340,000 Litres) which is fed from the Barnes Reservoir via the Barnes Road Pump Station as the overall impact to time to fill was felt to be minor since the Barnes Road Pump Station pumps at 7.0 L/s and the well field filling rate is much higher to the Barnes Reservoir.

In summary, the existing supply wells have sufficient capacity to fill and maintain water levels for the existing and future Barnes Road Reservoirs. They will fill faster during low flow periods such as overnight and average day demand periods. The analysis is based on well pump characteristics and distribution system behavior. The actual well yield is still to be determined although to date we have not been advised that any of the pumps have been run below minimum draw down levels this year.



December 19, 2014

File: 2012.2148.00.P.01.00

Heather Sarchuk
Administrator
North Cedar Improvement District
2100 Yellow Point Road
PO Box 210
Cedar, BC V9X 1W1

**Re: WORK PLAN AND FEE ESTIMATE FOR DESIGN AND CONSTRUCTION ADMINISTRATION FOR
A SECOND RESERVOIR AT BARNES ROAD SITE**

Dear Heather:

We are pleased to submit our proposed work plan and associated fee estimate for the design and construction administration for a second storage reservoir at the current Barnes Road site. As of June 2010, NCID has been under a development moratorium in that no new water service connections are to be approved as it has been identified that there are supply and storage capacity issues. Since that time NCID has made some progress in updating and rehabilitating their three existing supply wells as well as investigating new sources. The next step is to increase available storage for domestic and firefighting demands and eventually upgrading delivery main.

In addition to the well rehabilitation projects, a Water System Master Plan – 2014 has been completed for NCID. The issues identified previously that served as the basis for the moratorium have not changed substantially. There is some spare supply capacity based on the design calculations and pump curves. The available pumping rate is 51.8 L/s and the Maximum Daily Demand rate is calculated to be 48.4 L/s and included about 88 properties that are not connected although have the right to connect if desired. The report also outlined available storage versus required per NCID design criteria and Fire Underwriters Survey guidelines. Currently the available storage does not meet required storage volume for emergency, equalization and fire flow for any properties with a floor area greater than 185 m² (2,000 ft²). The report outlined that additional storage would be necessary at the Barnes Road reservoir site (Pressure Zone 1) and at the Glynneath Road reservoir site (Pressure Zone 2). Based on the master plan an additional storage reservoir with 1,900 m³ volume would be required at the Barnes Road Reservoir site. The following is a proposed work program for the design and construction administration for a 1,900 m³ reservoir.



December 19, 2014
Heather Sarchuk
North Cedar Improvement District

- 2 -

Associated Engineering has developed a detailed scope of work that ensures the project will meet with NCID requirements for an additional reservoir at the Barnes Road site. We have divided our work plan for this project into the following three phases:

- Phase 1 – Preliminary Engineering
- Phase 2 – Detailed Design and Tendering
- Phase 3 – Engineering Services During Construction

The outline below describes the activities of the work plan tasks.

1 PRELIMINARY ENGINEERING

In this phase we will look at a suitable reservoir location given the site conditions and relationship to the existing reservoir and operations building. A preliminary pipe layout will be developed that will have supply water enter one tank and be withdrawn from the second tank, thus ensuring movement of water in both tanks. As well, the piping design will take into account having one of the tanks being serviced while leaving the other tank operational. An evaluation of steel versus concrete tanks will be performed in order to provide NCID with a complete picture of the reservoir types and an informed choice as to value for the monies available. A description of specific activities for this phase is as follows:

1.1 PROJECT INITIATION

- Hold project initiation meeting at NCID offices.
- Define lines of communication, and refine if required, project objectives, work plan and schedule.
- Prepare a Project Management Plan (PMP) with procedures adopted at the meeting.
- Prepare a project specific Quality Management Plan (QMP).
- Initial technical discussion on facility siting.
- Identify procedures for obtaining operations staff input.
- Conduct a brief site visit with various design discipline leaders.

1.2 EVALUATE BOLTED STEEL AND CONCRETE TANK ALTERNATIVES

- Prepare full life cycle cost comparison between bolted steel and reinforced concrete tank
- Prepare technical memo and review with NCID to confirm preferred option.

1.3 SITE INVESTIGATIONS

- Review Levelton Consultants Ltd geotechnical assessment report of September 2011
- Conduct engineering surveys of the reservoir site.



December 19, 2014
Heather Sarchuk
North Cedar Improvement District

- 3 -

- Develop base plans suitable for continuing engineering design.

1.4 DESIGN BRIEF AND COST ESTIMATE

- Prepare a Design Brief summarizing key design criteria and sizing. The Brief will include draft control strategy and pre-design drawings. The brief will also include a preliminary design level cost estimate and a construction scheduling/staging plan.
- Hold a review meeting with NCID. The intent of the meeting is to review the Design Brief, estimated costs and implementation plan.

2 DETAILED DESIGN AND TENDERING

This phase is the main portion of the work and consists of preparing detailed design drawings and technical specifications. Once complete, an overall cost estimate will be prepared along with tender ready documents. These will be reviewed with NCID. At the completion of the tender period, we will provide NCID with an evaluation of the bids and a recommendation to award. A description of specific activities for this phase is as follows:

2.1 DETAILED DESIGN DRAWING PREPARATION

- Complete design drawings based on the finalized Preliminary Design.

2.2 PREPARE CONTRACT SPECIFICATIONS

- Prepare technical specifications based on the latest MMCD and National Master Specifications (NMS), utilizing MS WORD software. Where applicable, we will incorporate NCID Engineering Specifications for civil work.
- Prepare front end documents in accordance with MMCD Contract Documents.

2.3 COST ESTIMATES

- Prepare a pre-tender cost estimate of the works.

2.4 PROJECT MANAGEMENT AND QUALITY ASSURANCE

- Update project control documents and schedule.
- Budget control.
- Perform internal 'third party' quality reviews in accordance with project QMP.



December 19, 2014
Heather Sarchuk
North Cedar Improvement District

- 4 -

2.5 SUBMIT DRAWING AND SPECIFICATIONS

- Submit design drawing and technical specification submissions to NCID.
- Hold review meetings following the submission.

2.6 PERMITS

- Continue with and finalize permitting requirements as identified in Phase 1 - Preliminary Design.
- Prepare BC Ministry of Health (Island Health Authority) Waterworks Construction Permit application.
- Prepare BCBC Building Permit Applications for RDN building department (if necessary).

2.7 TENDER PERIOD SERVICES

- Prepare tender-ready (100%) documents (drawings and specifications) in electronic format. The Tender invitation and documents will be advertised and posted by NCID.
- Host a tender briefing meeting and respond to any technical questions.
- Prepare any required addenda.
- Review tenders received and prepare a tender evaluation matrix with review and recommendation letter in order for NCID to award the Contract. Tender pricing will be compared with our pre-tender cost estimate.

3 ENGINEERING SERVICES DURING CONSTRUCTION

This phase of the project mainly consists of monitoring the construction of the works and producing progress payment documents. It comprises of about one third of the total fees and is directly affected by the experience of the contractor, clarity of contract document, availability of materials and weather. The construction period can vary from eight to sixteen weeks and for this phase we have assumed a twelve week construction period with our inspector on site on average for three days a week. Other activities include review of submission, testing and record drawings at the completion of the project. A description of specific activities for this phase is as follows:

3.1 CONSTRUCTION ADMINISTRATION

- Prepare "Issued for Construction" documents. Four (4) sets of construction documents will be provided to the Contractor and two (2) sets for NCID. PDF versions of all documents will also be provided. Drawings will be signed and sealed by our Engineers of Record.
- The majority of our construction administration services as described below will be undertaken by our Contract Administrator in concert with our discipline engineers and other professionals.



December 19, 2014
Heather Sarchuk
North Cedar Improvement District

- 5 -

- Chair the pre-construction meeting for all participants in contract. Prepare the agenda and meeting minutes.
- Attend and prepare minutes for construction progress meetings.
- Review and comment on Contractor's Health, QC and Safety programs as well as detailed construction schedule and plan of operation.
- Respond to Contractor's request for information.
- Review shop drawings and other submissions.
- Prepare and submit monthly progress payment certificates.
- Monitor Contractor progress with respect to schedule and quality control.
- Review and make recommendations regarding extra and additional work. Issue change orders where required. Final approval of any extra work or credits rests with NCID.
- Liaison with utility and approval agencies where required.
- Coordinate final inspection and evaluate performance with respect to substantial completion.
- Advise NCID on and coordinate release of holdbacks.

3.2 CONSTRUCTION SITE REVIEWS

- Provide site construction inspection estimated to be 144 hours over 12 week construction period.
- Inspection will be performed at a level to ensure the accuracy of record drawings and in order for our Engineers of Record to seal the record drawings.
- Review results of construction quality assurance and materials testing.
- Prepare deficiency lists towards end of construction prior to and at final inspection.

3.3 MATERIALS TESTING

- Provide geotechnical reviews and field recommendations (part-time basis).

3.4 POST-CONSTRUCTION SERVICES

- Document reservoir leak test and disinfection procedure/results.
- Prepare project record drawings sealed by our Engineer of Record.



December 19, 2014
Heather Sarchuk
North Cedar Improvement District

- 6 -

4 FEE ESTIMATE

The estimated fee for the above work program and level of effort based on previous projects is summarized by phases as follows:

- Phase 1 – Preliminary Engineering \$21,595.00
- Phase 2 – Detailed Design and Tendering \$49,210.00
- Phase 3 – Engineering Services During Construction \$37,415.00

Total Estimated Fee	\$108,220.00
----------------------------	---------------------

The fee estimate includes disbursement and does not include the GST. A detailed breakdown of the fee estimate is attached to this letter.

Oleh Dubek will be the Project Manager for this assignment and will liaise with NCID, coordinate all design activities among the project team and manage the construction contract. The Structural design portion of this assignment will be carried out in our Burnaby office, under the direction of Dale Harrison and will report to Oleh.

The construction of an additional reservoir at the Barnes Road site will provide sufficient volume to meet storage requirements for existing residential and institutional uses and nearly meets the requirements for commercial uses as outlined in the NCID Water System Master Plan – 2014. The next step will be to provide an additional reservoir at the Glynneath Road site with a volume of 600,000 litres.

We hope that this program and fee estimate will be acceptable to the Board and should you have any questions, please feel free to call me.

Yours truly,

Oleh Dubek, P.Eng.
Senior Engineer

rw
encl.

**NORTH CEDAR IMPROVEMENT DISTRICT
1900 CUBIC METER RESERVOIR
FEE ESTIMATE SPREADSHEET FOR ENGINEERING SERVICES**

FEE ESTIMATE

TASK DESCRIPTIONS	PROJECT MANAGEMENT/CIVIL PROJECT TEAM										STRUCTURAL PROJECT TEAM										GRAND TOTAL FEES					
	Personnel Identification		Review		Drafting		Survey		Support		Review		Immediate		Drafting		Support		TOTAL HOURS	TOTAL ACTIVITY FEES		DISBURSEMENTS	TOTAL FEES			
	O. Dabek	J. Rees	200.00	185.00	95.00	115.00	150.00	150.00	75.00	75.00	200.00	180.00	130.00	100.00	100.00	75.00	200.00	180.00						130.00	100.00	75.00
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours						Hours	Hours	Hours
1.0 PRELIMINARY ENGINEERING																										
1.1 Project Initiation/Meetings	8	4	1,850	180	2,040																					
1.2 Evaluate Bolted Steel and Concrete Alternatives	2	2	370	370	740																					
1.3 Site Investigation (Survey and Base Plan)	2	2	2,950	180	3,130																					
1.4 Design Brief and Cost Estimate	2	6	5,250	100	5,350																					
Subtotal - Preliminary Engineering	18	24	10,410	460	10,870																					
2.0 DETAILED DESIGN/ENGINEERING																										
2.1 Detailed Design and Drawing Preparation	16	24	9,840	120	9,960																					
2.2 Prepare Contract Specifications	4	16	2,860	60	2,920																					
2.3 Cost Estimate	2	4	750		750																					
2.4 Project Management and Quality Assurance	2	2	400	150	550																					
2.5 Submit Drawings and Specifications	2	2	830	150	980																					
2.6 Permits	1	4	565		565																					
2.7 Tender Period Services	4	8	1,650	120	1,770																					
Subtotal - Detailed Design & Tendering	29	56	16,895	450	17,345																					
3.0 ENGINEERING SERVICES DURING CONSTRUCTION																										
3.1 Construction Administration	2	4	750	45	795																					
Review Submittals	2	2	180	150	330																					
General Inspection During Construction	120	120	12,600	3,240	15,840																					
Specialized Inspection During Construction	8	8	1,480		1,480																					
Respond to Site Queries	8	8	1,480		1,480																					
Material Testing (Allowance for Leveling)	8	8	1,480		1,480																					
Post Construction Services	8	16	6,560	200	6,760																					
Subtotal - Service during Construction	118	142	15,100	3,285	18,385																					
TOTAL HOURS	118	142	15,100	3,285	18,385																					
TOTAL ACTIVITY FEES	64	222	47,405	4,495	51,900																					
TOTAL DISBURSEMENTS	60	120	12,600	3,240	15,840																					
TOTAL ESTIMATED FEES	124	342	60,005	7,735	67,740																					



Health
Canada

Santé
Canada

Healthy Environments
and Consumer Safety
Branch

Direction générale,
Santé environnementale et
sécurité des consommateurs

CAO ✓ chair ✓
Board Agenda ✓

Your file Votre référence

Our file Notre référence

Address Locator: 0302B
Ottawa, ON K1A 0K9

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

December 17, 2014

Dear Mr. Stanhope,

Thank you for your letter dated September 12, 2014, to the Honourable Rona Ambrose, Minister of Health, regarding your community's concerns with a potential marijuana production site in your area. Your letter was forwarded to me so that I may reply. I appreciate that you have taken the time to express your concerns and I regret the delay in responding.

While Health Canada cannot comment on any specific application to ensure the protection of confidential business information, I have taken the liberty of providing some information about marijuana for medical purposes in Canada that may address your concerns.

While Canadian Courts have required the Government of Canada to allow access to marijuana when authorized by a physician, the Government believes that this must be done in a controlled fashion to protect public health and safety. The Government of Canada implemented the *Marihuana for Medical Purposes Regulations* (MMPR) to address concerns related to the production of marijuana in homes that Health Canada heard from law enforcement officials, fire departments, and municipal officials across the country.

The MMPR allow for the licensing of qualified applicants ("licensed producers") responsible for the production and distribution of marijuana for Canadians who have been authorized by a physician. Licensed producers must meet extensive security requirements, and applicants must notify their local government, local police force, and local fire officials of their intention to apply to Health Canada, so that local authorities are aware of their proposed location and activities. Licensed

Canada

.../2

producers must also provide notification of any change to their licence. This provides an opportunity for municipalities to provide input and concerns they may have with potential licensed producers in their area.

For your reference, the location of the production site is considered during the application process. Health Canada reviews all information provided within the application, including a recent aerial view of the proposed site showing adjacent lots within a 500 metre radius, and the building location survey prepared and certified by a qualified surveyor. All information is taken into consideration when assessing the risk of a proposed site.

Further, all potential licensed producers are required to undergo a pre-licensing inspection to ensure appropriate security systems and measures are in place prior to a licence being issued under the MMPR. More information on the security requirements for licensed producers is available on Health Canada's website at: <http://www.hc-sc.gc.ca/dhp-mps/marihuana/info/add-supp-eng.php>.

In addition to the requirements of the MMPR, licensed producers are required to comply with all applicable provincial, territorial, and municipal legislation and regulations, including zoning restrictions. While municipalities may implement by-laws to help ensure that licensed producers conduct their activities in a manner deemed appropriate by the municipality, Health Canada is aware of the unique circumstances surrounding the Agricultural Land Reserve (ALR) and the decision by the Ministry of Agriculture of British Columbia to facilitate the production of marijuana for medical purposes as an allowable farm use within the ALR.

As you are aware, the Honourable Norm Letnick, Minister of Agriculture of British Columbia, is developing a Discussion Paper on Establishing Minister's By-law Standards to guide local government by-law development for licensed producers of marijuana for medical purposes in the ALR.


I recognize that this is an important issue that concerns both you and your community, and I would encourage you to continue communicating your concerns with the Ministry of Agriculture of British Columbia regarding this matter. While Health Canada is responsible for ensuring compliance with the MMPR, municipal authorities, and in this case provincial authorities, retain responsibility for enforcing municipal and provincial legislation.

Health Canada understands the challenges facing communities as licensed producers are approved under the MMPR, and is committed to working with our municipal and regional partners to ensure the success of the MMPR.

Additional information regarding the MMPR is available on Health Canada's website at www.healthcanada.gc.ca/mma.

If you have additional questions, please do not hesitate to send them to us at OMC-BCM@hc-sc.gc.ca or call us toll-free at 1-866-337-7705.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Costen".

Eric Costen
Executive Director
Office of Medical Cannabis
Healthy Environments and Consumer Safety Branch
Health Canada

1482 Madrona Drive
Nanoose Bay, B.C. V9P 9C9

January 18, 2015

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

Board Members:

Re: Seaweed Harvesting – Reliability of Ministry of Agriculture Information.

We have read the December 5, 2014 RDN Staff Report titled “Options to Influence Seaweed Harvesting in Electoral Area “H””, and wish to discuss a few troubling issues regarding the information provided by the Ministry of Agriculture regarding the science, or lack thereof, supporting this new extractive industry.

Although in its report, RDN staff does not explicitly endorse the MoA’s positions on the adequacy of the supporting science, nor do they question them, and therefore seem to lend uncritical support to MoA’s positions. We think it is important that the RDN Board and staff understand that the Ministry’s statements **are not totally factual** and that some better understanding of the reliability of the MoA information may influence the Board’s position on this extraction industry, including whether it wishes to intervene in a more active way than that suggested in the Dec. 5th Staff Report.

To summarize our knowledge of the subject, we are co-authors of the only ecological review done of this new industry (titled: “*Seaweed Harvesting on the East Coast of Vancouver Island – A Biological Review*”), and are familiar with most (perhaps all) documentation issued by provincial MoA and federal DFO on this issue.

The troublesome parts of the MoA information cited in the Dec. 5th Staff Report include the following:

1. MoA states: *“DFO has determined that the fishery is of low impact, provided that licence conditions are followed and that it would likely not result in a contravention of the federal Fisheries Act”* (page 3 of the Staff Report).

The cited DFO position seems to come from a DFO letter to a harvester dated July 31, 2013, stating that *“DFO is not aware of any conclusive evidence showing fish and fish habitat impact from the removal of beachcast seaweed”*. **This assertion by the DFO author of this letter is wrong.** Perhaps not the letter’s author, but certainly others in DFO know of the likely effects of harvesting on forage fish, and on other animals in the food chain. We, along with other biologists, challenged this DFO statement two years ago, fearing that this might become a core element in the provincial MoA’s justification of this extractive industry. However, pursuing this matter with DFO has been difficult, as this has occurred during a time of major restructuring and redefinition of regulations, making it difficult for that agency to apply essential protection to forage fish and their habitat. Despite these uncertainties, the fact remains that important forage fish are at great risk from the seaweed harvesting activities – both in terms of the loss of the seaweed itself, and from the physical disturbance caused by the harvesting activity.

2. MoA has said: *“...the Mazzaella japonica harvest is a pilot project that uses an adaptive management approach. Since 2006, the Ministry has used the adaptive management approach to refine the seaweed harvest licence conditions through an iterative process of monitoring and improvement”* (page 2 of the Staff Report).

This statement is unfounded. MoA undertook no studies of impact as would be called for in a true pilot project. Also, there has been little evidence of lessons learned during harvesting that would substantiate any claim that an adaptive management approach was used. There has been little evidence of any ecological monitoring during the harvesting in past years.

The MoA funded investigation of the seaweed being undertaken by VIU in 2015 cannot be considered a rigorous environmental assessment study, because of its limited duration of study and scope. We outline below what a meaningful impact assessment process would entail.

3. MoA’s attempt to mitigate impacts by imposing greater restrictions on the harvesting for the 2014-15 harvest season, while appearing to be aimed in the right direction, were not based on any rigorous impact assessments or research, and therefore their effectiveness cannot be measured. These restrictions can be categorized as guesses as

to what might reduce impacts, but without meaningful ground level investigation, the Ministry cannot know what works, and how well.

The following identifies a few problems with the mitigation measures:

- The limitation of length of beach for harvesting in order to limit the area disturbed ignores any identification of the relative importance of various parts of the beach. It is possible therefore that harvesting has been licenced on the most important and sensitive parts of the beach. Who knows? Also, the limitation seems to be based, to some extent, on physical access factors, with the more easily accessed beaches made available for harvesting.
- The maximum 900 tonnes to be harvested ignores the central question of what amount constitutes a real harvestable surplus. To comply with the Ministry's stated objective of conducting the harvest "with very little impact", a determination should have been made of whether there is any realistic harvestable surplus; that is an amount over and above what is needed to support ecological functions. Without determining this number, a tonnage restriction has no meaning.
- The cessation of harvesting upon evidence of herring spawning to protect this species ignores the use of these beaches by other important forage fish, some of which spawn on these beaches before the herring spawn commences.
- The restriction of tracked vehicles to certain parts of the beach to minimize harmful effects on forage fish wrongly assumes knowledge of the relative sensitivity of different parts of the beach to harvesting disturbance. A mapping of spawning use by forage fish would have helped in this, but was not carried out.

4. The staff report mentions that: *"The Ministry has indicated that the harvest will not continue if it cannot be done with very little impact"* (page 6 of Staff Report).

This infers that the Ministry has criteria with which to make a determination. What are these criteria, and who exactly will make the determination? Specific determinations of impact have often been skipped over in impact analyses, but these are essential if promises of impact avoidance or effective mitigation are to be believed. The only way to put a number to impact level is to follow a rigorous process of impact assessment, as described below.

Environmental Impact Assessment Process.

A meaningful environmental impact assessment process would entail the following sequential steps:

1. An inventory, and understanding of what's there, including the economic and ecological values of the resources and their interrelationships that could be affected by harvesting (seaweeds, invertebrates, forage fish, and other animals further up the food chain).
This addresses the questions: **What's there, and how important is it?**
2. An preliminary estimation of the potential impacts on these resources and their values from the seaweed removal.
This addresses the question: **What can happen?**
3. A determination of the significance of potential impacts, and the level of impact that would be considered acceptable by various user groups and regulators.
This addresses the questions: **Who cares, and how much?**
4. Identification of measures to offset unacceptable impacts, including avoidance, mitigation and compensation.
This addresses the question: **What can be done about potential impacts?**
5. Monitoring and measurement of actual impacts during the harvesting to verify or modify earlier perceived impacts. This would conform with the adaptive management approach, mentioned by MoA in its comments to RDN staff.
This addresses the questions: **What actually happened, and what can we do about it?**

The above procedure is a pretty standard approach to meaningful impact assessment. To date, **none** of these steps has been undertaken by MoA or the harvesters, therefore the assertions that impacts have been or will be minimized have no basis.

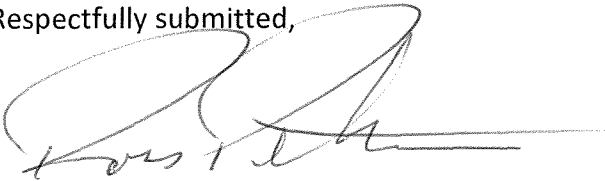
The Biological Review that we and our co-authors prepared two years ago partially addresses the first two of these steps. Our review's recommendation was that no harvesting take place until a formal environmental impact assessment process was in place, such as outlined above. Our recommendation was not followed, and we are therefore left with a grossly inadequate scientific basis for and understanding of impacts from this harvesting industry.

Summary and Recommendations.

As explained, the seaweed industry is not founded on good science, despite MoA's assertion that it is.

We don't expect RDN to represent the public interest in resolving the failures of federal and provincial governments in ensuring that good science is used in resource management decisions; but we would advise RDN to take a more critical look at supposed scientific information offered by senior governments before formulating policy. Of course this would require a sufficient understanding of ecological principles and processes, and while we are not condemning RDN for not having this knowledge as an in-house resource at this time , perhaps consideration can be given to engaging specialized services in the future for this purpose.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ross Peterson", written over a horizontal line.

Ross Peterson, Ian Birtwell, retired biologists/scientists.
cc. Paul Thompson, Manager Long Range Planning

February 3, 2015

Joe Stanhope, Chair
Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, BC, V9T 6A2

Dear Joe,

This note is to request that you consider participating in the work of the Vancouver Island Economic Alliance by becoming a member.

People often ask: *“What does the Alliance do and why should we become members?”*

The Economic Alliance is dedicated to functioning as a hub of economic information and as a facilitator of collaboration towards a vital and sustainable economy.

For instance, VIEA identified the Economic Gardening (EG) opportunity to help qualified Island businesses grow by accessing global markets for their products; we engaged an expert to come share the information with Islanders; contracted professional EG services; and partnered with Community Futures and NEDC to make the services available at affordable rates and subsidized at 50%.

Similarly, VIEA helped influence the provincial government to lay fiber optic cable from Campbell River to Port Hardy to enhance communications in the North Island; helped petition the BC Utilities Commission to allow FortisBC to amalgamate its divisions so that gas utility rates on the Island could be reduced by as much as 40%; and we are presently working on initiatives related to intermodal transportation, forest/wood industries, First Nations business development, and niche industry business attraction.

The Economic Alliance is the ONLY non-government organization focused on the vitality of the entire Island economy.

Let me repeat that.

The Economic Alliance is the *ONLY* non-government organization focused on the vitality of the *entire* Island economy.

We think this is important.

VIEA is a unique non-profit, non-government membership organization with members that include small design companies, retailers, real estate developers, major banks, airports, port authorities, First Nations, municipalities, regional districts, chambers of commerce, manufacturers, airlines, consulting firms, construction companies. Our fifteen board members are geographically representative from Victoria to Port McNeill.

Because we choose to *not* compete with community organizations such as Chamber of Commerce, direct Alliance benefits to members are limited by design. Yet, as illustrated in the previous list of things we do, our work benefits the broad scope of the Island economy by helping in ways that are not easily measureable. Our members, who understand that *what is good for anyone on the Island is good for everyone on the Island*, see the value in contributing.

VIEA members receive information via email regarding Island economic activity that we think may be of interest. VIEA members receive discount rates to participate in our annual Economic Summit and other VIEA events. Member organizations are profiled on our website, viea.ca, recognized as an excellent source of information for anyone looking to visit, relocate or conduct business on Vancouver Island. *Most of all, VIEA members get to be part of the energy of promoting Island-wide collaboration and of raising awareness of Island challenges and opportunities.*

Our invitation to you is to help us make Vancouver Island vital, sustainable, prosperous and attractive—a benefit that cannot be measured in how much you save on your liability insurance but one that can be measured by collaborating to grow potential for economic success.

A membership brochure and form are enclosed for your convenience. You'll notice that membership fees are scaled to the size of your organization to help ensure affordability for everyone interested.

Thank you for your consideration.

George Hanson, President

INVESTING IN THE FUTURE OF VANCOUVER ISLAND

VIEA membership pays regional dividends

Your investment as a member of the Vancouver Island Economic Alliance is an investment in the future of Vancouver Island. VIEA provides positive dividends to members by contributing to our region's on-going economic growth.

Our Regional Economic Analysis, labour market research and annual State of the Island Summit are just a few examples of how VIEA is creating tangible outcomes for the island's business leadership.

Today, more than ever, VIEA's focus on collaboration between business, community, First Nations and local government leaders remains the cornerstone of success. Join us as we work together to build a stronger Vancouver Island economy.

To become a VIEA member visit:

www.viea.ca

VIEA Projects and Initiatives

Regional Economic Analysis- 2009

Welcoming Communities,
Partnership Development - 2009

Gray Skills- 2009

Collaborative Workforce Strategy - 2009

Investment and workforce attraction video in
partnership with Tourism Vancouver Island - 2009

Moving to Vancouver Island- An Island for All- 2010

The Link Project - 2010

State of the Island Economic Summit - since 2007

Linking Island Business 2011-2013

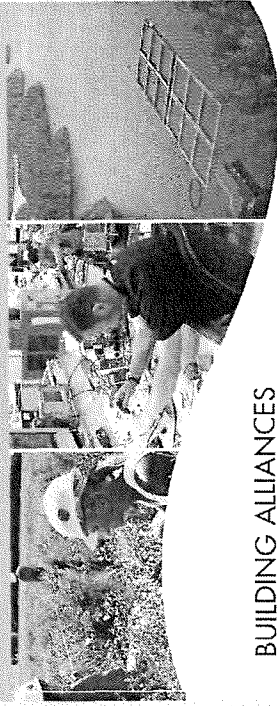
VI 2065 - Economy & Ecology in Balance - initiated 2013

First Nations Map - launched 2013

Economic Gardening Pilot Program - launched 2014



VANCOUVER ISLAND ECONOMIC ALLIANCE



BUILDING ALLIANCES ON VANCOUVER ISLAND

for economic vitality and sustainability

VIEA Membership Fee Schedule

For large Corporations (500 plus employees) and large
communities with populations over 10,000
Membership fee \$1,000 annually

For medium sized businesses (employees 50-499 employees),
small communities (under 10,000 pop)
Membership fee \$500 annually

For small sized businesses (employees 2-50 employees)
Membership fee \$250.00 annually

For Micro sized business/home based business
Membership fee \$150.00 annually



"Key components of this regional collaboration such as coordination, communication, cooperation and information are all facilitated by a membership in the Vancouver Island Economic Alliance. Together we can make Vancouver Island better."

Rick Roberts, Rick Roberts Consulting



"VIEA is filling a key role in providing leadership and facilitation to bring together people and resources for our Island's success. I encourage Island businesses, organizations and governments to join the VIEA team so it is stronger than ever for the benefit of all Islanders."

Joe Cristiano, Coastal Community Credit Union



"We have been supporting VIEA since its inception and continue to see great value in the collaborative efforts this organization brings to Vancouver Island and it's communities."

Bill Bernath, Vancouver Island Real Estate Board



"The view from a mountain summit provides a clear view look over all that surrounds that peak. The VIEA Economic Summit is the same, offering a clear view of our Island economy, and a chance to interact with others who share our climb to prosperity and sustainable business practices. As with all of Vancouver Island, the view is spectacular."

Bruce Williams, CTV Vancouver Island



"We believe that membership in VIEA is essential. We share the common objective of a healthy business community. Our collaboration with VIEA provides our members with additional contacts and opportunities they could only get from a strong Island wide business organization like VIEA."

Kim Barendse, Parksville & District Chamber of Commerce



"As a small business owner on Vancouver Island we see tremendous value in supporting VIEA as it has helped our business grow"

Wendy Sears, Lewis & Sears Marketing & Event Management

Vancouver Island Economic Alliance includes all Island Communities from Victoria to Port Hardy as well as the Northern and Southern Islands

VIEA Purpose

- To promote a sustainable and diversified economy for all residents of Vancouver Island economic region
- To promote strong communities and First Nations and careful stewardship of our natural resources
- To provide regional leadership for regional business attraction, retention and expansion
- To promote regional initiatives that strengthen economic capacity

Our Mission

- VIEA economic leadership to promote sustainable economic development on Vancouver Island

Our Vision

- Vancouver Island is the region of choice to live, work and invest. We are a dynamic prosperous economic region founded on collaboration and innovation across communities and business.

"VIEA is a tool to attract investment Island wide so that we can continue to diversify our economy for long term sustainable prosperity."

Russ Burke, Canadaid Western Bank

"VIEA has the unique role of bringing large and small business, professionals as well as educators together. No other organization I know of enables such a diverse group of men and women to work collaboratively, to the success of all on Vancouver Island."

Sindy Harle, Close to You Fashions

"VIEA provides an important forum for our leaders in business, government and education to work together to position Vancouver Island as a player in the global marketplace. Sustaining and growing our economy requires an investment from all of us, and we are much stronger as a region than as individual communities."

Garth Busch, Meyers Norris Penny

"As a small business owner, VIEA offered the perfect combination of networking events, education and collaboration. Working together through this organization we can help build the economic viability of the entire region."

Peter Morrison, Wallpaper Designs

"Attending my first VIEA Summit a few years ago, I was immediately struck by the diversity of the crowd. Where else will you find Business, Government, First Nations, Technology and Education "rainds" all in the same room discussing issues that directly affect Vancouver Island? It was exciting and I wanted to be part of it!"

Po Wan, BlackBerry Creative

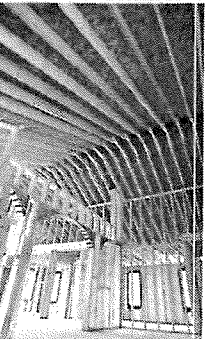
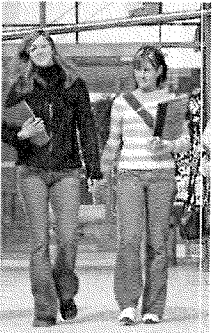
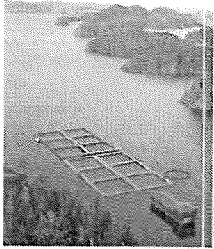
"Being a member of VIEA helps to support the leadership initiatives to foster economic growth and a cohesive Island-wide voice. The annual economic summit provides a platform to share ideas, opportunities, and challenges to help develop a broader vision for our island."

Libe Gyorkos, Douglas Magazine/Pegs One Publishing Inc.

"I am a VIEA member, because I feel it is a great venue for like-minded Islanders and Island businesses to gather under one roof. For me, VIEA is about understanding regional opportunities and untapping regional potential in a networking type atmosphere."

Michael Southwell, Britco Building Innovation





VANCOUVER ISLAND

ECONOMIC ALLIANCE



Name _____

Position _____

Organization _____

Business Address _____

City _____ Province _____ Postal Code _____

Telephone No. _____ Fax No. _____

E-Mail _____

PAYMENT OF FEES:

- For large Corporations (500 plus employees) and large communities with populations over 10,000 – *Membership fee \$1,000 annually*
- For medium sized businesses (employees 50-499 employees), small communities (under 10,000 pop) – *Membership fee \$500 annually.*
- For small sized businesses (employees 2-50 employees)- *Membership fee \$250.00*
- For Micro sized business/home based business - *Membership fee \$150.00*

PAYMENT OPTIONS

- A cheque is enclosed *(Please make all cheques payable to the Vancouver Island Economic Alliance)*
Address: P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4

OR

- Please invoice _____ for the amount indicated above

Signature _____ Date _____



RDN REPORT	
CAC APPROVAL	
EAP	
COW	✓
FEB 04 2015	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: February 3, 2015

FROM: Linda Burgoyne
Administrative Coordinator

SUBJECT: 2014 Departmental Activities and Accomplishments

PURPOSE:

To provide the Board with a summary of departmental activities and accomplishments for 2014.

BACKGROUND:

Each year staff provide the Board of Directors with a compilation of departmental activities and accomplishments that occurred throughout the year.

STRATEGIC PLAN IMPLICATIONS:

Many of these activities include the continuation and implementation of the strategic priorities and action areas of the Board’s Strategic Plan.

The following information is a summary of departmental activities and accomplishments, including works in progress, for 2014.

In addition to the following departmental activities and accomplishments, Staff and Board members participated in the many phases of the organizational operational efficiency and service review during 2014. The implementation of the recommendations from this review will strengthen the link of service delivery to the strategic priorities of the RDN.

CORPORATE SERVICES

Administrative Services:

- Coordinated the Grants-In-Aid Committee meetings and distributed Grants-In-Aid funding to 13 local organizations for social programs and services.
- Conducted the 2014 Local Government Elections for the Regional District of Nanaimo and for the Gabriola Island Local Trust Area on behalf of the Islands Trust.
- Conducted voting for School District’s No. 68 and 69 elections in conjunction with RDN elections.

- Conducted a referendum in a portion of Electoral Area E (the Nanoose Bay Peninsula Water Service Area) to authorize borrowing funds for capital improvements and upgrades in the service area in conjunction with the 2014 Local Government Elections.
- Conducted a referendum in Electoral Area H to establish the Northern Community Marine Search and Rescue Contribution Service in conjunction with the 2014 Local Government Elections.
- Developed & implemented a mail ballot voting process for the 2014 Local Government Elections.
- Continued implementation of paperless agenda plan.
- Continued implementation of an enhanced Board follow-up process to provide greater assistance to staff in tracking Board direction.
- Continued to maintain a comprehensive bylaw index on SharePoint that provides the description, citation, bylaw type, current status and adoption date for all RDN bylaws.
- Completed program to improve signage at 6300 Hammond Bay Road site and within the Administration building.
- Coordinated building renovations and maintenance projects for the Administration building.
- Prepared an updated bylaw for the administration of the *Freedom of Information and Protection of Privacy Act* for the Board's consideration and adoption (April 22, 2014).
- Responded to 18 requests under the *Freedom of Information and Protection of Privacy Act*.
- Provided support to Regional and Community Utilities with petition processes requesting boundary expansions for water and sewer service.
- Coordinated the Remuneration Committee meetings and reported their recommendations to the Board.

Communications:

- Assisted with publicity and strategic communications planning for all major RDN projects and announcements, including the Regionally Significant Projects funding announcement, the RDN Citizens' Survey, the RDN Transit CNG Bus Launch, the Cedar Skate Park Grand Opening, and the 2014 Local Government Elections.
- Assisted with First Nations protocol and planning for major events and meetings, including the Grand Opening of the Cedar Skate Park the September, 2014 Watershed Tour and the Inaugural Board Meeting.
- Photographed all major RDN events and announcements, maintained a photo record and provided photos to local media upon request.
- Liaised with media and other levels of government as required, and continued to maintain and build relationships with local media outlets and with other levels of government.
- Produced a one-page Board Report after each RDN Board meeting containing meeting highlights. Distributed reports on the RDN website and on social media.
- Produced 36 media releases for RDN departments and assisted departments with promoting their initiatives through effective use of social media.
- Coordinated three *Regional Perspectives* publications - Budget 2014 (March distribution), Fall 2014 (September distribution), and Election 2014 (late October distribution).
- Produced the Spring *Electoral Area Update* newsletter publication (one each for six of the seven Electoral Areas).
- Assisted Water and Utility Services with production of four editions of *WaterNews* (May, June, August and November 2014).
- Provided one-on-one media relations training for staff in various departments (eg. Transit, Emergency Planning, Long Range Planning).
- Assisted the Chief Election Officer with Notice of Election and Election Reminder advertising.

- Played a key role providing public information and liaising with media during the December, 2014 Emergency Operations Centre activation.

Human Resources: (as at November 27, 2014)

- Completed 26 recruitment and selection panels. Posted 67 positions and interviewed 97 people.
- Received the Certification of Recognition (COR) Gap Analysis report and began taking steps to achieve certification.
- Coordinated monthly Joint Health and Safety Committee meetings.
- Coordinated approximately 24 Sick Leave Bank Committee meetings and prepared and issued letters to employees in response to their request for time from the sick leave bank.
- Coordinated monthly Joint Consultation (Labour Management) Committee meetings. Resolved 5 of 5 items.
- Followed-up on WorkSafeBC claims and employee health and safety concerns.
- Managed LTD claims including the application process, monitoring the status of each claim and facilitating return to work plans. Currently there are nine active LTD claims being managed.
- Coordinated four Arete training sessions on bullying and harassment in which 70 employees participated. A total of 150 employees have completed this training to date.
- As of November 2014 worked with the Union to resolve approximately 11 grievances.
- Coordinated and participated in Collective Bargaining with CUPE representatives and later with the assistance of a Labour Relations Board mediator in successfully reaching a tentative agreement. To be ratified by the parties in mid-January 2015.

Information Services:

- Server clustering and virtualization – As of 2014 have placed 25 servers in a virtual environment actively sharing a common Storage Area Network (SAN) for data storage.
- Disaster Recovery – by year-end will have a live data replication site active at Oceanside Place for data replication and server failover redundancy in the event of a loss to the RDN main data processing center at the head office.
- Merged the security camera systems at Head Office and the Transit facilities into a common centralized operating system.
- Completed the upgrade of the Solid Waste scale house software system which included implementation of new workstations and server hardware platforms.
- Provided 2014 Election equipment support.
- Provided effective ongoing support for wireless devices across all departments.

Geographic Information Systems (GIS):

- Attained a current ortho photo of the RDN to maintain our two-year image acquisition schedule.
- Re-designed GIS and addressing web page.
- Completed significant adjustments to improve spatial accuracy of parcel and related map layers using controls from new surveys and GPS capture of survey pins.
- Created new GIS map layer of building footprints (in process).
- GPS used to capture Park trails and features, survey pins, Transit bus stops, enforcement sites, illegal dumping sites, utility infrastructure.
- Conducted research on undeveloped lands, titles and rights of way, etc. before Land Title and Survey Authority of BC applied new fee structure.

- Provided support to RDN Departments:
 - 2014 Elections – Voters Lists / Maps;
 - water budget data management and mapping;
 - Park Management Plans;
 - Trail Plans;
 - Secondary Suite project – mapping and analysis;
 - Agricultural Lands Study – mapping and analysis;
 - Solid Waste ‘Recollect’ project – data compilation;
 - Solid Waste Curbside Collection calendar mail out project – data compilation;
 - Fairwinds rezoning and PDA;
 - Drinking Water and Watershed Protection – various projects;
 - Fire Department mapping;
 - Transit Bus stop and route GPS capture and mapping;
 - RDN Parks and Trails Guide maps;
 - Neighbourhood Emergency Preparedness mapping;
 - providing road and address information in support of 911 dispatch;
 - Sustainability – various project mapping and analysis;
 - Enforcement – various map needs.

FINANCE

Financial Reporting

- Completed the implementation of the FMW Capital Plan budget software tool.
- Met all statutory financial reporting deadlines with a clean audit opinion.
- Completed the consolidation of the 2015 provisional budget for the Board’s review.
- Regional Perspectives budget edition completed & budget brochure included with all utility bills.
- Began implementation of new contaminated sites accounting standard for inclusion in 2015 financial statements.
- Developed and implemented new monthly and year-end reporting process using FMW tool.
- Continued to provide project accounting, reporting and eligibility advice for grant funded projects for all departments (Community Works and other Gas Tax funded projects, Building Canada Infrastructure programs).
- Provided financial reports to assist Energy and Sustainability regarding the Carbon Action Revenue Incentive Program and Climate Action Charter.
- Completed debt servicing agreements/capital improvement billings for the San Pareil Water Service upgrades and Hawthorne Rise Sewer project.

Accounting Services

- Maintained accounts and completed annual utility billings as scheduled for 17,300 customers.
- Began work with software providers to develop an interface for Solid Waste scale transactions to the finance system.
- Reviewed available options for web based payroll entry in use in the Finance Department for applicability to other departments.
- Implemented electronic funds transfer for expense claims for Board and staff.
- Began implementation of new Vadim Explorer Tool for specialized end user reporting.
- Began implementation of new Vadim Open Tool for online customer account access.

Finance General

- Provided risk management, purchasing and financial analysis support to other departments.
- Participated in the asset management strategy planning process.
- Provided support to volunteer fire departments regarding building projects, vehicle purchases, insurance requirements and financial plans.
- Administered the Northern Community Justice Service grant funding applications/awards process.
- Participated in the administration committees for the Northern Community Justice Service, Central Island 911 Partnership and the North Island 911 Corporation.
- Carried out all Canada Revenue Agency requirements related to 2012-2014 GST/HST audit August 2014.

RECREATION AND PARKS SERVICES

Recreation Program Services:

- Provided registered programs to 4,692 participants including 2,074 preschool, children and youth in summer camps.
- Offered an expanded afterschool drop in sports program in Qualicum Beach that has been well attended.
- Offered extended (30 days) summer day camps for students during the provincial teachers' job action.
- Five Canada Summer Jobs students were placed with the department.
- Developed and launched the Grade Five Activity Pass and Grade Six Activity Card to help promote physical fitness in this age group.
- Developed and launched the Corporate and Volunteer Group Recreation Pass.
- Developed a Terms of Reference for the RDN Employee Wellness Committee.
- Continued active involvement and support of District 69 events including Qualicum Beach Day, Qualicum Beach Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Hi Neighbour Day, Nanoose Family Day, Volunteer Week, and Storybook Village.
- Continued the Financial Assistance Program to enable low-income individuals & families to access facilities and programs. Over 153 households will receive subsidies by year-end totalling \$29,140 in access to department programs & facilities, the majority being for public swim admissions.
- Supported 35 recreation projects and initiatives through funding by the District 69 Recreation Commission's Community and Youth Grants, totaling \$47,720.
- Coordinated over 2,718 field bookings in District 69 with 138 field use contracts completed.
- Leaders In Training (LITs): 27 LITs were trained for summer leadership volunteer opportunities, LITs completed a total of 365 training hours, and completed 1,750 hours of volunteering in July and August.
 - LITs volunteered at five RDN summer programs - Storybook Village, Kite Fest, Kid Fest, Ocean Mile Swim and Terry Fox Run.
- Year four of the implementation of the Youth Recreation Strategic Plan with:
 - Fourth year of financial support of free and low cost events at arena and third year at the aquatic centre;
 - Fourth year of Youth Recreation Advisors (YRAs). Representation comes from middle and secondary schools with ages of YRAs ranging from 11-18 years;
 - Third year of grant funding available to secondary schools. Grant deadline extended to early 2015 to give schools time to put together applications with the late start of the 2014/2015 school year. Youth Recreation Advisors review and approve applications;

- ▣ Third year of grant funding available for rural organizations. Grant deadline extended to early 2015 to coincide with school grant applications. Youth Recreation Advisors review and approve applications;
- ▣ New drop-in, low cost and afterschool programming;
- ▣ Second year of RDN Youth website and Facebook page;
- ▣ First year Youth Programmer is chairing Youth Link and managing email information distribution for the Youth Link network.
- Final full year of agreement with Island Health – Integrated Health Network (IHN) to provide seated fitness programs to IHN (and public) clients. IH–IHN also sponsored their clients with two or more designated chronic illnesses with access to RDN recreation services.
- Coordination of the 2nd annual celebration of Active Aging Week (September 22-27, 2014) with 28 advertised events hosted for free by 10 community partners: Island Health, VIU Centre for Healthy Aging and VIU Elder College, PGOSA, Qualicum Beach Seniors Centre, The Career Centre, ACRA, Hot n Cool Yoga Club, Alzheimer Society, Nanoose Place, and Paradise Adventure Mini Golf.
- Founding member of Oceanside Health and Wellness (OHWN) Committee and began working with Island Division of Family Practice, Island Health and other OWHN partners on community health and wellness initiatives.
- Provided 1,100 hours of inclusion service to 26 participants.
- Completed the seventh year of recreation service delivery in EA ‘H’ working with the local elementary school, the Lighthouse Recreation Commission, and the Deep Bay Research Field Station. Supported local parent group offering sports programs. Hosted the first in a series of Park ‘n’ Play drop in community gatherings over the summer at the Henry Morgan Community Park.
- Active Living Guide - 15,000 delivered semi-annually by unaddressed ad mail; 18,500 produced twice per calendar year.
- Fifth year of the RDN Performance Recognition Awards program which recognizes District 69 residents for outstanding achievement in athletics or arts.
- Implementation of Fees and Charges Bylaw for District #69 recreation facilities and programs.
- Continued support as a founding member of the Vancouver Island Sport Tourism Council and Oceanside Sport Tourism initiatives.
- Implement and complete capital maintenance projects as required and work with Cedar School and Community Enhancement Society (CSCES) on management of Cedar Heritage Centre.
- Completed new three year funding and service agreement with Gabriola Recreation Society.
- Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS).
- Completed five year rental agreement with SD#69 for dedicated RDN recreation program space at the former Qualicum Beach Elementary School site.
- Completed feasibility study for Ballenas Track, now working on shelf ready plan with SD# 69 and local Track and Field Club.
- Developed and delivered annual planning session for Electoral Area ‘A’ Parks, Recreation and Culture commission members.
- Organized and delivered a tour of Woodbank and North Cedar Intermediate schools for Electoral Area ‘A’ Parks, Recreation and Culture commission members.
- Coordinated the official opening of the Cedar Skate Park.

Ravensong Aquatic Centre (Aquatic Services):

- Continued operation of the Aquatic Centre and provided over 4,700 hours of use and 90,000 admissions for public sessions.
- Provided learn to swim programs for 2,140 children.

- Continued participation in the RDN Asset Management Planning Group.
- Provided higher level aquatic leadership instruction to 203 learners.
- Aquatic programs that were offered and supported away from Ravensong, within the community, included Qualicum Beach Mile Swim, School Salmon Observation, Polar Bear Swim at Parksville Beach, various School District 69 outings to the beach, Horne Lake Summer First Aid, and Little Qualicum River Hatchery.
- Completed 2014 annual maintenance items during shutdown; sound system replacement, re-grout leisure tank, upgrade domestic hot water system, re-condition chlorine system.
- Commenced an aquatic safety audit of the Ravensong Aquatic Centre with the Lifesaving Society of BC/Yukon.
- Continued with facility and equipment preventative maintenance schedules and programs.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities.

Oceanside Place (Arena Services):

- Developed and implemented additional programs designed to enhance hockey and skating skills through camps and programs for female hockey players, drop in hockey for youth, birthday parties for youth, and public skate sessions for adults.
- Continuing arena operation provided over 7,800 hours of arena use and over 21,000 people in attendance for public skating sessions.
- Extended Winter Wonderland and developed a New Year's event for the Community.
- Participated in the development of the Vancouver Island Sport Tourism Committee's bid for the 2016 National Women's U18 Hockey Championship.
- Participated in the RDN Asset Management Planning Group.
- Continued with facility and equipment preventative maintenance schedules and programs.
- Upgraded the ice plant control system's hardware and software.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities.
- Continued to host local and regional tournaments involving youth, adults and seniors.
- Continued with the development of year two of the vending agreement with Complete Vending, in accordance with the Healthy Food and Beverage Initiative.
- Implemented training sessions for use of PAD (AED) for public user groups.
- Completed advertising updates for facility advertising and Zamboni advertising agreements.
- Enhanced facility concession services by establishing a seating area and in accordance with the Healthy Food and Beverage Initiative.
- Completed a three phased review and update for facility signage.
- Completed capital projects for lighting replacement, boiler replacement and water treatment.
- Provided a report to the District 69 Recreation Commission and the RDN Board regarding the implications the changes to the City of Parksville's permissive tax bylaw will have on the Parksville Curling Club and District 69 Arena.
- Completed a building assessment on the D69 Arena and assisted the Parksville Curling Club in implementing recommendations.

Parks Services:

- Development of the Park and Trails Guidelines.
- Permit applications were processed and issued for community events, tours, and commercial filing for parks and trails system.

- Lease for new Parks Operations Building negotiated and signed.
- Completed maintenance, safety inspections, cleanup and repair of all Community and Regional Park sites.
- Continued working with partners, operators, contractors and caretakers to deliver parks services.
- Continued to respond to requests for information and support from Committees, RDN Board, other local governments and residents.
- Assisted in the completion of the RDN Asset Management report.
- Developed the preliminary 2015 Budget.
- Park Assessments:
 - Completed assessments, meetings, reports and negotiations for potential parklands in various Electoral Areas;
 - Negotiated a Licence of Use for Meadowood School Site;
 - Negotiated a Licence of Use for French Creek School Site.

Community Parks:

- Completion and opening of the Cedar Skate and Bike Park (EA A).
- Development of Community Parks and Trails Strategy for Board approval in 2014 (EA's E,F,G,H).
- Repairs completed to the edge of the Nelson Road Boat Launch (EA A).
- Whalebone Community Park clean and reclaim of entrances completed (EA B).
- Old wells at Whalebone Community Parks were decommissioned (EA B).
- Completed berm around Rollo Water Reservoir (EA B).
- Completed agreement and gate install at 707 Community Park (EA B).
- Worked with GALT to install a new trail in Cox Community Park (EA B).
- Preliminary design completed for the Village Trail (EA B).
- Completed a building assessment of the Extension School (EA C Extension).
- Worked with the community to install a covered bridge and trail in Extension Miners Community Park (EA C Extension).
- Completed a community consultation at Anders Dorrit Community Park (EA C EW/PV).
- Completed assessment of roadside trail options along Jingle Pot (EA C EW/PV).
- Completed drainage improvements and plantings at Errington CP (EA F).
- Completed the detailed design, tender and install of an adventure playground and sport court at Meadowood Way Community Park (EA F).
- Completed assessment of roadside trail options in French Creek (EA G).
- Completed swing install at Henry Morgan Community Park (EA H).
- Assisted volunteers to clear the Essary Road Trail (EA H).
- Assisted volunteers with GPS work on Area H Trails (EA H).
- Completed a funding agreement for Lighthouse Centre Capital Upgrades (EA H).
- Installed signs in Oakdown Community Park (EA H).
- Installed ramp to beach at Shoreline Drive Beach Access (EA H).
- Ongoing support to Community Park Advisory Committees (all EA's).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EA's).

Regional Parks and Trails:

- The Regional Parks Brochure was updated, printed and distributed.
- Beachcomber:
 - kiosk designed and installed.
- Benson Creek Falls Regional Park:

- the Management Plan was completed for Board approval in January;
- Designed and installed parking upgrades at Jamison Road;
- Park lease renewal negotiated for 30 years.
- Coats Marsh Regional Park:
 - the flood mitigation berm was completed and a new pond leveler was installed.
- Descanso Bay Regional Park:
 - completed projects include road and campsite upgrades.
- E&N Trail:
 - preliminary assessments completed;
 - applications made to MOTI and ALR;
 - design completed to 50%.
- Fairwinds – Lakes District Regional Park:
 - concluded park dedication phasing and development agreements as part of rezoning of the Fairwinds Lakes District Lands;
 - commenced the development of the Parks Management Plan for the Regional Park per the Phased Development Agreement with Fairwinds;
- Horne Lake Regional Park:
 - new generator was purchased and installed;
 - completed projects include new road and campsite development, campsite upgrades, caretaker house repairs, trail signage;
 - highway signs and the Horne Lake Road directional signs were replaced.
- Lighthouse Country Regional Trail:
 - completion of staging area at Lighthouse Community Park Entrance;
 - interpretive signs developed and installed.
- Little Qualicum River Regional Park:
 - bridge assessment and legal advice obtained for transfer of easement back to the RDN;
 - ATV control and signage installed.
- Little Qualicum River Estuary Regional Conservation Area:
 - continued working with partners on invasive plant removal;
 - worked with partners to install three plant enclosures.
- Morden Colliery Regional Trail:
 - report and assessment on bridge options over the Nanaimo River was completed;
 - completed repairs and upgrades to the Thatcher Creek Bridges.
- Moorecroft Regional Park:
 - trails upgraded;
 - boat house roof replaced;
 - completed building assessment of Kennedy Hall;
 - renovated the bathroom in the caretakers house;
 - arranged for animal control to visit the park to help with dog off leash issues;
 - installed trail signage.
- Mount Benson Regional Park:
 - the Witchcraft Lake Trail Agreement yearly report was completed;
 - the emergency access road was upgraded;
 - trails in park were developed and upgraded.
- Nanaimo River Regional Park:
 - removed broom and planted 100 new trees.
- TransCanada Trail:
 - trail realigned after consultation with equestrian group and land owners;

- licence renewal completed.
- Park Assessments:
 - completed three assessment and Board reports for regional parkland.

REGIONAL AND COMMUNITY UTILITIES

Wastewater Services:

- Completed the design and construction of the replacement of the GNPCC primary effluent line and bypass chamber.
- Completed the design and construction of the GNPCC outfall replacement for the land section, including cost share with the City of Nanaimo for fish passage culvert and watermain replacement.
- Commenced detail design on the GNPCC outfall marine section.
- Commenced Environmental Impact Study for GNPCC Secondary Treatment Upgrade Project.
- Beneficially reused 100% of biosolids from the RDN treatment facilities and FCPC effluent at the Morningstar Golf Course.
- Completed manhole repairs and camera inspections on the northern and southern sewer interceptor lines.
- Completed cleaning of digester 2 at GNPCC and commenced structure and mechanical review and upgrade strategy.
- Commenced the engineering study and design on the protection of the Qualicum Beach interceptor pipeline.
- Submitted the Liquid Waste Management Plan Amendment to the Minister of Environment.
- Received Minister of Environment approval of the Liquid Waste Management Plan Amendment.
- Completed the 2014 SepticSmart program with 166 people attending workshops throughout the region.
- Partnered with the Onsite Wastewater Management Association of BC (WCOWMA-BC) which offered a \$28,500 grant used towards financial incentives for onsite system property owners performing system upgrades or having a maintenance plan professionally developed.
- Completed construction of the Chase River Pump Station bypass return line and flapper gate.
- Completed design and tender documents for the Departure Bay Pump Station #1 pump, motor and drive replacement.
- Completed assessment of dewatering requirements for GNPCC.
- Completed Co Gen project at GNPCC, including replacing blowers, new finishing vessels, seismic support and upgraded pipe work.
- Completed design and construction of the sludge line replacement at FCPC.
- Completed installation of influent flow metering at FCPC.
- Completed installation of influent and effluent flow meters at GNPCC.
- Completed Operational Building HVAC upgrades and MCC room cooling improvements.
- Completed design on the Bay Avenue Pump Station backup generator which provides electricity to the pump station during power failure.
- Successfully passed third party surveillance audit for Wastewater Services' ISO 14001 certified Environmental Management System.
- Commenced Rural Village Sewer Servicing Projects:
 - Area H sewer servicing detailed design;
 - Cedar Village servicing strategy.

Water Services:

Administration / Project Management:

- Completed annual reporting for eight RDN community water systems and three regional park systems for submission to Island Health.
- Completed Westerne Heights Water service area petition process.
- Completed Reid Road Sewer extension petition process and initiated design and construction.
- Completed the Hawthorne Rise sanitary sewer main extension project.
- Tendered and completed construction of the Hawthorne Rise sewer main extension.
- Completed boundary amendments to sanitary sewer bylaws for Pacific Shores, Cedar and French Creek.
- Authorized approximately 50 water bill rebates under the RDN Adjustment for Water Leak Policy.
- Tendered a smoke-testing and closed-circuit camera inspection project for RDN sanitary sewer mains.
- Updated the department's asset database to reflect system growth.
- Initiated a review of Whiskey Creek water treatment options.
- Initiated detailed engineering design of watermain upgrade on Garry Oak Drive.
- Initiated review of possible filtration exclusion for water treatment in San Pareil.
- Installed a back-up generator in the Englishman River water system pump station facility.
- Initiated a successful referendum to authorize borrowing \$2.6 Million for capital upgrades in the Nanoose Bay Peninsula Water Service Area.
- Initiated a process review to update water and sewer servicing standards to RDN Bylaw No. 500.
- Completed the uni-directional watermain flushing program.
- Completed air valve and fire hydrant maintenance.
- Completed a reservoir cleaning program.
- Completed safety reviews and staff safety training.
- Updated and expanded the Water Services website.
- Updated and expanded the Water Services Emergency Response Plan for all water systems.
- Expanded the streetlighting service in the French Creek/Morningstar area.
- Continued to monitor RDN-owned community water supply for compliance with Canadian Drinking Water Guidelines.
- Initiated a Development Cost Charge Bylaw for the NBPWSA.
- Initiated the development of a Storm Water service area for the Fairwinds Development.
- Continued involvement in the Englishman River Water Service process.

Operations:

- Completed construction and commissioning of the new San Pareil pump station and reservoir.
- Installed proper backflow protection at all RDN sewer lift stations.
- Initiated a confined space rescue agreement with the City of Parksville.
- Purchased excavator and trailer.
- Purchased and re-purposed two used trucks from Transit.
- Purchased, installed and commissioned new controls for the Madrona pump house.
- Installed a second reclaim tank at the Nanoose Water Treatment Plant.
- Well rehabilitation completed at Westbay #3 and Fairwinds #1.
- Proactive leak protection program completed in San Pareil and Whiskey Creek.
- Fire hydrant upgrades completed in the Nanoose Bay Peninsula Water Service Area.
- Installed remote sensing turbidity meters at Whiskey Creek and San Pareil.

- Upgraded controls in the Nanoose Peninsula including:
 - Activation of the Sherbrooke PRV;
 - Activation of the Dolphin altitude valve;
 - Conversion of the Eagle Heights reservoir to lead reservoir;
 - Installation of a manual transfer switch at Craig Bay pump-station.
- Installed aluminum walkway on berm at Whiskey Creek.
- Operate and maintain the Regional Parks water systems.
- Carried out staff training program.

Drinking Water and Watershed Protection

- Continued the fourth year of the Community Watershed Monitoring Program, in partnership with the Ministry of Environment. Coordinated ten community groups to carry out water quality testing at 55 different sites on 27 rivers and streams in our Region.
- Continued the Volunteer Observation Well Program, monitoring groundwater levels at 12 private wells to complement the Ministry of Environment Observation Well program.
- Team WaterSmart outreach program attended fourteen community events and hosted nine WaterSmart outdoor landscaping workshops and six WellSmart workshops.
- The Education Program facilitated 11 day-long field trips for school kids to their drinking watershed, in collaboration with forest industry and municipal water utilities staff, and developed watershed education programs for summer camps, home-school groups, and preschools.
- Completed 33 irrigation system audits with a focus on strata communities.
- Managed rainwater harvest and well upgrade incentive programs, issuing a total of 33 rainwater harvest and 14 well upgrade rebates.
- Met with the Drinking Water/Watershed Protection (DWWP) Technical Advisory Committee.
- Facilitated the Small Water Systems working group annual meeting, with attendance by Island Health representatives.
- Facilitated discussion with provincial and regional partners on the development of a Regional Hydrometric and Climate Monitoring program.
- Launched Water Use and Reporting Centre program in partnership with municipalities.
- Completed literature review as part of phase one of the Watershed Protection initiative.
- Updated DWWP web site information access.
- Provided support for the Simon Fraser University Recharge Study/Groundwater Model on Gabriola Island.

STRATEGIC AND COMMUNITY DEVELOPMENT

Current Planning:

- Reviewed and processed 122 new applications including 8 bylaw amendment files, 75 development permits and development variance permits, and 25 new subdivisions along with the on-going review of in-stream applications.
- Supported the review and adoption of zoning amendment and phased development agreement applications for the Lakes District and Schooner Cove.
- Supported Long Range Planning with major projects including the preparation and implementation of Secondary Suites regulations.
- Prepared a revised ALR application review process with options for EA Director and Agricultural Advisory Committee comment.

- Collaborated with Energy and Sustainability and Long Range Planning in preparing regulatory amendments to reduce barriers to green building technologies for the Board's consideration.
- Prepared and supported the Board's consideration of land use regulations to address the Marihuana for Medical Purposes Regulations.
- Supported the Board's review and comment to the Ministry of Agriculture's on the Ministry's draft bylaw standard for medical marihuana production facilities on ALR land.
- Provided support for the Agricultural Advisory Committee in implementation of Agricultural Area Plan and in providing comment on ALR applications.
- Provided administrative support for the Board of Variance.
- Assisted various RDN Departments with land use information and advice related to corporate projects.
- Supported Bylaw Services in response to general complaints and complex legal enforcement action related to land use.

Community Planning

- Nanaimo Airport Planning Process:
 - A number of meetings were held with the Nanaimo Airport Commission related to Phases 2 and 3 of the Nanaimo Airport Planning Process. Phase 2 is the development of a MOU that outlines a process and principles for developing a Land Use Plan for the airport;
 - A preliminary draft of the MOU was prepared;
 - A terms of reference for an Advisory Committee was adopted. The committee will provide advice to the RDN during Phases 2 and 3 of the process.
- A new **Regional Growth Strategy** was adopted in November 2011 and subsequently numerous actions related to implementation of the RGS have occurred. Activities in 2014 included:
 - Continued process to develop indicators and targets to achieve key RGS policies. Activities in 2014 included:
 - completion of a report on the use of indicators by the RDN and identified a set of possible indicators;
 - attended a workshop with knowledgeable professionals to refine the set of possible indicators and prepared a report on results of the workshop which included a set of recommended indicators and targets;
 - worked with RDN Board to develop a draft set of indicators and targets;
 - conducted public consultation and completed a report documenting the results of the consultation. Made recommendations for a final set of indicators, targets and other data for the RDN to monitor.
 - Initiated a process to develop a monitoring and reporting system on regional economic, population, social and environmental trends and progress towards achieving RGS goals.
 - Prepared an annual report regarding implementation of the RGS;
 - Long Range Planning staff made presentations and/or provided information to interested groups and high schools;
 - Meetings were held with municipal staff to update them on activities related to RGS implementation;
 - Regular updates made to the RGS web site.
- Staff processed one Regional Context Statement received from a member municipality which was accepted by the RDN Board.
- Staff processed a request for a minor amendment to the Regional Growth Strategy received from the Town of Qualicum Beach.

- The **Agriculture Area Plan Implementation** was approved by the RDN Board in 2013. Activities in 2014 included:
 - a review of RDN regulations and policies to identify barriers to agriculture;
 - development of a discussion paper on barriers to agriculture and possible options to address those barriers;
 - a workshop with stakeholders to identify priorities for the barriers that the RDN should be addressing;
 - meetings with agricultural organizations and other stakeholders;
 - public consultation on the barriers to agriculture including an online survey;
 - Research was conducted and correspondence sent to the province regarding farm tax assessment;
 - to assist with communication on RDN activities related to agriculture a web site containing numerous topics related to agriculture was developed;
 - provided support for and attended meetings of the Agricultural Advisory Committee.
- The **Affordable Housing Action Plan** was approved in 2011 and identified actions for the RDN and its partners to undertake over the next few years. Activities in 2014 included:
 - staff processed six requests for funding from the Capacity Building to End Homelessness Reserve Fund. The Board approved grants to the John Howard Society, Society of Organized Services, People for a Healthy Community, Manna Homeless Society and the First Unitarian Fellowship of Nanaimo;
 - updated the web based resource guide on affordable housing for renters, homeowners and housing providers. The guide includes a comprehensive list of contacts for a wide range of housing topics from market rental to emergency homeless shelters to homeowner grants. This is the only resource of this type in the region;
 - took part in homelessness initiatives organized by member municipalities;
 - initiated research and met with service providers regarding the establishment of a new service to provide funding to address social issues in School District 69.
- The **Secondary Suites Project** was initiated in 2013. Activities in 2014 included the following:
 - staff made revisions to draft bylaws to amend the two zoning bylaws to allow secondary suites in all residential zones which was subsequently adopted by the Board;
 - community consultation on the bylaw amendments including information sessions and public hearings;
 - the Board adopted a policy to provide for a consistent and clear approach on how existing and new secondary suites will be treated with respect to enforcement of the zoning bylaw, obtaining confirmation from the RDN that basic life safety aspects of the BCBC have been met, and the building inspection process;
 - initiated research into removing barriers and providing incentives to encourage the construction of secondary suites.

First Nations

- Provided information and guidance related to First Nations consultation for several RDN departments including, Current Planning, Recreation and Parks Services, Transportation and Solid Waste Services, Regional and Community Utilities (this includes reviewing documents upon request).
- Coordinated attendance of First Nations, RDN Elected Officials and RDN staff at various special events hosted by the RDN or First Nations. These include Cedar Skate Park Opening, Snuneymuxw

First Nation National Aboriginal Day Celebration and Community Building Ground Breaking, RDN Watershed Tour, Qualicum First Nation Open House, RDN Inaugural Board Meeting.

- Helped facilitate successful outcome to the concerns of Snaw-Naw-As (Nanoose First Nation) related to the Fairwinds re-zoning and phased development agreement.
- Liaised and coordinated with First Nations and Vancouver Island University regarding bringing the Witness Blanket art installation to the region.
- Worked with two First Nations to draft protocols for the RDN to follow to acknowledge First Nations Traditional Territory.
- Provided support to RDN departments and assisted in giving timely information and responses to First Nations concerns related to treated effluent leak from storm damaged sewer outfall pipe at Morningside Park in Nanaimo.
- Provided support and communication between RDN EOC and Snuneymuxw First Nation related to Nanaimo River flood risk in Electoral Area A (Cedar) and collaboration for a joint response.
- Provided support and introductions between First Nations and RDN elected officials, RDN staff and staff of member municipalities.
- Responded to various requests for information from First Nations regarding RDN operations.
- Initiated and followed up on opportunities for collaboration.
- Ongoing maintenance of respectful relationships with First Nations elected officials and staff.
- Maintained an up-to date consultation spreadsheet.

Other Items/Projects

- Staff spent considerable time on the issue of seaweed harvesting in Electoral Area 'H'. Activities included:
 - researching and identifying options for local government action to influence seaweed harvesting;
 - meeting with provincial government staff to discuss the issue;
 - responding to enquiries and complaints from the community.
- Provided support to RDN Current Planning on items related to zoning and the Phased Development Agreement for the Fairwinds Lakes District and Schooner Cove.
- Provided support to RDN Energy and Sustainability on the development of zoning amendments to support small scale renewable energy.
- Provided support to RDN Energy and Sustainability on the development of a guidebook on sustainable site planning.
- Represented the RDN at various meetings and on committees related to land use planning, transportation, affordable housing, economic development, and water supply.
- Staff met with several land owners/developers to discuss potential developments and RDN support and requirements.

Building Inspection

- Electoral Areas 'B' and 'H' Building Inspection community offices continue to operate as a convenience for local residents on building permit matters and communicating with RDN staff.
- Issued approximately 730 building permits with an estimated construction value of \$90 million.
- Field Inspectors conducted approximately 3,500 inspections on new construction overall.
- Permit turn-around time reduced to an average of three weeks (95% of time) on major projects and two weeks or less on smaller projects.
- Public use of department web pages for general information, updates and permitting statistics continued to rise.

- Approximately 95% of identified building bylaw infractions resolved prior to enforcement action being required.
- Mobile file management implementation is underway.

Bylaw Enforcement

- Two Bylaw Enforcement Officers investigated approximately 300 bylaw complaints of varying complexity.
- Legal action on several complex enforcement files continued in 2014. Eighteen staff reports went to the Board on various issues (unsafe buildings, unsightly premises, noise control, zoning, animal control).
- Public use of website for complaints and general information continues to rise.
- 95% of files resolved by voluntary compliance.
- Mobile file management implementation is underway.

Emergency Planning

- Two Emergency Management Select Committee Meetings were held with five reports and two program updates presented.
- Training included: EOC table top exercise (multi jurisdiction, senior level management); regional EOC training (Operations, Planning, Finance/Admin); EOC Notification Drill; Emergency Coordinator attended NER training at CFB Esquimalt; four new EOC staff completed 'Basic Training'; EMBC/JIBC webinars for EOC Sections: Building Situational Awareness in the EOC, the Incident Command Post, and the EOC Interface; Flood Response and Recovery; EOC Activation; Social Media and Emergency Management; Liaison Officer – Putting Theory into Practice.
- The Great BC ShakeOut Earthquake Drill participation included community and staff involvement (drill, 'Lunch and Learn', display, etc.). ESS and Emergency Communications teams participated in both D68 and D69 as well as numerous NEP teams.
- Emergency Preparedness Week events were held around the region including displays by ESS and Emergency Communications (Gabriola Island, Oceanside), radio interview, newspaper coverage – (message amplification).
- Two radio sets were purchased for use in the Oceanside service area. Reception Center and radio equipment inventories were conducted. Lists were created for 2015 purchases for identified gaps.
- A regional survey on "Disaster Resilience – How Ready Are We?" was conducted.
- Disaster simulation at Tamagawa University – hands on scenario for 40 NEP/ESS volunteers to practice skills in a realistic setting complete with 'victims' with mock injuries.
- Second annual NEP event was held at Nanoose Place. Rapid Damage Assessment overview, VIU 'Disaster Gourmet' contest, regional stakeholder participation, 120 participants.
- New volunteers joined the Oceanside ESS (7), Gabriola Island ESS (13), and Lantzville ESS (25). There were four ESS Level 1 call outs. Oceanside ESS participated in three evacuations.
- A volunteer appreciation BBQ was held in the Qualicum Beach area for ESS/emergency communications volunteers. Participation in National Volunteer Appreciation Week.
- Sixteen NEP workshops, resulting in eight new NEP groups. One NEP group conducted emergency communications fan out exercises and neighborhood evacuation/muster drills. Seven community events were attended.
- Participation in SFN's Health Accreditation Process, review of SFN's Emergency Operating Plan, Emergency Preparedness Community Plan, and flood response protocols. Participation in SFN's Aboriginal Day celebration, and the Qualicum First Nation open house. Ongoing liaison and sharing of emergency program resources.

- Draft Recovery Plan in process with a focus on creating operational guidelines with the Canadian Red Cross as per Recovery Services Agreement.
- Operational readiness/building interoperability presentation and reviews conducted at the start of the fall/winter season (including EOC staff and external regional stakeholders).
- Winter Storm Emergency Events – Level 3 response: two floods and one landslide – three evacuations, one evacuation alert, ESS and SAR utilized. Thirty RDN EOC staff and nine external stakeholder agencies were involved.

Energy and Sustainability:

- Completed energy use and emission reporting to Province for RDN and the City of Parksville, and publicly reported on progress toward carbon neutral operations resulting in a \$112,558 grant to the RDN.
- Successful delivery of 2015 Green Building Series with the largest audience since the program start in 2010 (over 300 attendees).
- Received first and second readings to the proposed amendments for Bylaw No. 500 and Bylaw No. 1285 which aim to remove regulatory barriers to green building features and systems.
- Coordinated the Real Estate Energy Efficiency Project, in partnership with the City of Nanaimo and the Vancouver Island Real Estate Foundation, with \$75,000 in funding from BC Hydro and the BC Real Estate Foundation.
- Initiated the third Green Building Guidebook: *Sustainable Site Planning and Subdivision*.
- Received a Provincial grant of \$19,950 to support the Regional Woodstove Exchange Program, in partnership with the City of Nanaimo.
- Completed the Green Building Outreach Strategy and Implementation Plan.
- Committed a total of \$26,410 in Green Building Incentives to residents who improve the environmental performance of their homes.
- Collaborated with the Gabriola Commons to develop a 10kw demonstration solar system (ongoing).
- Developed a Terms of Reference and instituted interdepartmental staff meetings to promote organizational collaboration and efficiency.
- Introduced a new high efficiency, hybrid electric vehicle into the corporate vehicle pool fleet.
- Developed an RFP for an organization-wide Strategic Asset Management Framework and Implementation Plan, and played a leading role coordinating the consultant team (ongoing).
- Supported completion of 2013 Annual Financial Report.
- Coordinated the release of over \$100,000 from the regional *Corporate Climate Action Fund* to enable investments in higher efficiency infrastructure, vehicles and equipment, including \$40,500 for condensing boilers at Ravensong Pool, \$30,000 for variable frequency drive pump controllers at the Departure Bay Pump Station, and \$10,000 for an independent assessment of the District 69 Arena.
- Coordinated the Northern Community Economic Development Program, which disbursed or committed almost \$40,000 in local economic development grants into the District 69 communities.

TRANSPORTATION & SOLID WASTE SERVICES 2014

Transportation Services:

- Completed the 2014 Transit Business Plan titled *RDN Transit Future Plan*.
- Implemented new Conventional Transit scheduling software in partnership with BC Transit.
- Completed compressed natural gas (CNG) Transit facilities upgrades.
- Completed the compressed natural gas compressor station installation.
- Commissioned into service 25 new CNG buses.
- Installed new bus stop shelters in the Town of Qualicum Beach.
- Implemented a 'Z-card' bike/transit route map in conjunction with the City of Nanaimo.
- Worked with BC Transit to implement a new BC Transit website.
- Participated on the Nanaimo South Downtown Waterfront Initiative.
- Performed frame repairs on 1998 New Flyer buses.
- Implemented a new uniform online ordering system.
- Updated the Transit Operations Manual.
- Completed accessible bus pads in the City of Nanaimo.
- Supported the Emergency Operations Centre (EOC) during flooding and landslides.
- Tried Ground Positioning System (GPS) for the Transit fleet.

Solid Waste Services:

Zero Waste Programs

- Commenced Stage 2 (ie identification and selection of preferred options) of the *Regional Solid Waste Management Plan* review. Re-established the Public and Technical Advisory Committee and established a Board Solid Waste Select Committee.
- Compiled data from licensed waste management facilities to determine the 2013 region-wide diversion rate of 68% and the second lowest provincial annual per capita disposal rate of 347 kg.
- Conducted inspections of 12 private recycling facilities under the Waste Stream Management License (WSML) Bylaw No. 1386 to ensure operations in compliance with approved site operating plans.
- Investigated and resolved 113 illegal dumping complaints, supported 15 community cleanups, and recovered 33 tonnes of material. Realigned responsibilities with the Bylaw Enforcement department to better utilize their investigative expertise with respect to illegal dumping.
- Launched *Recycling2014.ca* website hosted in conjunction with the City of Nanaimo. (Obtained rights for *Recycling2014.ca* through to *Recycling2020.ca*).
- Key participant with the Solid Waste Association of North America and the BC Product Stewardship Council. Sponsor for the Coast Waste Management Association and presenters at the CWMA Annual Conference.
- Participated in the National Solid Waste Benchmarking Initiative.

Curbside Collection Program

- Revised and extended for 5 years the curbside collection contract with BFI Canada Inc.
- Implemented recyclable material changes as a result of the new provincial packaging and printed paper stewardship program. Hired a temporary Project Assistant to meet the RDN's administrative obligations stemming from the contract with Multi-Material British Columbia for the collection of recyclables.
- Launched the *RDN Curbside Widget* and *App*, which provides on-line lookup information as well as e-mail, phone and mobile device reminders for curbside collection.

- Undertook residential curbside outreach and visited 3,400 homes on collection day prior to pick up time.
- Issued two Curbside Program Newsletters.

Solid Waste Facilities

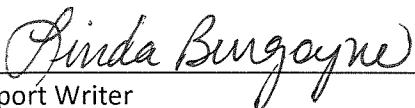
- Served approximately 170,000 customers.
- Published and presented a *Solid Waste Operations Manual* to all program staff.
- Developed an *Operator Trainer* position to promote equipment operator proficiency and improve operating safety.

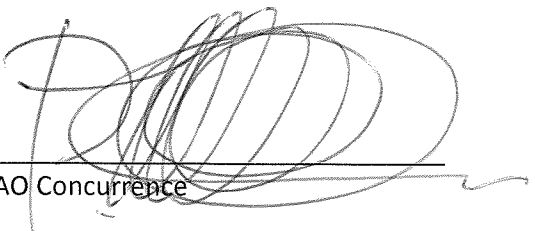
Cedar Landfill:

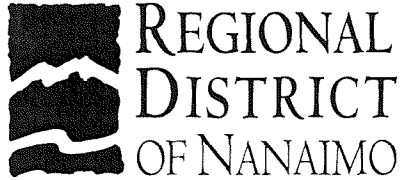
- Replaced waste cover system by acquiring *Iron Grizzly Panels*, which reduces costs, improves operational efficiency, operator safety, and aids with bird control.
- Awarded a 3-year contract for environment monitoring to the consulting engineering firm SNC-Lavalin at approximately 10% lower cost than the previous contract.
- Installed five vertical and one horizontal landfill gas collection wells and commissioned three of the vertical wells.
- Achieved greater than 60% landfill gas recovery and maintained the gas collection system fully operational at greater than 95%.
- Acquired a Portable Landfill Operations Team Shelter (PLOT) to facilitate better communication and operations quality control.
- Undertook video monitoring and flushing of the leachate system.
- Completed the Cedar Road sanitary line relocation which allows for construction of the landfill North Berm.
- Implemented a soil acceptance program for utility corridor soils generated by member municipalities.

RECOMMENDATION:

That the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2014.


Report Writer


CAO Concurrence



RDN REPORT		###
CAC APPROVAL		
EAP		
COW	✓	
FEB 02 2015		
RHD		
BOARD		

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: February 10, 2015

FROM: Jacquie Hill
Manager of Administrative Services

SUBJECT: Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*

PURPOSE

To meet obligations under section 107(1) of the *Community Charter* which states that if a Regional District enters into a contract in which a board member has a direct or indirect pecuniary interest, it must be reported as soon as reasonably practicable at a Board meeting that is open to the public.

BACKGROUND

Contracts with the Regional District of Nanaimo in which board members have a direct or indirect pecuniary interest disclosed under section 107(1) of the *Community Charter* for the year 2014 are listed in the table below:

2014 Elected Official	Associated Business	Description of Contract	Value
Director Dave Willie	Black & White Party Rentals Ltd.	April 10, 2014 – Purchase of a new portable tent for Recreation Programs	\$274.40
Director Dave Willie	Black & White Party Rentals Ltd.	May 23, 2014 – Provision of rental supplies for Cedar Skate Park Opening	\$16.26

FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

ALTERNATIVES

1. That the report titled “Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*” be received for information.
2. That the Board provide alternate direction.

SUMMARY

Previous term Director Dave Willie entered into contracts with the Regional District of Nanaimo in 2014 where he has a direct or indirect pecuniary interest. Pursuant to section 107(1) of the *Community Charter*, these contacts must be reported at a Board meeting that is open to the public and are reported herein.

RECOMMENDATION

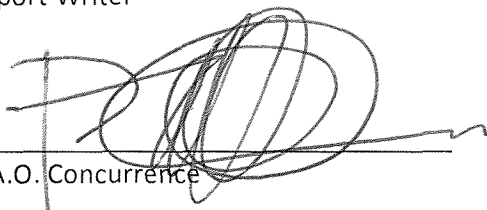
That the report titled "Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*" be received for information.



Report Writer



Director Concurrence



C.A.O. Concurrence



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW	✓	
JAN 30 2015		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: February 10, 2015

FROM: Joan Harrison
Director of Corporate Services

SUBJECT: Amendment to Regional Growth Management Service

PURPOSE

To present an amendment to “Regional Growth Management Service Establishment Bylaw No. 1553, 2008” for the Board’s consideration.

BACKGROUND

Following receipt and consideration of a staff report, the Regional District of Nanaimo (RDN) Board adopted the following motion at the regular Board meeting of February 25, 2014:

“MOVED Director Houle, SECONDED Director Veenhof, that Electoral Area ‘B’ remain in the Regional Growth Management function as a partial participant at 50% of the overall requisition for the service.”

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

ALTERNATIVES

1. To not amend Bylaw No. 1553.
2. To amend Bylaw No 1553 to change Electoral Area ‘B’ participation to 50% of the overall requisition as per the February 25, 2014 Board motion.

FINANCIAL IMPLICATIONS

The following table shows the difference in requisition amounts for each municipality and electoral area for 2015 between Electoral Area ‘B’ staying in the Regional Growth Management function at full participation and Electoral Area ‘B’ continuing as a 50% participant:

Member	Option 1 2015 Requisition All Areas Participate at 100%	Option 2 2015 Requisition Area 'B' at 50% Participation
Nanaimo	237,601	241,557
Parksville	35,750	36,350
Qualicum Beach	27,164	27,624
Lantzville	10,552	10,729
Electoral Area A	18,983	19,295
Electoral Area B	13,906	6,954
Electoral Area C	11,037	11,226
Electoral Area E	21,428	21,797
Electoral Area F	19,672	19,996
Electoral Area G	21,374	21,733
Electoral Area H	12,094	12,300

The numbers for all areas participating differ slightly from those presented in the staff report received by the Board at the February 11, 2014 Committee of the Whole meeting due to changes in assessed values since that time.

STRATEGIC PLAN IMPLICATIONS

As noted in the staff report received by the Board at the February 11, 2014 Committee of the Whole meeting:

“One of the strategic priorities of the 2013-2015 Strategic Plan is Regional Collaboration. Having all members in the Regional Growth Management function is an effective way to ensure that all RDN members have a say in responses to issues that affect the entire region. Having all members participate in the Regional Growth Management function is one way to support the goal: *strengthen the working relationships between municipalities and electoral areas in the RDN and increase operational effectiveness through cooperation.*”

The motion of the Board of February 25, 2014, supports the continuation of Electoral Area 'B' participation in the Regional Growth Management function.


SUMMARY

At the regular Board meeting of February 25, 2014, the Board adopted a motion for Electoral Area 'B' to remain in the Regional Growth Management function as a partial participant at 50% of the overall requisition for the service.

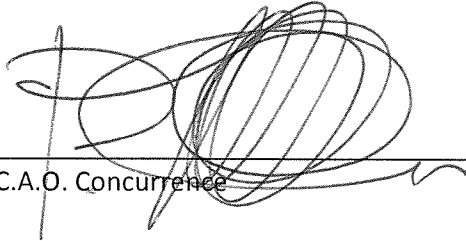
An amending bylaw has been drafted in response to this direction for the Board's consideration.

RECOMMENDATION

1. That "Regional Growth Management Service Amendment Bylaw No. 1553.03, 2015" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.



Report Writer



C.A.O. Concurrence

Attachment 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1553.03

A BYLAW TO AMEND THE APPORTIONMENT RATIO FOR ELECTORAL AREA B

WHEREAS the Board has adopted Regional Growth Management Service Establishment Bylaw No. 1553, 2008;

AND WHEREAS the Board wishes to amend the apportionment ratio for Electoral Area B from 100% to 50% to recognize that the Regional Growth Strategy does not apply to Electoral Area 'B' but to include Electoral Area 'B' with regard to other Regional Growth matters that do not pertain to the regional growth strategy bylaw;

AND WHEREAS the approval of the municipal participating areas has been obtained under section 801.4 of the *Local Government Act*;

AND WHEREAS the approval of the electoral participating areas has been obtained under section 801.5 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as "Regional Growth Management Service Amendment Bylaw No. 1553.03, 2015.
2. Section 5 is deleted in its entirety and replaced with the following:

The costs shall be apportioned among the participating areas at 100% of the total cost for Nanaimo, Lantzville, Parksville and Qualicum Beach and Electoral Areas 'A', 'C', 'E', 'F', 'G' and 'H' and 50% of the total cost for Electoral Area 'B' on the following basis:

50% pro-rata to each participant using the converted values for land and improvements in the Service area and 50% pro-rata to each participant on the basis of the most recent census population for each participant in the Service area.

Introduced and read three times this day of

Approved by the Inspector of Municipalities this day of

Adopted this day of

Chairperson

Corporate Officer



RDN REPORT		DE
CAO APPROVAL		
EAP		
COW	✓	
JAN 21 2015		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: January 18, 2015

FROM: Manvir Manhas
Senior Accountant

FILE:

SUBJECT: Transit Reserve Fund Operating Transfer

PURPOSE:

To provide information regarding an allocation to reserve for the Transit Service fuel contingency.

BACKGROUND:

The annual operating budget for the Transit Service has included a line item for a contingency to manage fuel cost fluctuations that may exceed the annual operating agreement rate set through the BC Transit budget for several years now. This budget line has not been required in recent years, and given current lower fuel costs, it is not currently anticipated that the funds will be needed in 2015.

There are no clear indications of how fuel prices may trend in 2015, in general it is expected they will remain relatively low. Staff have reviewed the amount annually allocated to the fuel contingency and are planning to remove this item from the annual budget process and instead prepare a one-time transfer to the Transit Reserve fund to set aside the unused \$250,000 contingency budget. This will eliminate the need to budget annually for a fuel contingency. The funds can be used if there is a significant upswing in fuel costs, or alternatively can be used to fund future operational or capital needs as the future service plans are formalized. For example, they could be used for the purchase of more CNG buses to expand the fleet.

ALTERNATIVES:

1. Accept this report for information only.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS:

Transferring these funds to reserve to hold as a fuel contingency or for other future operational needs will eliminate the need for annual budgeting for a fuel contingency. Should the funds need to be accessed in a future year, they can be rebuilt over time as needed through the financial planning

process. An initial transfer to the Transit Reserve Fund for an operating contingency utilizing surplus 2014 will be completed for \$250,000.

STRATEGIC PLAN IMPLICATIONS:

The 2013 – 2015 Board Strategic Plan under the Regional Federation area includes the demonstration of fiscal responsibility by undertaking long-term financial planning, and protecting and maintaining assets. The establishment of reserve funds for future expenditures assists in reducing the taxation impact of costly capital replacements or improvements as well as offsetting unforeseen costs as a result of one-time events that impact a service area.

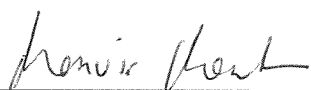
SUMMARY/CONCLUSIONS:

The annual operating budget for the Transit Service has included a line item for a contingency to manage fuel cost fluctuations that may exceed the annual operating agreement rate set through the BC Transit budget for several years now. This budget line has not been required in recent years, and given current lower fuel costs, it is not currently anticipated that the funds will be needed in 2015.

Staff have reviewed the amount annually allocated to the fuel contingency and are planning to remove this item from the annual budget process and instead prepare a one-time transfer to the Transit Reserve fund to set aside the unused \$250,000 contingency budget. This will eliminate the need to budget annually for a fuel contingency. The funds can be used if there is a significant upswing in fuel costs, or alternatively can be used to fund future operational or capital needs as the future service plans are formalized.

RECOMMENDATION:

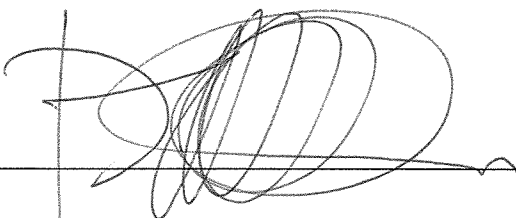
1. That this report be accepted for information.



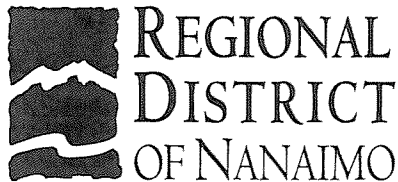
Report Writer



Director



CAO



RDN REPORT	
CAO APPROVAL	
EAP	
COW	/
JAN 29 2015	
RHD	
BOARD	

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: January 23, 2015

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 5500-22-01

SUBJECT: Inter-Water Service Area Supply
Water Use Regulation Amendment Bylaw

PURPOSE

To bring forward the “Water Use Regulation” bylaw amendment to the Board for consideration.

BACKGROUND

The regional district operates eight water service areas providing potable water to over 6,000 residents. These systems include both surface and groundwater sources which are treated and distributed using a system of reservoirs, pumps and distribution piping.

From time to time there are operational requirements, maintenance, new construction, and unforeseen events that cause an interruption to the water supply. The disruption can last from a few hours up to several days, at which time an alternate potable drinking water supply is required for health and safety reasons. Examples include routine reservoir maintenance where a reservoir is drained for cleaning and inspection, and when heavy rainfall causes high turbidity/colour in surface water supply which cannot be filtered by existing treatment processes.

During these events, potable water is delivered by a certified supplier with water typically supplied via a tanker truck to fill a reservoir at the site. Service providers hold a permit from Island Health for the use of the supply source and for the tanker unit. This ensures that the RDN, as the system operator, satisfies the requirement to provide safe, potable drinking water.

Access to commercial water hauling services supports the goals of safe water provision in the region’s WSA’s during service interruptions. There are times however when the supply of potable water under these conditions would be more effectively provided using RDN-owned equipment. Flexibility and reduced costs are two significant considerations. The Water & Utility Services Department has a 3.9 cubic metre tank suitable for potable water hauling in emergency situations. Commercial haulers utilize a 5.7 cubic metre tank in most cases.

Staff are recommending that water sourcing be permitted between RDN-operated water systems for routine as well as emergency needs. The proposed bylaw amendment, as attached, outlines the terms and conditions under which this activity would be permitted. By utilizing existing RDN WSA’s and with delivery using RDN-owned equipment, there are considerable benefits to be realized in operational efficiency, support during times of water emergencies and reduced costs.

Under the existing Water Use Regulation bylaw the cost per cubic metre to access water from any system has been established in Schedule "C", Fire Hydrant Use Permitting. It is recommended that the same rate be applied for inter-WSA supply.

The proposed bylaw to amend the RDN Water Use Regulation is attached.

ALTERNATIVES

1. Approve the Water Use Regulation Amendment Bylaw No. 1654.01 allowing for Inter Water Service Area Potable Water Supply.
2. Provide alternate direction.

FINANCIAL IMPLICATIONS

In alternative one, the costs to any water service area for the use of water from another service area would be \$2.00 per cubic metre as currently defined in Schedule "C" of the Water Use Regulation bylaw. This amount ensures any operational costs would be covered resulting in a neutral financial impact for the water system supplying the water.

STRATEGIC PLAN IMPLICATIONS

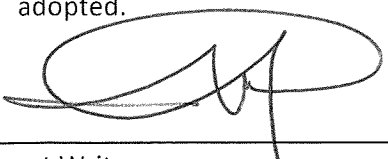
By incorporating an approach that encourages support amongst the water service areas in times of need the themes of resiliency; fiscal responsibility and innovation are recognized. Providing this structure encourages inter WSA support, strengthens system reliability and reduces operating costs.

CONCLUSIONS


In order to reduce operational costs and provide flexibility in the temporary supply of potable water between RDN water service areas staff recommend changes to the Regional District of Nanaimo Water Use bylaw as outlined in the attached amendment bylaw.

RECOMMENDATIONS

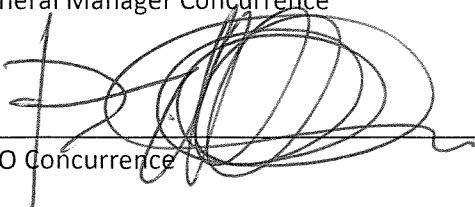
1. That "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be introduced and read three times.
2. That "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1654.01

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO WATER
USE REGULATION BYLAW. NO. 1654, 2012**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012”;

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

1. Citation

This bylaw may be cited as “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015”

2. Amendments

“Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012” is amended as follows:

(1) By adding a new Section 12 as follows:

“12. Inter Water Service Area Supply

- (1) Water transfers between Regional District of Nanaimo Water Service Areas are permitted for temporary operational or emergency purposes only.
- (2) Water transfers require the approval of the Manager of Water Services
- (3) Reimbursement rate for water supplied will be in accordance with Schedule “C” of this bylaw.”

(2) By renumbering the subsequent sections.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAO APPROVAL	
EAP	
CMAT	✓
JAN 30 2015	
RHD	
BOARD	

MEMORANDUM

TO: Mike Donnelly
Manager of Water & Utility Services

DATE: January 29, 2015

FROM: Deb Churko, ASCT
Engineering Technologist

FILE: 5500-20-FC-01

SUBJECT: Bylaw 813.54 and 889.70 - Inclusion of Electoral Area 'G' property into the French Creek Sewer Service: Lot 11, DL29, Nanoose District, Plan 13406 (838 Reid Road, F & J Morris)

PURPOSE

To consider a request to include Lot 11, District Lot 29, Nanoose District, Plan 13406 (838 Reid Road) into the French Creek Sewer Service for the purpose of sewer connection.

BACKGROUND

The subject property is located near the corner of Wright Road and the Island Highway, just west of Parksville, B.C. (see Location Plan in Figure 1). This residential property consists of one single-family home, which is accessed off Reid Road. The home on this property has been discharging domestic sewage to an on-site septic tank and disposal field for over 30 years. The owner wishes to connect to the community sewer system instead of investing in upgrades to the existing on-site septic treatment and disposal system. The property owner has petitioned the Regional District of Nanaimo (RDN) to be included in the French Creek Sewer Service Area. The subject property is located immediately adjacent to the French Creek Sewer service area boundary, and a sewer main and sewer stub are located along the property frontage thereby making a connection to the community sewer possible.

The property at 838 Reid Road is designated as "Neighbourhood Residential" in the Area 'G' Official Community Plan (OCP), and 'Rural Village Area' in the Regional Growth Strategy (RGS). Both of these policy designations support the provision of sewer service to support residential development. *French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813 (1990)* as well as *Northern Community Sewer Local Service Area Bylaw No. 889 (1993)* require amendment in order to include this property in the sewer service area. Capital Charges of \$2,891 are payable when a property is being brought into the community sewer service area pursuant to *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330, 2003*, and *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003*.

ALTERNATIVES

1. Accept the application to include the property at 838 Reid Road into the French Creek and Northern Community Sewer Service Areas.
2. Do not accept the application for sewer servicing. The owner would explore remedial options for on-site sewage treatment and disposal.

FINANCIAL IMPLICATIONS

Under Option 1, if the application for 838 Reid Road is approved for inclusion into the sewer service area, there are no financial implications to the RDN. All costs associated with connection to the community sewer would be at the expense of the applicant. The owner has paid Capital Charges on the parent lot in the amount of \$2,891 as contribution towards the capital value of the existing sewer system. A Section

219 Covenant has been registered on the land title to ensure that the remaining Capital Charges for sewer will be paid if/when this property is ever subdivided. Annual cost recovery for sewer service is done through parcel taxes.

Under Option 2, if the application for sewer servicing is not approved, the owner would explore upgrades to the existing on-site septic treatment and disposal system. The initial Capital Charges paid by the property owner would be refunded.

STRATEGIC PLAN IMPLICATIONS

Domestic sewage generated from the home on this property has been discharged to an on-site septic tank and septic disposal field for over 30 years. While it may be possible to complete upgrades to the existing on-site sewage treatment and disposal system, staff believe that a connection to the community sewer system is a more sustainable solution. Both the *Electoral Area G Official Community Plan Bylaw No. 1540 (2008)*, and the *Regional Growth Strategy Bylaw No. 1309 (2003)* support the provision of sewer service to residential developments in this area.

DEVELOPMENT IMPLICATIONS

The subject property is approximately 1,765 m² in size (0.43 acres), and is zoned RS1-Q according to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500*. Provision of sewer service will allow the property owner to further subdivide into 700 m² lots.

SUMMARY/CONCLUSIONS

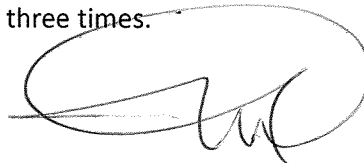
Petitions have been received from the owner of 838 Reid Road to amend the boundaries of the French Creek and Northern Community Sewer Service Areas. The owner wishes to connect to the community sewer system instead of investing in upgrades to his aging septic disposal system. Connecting this property to the community sewer system is supported by both the Electoral Area 'G' OCP and the Regional Growth Strategy. The owner has paid the required Capital Charges for sewer service.

RECOMMENDATIONS

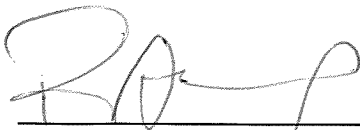
1. That "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.54, 2015" be introduced and read three times.
2. That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.70, 2015" be introduced and read three times.



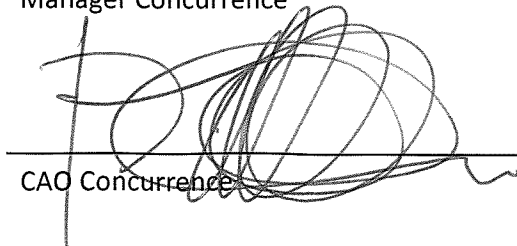
Report Writer



Manager Concurrence

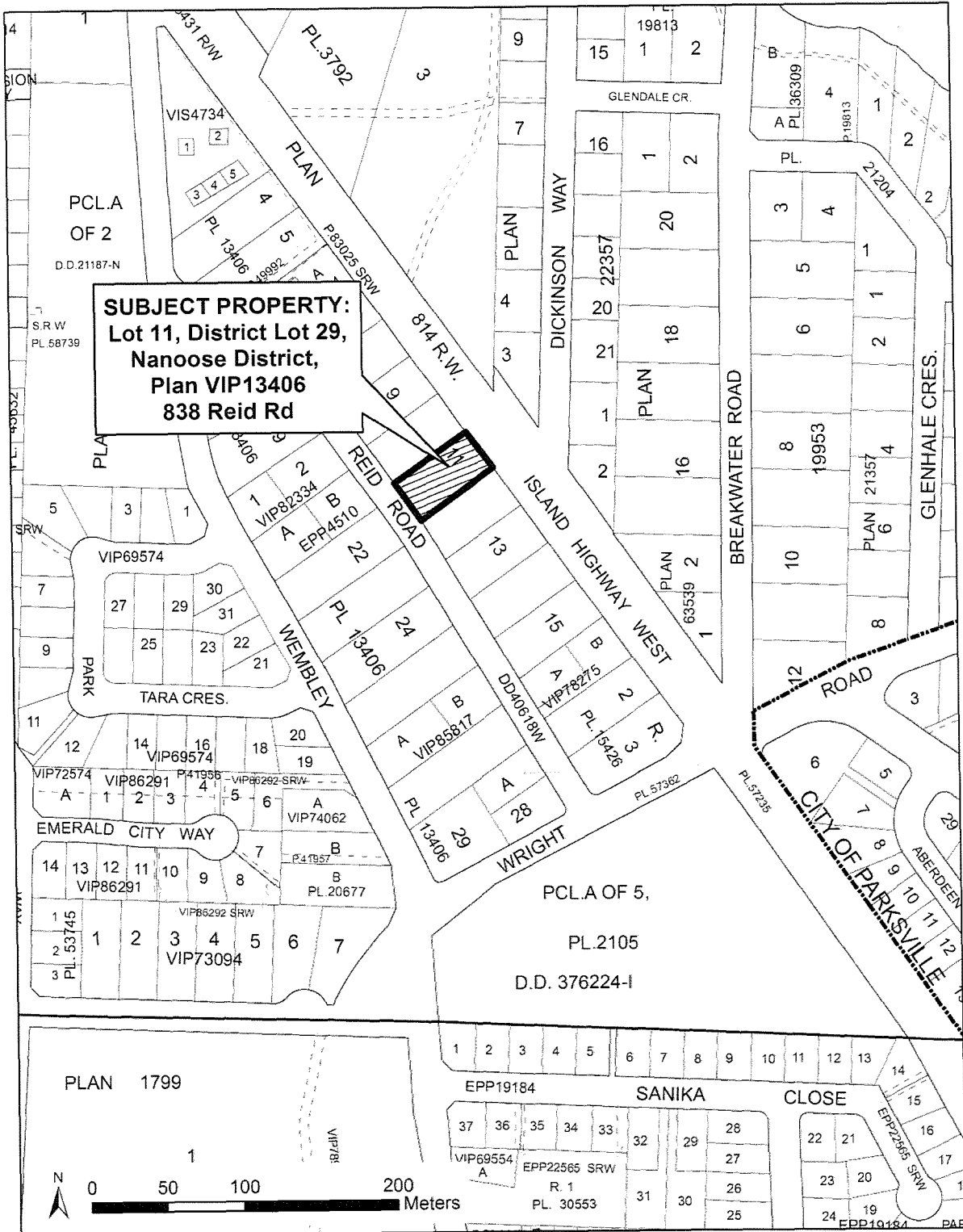


General Manager Concurrence



CAO Concurrence

Figure 1 - Location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.54

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

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

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

- Lot 11, District Lot 29, Nanoose District, Plan VIP13406;

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

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

1. Amendment

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

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

2. Citation

This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.54, 2015”.

Introduced and read three times this ____ day _____ of , 2015.

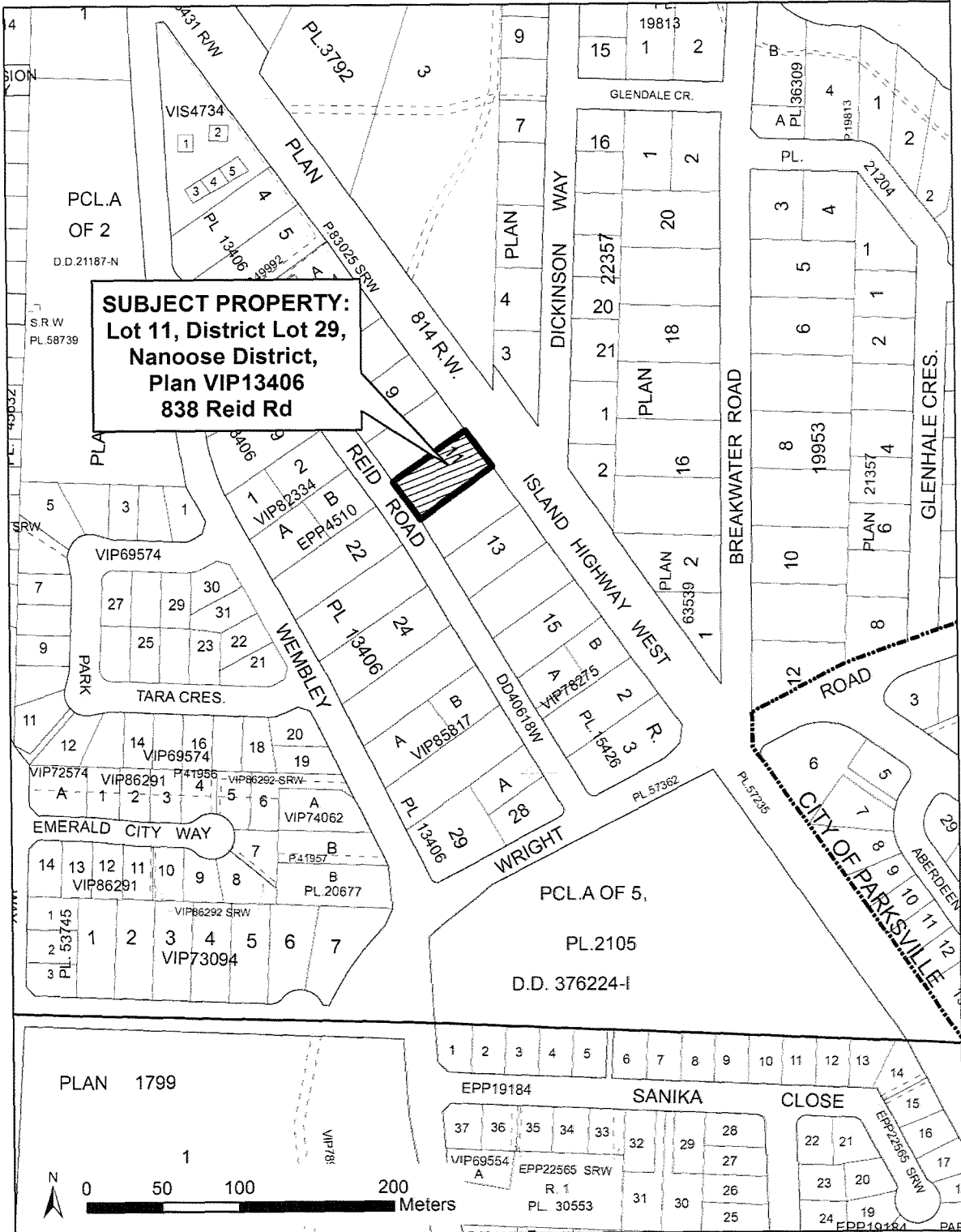
Adopted this ____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.70

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

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

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

- Lot 11, District Lot 29, Nanoose District, Plan VIP13406;

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

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

1. Amendment

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

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

2. Citation

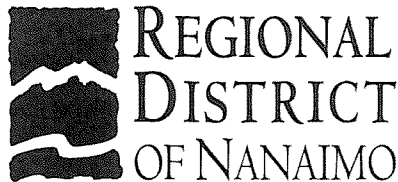
This bylaw may be cited as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.70, 2015”.

Introduced and read three times this ____ day of _____, 2015.

Adopted this ____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		A #
CAO APPROVAL		
EAP		
COW	✓	
JAN 22 2015		
RHD		
BOARD		

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: January 20, 2015

FROM: Jolene Jackson
Special Projects Coordinator

FILE: 5500-20-DP-01

SUBJECT: Duke Point Pollution Control Centre “Regionally Significant Projects Program” discussions

PURPOSE

To direct staff to pursue discussions with the City of Nanaimo (City) in regards to the allocation of capacity at the Duke Point Pollution Control Centre (DPPCC), for the purposes of drafting a new Agreement and expanded sewer service area bylaws for Cedar Village Centre and Cable Bay areas.

BACKGROUND

In May 2013, the Regional District of Nanaimo (RDN) Board supported the “Regionally Significant Projects Program”, which allocated Federal Gas Tax Funding to select regionally significant projects. One of the projects adopted by the Board is the “Rural Village Centre Sewer Servicing Project”, which includes the

“review and update of capacity at the Duke Point Pollution Control Centre and an examination of options for the re-allocation of existing capacity to support the village plan for Cedar Main Street area.”

Since the adoption of this motion, staff have identified two Agreements between the City and the RDN that are preventing additional property connections from the Cedar Village Centre, despite the fact that the DPPCC is using less than 10% of its existing capacity.

Under the first Agreement, signed in 1998, only properties within the Duke Point Sewer Local Service Area are permitted to connect to the DPPCC. The RDN must obtain approval from the City to make connections that are outside the municipal boundary, namely in Cedar. Although the RDN owns and operates the DPPCC, this Agreement with the City ensures that properties in the Duke Point Industrial Park have access to the DPPCC when needed.

In 2007, the City and the RDN entered a second Agreement to allow a certain number of properties in Cedar to connect. These connections have all since been subscribed, and, as it stands now, properties in Cedar cannot connect to the DPPCC without re-negotiations between the City and the RDN.

Staff at the City and the RDN are discussing these Agreements to determine how capacity at the DPPCC can be better administered to benefit both parties. Project outcomes may include expanded service areas to accommodate Cedar Village Centre and the Cable Bay areas, and a new Agreement between the City and the RDN. To help inform these discussions, a portion of the Gas Tax Funding will be used to have an external consultant assess the existing and future capacity of DPPCC and the costs of expansion.

ALTERNATIVES

1. Direct staff to pursue discussions with the City of Nanaimo in regards to the allocation of capacity at the Duke Point Pollution Control Centre, for the purposes of drafting a new Agreement and expanded sewer service area bylaws for Cedar Village Centre and Cable Bay areas; or,
2. Provide alternative direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications caused by the discussions between the City and the RDN. The RDN received Federal Gas Tax Funding to have an external consultant assess the capacity and costs of the DPPCC.

STRATEGIC PLAN IMPLICATIONS

These discussions align with the Strategic Plan.


SUMMARY/CONCLUSIONS

The Duke Point Pollution Control Centre (DPPCC) treats and discharges wastewater from select properties in the Duke Point Industrial Park and the Cedar Village Centre. The DPPCC is currently using less than 10% of its capacity. This lack of flow is primarily due to current Agreements between the City and the RDN, which restrict additional connections.

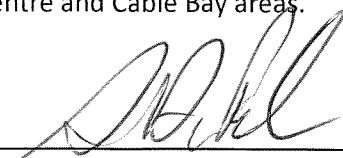
Staff at the City and the RDN are discussing these Agreements to determine how to better administer capacity at the DPPCC. Project outcomes are expected to include expanded services areas and a new Agreement between the City and the RDN. To help inform these discussions, a portion of the Gas Tax Funding will be used to have an external consultant assess the existing and future capacity of DPPCC and costs of expansion.

RECOMMENDATION


That the Board direct staff to pursue discussions with the City of Nanaimo in regards to the allocation of capacity at the Duke Point Pollution Control Centre, for the purposes of drafting a new Agreement and expanded sewer service area bylaws for Cedar Village Centre and Cable Bay areas.



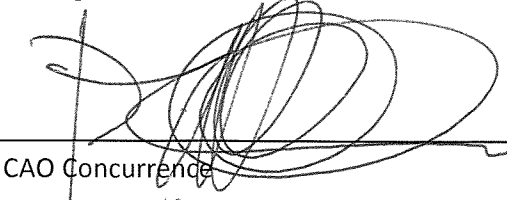
Report Writer



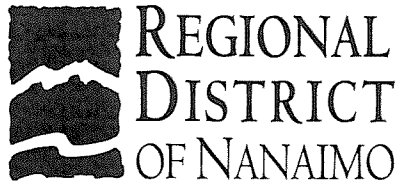
Manager Concurrence



General Manager Concurrence



CAO Concurrence



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
JAN 22 2015		
RHD		
BOARD		

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: January 21, 2015

FROM: Adrian Limpus
Engineering Technologist

FILE: 2240-20-TREE

SUBJECT: Supply of Ferrous Chloride – Agreement with Tree Island Industries

PURPOSE

Establish a new 5 year agreement with Tree Island Industries for ferrous chloride supply for the Regional District of Nanaimo’s wastewater facilities.

BACKGROUND

Over the last 20 years, the Regional District of Nanaimo (RDN) has been using ferrous chloride to reduce the effects of hydrogen sulphide in the wastewater collection system.

Hydrogen sulphide (H₂S) is a common source of odour and corrosion in a wastewater system. H₂S is produced naturally by sulphate-reducing bacteria in anaerobic conditions.

The addition of small quantities of ferrous chloride has proven very effective in the wastewater industry to provide adequate and economical odour removal and to reduce corrosion. Ferrous chloride will neutralize H₂S in solution forming a solid stable precipitate.

Ferrous chloride is produced as a waste by-product from the steel industry. It is produced during the final finishing stage of nail and hardware production when iron products are treated with hydrogen chloride (HCl) to remove rust.

Over the last 5 years, Tree Island Industries has supplied the RDN with ferrous chloride at a rate of \$0.065/L in addition to the cost of freight from Richmond. The 2009 agreement between the RDN and Tree Island Industries expired on July 31 2014.

Tree Island Industries and the RDN have negotiated the following rate schedule over another 5 year contract term. Tree Island Industries has agreed to continue supplying the RDN ferrous chloride with a small increase in rates to cover their rising transportation costs.

- January 1, 2015 to December 31, 2015 - \$0.065/L
- January 1, 2016 to December 31, 2017 - \$0.068/L
- January 1, 2018 to December 31, 2019 - \$0.071/L

ALTERNATIVES

1. Authorize signature of a new agreement with Tree Island Industries to allow the RDN to continue to receive ferrous chloride over a new 5 year contract term for \$237,883. A copy of the agreement is attached as Appendix A.
2. Do not authorize signature of the agreement with Tree Island Industries for the supply of ferrous chloride, and obtain an alternate odour and corrosion control reagent.

FINANCIAL IMPLICATIONS

Alternative 1

From 2009 to 2013, Wastewater Services on average paid \$44,295 per year for ferrous chloride. The total cost over a 5 year period was \$221,475

Assuming the RDN continues to consume an average of 356,119 L of ferrous chloride per year and average annual cost of freight remains the same, the new rate schedule would result in the following estimated costs (Table 1). Ferrous chloride is primarily used in the wastewater collection system so consumption would not be impacted by secondary treatment plans at Greater Nanaimo Pollution Control Centre.

Table 1 – Estimated Annual Costs for Ferrous Chloride over a new 5 year term

Year	Rate	Estimated Annual Cost
2015	\$0.065/L	\$44,295
2016	\$0.068/L	\$45,363
2017	\$0.068/L	\$45,363
2018	\$0.071/L	\$46,431
2019	\$0.071/L	\$46,431
Total		\$227,883

The new rate schedule is estimated to result in a \$6,408 increase over the 5-year contract term.

Ferrous chloride is transported by freight from Richmond. The cost of freight is charged separately in addition to the cost of ferrous chloride. Wastewater Services would like to include an additional \$10,000 authorization over the five year term to cover inflationary increases to the cost of freight.

The total financial authorization requested over the 5 year agreement is therefore \$237,883.

Alternative 2

Tree Island Industries is the only known supplier of ferrous chloride from the steel industry in British Columbia that is suitable to neutralize the effects of hydrogen sulphide (H₂S) in the RDN’s wastewater collection system.

Alternative chemicals to reduce odour in a wastewater collection system include ferric chloride and ferric sulphate. While the dosing rate is similar, these chemicals are significantly more expensive. In 2009, Univar provided a rate for ferric sulphate and ferric chloride of \$0.775/L (freight from Richmond) and \$1.008/L (freight from Richmond) respectively. Using these rates, the total cost for ferric sulphate and ferric chloride supply over 5 years would be \$1.4 and \$1.8 million respectively. In 2014, Wastewater Services staff attempted to obtain updated pricing for these two chemicals from Univar. However, Univar elected not to provide a quote.

STRATEGIC PLAN IMPLICATIONS

Continued use of ferrous chloride supports the goal in the Strategic Plan of continuing to improve the quality of treated wastewater in the region by exploring ways to reduce or eliminate odour from wastewater operations.

SUMMARY/CONCLUSION

The use of ferrous chloride is a mutually beneficial arrangement between Tree Island Industries and the RDN. The RDN has been using ferrous chloride over the past 20 years. It provides a beneficial reuse option for a waste product which otherwise have to be disposed. The RDN also benefits from reduced odours in the wastewater collection system, and lower levels of corrosion which can extend the life of wastewater infrastructure.

RECOMMENDATION

1. That the Board recommended that the Regional District of Nanaimo enter into a new 5-year agreement with Tree Island Industries Ltd. for ferrous chloride supply for \$237,883.

Aerian Limous

Report Writer

[Signature]

Manager Concurrence

[Signature]

General Manager Concurrence

[Signature]

CAO Concurrence

AGREEMENT

This agreement dated and made as of the _____ day of _____, 2015

BETWEEN:

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

(herein called the "RDN")

AND:

**Tree Island Industries Limited
3933 Boundary Road
Richmond BC
V6V 1T8**

(herein called "TREE ISLAND")

NOW THIS AGREEMENT WITNESSETH:

THAT in consideration of the terms and conditions hereinafter set forth, the Regional District and Tree Island Industries Limited agree with the other as follows:

1. Services

- a) Tree Island shall supply to the RDN and the RDN shall accept from Tree Island quantities of ferrous chloride as required by the RDN for pollution control objectives.
- b) Tree Island shall ensure that the ferrous chloride solution delivered to the RDN meets the Ministry of Environment's specific requirements for designation as a product.
- c) In the event of circumstances arising which are reasonably beyond Tree Island's control, Tree Island shall be under no obligation to take extraordinary measures to supply ferrous chloride solution to the RDN. In the event of circumstances arising which are reasonably beyond the RDN's control, the RDN shall be under no obligation to take deliveries of ferrous chloride solution from Tree Island. In either case, both parties shall use reasonable efforts to correct the situation in a speedy manner;

2. Payment

Tree Island shall supply the ferrous chloride freight on board Tree Island's plant at the rate of:

\$0.065 per litre from January 1, 2015 to December 31, 2015

\$0.068 per litre from January 1, 2016 to December 31, 2017

\$0.071 per litre from January 1, 2017 to December 31, 2019

3. Term

Tree Island will provide the Services during the period (hereinafter called the "term") commencing on January 1, 2015 and ending on December 31, 2019, unless sooner terminated as hereinafter provided;

4. Amendments

All amendments to this Agreement shall be in writing and, except as provided in Section 5 of this Agreement, shall be by mutual consent of both the RDN and Tree Island;

5. Termination

Commencing one year after the effective date of the Agreement the obligations of the RDN to accept and Tree Island to deliver ferrous chloride solution under this Agreement may be terminated as the case may be:

- a) by Tree Island, in the event that it ceases to produce sufficient ferrous chloride, due to technological changes; or
- b) by the RDN, in the event that it adopts new odour and corrosion control methods that do not require ferrous chloride solution; or
- c) by either Tree Island and/or RDN in the event that the permit is amended so as to change the quantity or characteristics of ferrous chloride solution that may be used;

provided that not less than six month's notice of any such change pursuant to sections a) and b) shall be given and as much notice of any such change pursuant to section c) as is reasonable practicable shall be given.

If either such option is exercised by the RDN, the RDN will be under no further obligation to Tree Island, except to pay Tree Island such amount, as Tree Island may be entitled to receive for services properly performed and provide to the date notice is given to Tree Island.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

REGIONAL DISTRICT OF NANAIMO

By its authorized signatories:

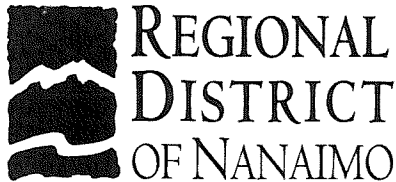
P. ThorkeIsson
Chief Administrative Officer

J. Hill
Manager of Administrative Services

TREE ISLAND INDUSTRIES LIMITED

By its authorized signatory:

D.Emerson
Director, Global Supply Chain



RDN REPORT		[Signature]
CAO APPROVAL		
EAP		
COW	✓	
JAN 22 2015		
RHD		
BOARD		

MEMORANDUM

TO: Sean De Pol, Manager, Wastewater Services **DATE:** January 19, 2015

FROM: Maurice Mauch Project Engineer, Wastewater Services **FILE:** 5330-20-DBPS-Upgrade

SUBJECT: Departure Bay Sewage Pumping Station Pump No. 1 Replacement Project Award

PURPOSE

To consider awarding the construction contract for the Departure Bay Sewage Pumping Station, Pump No.1 Replacement project.

BACKGROUND

The Departure Bay Sewage Pumping Station was constructed in 1973. The station has four (4) Worthington pumps with 350 H.P. electric motors and electromagnetic drives. The station moves up to 100 million liters of wastewater per day from Departure Bay to the Greater Nanaimo Pollution Control Center for treatment, it is a critical piece of the RDN wastewater infrastructure. The pumps, motors and drives have provided excellent service for over 40 years, however they are approaching the end of their service lives and replacement of the pumps is required to ensure continued trouble free operation.

Detailed design of the replacement was completed in 2014 by AECOM, staff reviewed the designs and their input has been incorporated into the design and tender documents for the project.

The project includes replacing the existing #1 pump, motor, electromagnet drive and shaft with a new 350 HP motor, pump, variable frequency drive and hybrid shaft. This replacement is the start of a phased replacement to update all of the pumps, motors and drives at the station.

The Departure Bay Sewage Pumping Station Pump #1 Replacement project was competitively tendered between December 17, 2014 and January 15, 2015. A total of 5 bids were received and opened in public. The bids were evaluated by the project engineer AECOM.

The bid results are as follows:

- C.M.F. Construction Ltd. \$535,760.00
- Houle Electric Ltd. \$545,946.00
- Archie Johnston Plumbing and Heating Ltd. \$555,690.86
- Trittech Group Ltd. \$623,639.00
- Merletti Construction (1999) Ltd. \$668,496.00

AECOM recommended the construction contract be awarded to C.M.F. C.M.F. provided the lowest compliant bid price and is within AECOM's pre-tender estimate.

The following is our most recent costing for the completion of the project:

	Projected Final Costs
Detailed Design and Tendering Services (Completed)	\$43,100
Construction Services	\$14,100
Construction Contract	\$535,760
Contingency	\$9,040
Total Project Cost	\$602,000

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

ALTERNATIVES

1. Award Departure Bay Sewage Pumping Station – Pump No.1 Replacement contract to CMF Construction Ltd. for the tendered price of \$535,760.
2. Do not award the tenders, re-assess project requirements and re-tender.

FINANCIAL IMPLICATIONS

Alternative 1

There is \$602,000 available in the 2014 budget to fund this project \$572,000 of this project is to be funded by the reserve fund. The remaining \$30,000 was allocated from the Corporate Climate Action Fund. The following motion at the Regular Board Meeting held September 30, 2014 to support this investment in the energy efficient variable frequency drive for the project:

“that the Board approve the release of up to \$30,000 from the Corporate Climate Action Reserve Fund for investment in a variable frequency drive pump speed controller for the Departure Bay Pump Station.”

Alternative 2

The Departure Bay Sewage Pumping Station is over 40 years old and still retains the original pumps motors and drives. The pumps are central to this critical piece of the wastewater infrastructure and are reaching the end of their service life, if the contract is not awarded at this time, the project will be delayed and failures of pumps during winter storm high flow events may lead to overflows of wastewater into Departure Bay.

STRATEGIC PLAN IMPLICATIONS

The Departure Bay Sewage Pumping Station, Pump No. 1 requires replacement and upgrading. Failure to replace the existing pump may result in an overflow during a high flow event, allowing wastewater to flow into the surrounding environment, which is a risk to the environment and public health.

SUMMARY/CONCLUSIONS


The Departure Bay Sewage Pumping Station is over 40 years old; the pumps are approaching the end of their service life, and require replacement.

The replacement of the Departure Bay Sewage Pumping Station Pump No 1 is part of an overall phased strategy to replace all of the pumps in the station. The project must be completed to ensure the facility continues to operate as it has. The detailed design has been completed by AECOM and reviewed with RDN staff.

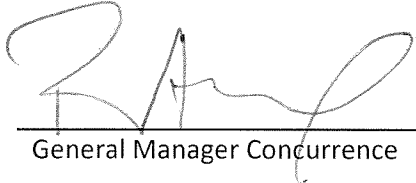
A competitive public tendering process was completed on January 15, 2015. Of the five bids that were received the low compliant bid was submitted by C.M.F. Construction for a value of \$535,760.

RECOMMENDATIONS

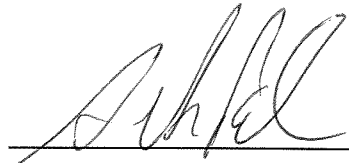
1. That the Board award the construction contract for the Departure Bay Sewage Pumping Station Pump No. 1 Replacement contract to C.M.F. Construction for a value of \$535,760.



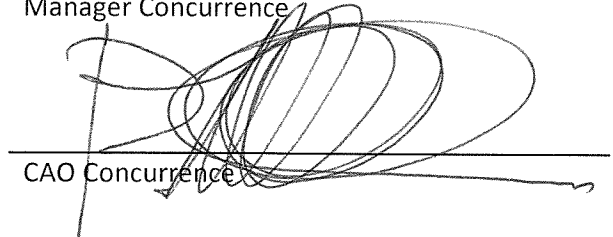
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
JAN 30 2015	
RHD	
BOARD	
DATE:	

MEMORANDUM

TO: Sean De Pol
Manager, Wastewater Services

January 29, 2015

FROM: Jolene Jackson
Special Projects Coordinator

FILE: 5340-01

SUBJECT: Transition from Wastewater Service Requisition to User-Pay System for septage disposal

PURPOSE

To direct staff to draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon, effective July 1st, 2015.

BACKGROUND

On January 13, 2015, the Regional District of Nanaimo (RDN) Board carried the motion for staff to review the Northern Communities Wastewater Service requisition allocated to properties not in community sewer service areas from a user pay perspective.

Sewage from private on-site septic tanks (“septage”) is pumped out, typically every 5 years, and is discharged at one of the RDN septage disposal facilities. Septage is treated at both French Creek Pollution Control Centre (FCPCC) in the north, and Greater Nanaimo Pollution Control Centre (GNPCC) in the south.

The RDN currently recovers the cost of treating septage through a combination of user fees and property tax. The RDN currently charges a user fee for the disposal of septage of \$0.18/gallon. This fee is applied consistently across the RDN. The \$0.18/gallon fee is currently sufficient to cover the cost of treating septage at GNPCC, which currently treats to “primary” standards. The FCPCC treats to “secondary” standard, resulting in a higher cost of treating septage of \$0.23/ gallon. It is important to note that GNPCC is currently being upgraded to “secondary” standards, and the cost of treating septage is expected to increase to be comparable to FCPCC.

The incremental cost (\$0.05/gallon) in the Northern Communities is recovered through a property tax levy, which averages roughly \$8.90/year per property. A property tax has been levied in the Northern Communities to recover the remaining cost of treating the septage for three reasons:

- Septage user fees across the RDN should be consistent,
- RDN rates should be comparable to surrounding areas (for example, Comox Valley Regional District charges \$0.16/gallon vs RDN’s \$0.18/gallon).
- Higher user fees may discourage property owners from pumping out their systems. On site systems that are not pumped out and regularly maintained are more likely to fail and pollute surrounding areas.

In order to keep septage user fees consistent across the RDN, a phasing out of the property tax component in the Northern Communities could be accomplished by increasing the user fee across the RDN to \$0.23/gallon. This approach will keep septage user fees consistent across the RDN.

ALTERNATIVES

1. Direct staff to draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon, effective July 1st, 2015;
2. Provide alternative direction to staff.

FINANCIAL IMPLICATIONS

For 2015, the Wastewater Service Requisition (the treatment costs not recovered by user-fees) for the Northern Community Wastewater Service is \$105,615, and is apportioned among properties that do not have a sewer connection to FCPCC as follows:

Electoral Area 'E'	\$32,551
Electoral Area 'F'	\$31,349
Electoral Area 'G'	\$17,370
Electoral Area 'H'	\$24,345

For property owners in the Northern Community Wastewater Service, the financial implications of a user-pay system will depend upon their property assessment value, the size of their septic-tank, and the frequency at which they pump-out their septic tank.

Keeping these variables in mind, in 2015 a property owner in Area 'H' with a property assessment value of \$340,000 (Area 'H' average) and a 1000 gallon tank that needs to be pumped-out every five years will see very little change:

Property Tax (current):

Disposal user-fees, based on \$0.18/gallon	\$180.00
Estimated property tax over five years (\$8.90/year)	\$44.50
Total	\$224.50

User-Pay:

Disposal user-fee, based on \$0.23/gallon	\$230.00
Total	\$230.00

FCPCC's 2015 Budget currently includes the \$105,615 Wastewater Service Requisition revenue from the Electoral Areas 'E', 'F', 'G' and 'H'. By going to a user-pay system, this revenue will be eliminated and will need to be recovered elsewhere in order to balance the Budget. Transition to a user-pay system will not likely occur sooner than July 1, 2015, following bylaw amendments and notification to haulers and property owners.

To ensure FCPC's 2015 Budget balances, staff recommend reducing the 2015 Wastewater Service Requisition by 50% to \$52,808 and increasing the septage disposal fee to \$0.23/gallon on July 1, 2015. The requisition would be eliminated in 2016. For the Greater Nanaimo Pollution Control Centre, the disposal fee increase will result in an estimated \$60,000 surplus for the 2015 Budget, which will be transferred to reserves and used toward the facility's secondary treatment upgrades.

INTER-DEPARTMENTAL IMPLICATIONS

Finance and Wastewater Services will work together to draft applicable bylaw amendments.

STRATEGIC PLAN IMPLICATIONS

A user-pay system aligns with the Strategic Plan.

SUMMARY/CONCLUSIONS

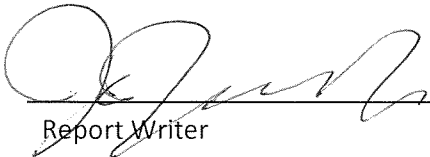
The RDN charges a user-fee of \$0.18/gallon for the disposal of septage at RDN facilities. The cost to treat septage at the French Creek Pollution Control Centre (FCPC) is \$0.23/gallon – meaning that there is a \$0.05/gallon difference. The RDN apportions this difference (the "Wastewater Service Requisition") to all properties in the Northern Community Wastewater Service that do not have a sewer connection to the FCPC. A user-pay system will remove the Wastewater Service Requisition and instead charge all users in the RDN the full cost to treat the septage (\$0.23/gallon).

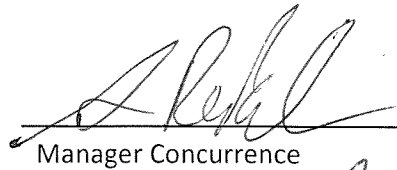
FCPC's 2015 Budget currently includes the \$105,615 Wastewater Service Requisition revenue from the Electoral Areas. By going to a user-pay system, this revenue will be eliminated and will need to be recovered elsewhere in order to balance the Budget. Transition to a user-pay system will not likely occur sooner than July 1, 2015, following bylaw amendments and notification to haulers and property owners.

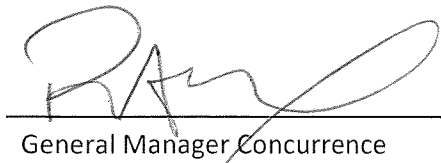
To ensure FCPC's 2015 Budget balances, staff recommend reducing the Wastewater Service Requisition by 50% to \$52,808 and increasing the septage disposal fee to \$0.23/gallon on July 1, 2015. The requisition would be eliminated in 2016. For the Greater Nanaimo Pollution Control Centre, the disposal fee increase will result in an estimated \$60,000 surplus for the 2015 Budget, which will be transferred to reserves and used toward the facility's secondary treatment upgrades.

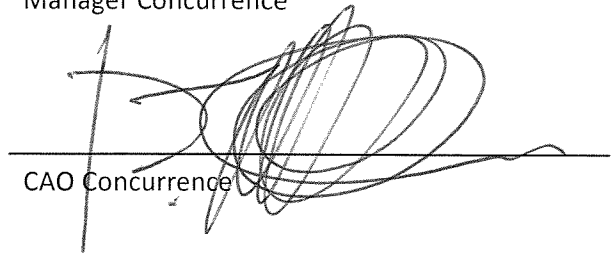
RECOMMENDATIONS

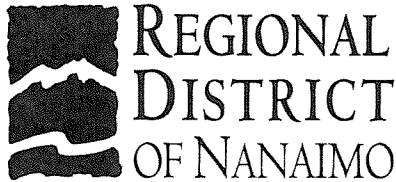
That the Board directs staff to draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon to recover treatment costs, effective July 1st, 2015.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COV	✓
JAN 30 2015	
RHD	
BOARD	

MEMORANDUM

TO: Larry Gardner
Manager of Solid Waste

DATE: January 30, 2015

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5370-00

SUBJECT: Bylaw 1591.05 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw

PURPOSE

To introduce a bylaw to amend "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" to reflect the user fees in the 2015 – 2019 financial plan.

BACKGROUND

The Regional District of Nanaimo’s (RDN) residential garbage and recycling collection program is a compulsory service set up under Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989, and applies to the entire region with the exception of the City of Nanaimo (CON). The program is funded entirely by user fees.

Attached to this report is the bylaw amendment to reflect the user fees applied in the 2015 financial plan.

The Collection Service

The RDN’s curbside service provides weekly collection to over 27,550 households throughout the region, excluding the CON. The collection service is contracted to BFI Canada who operates from a facility in Parksville. Since 2010, single family households receiving curbside service have been sorting their household waste into three material streams: Food Waste which is collected weekly; Garbage which is collected every-other-week; and Recycling which is collected on the alternate week to Garbage.

Collection Weights

In 2014, the collection statistics remained reasonably static when compared with the previous three years. Table 1 shows the weights of materials collected at the curb expressed as kilograms per household. The impact on garbage weights resulting from implementing food waste collection (in 2010) is clear. The drop in recycling weights for 2011 reflects the removal of glass containers from the curbside blue box collection, while the slight weight reduction for 2014 can be attributed to the implementation of the Province’s Packaging and Printed Paper stewardship program which resulted in stricter enforcement of materials accepted at the curb.

Table 1: Curbside Material Collected – Annual Comparison - Kg per household per year

<i>Kg per household/year</i>	2009	2010	2011	2012	2013	2014
Garbage	283	272	177	165	165	167
Recycling	123	121	109	112	109	103
Food Waste	5	23	106	108	107	106

In terms of diversion, 56% of RDN curbside customers’ household waste is being diverted from landfill. The CON reports very similar diversion rates for those serviced by their collection program.

Program Administration

In 2013, the Regional Board gave consideration to the changes made to the Provincial Recycling Regulation and the Board endorsed becoming a collector of Packaging and Printed Paper (PPP) under contract to the new stewardship group Multi-Material BC (MMBC). By signing on with MMBC, the RDN now receives financial incentives to offset the cost of the recycling collection. This new relationship and the receipt of financial incentives took effect May 19, 2014.

ALTERNATIVES

1. Adopt “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05”.
2. Do not amend the bylaw and amend the 2015 financial plan accordingly.

FINANCIAL IMPLICATIONS

The RDN curbside collection program is entirely funded by user fees. These fees are set each year and cover the expenses associated with collection (60%), disposal (20%), program communications (2%), and administration (18%).

Financial incentives from MMBC amount to \$37.25 per serviced household per year. This amount is made up of \$34.00 for the actual PPP collection, and \$3.25 to cover the additional administration and education/outreach obligations we incur by being under contract to MMBC. This administration and education/outreach funding is being used to finance a temporary staff position focused on the MMBC program. The estimated total value of the incentives to be received in 2015 is in excess of \$1 million.

The 2015 user rates in the attached bylaw amendment reflect the receipt of MMBC financial incentives, however the user rates also take into account anticipated increased costs associated with the contracted collection and contract administration.

The annual user fee for weekly food waste collection and bi-weekly garbage and recycling will decrease from \$133.20 charged in 2014 to \$121.50 (discounted prompt payment rates shown). Over 90% of customers take advantage of the prompt payment rate which applies a 10% discount if paid by the due date. The user fee for the service provided to the Town of Qualicum Beach (weekly food waste collection and bi-weekly recycling collection – not garbage) will decrease from \$91.80 charged in 2014 to \$80.10.

STRATEGIC PLAN IMPLICATIONS

The user fees for the solid waste and recycling collection service reflect the costs associated with the contracted collection, disposal, program administration, and education and communications. The curbside program contributes to the region's sustainability goals by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing GHG emissions.

As a result of food waste collection, the 27,550 households served by the RDN's collection program have succeeded in limiting the amount of their household waste going to landfill. In 2014, each household on average sent 167 kg of garbage to the landfill, while 209 kg of food waste and recyclables were diverted from disposal. This performance is mirrored by the CON collection program.

The residential waste sector makes up 25% of the total waste generated in the district; the commercial, industrial, and multi-family sectors account for the bulk of waste generation. The diversion achieved by residents through the curbside programs contributes to the region-wide multi-sector total diversion rate, which is currently 70% of all generated waste.

SUMMARY

The Solid Waste and Recycling Collection Service provides curbside collection to over 27,550 homes (excluding the City of Nanaimo) and is funded entirely by user fees. The 2015 user fee decreases as a result of the Regional District becoming a collection service provider to Multi-Material BC. The user fees cover contracted collection service fees, tipping fees at disposal facilities, administration and communications.


Staff recommends that the Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 be amended to reflect the user fees in the 2015 financial plan.

RECOMMENDATIONS

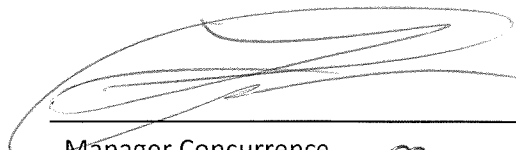
1. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be introduced and read three times.
2. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be adopted.



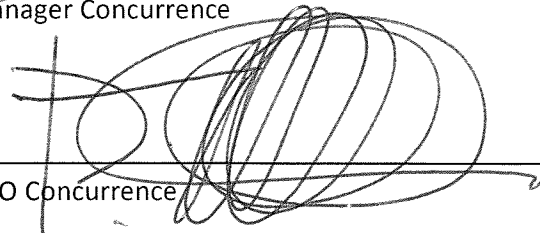
Report Writer



A/General Manager Concurrence



Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.05

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

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

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015".

Introduced and read three times this ___ day of _____, 2015.

Adopted this ___ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'

BYLAW NO. 1591

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (rates rounded for convenience)	Payment after Due Date	Other Charges
Electoral Areas ⁽¹⁾	\$121.50	\$135.00	
City of Parksville ⁽¹⁾	\$121.50	\$135.00	
District of Lantzville ⁽¹⁾	\$121.50	\$135.00	
Town of Qualicum Beach ⁽²⁾	\$80.10	\$89.00	
Recycling Only ⁽³⁾	\$22.50	\$25.00	
Tags for set out of additional Garbage Containers (excluding Town of Qualicum Beach)	-	-	\$2.00 per garbage container
Green Bin food waste containers			\$25.00 ⁽⁴⁾ each \$26.00 ⁽⁴⁾ each

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

(4) Charge for Green Bin food waste container includes taxes. Old stock (model # NPL 280) charged at \$25.00 each. Upon depletion of old stock, charge of \$26.00 each for new stock (model # NPL 280A).



RDN REPORT	
CAC APPROVAL	
EAP	<input type="checkbox"/>
COW	<input checked="" type="checkbox"/>
FEB 04 2015	
RHD	
BOARD	

MEMORANDUM

TO: Larry Gardner
 Manager of Solid Waste

DATE: February 3, 2015

FROM: Sharon Horsburgh
 Senior Solid Waste Planner

FILE: 4320-100-037

SUBJECT: Waste Stream Management License Application–Coast Environmental Ltd.

PURPOSE

To notify the Board that Coast Environmental Ltd., has applied for a Waste Stream Management License for their facility located at 4421 Boban Drive, Nanaimo.

BACKGROUND

In 2005, the Board adopted Waste Stream Management Licensing (WSML) Bylaw No. 1386. This bylaw operates under the RDN Solid Waste Management Plan (SWMP) which defines a regulatory system for the management of all privately operated municipal solid waste and recyclable material operations. The goal of the regulatory system is to ensure proper management of privately operated facilities by specifying operating requirements so as to protect the environment, to ensure that regional and municipal facilities and private facilities operate to equivalent standards, and to achieve the objectives of the SWMP.

License Application Evaluation Process

Under Bylaw No. 1386, staff considers the following matters with respect to facility applications:

- a) Potential risk posed to the environment and/or public health,
- b) Protection of the environment,
- c) Comments from the host municipality relating to compliance with local zoning or other bylaws that may affect a facility design and/or operating plan,
- d) Comments from persons who consider themselves adversely affected,
- e) Compliance with the RDN Solid Waste Management Plan,
- f) Compliance by the applicant with the requirements to pay fees and report quantities received and stockpiled.

Public Notification Process

Once all requirements under the WSML bylaw are completed and evaluated to the satisfaction of the General Manager, the General Manager may issue a facility license with terms and conditions that may be necessary to protect the environment and to achieve the objectives of the bylaw and the SWMP.

With respect to comments from persons who consider themselves adversely affected, the WSML bylaw requires facility operators to notify the public of their application through advertisements in the local newspaper and visible signage at the facility property line. The public has 45 days from the date of posting to contact staff with their concerns. Staff will then convey these concerns to the applicant and allow the applicant to respond. Although there is no requirement in the bylaw to notify the Board, staff informs the Board when a facility license application is submitted for evaluation.

Coast Environmental Ltd., Application

Coast Environmental Ltd. has submitted a facility license application for evaluation. Coast Environmental Ltd. is located at 4421 Boban Dr., Nanaimo. The City of Nanaimo has determined that conventional I2 zoning does not apply to 4421 Boban Dr., Nanaimo, as it falls under a Land Use Contract that allows for a waste transfer station on this property.

Coast Environmental Ltd. has occupied the site since 2008, and has a valid business license with the City of Nanaimo for a pump and haul facility to handle septage and waste water.

Coast Environmental Ltd. has applied to handle the following quantities of solid waste and recyclable materials that are outlined in Table 1 below:

Table 1: Materials and Maximum Quantities

Material Type	Maximum Tonnes On Site	Average Tonnes Per Month	Average Tonnes Per Year
Roofing Materials	25	170	2,040
Demolition Waste	30	420	5,040
Wood Waste	10	200	2,400
Drywall	30	100	1,200
Concrete/Bricks/Rubble, Ceramics	10	50	600
Cardboard/Paper	2	85	1,020
Metal	5	85	1,020
Yard Waste	10	400	4,800
Food Waste	15	250	3,000
MSW (Municipal Solid Waste)	25	500	6,000
Total	162	2,260	27,120

Coast Environmental Ltd. hosted a public information session on November 10, 2014 which was attended by five individuals. Two written responses have been received by staff. One response is from a WSML license holder who owns property adjacent to 4421 Boban Dr., Nanaimo, and the second written response is from a consultant retained by that WSML licensee who outlined their concerns regarding odour, traffic and inconsistent zoning requirements. Coast Environmental Ltd. responded to these concerns outlining all material will be managed within a building and that a biofilter has been installed to manage odours. The applicant has stated that traffic volumes are not expected to change from that of past activity at the site.

To ensure materials are recycled as specified in Coast Environmental Ltd.'s WSML application, materials accepted for recycling or recovery are not permitted to be disposed of by landfilling or incineration. Any change to the intended fate of the materials, requires prior written approval by the General Manager.

Furthermore, the General Manager may require the Licensee to conduct a waste composition study of materials accepted at the site in accordance with ASTM E889 – 82 Standard Test Method. On the basis of such a study, the General Manager may restrict the acceptance of materials, set maximum contamination levels, or require additional sorting or recovery of materials.

Based on complaints, or future concerns brought to the attention of the General Manager the Licensee may be required to retain the services of a third party qualified professional to undertake a traffic management study or odour study and carry out any improvements recommended by the qualified professional. Additionally, if concerns are raised and verified, the General Manager may impose additional requirements where sufficient cause exists in accordance with Article 4.2 of WSML Bylaw No. 1386.

The WSML conditions are designed to provide assurance to the neighbouring community that the General Manager has the authority under WSML Bylaw No. 1386 to require Coast Environmental to mitigate any potential issues associated with its operation in a timely manner.

ALTERNATIVES

No alternatives are presented in this report as it is being submitted for information.

FINANCIAL IMPLICATIONS

Coast Environmental Ltd. has provided the RDN with a security deposit in the amount of \$16,230 as a guarantee to be used for site cleanup should the business cease to operate and materials are abandoned on site.

INTERGOVERNMENTAL IMPLICATIONS

Regional District staff have received confirmation of zoning approval and business licensing from the City of Nanaimo.

STRATEGIC PLAN IMPLICATIONS

The WSML Bylaw is part of the region's Zero Waste strategy and is an integral part of our goal to divert waste from the landfill. Diverting material away from the landfill and into recycling contributes to the region's strategic plan by saving expensive landfill capacity as well as reducing greenhouse gas emissions.

SUMMARY/CONCLUSIONS

In 2005, the RDN Board adopted Waste Stream Management Licensing (WSML) Bylaw No. 1386. This bylaw operates under the RDN Solid Waste Management Plan which defines a regulatory system for the management of all privately operated municipal solid waste and recyclable material operations. The intent of the WSML regulatory framework is to set a high standard of operation for waste management facilities in the RDN. This Bylaw provides the General Manager with the authority to impose additional conditions to mitigate any potential issues that may arise from the community, in relation to waste facilities licensed under Bylaw No. 1386.


This report is to inform the Board that Coast Environmental Ltd., has applied for a facility license under Bylaw No. 1386. Staff are in the process of conducting a technical assessment of the application and will be taking into consideration comments received from community stakeholders. Staff will be providing a recommendation to the General Manager based on the technical merit of the applicant's facility Operating Plan, which provides details on how it proposes to mitigate any potential environmental impacts.

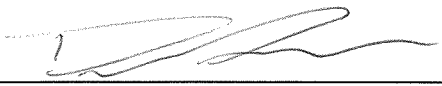
The subject property is located at 4421 Boban Dr., Nanaimo, and is zoned appropriately. The land use is designated as part of a Land Use Contract and the surrounding lands are light Industrial (I2) and residential. Transfer station operations similar to Coast Environmental Ltd.'s application are typically located in I4 zoning, which is designated Heavy Industrial. At this particular site, Coast Environmental Ltd. will be required to keep all materials stored in a building prior to transportation in order to comply with the City of Nanaimo's Zoning regulation.

RECOMMENDATION

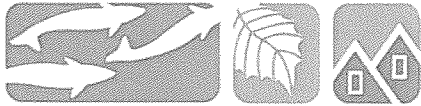
That the Board receive the report on the Waste Stream Management License application from Coast Environmental Ltd.


Report Writer


Manager Concurrence


A/General Manager Concurrence


CAO Concurrence



englishman river
WATER SERVICE

**MINUTES OF THE REGULAR MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON THURSDAY, NOVEMBER 13, 2014 AT 1:00 PM
AT THE PARKSVILLE COMMUNITY CONFERENCE CENTER**

Present:

Director J. Stanhope, Chair	Regional District of Nanaimo
Director G. Holme	Regional District of Nanaimo
Chris Burger	City of Parksville
Councilor Marc Lefebvre	City of Parksville

Also in Attendance:

Paul Thorkelsson	Regional District of Nanaimo
Randy Alexander	Regional District of Nanaimo
Gerald St. Pierre	Regional District of Nanaimo
Fred Manson	City of Parksville
Mike Squire	City of Parksville
Rebecca Graves	Recording Secretary

CALL TO ORDER

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

DELEGATIONS

MINUTES

MOVED Director Holme, SECONDED Director Burger, that the minutes from the meeting of the Englishman River Water Services Management Board held May 16, 2014, be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Burger, that the minutes from the meeting of the Englishman River Water Services Management Board held June 5, 2014, be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Burger, that the minutes from the meeting of the Englishman River Water Services Management Board held June 24, 2014, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

ERWS Treatment Plant Expansion – Redefining Project Scope and Phasing Report and Executive Summary (Presentation by Paul Wobma, CH2M Hill)

CH2M HILL presented an overview of the Phasing Options performed in conjunction with ERWS. Purpose of the Phasing Options was to consider re-scoping the project into phases to minimize impacts to the local residents and businesses (water rates) and development cost charges.

The preliminary design option has identified a 24 ML/d Water Treatment Plant (WTP) to be constructed by 2016. The capacity of the WTP is based on water demand projections that include a 25% safety factor. The design includes flexibility to expand as demand increases.

Water demands in the Parksville and Nanoose are increasing. The existing river intake capacity is limited to 12.2 ML/d. The existing ERWS wells have a maximum capacity of 11.8 ML/d. In addition, the aquifer is being accessed by wells outside of ERWS. It is anticipated that the number of wells accessing the aquifer will continue to increase. This will reduce the capacity of the aquifer over time and stresses the importance of reducing ERWS's reliance on groundwater.

Four options were reviewed, with selection of the best phasing option based on technical and cost criteria. The purpose of the options review was to determine if there is a better approach than the option identified in the Preliminary Design Report.

The four phasing options were based on a phased approach; Phase 1 to a capacity of 16 ML/d by 2016 (without an industry standard safety factor) to meet regulatory requirements and a budget of approximately \$20M; Phase 2 expansion to a capacity of 24 ML/d (to match the scope in the Preliminary Design Report) by 2026, based on existing demand. All options include maintaining the existing yield of 11.8 ML/d of the wells going forward (same as the Preliminary Design Report).

As part of the phasing options, the existing intake location was considered as a possible location. This location was considered not suitable due to the limited capacity of the existing intake and an unsuitable neighbourhood for a new facility.

Phasing Options 1 and 2 do not include any filtration and no factor of safety on future water demand projections.

Phasing Option 1: 16 ML/d of disinfection with corrosion control. Allows phase 1 infrastructure to be re-used as part of future expansion and results in improved operation of the distribution system by mixing groundwater and surface water at the reservoirs (rather than in the transmission mains). Negatively, this option does not meet Island Health requirements, limited to summer operation only, and would result in 1.5 years for adding filtration in the future.

Phasing Option 2: 16 ML/d of disinfection with corrosion control and chemical facility. Similar advantages to option 1 but defers most of the infrastructure to Phase 2. This results in 2.5 years for adding filtration in the future.

Phasing Options 3 and 4 include filtration and no factor of safety on future water demand projections. Filtration can be provided by smaller packaged filtration systems but these are only cost effective up to 16 ML/d. As such, an engineered filtration system is considered the most suitable option for ultimate build out.

Phasing Option 3: 16 ML/d of disinfection, 8 ML/d of filtration, and temporary partial transmission main routing. This option meets of Island health requirements, allows for year round operation, and provides a quick (5 month) expansion to increase to phase 2 capacity. Negatively, this option will result in higher costs for integrating phase 1 and 2, operational complexities related to blending, abandoning of the temporary transmission main on Martindale Rd., deferral of certain portion of the transmission mains, and 1.5 years to implement phase 2.

Phasing Option 4: 16 ML/d of disinfection, 8 ML/d of filtration, and all transmission mains. This option has the same advantages as option 3 but has a higher cost related to build out of the transmission mains.

The four options were evaluated based on the following primary criteria: water quality, technical considerations, social considerations, natural environmental considerations, and economic considerations. The options were evaluated against each criteria on a relative basis, resulting in a weighted score.

After evaluating the benefits and costs, Phasing Option 4 was identified as the best value for ERWS. All of the options evaluated had a higher cost than the options identified in the Preliminary Design Report. Therefore, the recommendation is to proceed with the option identified in the Preliminary Design Report.

Financial Feasibility Analysis of Reduced Project Scope Options (Fred Manson, CAO – City of Parksville)

Fred Manson presented the report and stated that the optimal solution is the full project as described by Plan A, assuming grants are available. The plan meets all the requirements for capacity, treatment and distribution.

As grants decrease the financial risks of the pre-design increase, to the extent that eventually the phased options becomes the preferred option, they all offer a significantly reduced financial risk compared to that of the pre-design report preferred option, resulting from the debt requirements being spread over a longer time period.

As the financial impacts of the four Phased options are so similar, phased option 4 is recommended, assuming no grants, as it best meets the City's capacity, treatment and supply requirements. Overall recommendation is to wait to hear from the Federal/Provincial Government to see if the grants are available for the Pre-Design Report, the full project.

Marc Lefebvre questioned what the taxpayer would have to pay under Phase 4 option and how optimistic are we that we would get an extension by Island Health for the December 31, 2015 requirement?

Island Health have indicated to us that as long as we have a good plan going forward and meeting operating requirements they would consider an extension.

Chris Burger commented that the Plan we have presented is the optimal plan going forward. We have not been denied any funding requests to date. Chris Burger mentioned he had a conversation with Minister Duncan and that he commented that our request for third funding seemed reasonable but the Federal government can't provide funding until the Provincial government was ready with their intake process.

ADDENDUM

ERWS Water Intake and Treatment Plant Phasing Options Report (Randy Alexander, GM – Regional Community & Utilities)

Randy Alexander reviewed the report and based on the results of the phasing options analysis the ERWS Management Board made recommendations.

MOVED Director Lefebvre, SECONDED Director Holme, that the CH2MHill presentation to the ERWS Board, dated November 13, 2014 be received.

CARRIED

MOVED Director Holmes, SECONDED Director Holme, that staff continue with project development based on the Predesign Report scope of work, subject to receiving significant government funding by May 31, 2015.

CARRIED

MOVED Director Holmes, SECONDED Director Holme, that in the event that government funding is not awarded by May 31, 2015, the ERWS Management Board approve the reduced scope phased Option 4 as outlined in the presentation prepared by CH2M Hill on November 13, 2014.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments.

Rick Van Heuser asked why, when he had gone to the water department he was told they were not taking water out of the river? Mike Squire replied that at that time the intake was probably closed off for the winter.

Charlie Stone questioned if it would reduce cost if the membranes were bought at the beginning? Paul Wobma replied that that option was looked at.

Doug O'Brien asked for clarification on a budget cost slide that was presented.

Dwayne Round asked why the ASR was not mentioned in the presentation and what happened to the \$2.6 million grant from the government? Mike Squire commented that ASR is not part of CH2M project scope. ASR is a separate contract that Associated Engineering started and is now in second stage review with Koer's and Lowen Engineering. The grant money will be used up in the Claudet Road investigation program.

Peter Law asked if a public presentation could be done of Appendix D and Appendix J? Mike Squire commented that it was summarized when the Predesign Report was concluded. To have that presentation in full detail we are currently having a discussion with DFO.

Roy Plotniko questioned if it was 2008 that Island Health gave the directive for the water treatment plant? Mike Squire replied he thought it was 2009.

Doug O'Brien questioned of the \$40 million, how much has been allocated for the ASR project? Mike Squire replied that the report by Associated Engineering in 2011 showed \$2.6 million.

Charlie Stone asked how much would it cost to investigate only pulling water out of the river without filtration? Chris Burger replied that that is the concept of ASR to capture the water and store the water and those costs are mentioned in option 1.

Dwayne Round asked what happened to the arsenic contaminated water that came from the failed ASR experiments? Mike Squire replied that the ASR at Kaye road didn't fail but what we looked at was the feasibility to build a water main in that area. Arsenic is a natural mineral and the aquifer agitated the wells in that area.

Alex Kobelak inquired as to what stage the testing and sustainability of the aquifer system was at? Mike Squire replied that with the aquifer storage and recovery investigation we need to progress step by step and with any geotechnical or hydrogeology, it's a science that needs to be proven and it takes time. It has progressed to the point where the next phase of the investigation is to be closer to the water treatment facility. The next available area is Claudet road which is currently under investigation.

Leanne Salter asked for clarification if there is ammonia gas in the aquifer and if it is being pumped out at Claudet road? Mike Squire commented that nothing is being pumped out of Claudet road at this time and that ammonia gas is naturally occurring in that well.

Doug O'Brien questioned if there were more options for storage other than the ASR, such as upstream storage or even raising the dam? Mike Squire commented that even if the dam was raised it would not provide more storage. ASR is completely different than watershed storage as it is harvesting water when we have an abundant supply in the winter time. Reducing our peak summer demands on the Englishman River then there is more available water for fish.

Dwayne Round questioned the feasibility of putting a monitoring device on the wells at Martindale road? Mike Squire replied that the province has been asked to look at that area but have not received any word back to date.

ADJOURNMENT

IN CAMERA

MOVED Director Holme, SECONDED Director Lefebvre, that pursuant to Section 90, the meeting proceed to an In Camera meeting for discussions relating to Land Acquisitions.

NEXT MEETING

ADJOURNMENT

The meeting was adjourned at 2:20 PM.

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

CARRIED

J. Stanhope, Chairperson

**REGIONAL DISTRICT OF NANAIMO
REGIONAL SOLID WASTE ADVISORY COMMITTEE MEETING
HELD ON THURSDAY, DECEMBER 11, 2014
BOARD CHAMBERS**

Present:

Joe Stanhope	Chair, RDN Director	Michael Recalma	Qualicum First Nation
Frank Van Eynde	Member at Large	Al Cameron	Town of Qualicum Beach
Jan Hastings	Non Profit Representative	Charlotte Davis	City of Nanaimo
Jim McTaggart-Cowan	Member at Large	Glenn Gibson	Island Heath
Kevin Arnold	Waste Management Industry	Rod Mayo	Institutional Waste Generator
John Finnie	Member at Large	Brian Dietrich	Member at Large
Craig Evans	Member at Large	Gerald Johnson	Member at Large
Ellen Ross	Member at Large	Michele Green	Member at Large
		Amanda Ticknor	Member at Large

Also in Attendance:

Larry Gardner	Manager of Solid Waste, RDN
Sharon Horsburgh	Senior Solid Waste Planner, RDN
Daniel Pearce	A/GM Transportation & Solid Waste Services, RDN
Rebecca Graves	Recording Secretary, RDN
Paul Thorkelsson	CAO, RDN

Regrets:

Chief & Council	Nanoose First Nation
Chief & Council	Snuneymuxw First Nation
Jeremy Jones	Business Representative
Wally Wells	Business Representative
Ed Walsh	Waste Management Industry
Fred Spears	District of Lantzville
Al Leuschen	Ministry of Environment
Karen Muttersbach	Environment Canada
Al Metcalf	City of Parksville
Ed Walsh	Waste Management Industry

CALL TO ORDER

The Chairperson called the meeting to order at 5:25 pm.

INTRODUCTIONS

L. Gardner welcomed the committee members and round table introductions were done by individual committee members.

MINUTES

MOVED F. Van Eyde, SECONDED J. McTaggart-Cowan, that the minutes from the meeting of the Englishman River Water Services Management Board held October 8, 2014, be adopted.

CARRIED

SOLID WASTE MANAGEMENT PLAN (SWMP) PROCESS & EVALUATION OF OPTIONS (L. Gardner)

L. Gardner gave a brief presentation which included an overview of the process and evaluation of options.

SWMP CONSULTATION PLAN (M. Walker & Associates)

M. Walker gave a presentation on the consultation process for Solid Waste Management Plans and its three stages. Stage 1 includes an assessment of the existing system, Stage 2 develops and evaluates options and strategies for the future and Stage 3 to obtain community feedback on preferred options and then finalize plan.

The consultation plan components include a public and technical advisory committee(s), public and stakeholder consultation, First Nations consultation and Municipal consultation.

G. Johnson asked what the committee members should do if they are approached by residents and Rate Payers Associations that may request a presentation? Who should they ask?

L. Gardner commented that we do encourage committee members to talk to the community and inform them on the discussions that take place at these meetings but any press enquiries should be directed to RDN staff and if any presentations are requested to inform RDN staff.

F. Van Enyde questioned if the Residents Association's want a presentation can we make them aware of what we are doing? Would we consider doing that or at least could the directors receive copies of the meeting minutes so they are aware of what is discussed?

L. Gardner commented that we would be willing to provide presentations to community groups that are interested. The RDN will be conducting extensive consultation as this is a regulatory requirement of the Plan review process.

J. Hastings enquired on the process of developing the plan for our consultation and communications plan if that would happen tonight or if at least a better understanding on how we would approach the plan?

M. Walker commented that we would at least come up with a consultation framework.

J. McTaggart-Cowan questioned how do we control the online survey so there isn't a particular group flooding the comments?

M. Walker clarified that the on line survey is only meant to test the waters and is a piece of information to help inform the process.

C. Evans commented that at this stage he recommends having more preliminary meetings with associations or community groups and reach out and engage the public as soon as possible.

J. Hastings remarked that people are really interested and should be educated first before making decisions. Does not believe we should have our first collaboration before we are selecting options.

A. Ticknor questioned in regards to Stage 1 is the survey available to view on line?

M. Walker replied that the survey is available for comments and that the draft newsletter will be sent out to homes and will be available on-line.

C. Evans reiterated that in Stage 2 he feels it would be beneficial to have the information displays and public service announcements to the public and have the dialogue start rather than in Stage 3.

J. McTaggart-Cowan mentioned that he believes it is the role of the committee members to bring that communication to various groups and present the information back to the group.

J. Finnie agreed that public meetings tend to bring people in and have them be heard. By the time you get to Stage 3, a lot of people in the public will be saying you've already made the decisions.

M. Walker commented that there is room for all ideas and the general public does want to be educated. Part of the committee's role is to represent the voice of the community and we need to bring that out.

PRIORITIZING THE ISSUES (S. Horsburgh)

S. Horsburgh gave an overview of the presentation which included putting the SWMP review in context, today's reality and underlying challenge, strategic planning approach to decision making, prioritizing the issues exercise and the next steps involved. Stage 2 of the plan review will involve five key elements which include issue identification, public interests, internal and external stakeholders, key messaging, media and evaluation.

J. McTaggart-Cowan questioned the waste success over the years of 2004 – 2012, what is the gross total in all the categories?

S. Horsburgh answered that the total waste diversion was broken down into categories based on WSML reporting and landfill data. The data is included as an appendix in the Stage 1 report. The 2012 Waste Composition Study helps us to understand where the greatest diversion has been achieved.

L. Gardner replied that what was provided was a composition study of what was and is in the waste stream, but what wasn't presented is the waste generation prediction for the future. Future predictions and any information needed can be compiled together and presented at next meeting.

S. Horsburgh invited the committee to do a table top exercise to prioritize the issues that are marked on the posters and a review would follow.

A. Ticknor questioned if the table top exercise would be available online to further comment?

S. Horsburgh replied we can look at that it could be made available.

J. Hastings questioned when this plan was developed, and the landfill bans were implemented was it anticipated that increased diversion would result in shrinking landfill revenue? If so, what is the thinking that can guide future budget planning?

L. Gardner referred to some of the earlier discussion and work that has seen waste being exported off island because of increasing tipping fees in the region.

J. Finnie commented that when he was involved with Solid Waste this discussion about what's going to happen when the tipping fees increase and are not sustainable. The reaction by the public will be they will not want to pay and how will they dispose of their waste?

OTHER

L. Gardner noted that M. Walker will provide a recommended consultation framework and it will be available electronically. The plan is to have that framework available to adopt at our next meeting.

L. Gardner also mentioned that the RDN will provide a report to the Board early in the New Year regarding potential to reduce tipping fees to stabilize our revenue. This will be done while the management plan is being worked on.

G. Gibson questioned if the capacity at the Regional Landfill is able to accept an increased in percent of waste?

L. Gardner replied that we are not trying to attract garbage flow into the landfill but rather trying to adjust the fee to help to stabilize the industry.

J. Hastings asked what is the time frame attached to this recommendation?

L. Gardner commented that it would be up to the Board.

C. Evans enquired why not leave the tipping fee the same and ask the haulers to haul it away and pocket the difference rather than landfill the waste?

L. Gardner replied if we can stabilize it then we can make rational decisions for the future because it has implications to affect what we've achieved to date and also the loss of tonnage has an economic impact on local jobs vs jobs elsewhere. One concern is that there is such a disparity in fees, if we wait a year to figure things out there maybe no opportunity to change things back.

J. McTaggart-Cowan commented on lower the fees for industry but not for the public. If you reduce in one category you need to reduce for others.

A. Cameron questioned in regards to the commercial haulers, would you take other haulers from other areas if the tipping fee is reduced?

L. Gardner replied that our bylaw doesn't allow us accept material from out of district. But in terms of reduction, for commercial waste haulers, we are contemplating a reduced tipping fee for large generators.

D. Pearce commented that it's important to state that we don't encourage more garbage to the landfill but determining where we are going with zero waste.

ADJOURNMENT

The meeting was adjourned at 7:40pm.

CHAIRPERSON

DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, JANUARY 22, 2015 AT 12:00 NOON IN THE RDN COMMITTEE ROOM

Present:

Director T. Westbroek	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director B. Rogers	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Director M. Lefebvre	City of Parksville
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

D. Pearce	A/Gen. Mgr, Transportation & Solid Waste Services, RDN
J. Logan	Superintendent, Transit Planning & Scheduling, RDN
M. Moore	Senior Regional Transit Manager, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
G. Foy	Traffic & Transportation Planning Engineer, CON
F. McFarlane	Recording Secretary, RDN

CALL TO ORDER

The meeting was called to order at 12:00 pm by the Chair and introductions were made.

MINUTES

MOVED Director Stanhope, SECONDED Director Lefebvre that the minutes of the regular Transit Select Committee meeting held September 18, 2014 be adopted. CARRIED

CORRESPONDENCE

Myrna Moore, BC Transit, re Partnership with Regional District of Nanaimo.

D. Pearce briefly outlined the Annual Partner Communications Calendar key processes.

Myrna Moore, BC Transit, re Regional District of Nanaimo Letter Request to BC Transit for Consideration of the Comox Valley Transit Service Being Extended into Electoral Area 'H'.

BC Transit has commenced the process to engage the services of a consultant to investigate and analyze the potential for transit services between key regional centres across Vancouver Island. This will explore service options to connect EA 'H' with the Comox Valley Regional District.

MOVED Director Stanhope, SECONDED Director Lefebvre that the above correspondence be received.

CARRIED

REPORTS

Transit Select Committee Terms of Reference.

D. Pearce reviewed the Transit Select Committee Terms of Reference (TOR). Director Stanhope suggested that fiscal responsibilities be included in the TOR. Director McKay proposed looking at options that would allow private operators to work in conjunction with the Nanaimo Transit system. P. Thorkelsson noted that the Transit System is a partnership with BC Transit and any relationships to other systems is directed by the Transit Select Committee through the RDN Board.

MOVED Director Lefebvre, SECONDED Director Stanhope that the Transit Select Committee Terms of Reference be amended to accommodate discussion with all items that are included on the agenda.
CARRIED

[Broke for lunch at 12:30pm and reconvened at 12:40pm.]

Future Plan and Executive Summary.

D. Pearce provided a PowerPoint presentation of the Transit Future Plan. Director Bestwick requested that staff report on the cost per service hour rather than the cost per bus.

MOVED Director Bestwick, SECONDED Director Young that staff provide a report outlining costs per bus per service hour and figures regarding cost recovery.
CARRIED

D. Pearce noted that, to date, the new CNG buses have saved approximately \$300,000 in fuel costs and have reduced maintenance costs.

[1:00pm Director Bestwick left the meeting.]

Regional District of Nanaimo/Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding.

D. Pearce reviewed the report and noted that School District No. 68 (Nanaimo-Ladysmith) and Vancouver Island University would be included in any discussions.

MOVED Director Stanhope, SECONDED Director Lefebvre that the RDN and CVRD Service Discussion Report Memorandum of Understanding be received for information.
CARRIED

[1:05pm Directors Hong and Yoachim left the meeting.]

Overview of RDN Google Transit Planning.

In response to the motion by Director Anderson from the September 18, 2014, Transit Select Committee meeting, D. Pearce provided an update regarding the progress of Google transit on the RDN work plan. J. Logan gave a demonstration on how the Google trip planner works. Director Lefebvre requested the staff attend the March 2nd City of Parksville Council Meeting to provide a demonstration and to answer any questions.

MOVED Director Stanhope, SECONDED Director Young that the verbal report be accepted.
CARRIED

NEW BUSINESS

Extension of Transit Service to the Qualicum First Nation Reserve

MOVED Director Veenhof, SECONDED Director McKay that staff be directed to work with BC Transit and the Qualicum First Nation on a one month trial to extend transit to the reserve via Route 99 and that staff report back to the Transit Select Committee on the results of the pilot. CARRIED

Extension of Transit Service to Electoral Area 'H' and Courtenay

MOVED Director Veenhof, SECONDED Director Rogers that staff be directed to work with BC Transit and the Area Director to examine all opportunities to efficiently and effectively connect the Regional District of Nanaimo and the Comox Valley Regional District public transit service. CARRIED

ADJOURNMENT

MOVED Director Lefebvre that the meeting be adjourned. CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Tuesday, March 3, 2015, in the RDN Committee Room.

CHAIRPERSON

TO: Paul Thorkelsson
CAO

DATE: January 14, 2015

FROM: Daniel Pearce
General Manager, Transportation & Solid Waste Services

FILE: 2240-01

SUBJECT: RDN and CVRD Service Discussion Report Memorandum of Understanding

PURPOSE

To bring forward the *RDN and CVRD Service Discussion Report (Exploring Interregional Service Memorandum of Understanding)* for information.

BACKGROUND

At the September 30, 2014 Regular Board meeting, the Board adopted a motion “that staff be directed to work with School District 68, Vancouver Island, the Town of Ladysmith and BC Transit to work toward options for providing transit service to students travelling between Nanaimo and Ladysmith Secondary schools.”

The Regional District of Nanaimo (RDN), BC Transit and the Cowichan Valley Regional District (CVRD), have signed a Memorandum of Agreement to undertake a Service Discussion Report to explore the feasibility of an interregional transit service between the RDN and Cowichan Valley (*Attachment A*). The objective of the report is to complete a high level market analysis of the potential for transit riders between the two centres and to identify potential service models, which could be adopted to provide the service in the most cost effective and efficient manner. This Memorandum of Understanding outlines the project objectives and scope of work including the work plan, roles and responsibilities and the project schedule.

The primary study area of the report will include the Town of Ladysmith, Cedar, Cassidy, Nanaimo Airport and North Ladysmith. The report will also consider the demand for ridership between the RDN and the CVRD, the potential connection hubs between Nanaimo and Duncan, and the demand for connecting these hubs within each respective transit system.

The key project objectives are to:

- support the Goals and Vision of the RDN and CVRD Transit Future Plans;
- understand transit ridership potential between key origins and destinations including, but not limited to, downtown Nanaimo, Cedar, Cassidy, Ladysmith, Nanaimo Airport, Vancouver Island University and between the Town of Ladysmith and Duncan;

- evaluate opportunities using the existing transit resources available within each region to deliver a conventional transit service solution on fixed routes and schedules;
- develop and recommend transit service options, including operational plan and fleet required to transition existing transit systems to the proposed vision, including identifying recommendations on priorities and phasing; and,
- prepare an implementation action plan for the RDN and CVRD, to summarize the above tasks for service improvements and recommended a course of action.

The project working group will include RDN staff, BC Transit staff and CVRD staff. Additionally, Vancouver Island University staff and School District 68 staff will be included in key discussions.

The Service Discussion Document is scheduled to be presented to the Board in October 2015.

FINANCIAL IMPLICATIONS

Costs associated with the Service Discussion Review process and report will be covered by BC Transit.

STRATEGIC PLAN IMPLICATIONS

The RDN and CVRD Service Discussion Report MOU aligns with the Strategic Goal and Action Items to “support increased rail, marine, and air transportation between the region and other areas.”

SUMMARY / CONCLUSIONS

The Regional District of Nanaimo, BC Transit and the Cowichan Valley Regional District, have signed a Memorandum of Agreement to undertake a Service Discussion Report to explore the feasibility of an interregional transit service between the RDN and the Cowichan Valley.

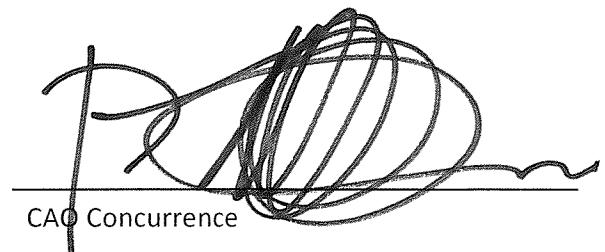
The plan study area will include Nanaimo, Electoral Area ‘A’ and the CVRD. The report will consider the demand for ridership between the RDN and the CVRD, the potential connection hubs between Nanaimo and Duncan, and the demand for connecting these hubs within each respective transit system.

RECOMMENDATION

That the RDN and CVRD Service Discussion Report Memorandum of Understanding be received for information.



Report Writer



CAO Concurrency

APPENDIX A

Regional District Nanaimo and Cowichan Valley Regional District Service Discussion Report Exploring Interregional Service Memorandum of Understanding December 2014

1.0 Introduction

BC Transit, in collaboration with the Regional District of Nanaimo (RDN) and the Cowichan Valley Regional District (CVRD), is proposing to undertake a Service Discussion Report to explore the feasibility of an interregional transit service between the two regional centres. The objective of the report is to complete a high level market analysis of the potential for transit riders between the two regions to confirm if a sustainable business case exists and to identify potential service models, associated costs, customer fares and timing that could be adopted to provide conventional, and potentially custom, transit services in a cost effective and efficient manner. This Memorandum of Understanding outlines the project objectives and scope of work including the work plan, roles and responsibilities and the project schedule.

BACKGROUND

Over the past two years, BC Transit has completed a long-term transit strategy (Transit Future Plan) with the RDN and the CVRD. The long-term transit strategies envision what the community's transit network should look like 25 years from now and describe what priorities, infrastructure and investment are needed to get there. Each of the region's strategic priorities includes strategies to introduce interregional transit services.

Summary of Key Project Objectives

- Supports the Goals and Vision of the RDN and CVRD Transit Future Plans
- To understand transit ridership potential between key origins and destinations including, but not limited to: downtown Nanaimo, Cedar, Cassidy, Ladysmith, Nanaimo Airport, Vancouver Island University, BC Ferry terminals, regional hospitals, other regional shopping and employment centres and between the Town of Ladysmith and Duncan.
- Evaluate opportunities using the existing transit resources available within each region to deliver a conventional transit service solution on fixed routes and schedules, and as a secondary deliverable evaluate potential custom transit service connections.
- Develop and recommend transit service options, including operational plan and fleet required to transition existing transit systems to the proposed vision, including identifying associated hours and costs along with recommendations on priorities and phasing
- Review fare options of both regions and provide fares strategies which could be considered for new connecting services.



- Prepare an implementation action plan for the RDN and CVRD, to summarize the above tasks for service improvements and recommend a course of action.

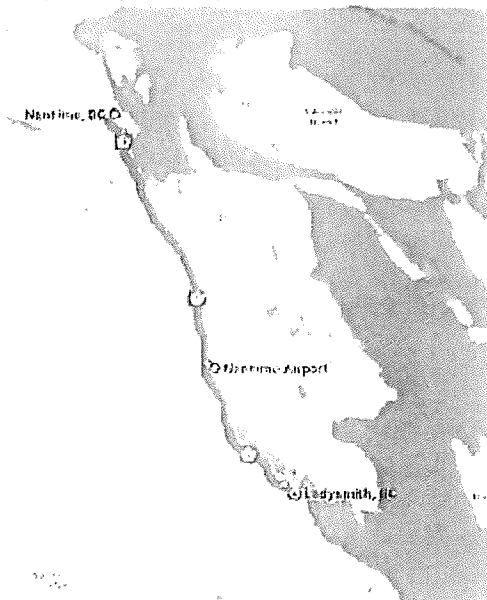
2.0 Scope of Work

Plan Study Area

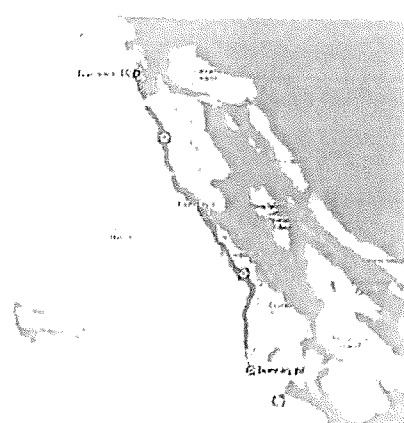
The primary interregional study area is outlined in Map 1 below and includes the Town of Ladysmith, areas South of South Parkway Plaza, including Cedar, Cassidy, Nanaimo Airport, and North Ladysmith.

A secondary study area (see Map 2 below) is also to be considered in the report to determine the demand for transit ridership between the Regional District of Nanaimo and the Cowichan Valley Regional District, the potential connections between the primary transit hubs in Nanaimo and Duncan, and the demand for connecting to these hubs within each respective transit system.

Map 1: Primary Interregional Study Area



Map 2: Secondary Interregional Study Area



Work Plan

A work program will be developed to analyse the potential market and evaluate the application of interregional service concepts to determine potential ridership, costs and other aspects of the service. This is to ensure that an interregional service is a viable service expansion option for each region. The work program should include, but should not be limited to, the following tasks:

1. Project Initiation – to confirm scope and service models to be considered and proposed work program with the project working group consisting of representation from the RDN, CVRD and BC Transit and any consultant that may be engaged by BC Transit
2. Assemble and review background material – including:
 - Past studies and reports
 - Specific area demographic data to determine high transport need (age, socio economic status, car ownership etc.)
 - Origin and destination data including Journey to Work trip zones
 - Vancouver Island University, student postal code information
 - School District 68 (Nanaimo Ladysmith) strategic planning reports, with future student enrolment predictions
 - Data from existing commercial travel operators providing similar service opportunities
 - Information—where it exists—of major employer or travel need information, such as potentially Airport or Island Health staff shifts and travel locations, dialysis locations and travel needs, etc.
 - Existing transit data for each region, and comparative (peer) transit data of similar type services operating on Vancouver Island and across British Columbia
 - Proposed reinstatement of passenger rail service on the Vancouver Island E&N corridor
3. Brief review of existing services – to identify transit system performance, options for potential reallocation of existing services where feasible and highlight areas not served by the existing service.
4. Summary and assessment of all background and current transit services data to quantify likelihood of potential ridership and expected impact if an interregional service is to be implemented. This may include surveying as required to obtain up-to-date information.
5. Service options – to identify alternatives to be evaluated, there is a wide range of transit services operating in interregional areas across British Columbia. These range from more simplistic service models of alignment of schedules at regional boundaries, to more complicated interregional service models where services expand beyond regional boundaries and discrete interregional cost sharing arrangements are developed.
6. Operating cost estimates – to define annualized operating costs of transit operations for each alternative, with possible partnership funding options between RDN and CVRD.
7. Prepare an implementation action plan for RDN and CVRD - to summarize the above tasks for service improvements and recommend a course of action.
8. Public Consultation – develop a public consultation plan as part of the recommended course of action.
9. Final Service Discussion Document
 - A. The final document will describe the planning process, results and recommendations
 - B. The draft final document will be circulated to the working group for review prior to completion.

Key Deliverable

A Service Discussion Document will be the final deliverable.



3.0 Roles and Responsibilities

The overall goal of the planning process is to ensure the final Service Discussion document is reflective of both RDN and CVRD community desires. This extends from our Local Government partners to the public. The project will have one organized group as follows to guide the development of the document.

- **Project Working Group** consists of Myrna Moore, Senior Regional Transit Manager, Nanaimo; Chris Fudge, Regional Transit Manager, Cowichan Valley; Project Leads Maria Lockley and James Wadsworth Senior Transit Planners from BC Transit and consultant (TBD); Daniel Pearce, AiGeneral Manager Transit and Solid Waste, RDN, and Jamie Logan, Superintendent of Transit Planning and Scheduling, RDN, Jim Wakeham, Manager, Facilities Fleet and Transit Management, and Erin Annis, Transit Analyst of CVRD. This group is responsible for ensuring the continued health of the project and the final document as well as being the key decision makers where required. Working group meetings will be held as required.
 - The working group will regularly draw on topic experts including: key destination partners such as BC Ferries, VIU, School Districts, Nanaimo Airport, Island Health as well as the Ministry of Transportation and Infrastructure and the CVRD operating companies and the Technical Advisory Team to increase the group's effectiveness.
- **Technical Advisory Team** consists primarily of BC Transit's approved consultant, BC Transit staff, the RDN's scheduling staff and the RDN and CVRD staff as needed throughout the process.

All costs associated with the Service Discussion Review process and report including the hiring of a consultant will be funded by BC Transit.

4.0 Schedule

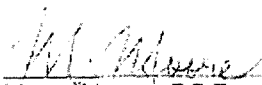
The Service Discussion Document process is estimated to take between 9 to 12 months from start to finish. This is dependent on the viability of the selected consultant to complete the package of work required to finalise the document. The following is an indicative timeline that will be refined and confirmed by the Project Working Group.

Date	Activity	Responsibility
December 2014	MOU sign off; Project initiation; review and confirm project terms of reference	Working Group
January 2014	Commence RFP/RFQ to appoint consultant for the package of work required to develop the Service Discussion Document, plus any additional Market Analysis Reports for other Vancouver Island Interregional	BC Transit

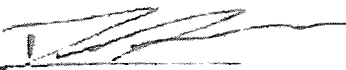
	connections as directed by BC Transit.**	
December 2014 February 2015	Assemble background material	Working Group & Technical Group
January 2015	Review of existing transit services and performance	BC Transit Project Leads
*February 2015	Appoint consultant to commence work	
May 2015	Draft report and analysis of market potential	Consultant
June 2015	Develop service options including estimated costs	BC Transit and technical staff as required
July 2015	Develop a draft implementation strategy	BC Transit
August 2015	Finalise draft document and commence review by working group	Working Group
September 2015	Service Discussion Document complete	BC Transit Project Leads
October 2015	Service Discussion Document presented to RDN and CVRD transit committees	BC Transit

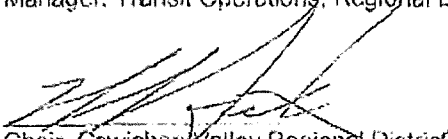
* This is the estimated time for consultant work to commence based on RFP process. Timing may change based on consultant availability.

** The additional market analysis reports for other Vancouver Island interregional connections, while part of the consultant's work for BC Transit, are beyond the scope of the specific interregional connections analysis between the CVRD and the RDN.


 Myrna Moore - BC Transit
 Senior Regional Transit Manager


 Chris Fudge - BC Transit
 Regional Transit Manager


 Daniel Pearce
 Manager, Transit Operations, Regional District of Nanaimo


 Chair, Cowichan Valley Regional District


 Corporate Secretary, Cowichan Valley Regional District



REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY, JANUARY 23, 2015 AT 1:30 PM
IN THE RDN BOARD CHAMBERS

Present:

Director H. Houle	Chairperson
Director J. Fell	Electoral Area F
K. Wilson	Representative (South)
M. Ryn	Representative (South)
C. Watson	Representative (North)
J. McLeod	Regional Agricultural Organization
R. Thompson	Representative (North)
J. Thony	Regional Agricultural Organization
K. Reid	Regional Aquaculture Organization
W. Haddow	Regional Agrologist, Ministry of Agriculture

Also in Attendance:

G. Garbutt	General Manager of Strategic and Community Development
P. Thompson	Manager of Long Range Planning
J. Holm	Manager of Current Planning
G. Keller	Senior Planner
W. Haddow	Regional Agrologist, Ministry of Agriculture
N. Hewitt	Recording Secretary

Regrets:

Director C. Haime	District of Lantzville
-------------------	------------------------

CALL TO ORDER

Chairperson Houle called the meeting to order at 1:30 p.m.

MOVED K. Wilson, SECONDED K. Reid, that the agenda be approved as circulated.

CARRIED

LATE DELEGATE

MOVED J. Fell, SECONDED M. Ryn, that the following delegation be permitted to address the Committee.

CARRIED

RDN Animal Control Bylaws – Dangerous Dogs / Dogs at Large.

Skye Donald, 1489 Grafton Road, Electoral Area 'F' resident, requested that the Regional District of Nanaimo amend the current dog control bylaw to become more effective. Ms. Donald suggested dog licensing may help reduce dogs at large.

MINUTES

Minutes of the Agricultural Advisory Committee meeting held Friday October 17, 2014.

MOVED J. Fell, SECONDED M. Ryn, that the minutes of the Agricultural Advisory Committee meeting held Friday October 17, 2014 be adopted.

CARRIED

REPORTS

Member Orientation.

J. Holm provided an overview of the Agricultural Advisory Committee binder with supplementary documents.

Ministry of Agriculture, AAC Workshop Member Attendance.

G. Keller provided an overview of the AAC Workshop and Board Resolution authorizing one AAC member to attend with expenses paid. J. Holm provided an estimate of the anticipated costs for any additional AAC members who wish to attend the workshop.

MOVED K Wilson, SECONDED J McLeod, that the Agricultural Advisory Committee endorse C. Watson and M. Ryn attend the Ministry of Agriculture – AAC Workshop.

CARRIED

Bylaw and Policy Update Project Seminar.

G. Keller provided a summary of the community feedback on each obstacle and requested a recommendation from the AAC on whether further action is supported.

Obstacle 1: RDN Zoning is not consistent with the Provincial Agricultural Land Reserve Use, Subdivision, and Procedure Regulation.

MOVED M. Ryn, SECONDED J. McLeod, that the Agricultural Advisory Committee supports taking action on Obstacle 1.

CARRIED

Obstacle 2: The definition of structure may be too restrictive for agricultural fencing.

MOVED J. Fell, SECONDED J. McLeod, that the Agricultural Advisory Committee supports taking action on Obstacle 2.

CARRIED

Obstacle 3: Potential loss of larger parcels that have the greatest likelihood of having farm status and the most opportunity to support a broad range of agricultural uses.

MOVED M. Ryn, SECONDED C. Watson, that the Agricultural Advisory Committee supports taking action on Obstacle 3.

DEFEATED

Obstacle 4: There are no bylaw provisions that apply at the time of subdivision to ensure that parcels that are zoned for agriculture have adequate dimensions to allow the siting of a building for housing livestock or storing manure which meets minimum setback requirements.

MOVED R. Thompson, SECONDED J. Thony, that the Agricultural Advisory Committee supports taking action on Obstacle 4.

DEFEATED

Obstacle 5: The maximum height of buildings and structures in the Water 1 zone may be too restrictive.

MOVED K. Reid, SECONDED J. Fell, that the Agricultural Advisory Committee supports taking action on Obstacle 5.

CARRIED

Obstacle 6: The minimum setback requirements for agricultural buildings do not take into consideration the scale or type of operation.

MOVED J. Fell, SECONDED K. Wilson, that the Agricultural Advisory Committee supports taking action on Obstacle 6.

CARRIED

Obstacle 7: Farmer's market is not permitted in any zone where agriculture is a permitted use.

MOVED J. Thony, SECONDED K. Reid, that the Agricultural Advisory Committee supports taking action on Obstacle 7.

CARRIED

Obstacle 8: The maximum parcel coverage for farm buildings is too low.

The committee did not consider a motion on this obstacle.

Obstacle 9: Farmers are unable to have signs directing customers to their farms.

The committee did not consider a motion on this obstacle.

Obstacle 10: The potential impacts of estate residential and non-farm use threaten agricultural viability and productivity.

MOVED J. Fell, SECONDED M. Ryn, that the Agricultural Advisory Committee supports taking action on Obstacle 10.

DEFEATED

Obstacle 11: Farmland Protection Development Permit Areas may not provide an adequate level of protection and are not consistent across all electoral areas.

MOVED C. Watson, SECONDED M. Ryn, that the Agricultural Advisory supports taking on Obstacle 11.

CARRIED

Obstacle 12: The impacts of non-farm use and development adjacent to the ALR is not contemplated by RDN OCPs or Zoning Bylaws.

MOVED J. Fell, SECONDED C. Watson, that the Agricultural Advisory Committee supports taking action on Obstacle 12.

CARRIED

Obstacle 13: RDN animal control bylaws do not appear to be adequately addressing concerns regarding the impacts that dangerous dogs and dogs at large are having on livestock.

MOVED J. Fell, SECONDED M. Ryn, that the Agricultural Advisory Committee supports taking action on Obstacle 13.

CARRIED

NEW BUSINESS

Next Agricultural Advisory Committee Meeting.

The committee discussed the next AAC meeting and would prefer to continue meetings on Friday afternoons.

ADJOURNMENT

MOVED K. Reid, SECONDED C. Watson, that this meeting be adjourned.

CARRIED

Time 3:28 pm

CHAIRPERSON