

TO: Board of Directors

DATE: February 2, 2015

FROM: Paul Thorkelsson
Chief Administrative Officer

SUBJECT: 2014 Updates and 2015 Service Area Work Plan Projects and Activities

PURPOSE:

To provide the Board of Directors with an overview of the status of the 2014 Service Area work plan projects and activities, and to present the Service Area work plan projects and activities for 2015.

BACKGROUND:

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

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

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

ALTERNATIVES:

This report is presented to the Board for information only.

FINANCIAL IMPLICATIONS:

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

STRATEGIC PLAN IMPLICATIONS:

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

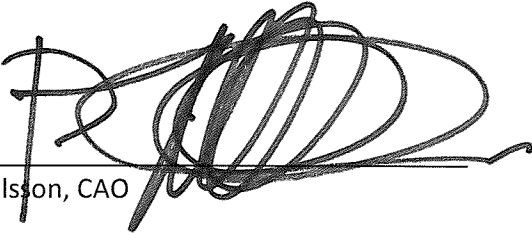
SUMMARY:

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

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

RECOMMENDATION:

That the Board receive the progress report on the status of the 2014 and 2015 Service Area work plan projects and activities, for information.


P. Thorkelsson, CAO

CORPORATE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

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

	action	due date	progress	comment
Operational Efficiency and Services Review	All Corporate Services areas to participate in the review	June 2015	-	Ongoing. Staff and stakeholder meetings completed. Review results with community and Board feedback to determine recommendations.

2014

Administrative Services	action	due date	progress	comment
SharePoint - Staff Training	Provide staff training in searching for files, consistency in file naming and moving files to SharePoint	Ongoing	✓	Info provided to Senior Secretaries re file naming on regular basis.
SharePoint - Minutes	Complete scanning of minutes from meetings held prior to 1978	Ongoing	✓	1967 to 1975 and 1979 to present completed.
SharePoint - Bylaws	Add status to bylaws (active, repealed, etc.), ensure maps and schedules are attached	Ongoing	✓	Status addition completed. GIS assisted with attaching maps. Schedules are attached.
Agreements Database	Ensure tracking of agreements & establish new filing system	Ongoing	✓	Database kept up to date. New system on hold pending best practices for SharePoint.
RDN Website Maintenance	Enhance calendar and meeting search ability; update bylaw database	Ongoing	✓	Improved meeting search; Bylaws – future page of key bylaws. Working to ensure active bylaws are consolidated if appropriate and are on website. – to continue in 2015.
Policies - Board	Review existing Board policies to ensure relevant and up to date	Ongoing	✓	Referred to 2015

Administrative Services	action	due date	progress	comment
Bylaw Amendments	Amend bylaws as required to reflect new job titles and responsibilities (FOIPP and Records Mgmt Bylaws)	Ongoing	✓	FOI Bylaw No. 1695 adopted April 22, 2014.
Local Government Elections	Conduct Local Government Elections for the RDN Electoral Areas, School Districts 68 & 69, and Islands Trust, and implement mail-in ballot voting procedures	Nov 2014	✓	Elections completed successfully.
Quickscribe Webinar - Council Views (JH)	Set up webinar training at a Managers Meeting.	2014	✓	Referred to 2015
RDN Website updates	Assist departments to complete content upgrades	Ongoing	✓	Assisted Finance (Utility Billing), Planning (Agriculture) and GIS with improvements to webpages
Communications	<ul style="list-style-type: none"> Continue use of social media in communications Ongoing production of Regional Perspectives and Electoral Area Newsletters Assistance with specific dept communications 	Ongoing	✓	Pilot project done with Recreation re use of Instagram (Golden Shoe Contest)
Marine Rescue funding Res#14-095	AAP or referendum	Dec 2014	✓	Published EA Newsletters, Regional Perspectives (including Special Budget, Community Survey and Election issues)
Restructure Study Res#14-091	Admin Support	2015	✓	Many projects, i.e. Skateboard Park opening; new coordinators group established.
			✓	Referendum conducted in conjunction with General Election. Bylaw adopted November 25, 2014
			✓	May not begin until 2015.

2015

Administrative Services	action	due date	progress	comment
Regional Growth Mgmt Service Establishment Bylaw No. 1553 Res#14-161	Amend to change EA B to participate at 50%	March 2015	+	Report going to February Committee of the Whole meeting.

Administrative Services	action	due date	progress	comment
Remuneration Committee Res#14-247	Coordinate process and provide committee recommendations to the Board	August 2014	✓	Board adopted motions in this regard - 2014
Nanose Bay Peninsula Water Service Borrowing	Referendum	Dec.2014	✓	Referendum conducted in conjunction with General Election. Bylaw adopted November 25, 2014
SharePoint – Staff Training	Provide training in searching for files, consistency in file naming and moving files to SharePoint	Ongoing 2015	+	
SharePoint - Minutes	Complete scanning of minutes from meetings held 1976 to 1978	Dec 2015	+	
Agreements Database	Continue tracking agreements in both Sharepoint and Excel. New tracking system will be part of new records management system.	Ongoing 2015	+	
Policies - Board	Review existing Board policies to ensure relevant and up to date.	Ongoing 2015	+	
Bylaw Amendments	Amend bylaws as required to reflect new job titles and responsibilities and best practice (i.e. Records Management Bylaw)	Ongoing 2015	+	
CouncilViews	Set up webinar training at a Managers Meeting.	Apr.2015	+	
Restructure Study Res#14-091	Admin Support	Dec.2015	+	
Arrowsmith Search and Rescue Funding Res#14-623	Conduct AAP	Dec.2015	+	
Meeting Management Software	Issue RFP	June 2015	+	
Records Management Software	Issue RFP	Dec. 2015	+	
Legal Services	Issue RFP and recommend to municipal and labour law services to the Board.	July 2015	+	

Administrative Services	action	due date	progress	comment
Bylaws	Establish Storm Water Service Area for Fairwinds	Dec.2015	+	
Building Maintenance	<ul style="list-style-type: none"> Implement Matrix Security System Replace carpet in Finance, RCU reception and Building/Bylaws Oversee Finance renovations Continue with improved signage and lighting (RDN entryway) 	Mar.2015 Aug. 2015 June 2015 June 2015	+	
RDN Website maintenance	<ul style="list-style-type: none"> Update bylaw database Assist departments in completing upgrades to website content Research historical information in preparation for 2017 – 50th anniversary of RDN 	Dec.2015 Ongoing 2015 2017	+	
Social Media	Continue use of social media in communications	Ongoing 2015	+	
Communications	<ul style="list-style-type: none"> Produce Regional Perspectives and Electoral Area Newsletters Liaise with local media to enhance coverage of RDN initiatives Assist with specific department communications / events 	Dec. 2015 Ongoing 2015 Ongoing 2015	+	

2014

<i>Human Resources</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Policies	Review existing HR policies on a priority basis to ensure relevant and up to date	Ongoing	✓	Job Evaluation, Orientation and Video Surveillance Policies drafted.
Human Resources Database	Investigate Vadim HR module for suitability and proceed with implementation if determined to be best option	Dec.2014	✓	Have determined that Vadim will meet the needs of HR.
Collective Bargaining	Continue negotiations with CUPE 401 to finalize a new Collective Agreement	Dec.2014	✓	Ratified by the Board – January 13, 2015. Ratified by the Union January 14, 2015
Occupational Health and Safety	<ul style="list-style-type: none"> Continue improvement to the RDN’s programs and training, using the Gap Analysis conducted in 2013 as a basis for determining areas of focus 	Ongoing	✓	Received Gap Analysis April 2014. Provided to departments and Joint Health and Safety Committee.
	<ul style="list-style-type: none"> Schedule training sessions on how to address workplace conflict and unwanted behaviours effectively with Arete Safety and Protection Inc. 	Ongoing	✓	Two Arete sessions were held April 3, 2014, and two sessions were held September 26, 2014.
Job Evaluation	Implement revised Job Evaluation Policy and Plan	June 2014 Mar 2015	-	Met with the Union. Small modifications required prior to final sign off and implementation.
Benefits	Consolidate coverage under PBC to achieve cost savings	July 2014	✓	Transferred coverage effective July 1, 2014.
Grievances	Proceeding to mediation on two grievances	Sept 2014	✓	Both grievances resolved through mediation.

2015

<i>Human Resources</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Policies	<ul style="list-style-type: none"> Review existing HR policies on a priority basis to ensure relevant and up to date. Finalize draft policies with the Union. Implement revised Job Evaluation Policy and Plan 	Ongoing June 2015	+ +	Casuals policy (excluding Transit), Call Out, Request for Leave. Final edits to be completed prior to sign off by the Union.
Collective Bargaining	Sign new Collective Agreement. Have copies printed for distribution	April 2015	+	Final document being drafted for review by Management and CUPE.
Occupational Health and Safety	<ul style="list-style-type: none"> Continue improvement to the RDN's programs and training, using the April 2014 Gap Analysis report as a basis for determining areas of focus. Proceed with Certificate of Recognition Audit 	Dec. 2015	+	
	<ul style="list-style-type: none"> Conduct training session in Parksville on how to address workplace conflict and unwanted behaviours effectively with Arete Safety and Protection Inc. 	April 2015	+	Next session to be held in Parksville for convenience of staff working in that area.
	<ul style="list-style-type: none"> Establish and implement plan for First Aid Attendant Premium 	May 2015	+	Referred to Occupational Health and Safety Committee for recommendations on implementation.
	<ul style="list-style-type: none"> Conduct Asbestos Inventory of RDN facilities as per WorkSafeBC recommendation 	Dec. 2015	+	
	<ul style="list-style-type: none"> Finalize AED Policy and purchase AED 	Dec. 2015	+	

2014

Information Services/GIS	action	due date	progress	comment
Boardroom / Committee Room AV systems	Implementation of new Audio / Visual systems	Sept-2014	Project cancelled	Project cancelled at March Committee of the Whole meeting.
Disaster recovery failover - Oceanside Place	Live data replication and relocation of failover / servers to Oceanside Place computer room	Oct-2014 Mar 2015	-	Upgraded power needed for both IT project and new charging station completed in July. A/C unit installed. Completion of project delayed due to scheduling issue with Dell and Telus.
Business Continuity / Risk Assessment	Investigate options for out of area alternate processing site or corporate data records storage	Dec 2014	X	Cost too high for this to be a viable option.
SharePoint / Records Management	Records Management system framework development & departmental file systems migrations	Nov 2014	✓	Project moved to 2015 Work Plan due to the other 2014 priorities in Administrative Services (Election).
Digital conversion of paper permit files	Integration / import into CityView property system	Dec-2014 Dec 2015	-	RFP to be issued in 2015.
Microfiche conversion and retrieval system	Development of SharePoint based retrieval system for Microfiche, RFP for scanning of microfiche, phased import of scanned fiche images	Dec-2014 Dec 2015	-	RFP to be issued in 2015.
CityView mobile devices for Inspectors	Field deployment of wireless devices for live CityView integration for inspections	Oct-2014 Mar 2015	✓	IT 2014 work completed. Moved to 2015 for roll out.
Geoware Server and Operating systems migration	New servers to be implemented and migration from Linux O/S to Windows Server O/S	Sept-2014 Nov 2014	✓	Completed.
Asset Management	Provide technical support / advice	Ongoing	✓	Not certain when project will proceed. Referred to 2015.
CityView mobile devices for Inspectors	Cityview / mapping interaction development	Oct-2014 Mar 2015	✓	GIS component of above completed for 2014. Moved to 2015 for roll out.
Ortho Photo	RFP, data collection, processing and web map publishing of District Ortho Photo	Dec 2014	✓	Completed.

Information Services/GIS	action	due date	progress	comment
GPS data collection	GPS collection and map processing for Utilities water meters and valves, and Parks trails	July Ongoing	✓	Parks and GIS staff have agreed on symbology standardization, now working together on website and brochure maps.
ArcGIS Server 10.2 and web map	Implement 10.2 version upgrade from 10.0	Sept 2014	✓	Done.
Election Assistance	IT - voting machine support GIS – voters list preparation, voting places maps	Nov 2014	✓	Initial meeting – Jacquie, Joan and Mike held May 13, 2014. Voters lists received – July. IT/GIS work completed – August.
SharePoint / Records Management	Records Management system framework development & departmental file systems migrations	Dec 2015	+	Project moved to 2015 Work Plan due to the other 2014 priorities in Administrative Services (Election).
Asset Management	Provide technical support / advice	Ongoing 2015	+	Not certain when project will proceed.

2015

Information Services/GIS	action	due date	progress	comment
CityView Mobile rollout	Assist Building Department to roll out CityView Mobile for Building and Bylaw enforcement field staff	March 2015	+	
New Parks Office	Relocate Phone and Network equipment. Install Fiber optic connection to Wide Area Network	March 2015	+	
Emergency Planning – Call Centre system	Investigate options for development of an Emergency Operations Call Centre system	June 2015	+	
SharePoint 2013 migration	Migrate current SharePoint 2010 environment to SharePoint 2013	April 2015	+	

<i>Information Services/GIS</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Network Shares – File Cleanup and Reorganization	Standardize file cleanup by department and migrate files into SharePoint	Cleanup 2015 Migrations 2015/2016	+	
Regional Growth Strategy Indicators	Acquire and analyze data	July 2015	+	
PC Replacements	Replace as per capital plan replacement schedule	June 2015	+	
Meeting Management	Assist Administration in preparation of RFP to acquire a Meeting Management system	June 2015	+	
GIS database cleanup and parallel Geodatabase implementation	Reconstruct GIS database in order to maximize GIS related maintenance windows to minimize service disruptions to internal staff and the general public accessing web based mapping information	Nov. 2015	+	
Emergency Planning – Mass Callout system	Investigate options for a Mass Callout notification system	Sept. 2015	+	
Phone Systems Capital Replacement Plan	Complete long term replacement plan for phone systems at all RDN facilities	Sept. 2015	+	
2 Meter DEM – Data Elevation Model	Acquire 2 Meter DEM from the Ministry of Forests, Lands and Natural Resource Operations and apply to Geodatabase	Sept. 2015	+	
Network Core redesign and capital replacement	Redesign and replace existing network equipment according to capital replacement plan	Oct. 2015	+	
Server Replacements	Complete server replacements in data center as per 5 year capital replacement schedule	Oct. 2015	+	

Information Services/GIS	action	due date	progress	comment
Enterprise firewall replacement	Replace existing firewall system to improve enterprise wide network security	November 2015	+	
Network Switch Replacements	Replace remote site network equipment as per 5 year capital replacement schedule	Dec. 2015	+	
Facilities Phone Line Inventory and Cost analysis	Undertake analysis to investigate potential to reduce phone line usage costs	Dec. 2015	+	
Hatrix Security System Head Office support by I/T	Implement and provide operational support for Administration building security system	Mar. 2015	+	
GPS Data Collection	<ul style="list-style-type: none"> Fairwinds Trails for Management Plan Parks Trails Liquid Waste Interceptors Qualicum First Nations – map roads and accesses to assist with emergency services Landfill Assets and elevation Water Utilities 	Jan. 2015	✓	Complete.
		Ongoing 2015	+	
		TBD	+	
		TBD	+	
		Ongoing 2015	+	
		Ongoing 2015	+	

FINANCE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

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

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All Finance Service areas to participate in the review, including Fire Services	Jun 2015	-	Meetings being held with finance staff and with fire departments for Fire Services.

2014


<i>Financial Reporting</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Budgeting software	Implement capital module of new budget software program	Jan - Oct	✓	Module is being used for 2015 budgeting, reports and some functionality still being completed.
Financial Plan	Complete consolidation of 2014 – 2018 financial plan and provide analysis to Board as required for approval	Mar 2014	✓	All requisitions transferred to the Surveyor of Taxes and the Municipalities.
Financial statement consolidation/reporting tools	Complete assessment of Caseware reporting tool and implement as needed	May 2015	✗	Pending FMW capital installation and completion of 2015-2019 Financial Plan.
Annual Report 2013 year end	Meet all statutory reporting deadlines	June 2014	✓	All deadlines for reporting were met and received clean audit opinion for RHD & NRHD.
Asset Management Strategy RFP	Complete RFP process with Committee and provide support to proponent as needed	Oct/Nov 2014	✓	Reports received from consultant

2015

Financial Reporting	action	due date	progress	comment
Financial Plan	Complete consolidation of 2015 – 2019 financial plan and provide analysis to Board as required for approval	Mar 2015	+	Board approval to be obtained for end of March.
Annual Report 2014 year end	Meet all statutory reporting deadlines	June 2015	+	Audit to be completed by mid-April; draft financial statements to Board in May.
Public Sector Accounting Board standards	Complete inventory of RDN properties for new contaminated sites liability accounting standard and implement new government transfers standard	April 2015	+	Underway.
Asset Management Strategy	Follow up work with committee based on consultant recommendations	May 2015	+	Senior management review and Board presentations Spring 2015.
Gas Tax Transfer Program and other grant programs	Provide analysis for grant requests, complete grant claims and provide annual reporting to UBCM and their auditors as required	Ongoing	+	\$2 million grant claim under RSP program for GNPCC outfall complete, other projects underway.

2014

Accounting Services	action	due date	progress	comment
Web based payroll time recording	Expand implementation of existing products currently in use so that all departments within the RDN have web based payroll time reporting	Dec 2015	+	Upgrade to Vadim Open software is underway and is awaiting some software releases from Vadim.
Electronic upload of Solid Waste scale transactions	Implement Geoware - Vadim interface	Sep 2015	-	
Electronic vendor payments	Implement electronic vendor payments	Dec 2014	✓	Employee/Board expense payments now paid electronically
Digital storage of vendor invoices	Review options and costs and implement as needed	Oct 2015	-	

General Banking	Review service and arrange extension to current agreement if approved, or issue RFP	Feb 2014		Board approval to extend to March 2019.
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2015

Accounting Services	action	due date	progress	comment
Vadim Explorer Data Query Tool	Implement use of data query to replace existing impromptu software	Dec 2015	+	Testing underway.
D69 Community Justice Grant Funding	Annual grant funding process to advertise for & review applications and provide reporting to committee	Nov 2015	+	Advertising to be completed in fall for applications. D69 Community Justice Select Committee meeting to review will be Nov 2015
Annual utility billing process	Garbage & Recycling + water and sewer user fees billings completed on schedule	Ongoing	+	Main billing runs completed in May & Sept annually, with interim monthly billing as required. Transfer of unpaid amounts to Surveyor of Taxes at Dec 31.

2014

Finance - Other	action	due date	progress	comment
Departmental support	Provide financial analysis, ad hoc reporting and accounting support to departments as needed	Ongoing	+	Provide ongoing support.
Property and Liability Insurance	Commence review of options and RFP process for provision of insurance services	Dec-2014 Mar 2015	-	RFP issued Jan 2015, proponent selection to be completed for March.

2015

Finance - Other	action	due date	progress	comment
Nanaimo River Firehall	Review options with neighbourhood	2015	-	Requires follow up with Electoral Area C Director to discuss future options for presentation to neighbourhood.

Dashwood Fire Department – building project	Complete next stage of requirements, analysis and design	2015	-	Working with RCU Project Manager as needed. Smaller projects for fuel tank at Meadowood and an agreement for water tank storage at Arrowsmith Golf Course to be completed first.
Bow Horn Bay Fire Department	Complete Crown Land Grant application for Spider Lake site	Dec	+	Crown Land Lease application submitted, waiting for province to respond.
Nanoose and Coombs Hilliers Fire Departments	Work with departments to complete pumper truck RFP process	Mar 2015	+	In conjunction with Darren Marshall (Transit) and fire department chiefs, RFP closes Feb 6.
Central Island Emergency 911	The partnership to review 911 primary answering service point options for service; prepare revised CAL bylaw for Board approval	2015	-	Working with Cowichan Valley RD and City of Nanaimo to complete. RCMP contract for existing service being finalized and City of Nanaimo staff are preparing cost estimates related to revised Call Answer Levy Bylaw.
Central Island Emergency 911 and North Island 911	Review impacts of revised RCMP funding agreements on RDN service and budgets	Dec 2014	✓	Complete.
Fire Services General	• Complete draft Regulatory Bylaw	Mar Apr 2015	-	Pending follow up with fire departments as part of the operational and efficiency review process.
	• Review volunteer fire-fighter training standard recommendations and applicability to RDN services	Sep 2015	-	Some discussion underway with fire departments, will require revised operating agreements.
Mudge Island Citizens Society Fire Fighting Assistance	Board follow up - staff to investigate the feasibility of a fire fighting agreement for Mudge Island waterfront properties with City of Nanaimo and Nanaimo Port Authority	2015	-	Have contacted the City of Nanaimo Fire Chief and he will discuss with City Management and the Nanaimo Port Authority.
San Pareil Water (Fire) Improvements	Provide notification to area residents for option to pay share of capital costs as lump sum and invoice/track accordingly. Revise service area bylaw to exclude pre-payers from taxation	Mar 2015	-	Notices sent; prepaid resident's list completed; invoices issued with payment due by Oct 31. Payments completed Dec 2014, bylaw to be revised in spring.

French Creek Bulk Water DCC Bylaw Revision	DCC Bylaw is no longer applicable and is not being collected. Formal DCC process needs to be completed for Provincial approval	2015	-	Revised DCC submission and discussions with Province are underway.
Nanoose Bay Fire Service ongoing correspondence with resident	Resident of the area disputes amounts budgeted for the service and has provided multiple requests for information/comments on service costs	2014	✓	Last correspondence was June. Resident is waiting for outcome of O&E review.
Bowser Seniors Housing Society	Prepare sub-lease for Society for land under Crown Lease to RDN and assist with any grant proposals	2015	-	On hold pending group's fund raising work. RDN holds Crown Lease for the land for now and a sub-lease is required which Finance will administer. Group also wishes to pursue any grant possibilities.
Canada Revenue Agency GST/HST Audit on 2012, 2013, 2014 transactions	Notified in July for audit to be completed at end of August	Aug 2014	✓	No significant issues, awaiting final correspondence from CRA.
French Creek Fire Service agreement with Town of Qualicum Beach	Agreement extension is required with costs updated	Jul 2015	-	
Nanaimo Search & Rescue Sublease	RDN lease extension with City of Nanaimo is complete, need to complete extension of sub-lease	Nov	-	Have had discussions with Nanaimo S&R to confirm continuation of lease.
Bow Horn Bay Fire Dept / Qualicum Bay Horne Lake Waterworks District Fire Hydrant Maintenance Agreement	Update agreement to transfer reservoir not used by QBHL Waterworks to BHB Fire Dept	2015	+	Have had preliminary discussions with BHB Fire Dept and Waterworks staff only. Will need some assessments of site and cost in order to add to agreement and ensure covered under RDN insurance.

RECREATION AND PARKS SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

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

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

2014

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Parks Operations Building	Secure site, building and yard for Parks Planning and Operations staff and equipment	June Sept Dec Mar 2015	-	Site secured and approved by Board. Lease signed. Building under construction. Move date to Jan due to construction delays.
Donation Program	Complete the Parks Donation Policy	Nov Mar 2015	-	Delayed by staffing issues.
Asset Management	Work with consultants on review of asset management program	July	✓	Complete.

2015

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Website Upgrades	Assess web pages and continue to create pages to provide timely information to residents	ongoing	+	
Parks Maintenance	Continue with park and infrastructure inspections and maintenance programs	ongoing	+	

Parks Services	Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services	ongoing	+	
GIS and Mapping	Continue to work with GIS staff to map trails and facilities and update the RDN mapping system	ongoing	+	
Invasive Plant Program	Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans	ongoing	+	
First Nations identification on signs	Work with First Nations to determine how to proceed for both Regional and Community Park Signage	2015	+	

2014

Community Parks & Trails Services	action	due date	progress	comment
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy	Nov June 2015	+	Underway.
Community Park signage	Increase signage in developed parks	Dec Feb 2015	-	Delayed due to staff resources.
Beach access and undeveloped road Right-of-Ways (EA A)	Work with committee to create plan for development	May Sept Mar 2015	-	Commission working on Plan. Committee continues to work on plan.
Nelson Road boat launch (EA A)	Repairs to edge of ramp	July Oct Dec	✓	Complete.
Huxley Community Park Plan (EA B)	Completion of park development plan	Apr July Jan Mar 2015	-	Topographic's Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Spring 2015.

Village roadside path (EA B)	Design and costing for tender of multiuse path	July Dec Mar 2015	-	Topographic's Landscape Architecture retained and work underway. Plan forwarded to MOTI for review. Final drawings and costing being prepared. MOTI has asked for Engineered drawings for some sections of trail and Engineer review of the project.
Whalebone Community Park clean-up & reclaim entrances (EA B)	Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase	Oct	✓	Complete.
Rollo McClay Community Park water reservoir upgrades (EA B)	Complete berm and seed	Apr	✓	Complete.
707 Community Park gate (EA B)	Create agreement with landowner and install gate	June	✓	Complete.
Honeysuckle Trail (EA B)	Work with GALT & MOTI on trail permit & development	Oct Feb	-	Staff have GPS'd route to determine if the trail is on MOTI land.
Decourcy Drive Stairs – MOTI (EA B)	Submit a permit to MOTI to construct stairs		✓	Complete.
Extension School (EA C)	Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission	Nov	+	Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept.
Extension Miners Community Park bridge and trail (EA C)	Complete design and install bridge and trail	July Dec Mar 2015	-	Bridge completed. Trail design is completed and installation is almost complete. Stairs in the park will be built by community volunteers in the spring.
Jingle Pot roadside path (EA C EW/PV)	Design and Costing for Tender of multi-use path and/or expanded roadside	July 2015	✗	Meeting with neighbours taken place and meeting with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. Letter sent to MOTI asking them to expand the road shoulder along the road.
Andres Dorrit community consultation (EA C EW/PV)	Complete the community survey; compile and assess results	Jan	✓	Survey completed.
Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV)	Complete studies and designs as determined through the community consultation process	Nov Jan 2015	-	Report prepared for the June POSAC meeting and decision is to remove house. Staff are reviewing options for removal for the October POSAC meeting. House will be removed in Jan

Blueback Community Park development (EA E)	Complete planning process and develop Phase I	Dec Mar 2015	-	Draft plan was presented to POSAC and changes are being incorporated into the plan.
Meadow Way Community Park development (EA F)	Complete design, tender and install	July Sept	✓	Complete. Opening to be held in Spring.
Errington Park upgrades (EA F)	Work with community to upgrade park for the 100 year anniversary	Nov	✓	Meeting held with Errington War Memorial Society members to review upgrades to the park. 2014 work completed
Errington Community Park (EA F) operator agreement	Complete the agreement with the Errington Hall Society	Apr Dec Mar 2015	-	Delayed due to staff resource issues.
Malcolm Park signage plan (EA F)	Create a signage plan and install	Sept Jan 2015	+	Staff assessing trail head access and signs for trails are being ordered. Trails GPS'd and signs will be installed in Jan.
Columbia Beach well capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	Sept Nov Feb 2015	-	Lee Rd wells added to the list. Locations need to be verified to confirm which wells are on RDN land.
Little Qualicum Hall upgrades (EA G)	Develop multiyear plan for hall repairs and proceed on priority items	Dec	✗	Staff investigating funding options. Community Work Funds available but POSAC would like funds to be raised by the community. Staff to revisit in September 2015.
Wembley Road roadside path (EA G)	Design and costing for tender of multi-use path and/or expanded roadside	Dec 2014	✗	Discussions and site visit with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI.
Henry Morgan Community Park Phase II (EA H)	Install swings and porta potty	July Oct	✓	Complete.
Essary Trail development (EA H)	Work with volunteers to complete the trail	May	✓	Volunteers cleared trail. Signs installed. Complete.
Agreement Lighthouse Community Park (EA H)	Complete agreement for park management with the Lions Club	Apr Dec	-	Delayed due to staff resource issues.
Oakdowne Community Park signs (EA H)	Install signs as per plan	Mar June Oct 2014	✓	Complete.
Shoreline DRIVE stairs (EA H)	Install new stairs	Apr July 2014	✓	Complete.
Lighthouse Centre Capital Upgrades and Maintenance Funding	Complete a funding agreement with the Lighthouse Community Centre Board	Oct 2014	✓	Capital Plan received from the Lighthouse Community Centre Board. Drafting contract. Funding approved by RDN Board. Contract sent for signature.

2015

Community Parks & Trails Services	action	due date	progress	comment
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	Mar 2015	-	Delayed due to staff resources.
Contract Management	Renew and manage contracts for park's maintenance	ongoing	+	New mowing contracts issued.
Morden Colliery Trail Bridge (EA A)	Design and costing for tender of multiuse bridge over Nanaimo River	June 2015	+	Herold Engineering retained Mar 11/14 to perform work. Report on bridge options was advanced to RPTSC and EA A PRC for comment in October. Board approved design Nov. Trail design underway.
Village roadside path (EA B)	Trail Construction	2015	+	
Skateboard Park Site (EA B)	Locate site for future skateboard park	2015	+	<i>Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtaining permission at the fire hall. Search for a new site will take much longer.</i>
Mudge Island beach access development – Phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	Sept New TBD 2015	-	Davidson Bay site design underway. Archeological review required. Project commencement dependent on findings.
Decourcy Drive Park (EA B)	Create a trail and lookout in parkland	TBD New	+	Timing of project to be determined by POSAC through the five-year project plan.
Joyce Lockwood Lease renewal	Renew Existing lease	May	+	Waiting for documents from the Province.
Arrowsmith Community Trail (ACT) next phase (EA F)	Plan and develop next phase of trails	2015	+	Costing underway for next phase of development. Small group from POSAC working on priorities and standard of development
Land agreements ACT trails (EA F)	Complete agreements with private land owners	Feb Oct 2015	-	Work delayed due to staff resource issues. Now part of Arrowsmith Community Trail project.
Meadowood Portable	Report on acquiring and placement of portable in vicinity of park	New	+	Initial discussion with SD 69 taken place on securing and moving a portable to site. Report being drafted for Jan Board. Relocation and upgrading of portable project to commence following Board approval.

French Creek Paths and Trails	Design and construct trails and paths in undeveloped Road Right of Ways.	Dec 2015	+	
Oceanside Cycling Coalition (EA G)	Attend meetings with local community groups for Active Transportation	ongoing	+	
Water access planning (EA H)	Work with POSAC to prioritize & implement first phase	Sept 2015	+	First Phase signage will be installed in 2015.

2014

<i>Regional Parks & Trails Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Brochure	Complete the design; print and distribute copies	Feb 2014	✓	Complete.
Goose control	Continue to monitor and review progress of the Guardians of the Estuary	Sept Mar 2015	+	Waiting for report from the Guardian of the Estuary group
Morden Colliery Regional Trail Lease	Work with Province to upgrade and renew the lease	Sept Apr 2015	-	Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province. Next step is to consult with First Nations.
Morden Colliery Regional Trail bridges	Repair and upgrade Thatcher Creek bridges	May Aug	✓	Complete.
Lighthouse Country Regional Trail Staging Area	Completion of staging area at Lighthouse Community Park entrance	Sept	✓	
Lighthouse interpretive signs	Produce and install signs	Apr July	✓	Signs ordered and will be delivered mid-June.
Benson Creek Falls Mgmt. Plan	Complete management plan	Jan	✓	Plan adopted by Board Jan 28/14.
Benson Creek Falls Regional Park	<ul style="list-style-type: none"> Geotechnical study for placement of stairs to Ammonite Falls 	May July May 2015	-	Delayed waiting for decision from province on early lease renewal. RFP under development.
	<ul style="list-style-type: none"> Design and install stairs to Ammonite Falls 	July 2015	+	Due to change in capital budget, design will be done in 2014 and build/install will be done in 2015.

	<ul style="list-style-type: none"> Design & install parking upgrades at Jamison Road 	Apr June	✓	Work completed September.
Descanso Regional Park upgrades	Campsite and road improvements	May Oct 2014	✓	Underway. Off season work now underway.
Englishman River Regional Park trail development	Trail upgrades and installation of directional signage	Oct Mar 2015	✓	Underway.
Horne Lake Boat Launch Upgrades	Repair and upgrade boat launch	May Oct 2014	✓	Delayed due to budget review and adoption. Further delay due to the high level of the lake. Water levels to remain high for the next year. No repairs needed if the water level is high.
Horne Lake generator	Replacement of generator	Apr	✓	Complete.
Horne Lake Regional Park facility upgrades	Upgrade and relocation of campsites per concept plan	Dec	✓	Complete.
Moorecroft Regional Park - trail upgrades	Update and improve accessibility to sections of trail system	July	✓	Complete.
Moorecroft Regional Park - facility upgrades	Boat house roof replacement and Kennedy Hall upgrades	Oct	✗	Completed boat house roof. Assessment completed for Kennedy Hall upgrades. Kennedy Hall moved to future year. Washroom for 2015.
Moorecroft Regional Park - dog issues	Work with bylaw to create a strategy for dog management	May Aug Nov Mar 2015	-	Delayed due to staff resource issues. The park is now patrolled by animal control and staff have the ability to issue warning tickets. Pamphlet under development.
Mount Benson covenant	Work with NALT to complete the covenant	June Sept Nov Apr 2015	-	Delayed due to staff resource issues. Staff have met with NALT and have the draft covenant. A review of the management plan is now required.
Nanaimo River Regional Park - facility upgrades	Upgrade stairs to river	Nov	✗	Not proceeding due to environmental constraints.
Nanaimo River Regional Park - invasive species	Removal of invasive species at park	Nov	✓	Complete.
Morden Colliery Mine tippie	Funding to society for engineering report for the tipples restoration	April	✓	Study complete.
TransCanada Trail	License renewal with island Timberlands	July	✓	Complete.
TransCanada Trail	Realign portion of trail for improved accessibility for equestrians	July	-	Agreement in place with Island Timberlands. Waiting for approval from Province for realignment of section through crown land. Now need to get an exemption for Ministry of Environment. Waiting for the exemption approval.

2015

<i>Regional Parks & Trails Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Park Warden Program	Continue to work with volunteers	ongoing	+	
Caretaker Agreements	Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks	ongoing	+	
Operator Agreements	Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks	ongoing	+	
Partnerships	Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRERCA, ERRP, CMRP and MRP	ongoing	+	
Regional Park signage	Install signs and kiosks as per budget plan	Jan 2015	-	Beachcomber kiosk installed. CPR Trail kiosk to be installed by mid Jan.
Management Plan renewals	Create a plan and strategy to review and update plans	Oct Sept 2015	-	Delayed due to workload. Underway
E&N Rail Trail (Coombs to Parksville to French Creek)	Design, including preliminary studies, survey and public consultation	Jan Apr 2015	+	RFP issued and Koers Engineering selected. Work is underway.
E&N Rail Trail (Parksville to Coombs)	Tender and construction of trail	Summer 2015	+	
E&N Rail Trail (Parksville to French Creek)	Tender and construction of trail	Summer 2016	+	
Benson Creek Falls access	Work with woodlot manager and province on the trail selection and agreement	Feb 2015	+	Waiting to receive paperwork from province. Verbal agreement reached.
Benson Creek Falls licence	Work with province to explore early renewal	Mar 2015	+	Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years. Payment made. Staff waiting on official paperwork.
Fairwinds Regional Parks Management Plan	Development of Management Plan	June 2015	+	Planning commenced Sept. Urban Systems retained. 1 st Open House completed.

Little Qualicum River Regional Park Bridge	Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river.	Dec	+	Met with lawyer and received direction on legal process and associated implications of taking over the bridge. Board report for Feb RPTSC completed.
Little Qualicum River Estuary	Continue to work with partners on invasive plant removal and upgrades to the fish channel	ongoing	+	
Regional Park Zoning	Work with Planning Department to rezone parks.	2015	+	
Top Bridge Trail Upgrades	Work with City of Parksville to Upgrade facilities	TBD	+	Meeting to be held to determine timeline. Parksville is currently undertaking the upgrades.

2014

<i>Recreation Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Fees and Charges	Complete annual revenue of fees and charges related to recreation services and create bylaw	May July 2014	✓	
Membership Pass Program	Expand existing Active Living Card to include options for corporations and organizations	April June 2014	✓	
Grade Five Activity Card and Grade Six Activity Pass	Created Grade Five Active pass and Grade Six Activity Card to promote physical activity	June 2014	✓	
Electoral Area 'A'	Recreation Facility feasibility and program inventory through EA 'A' Parks, Recreation and Culture Commission	Ongoing into 2015	+	Possible use of SD#68 or alternate property use. Woodbank Elementary and North Cedar Intermediate schools were toured by Parks, Recreation and Culture Commission and Recreation staff. Also see "School District 68 Facilities".

2015

<i>Recreation Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
2006 D69 Recreation Services Master Plan	Review and compare applicable recommendations that may have an impact on 2014	Ongoing into 2015	+	Youth Strategic Plan, Parks programming, SD#69 partnerships, developing community recreation program space.
2007 Electoral Area 'A' Master Plan				

Asset Management	Participate in RDN Asset Management working group	Quarterly into 2015	+	Staff attended workshop and best practices sessions May 16 and 30. Phase I complete moving to Phase II upon Board approval in 2015.
Website	Review Recreation Services presence on RDN website	Ongoing into 2015	+	Ongoing, will develop a phased approach to changes that may occur prior to OER being complete.
Safety	Staff re-familiarization on safety plan manuals and emergency preparedness	Apr 2015	+	Ongoing and will further develop as per final OER recommendations.
Sport Tourism	Aid in the implementation of the joint communities plan to promote sport tourism as per the 2011 Advanced Sport Tourism Workshop	Ongoing into 2015	+	See comments under Oceanside Place – Sport Tourism.
School District 69 Facilities	Keep apprised of SD#69 school closure process and if directed by Board meet formally on opportunities.	Ongoing into 2015	+	Secure portables for Meadowood Community Centre to be temporary placed on licensed SD#69 property next to Meadowood Community Park. Work with SD#69 in repurposing French Creek Community School grounds and facility. Work with Corcan Meadowood Residents Association on operating agreement of Meadowood Community Centre.
School District 68 Facilities	Keep apprised of SD#68 school closure process and if directed by Board meet formally on opportunities.	Ongoing into 2015	+	Attempting to schedule a meeting with SD#68 staff on: 1) Cedar Heritage Centre land lease (expires 2020) and Cedar Heritage Centre lease with CSCES (expires 2015) 2) SD68 plans for school facilities in the communities of Cedar, South Wellington 3) Safe walk routes 4) Sport court project with SNF and Cedar Ball Hockey Association 5) Community School Co-coordinator's role in community recreation programming 6) Extension school upgrade 7) Field development around Cedar Elementary
Electoral Area 'A'	Recreation Facility feasibility and program inventory through EA 'A' Parks, Recreation and Culture Commission	Ongoing into 2015	+	Community Works Fund project - Snuneymuxw First Nations Sport Court - EA A.
Computerized facility booking and program registration software update	Existing system no longer supported as of 2016. RFP for replacement system	Feb 2015	+	RFP complete, award pending and finalized in early 2015.


2014

<i>Ravensong Aquatic Centre</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility Maintenance – Capital	Implement and complete maintenance capital plans	Sept 2014	✓	Complete.
Ravensong Aquatic Centre Land Lease	Work with Town of Qualicum Beach on renewal of the land lease occupied by Ravensong Aquatic Centre.	2015	-	Awaiting Town of Qualicum Beach's response on renewal of lease.
Facility Services	Continue to update and develop facility signage	Sept 2014	✓	Complete.

2015

<i>Ravensong Aquatic Centre</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	Quarterly	+	
Aquatic Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of aquatic services	Ongoing	+	Anticipated specific recommendations may come from OER. Two permanent part time positions combined into one FTE.
Pool Audit	Lifesaving Society to review pool protocols/procedures	Dec and into 2015	+	BC/Yukon Lifesaving Society audit completed December 2014. Recommendations to be reviewed with implementation 2015.
Mechanical Systems Optimization Review	Verification review of upgraded mechanical systems to ensure operating at optimal levels	Feb 2015	+	Specific to RAC solar energy system. Feasibility of photovoltaic opportunities.
Business Plan Metrics	Continue to focus on revenue generating opportunities, new programming and partnerships	Ongoing	+	
Business Plan Metrics	Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage.	Ongoing	+	
Business Plan Metrics	Maintain and work to enhance marketing strategies to increase participation rates (e.g. MS Society, VIHA, schools, business, community events)	Ongoing	+	
Recreation Facilities Sustainability Strategy	Continue to coordinate with Energy and Sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	Quarterly	+	Report to next CCAF meeting to include potential projects: D69 Arena (Curling Club); RAC mechanical Systems Optimization Review; OP electrical upgrade; electric ice resurfacer; OP heat recovery; RAC photovoltaic opportunities.

Oceanside Place	action	due date	progress	comment
Sport Tourism	Maintain and increase if possible sport tourism initiatives related dry and ice use. Continue to encourage and promote nine sport tourism related events of Oceanside Place	Ongoing	+	Vancouver Island Skate International, hockey tournaments (adult minor), Generals hockey camp, female hockey camp, National Women's U18 Hockey Championship.
Sport Tourism	Participate in VISTC bid for the 2015 or 2016 National Women's U18 Hockey Championship	Sept 2014	✓	Bid submitted and anticipate an announcement from Hockey Canada in 2015.
Arena Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of arena services	ongoing	+	Anticipated specific recommendations may come from OER.
Business Plan Metrics	Continue to focus on cost reduction and revenue generating opportunities in programs and services	ongoing	+	
Business Plan Metrics	Increase the number of dry floor activities & events during the shoulder season (increase the utilization of dry floor use to 20% or 1,264 hours of use)	ongoing	✓	Roller derby, great garage sale, health humongous feasibility, lacrosse tournament, 2014 BC Summer Games lacrosse, Pickleball, 2015 Quilt Show.
Facility Maintenance - Capital	Implement and complete maintenance capital plans	Nov 2014	✓	
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	quarterly	+	
Facility Services	Continue to update and develop facility signage	Sept 2014	✓	
Recreation Facilities Sustainability Strategy	Continue to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	quarterly	+	Report to CCAF next meeting to included potential projects; Cedar Heritage Centre, D69 Arena (curling club), RAC Mechanical Systems Optimization Review results, OP electrical upgrade, electrical ice resurfacer (Zamboni) feasibility.

District 69 Arena (Parksville Curling Club)	Work with Club on options to reduce/remove the tax assessment. Provide to RDN Board staff report related to resolution #14-264.	Sept		That staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands, and to provide options that will ensure the club and the regional district facility can be sustained in the long term.
District 69 Arena (Parksville Curling Club)	Provide to RDN Board staff report related to resolution #14-2742	2016	+	That the Regional District consider alternative facility uses for the District 69 Arena and associated costs as part of the 2016 Recreation Services Master plan process for District 69.
District 69 Arena (Parksville Curling Club)	Related to resolution #14-2741	April 2015	+	That the Parksville Curling Club continue with capital plan responsibilities as per the existing lease agreement and staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club.

Recreation Program Services	action	due date	progress	comment
Facility Maintenance – Cedar Heritage Centre	Implement and complete capital maintenance projects as required and work with CSCES on management of building	ongoing	+	
Contract Services	Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS)	Ongoing	+	GRS contract renewed.
Business Plan Metrics	Continue to respond to D69/EA 'A' Commissions, RDN Board, industry, innovation and community direction in the area of recreation services	ongoing	+	Related to "SD#68 Recreation Facilities" and "Electoral Area A" items listed above under "Recreation Services".
Business Plan Metrics	Ongoing assessment of program evaluation to ensure program offerings are relevant, accessible and needed within District 69 - match relevant program services to the needs and wants of the community (school enrollment, demographics, Recreation/RDN Master Plans)		+	Golf and parks programming RFPs issued and awarded.

Business Plan Metrics	Promoting benefits of programs & events that align with Active Aging, Canadian Physical Activity, Sport 4 Life guidelines, RDN Employee Wellness Program			+	
Youth Recreation Strategic Plan	Year 4 implementation of recommendations from 5 year Youth Strategic Plan (2011-2015):	ongoing		✓	Includes the implementation of Youth Art program, delivery of developmental asset programming.
Ballenas Track resurfacing and Multiplex	Work with SD69 and OTF on Board per Resolution # 14-260-264	Dec 2014 March 2015		-	1) That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School. 2) That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund. 3) That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School. 4) That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.
Field and facility use and development	Complete meetings with Parksville, Qualicum Beach & SD69 on possible usage fees on sport fields / courts	2014 May 2015		-	SD69 Staff busy with school closures and labour dispute, RDN staff busy with other 2014 work plan items. Meeting to be scheduled.
Partnerships and Collaborations	Review and identify strategic partnerships	Ongoing		+	Oceanside Wellness and Health Network, Island Integrated Health.
Meadowood Community Hall Operation Agreement	Develop an operating agreement for mgmt of the future community recreation facility at Meadowood Community Park with CMRA	July 2015		+	Agreement to coincide with completion and upgrade of portables at site.
Creation of Community Programming Space	Work with community and SD#69 to secure programming space at QBES	Dec 2014		+	5 year rental agreement signed with SD#69 for the uses of program space at QBES signed

REGIONAL AND COMMUNITY UTILITIES

WORK PLAN PROJECTS AND ACTIVITIES

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

	action	due date	progress	comment
Operational Efficiency and Services Review	All departments within the Community and Utilities Service Area will participate in the review	June 2015	-	Ongoing. Interviews complete. Working on report.

2014

Wastewater Services	action	due date	progress	comment
GNPCC Outfall – Land Section	Outfall replacement for land section - construction project	Dec 2015	✓	<ul style="list-style-type: none"> Complete
GNPCC – Marine Section	Outfall replacement for marine section - construction project and detail design marine section	2015	✓	Engineering awarded to Opus Dayton Knight - in progress. Completed 2014 scope.
GNPCC Secondary Treatment	Secondary upgrade preliminary design – RFP process	Nov	✓	Completed 2014 scope, project continues in 2015.
GNPCC Digester Cleaning	Empty contents Digester 2, inspection & maintenance	June	✓	Complete
Wastewater Facilities	Study to review resource recovery opportunities at RDN wastewater facilities	Dec	✓	Project incorporated into secondary treatment project.
Departure Bay Pump Station	Pump and electrical upgrade - construction project	June Fall 2015	-	Project rescheduled to 2015 due to equipment lead time.
FCPCC Trickling Filter upgrades	Roof, piping & concrete repairs – construction project	Dec Fall 2015	✓	Engineering evaluation indicates more extensive repairs required. Project continues in 2015.
FCPCC Decontamination Building	Construction project	Spring 2015	-	Award and construction in 2015.

Chase River Pump Station	Bypass return line - construction project	Oct	✓	Complete.
Sewer Use Bylaw No. 1225	Review and update source control bylaw	Summer 2015	-	Consultation and consensus with the 4 municipalities and bylaw amendment.
FCPCC Effluent Pumping Capacity	Increase flow capacity of outfall – construction project	deferred	✗	Project deferred 2-5 years. Process changes to wet well levels have allowed this project to be deferred.
GNPCC and FCPCC DCC Bylaw	DCC Bylaw review and update	Aug 2015	-	Deferred to 2015, resources allocated to higher priority sewer servicing project.
Rural Village Sewer Servicing Project	Area H sewer servicing detailed design and Cedar Village servicing strategy	2015	+	Scoping underway. Will continue in 2016.
Septic Smart Program	Provide support to septic system owners via workshops, open houses and newsletters	ongoing	✓	Completed 2014 scope.
Liquid Waste Management Plan	Submit draft LWMP to Ministry of the Environment	Feb	✓	Complete.
Liquid Waste management Plan	Implement LWMP actions related to the various program commitments	ongoing	✓	Implementation underway. Environment Minister approval received.
SFN/CON/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CoN	Dec 2015	-	Final review complete. Completion in early 2015.
Nanoose Bay DCC/CC review	Submit report and bylaw amendment	2015	+	Project will continue in 2015.
GNPCC Interceptor Rights of Way	Updates of SROWs	Ongoing	+	In progress. Completed 2014 scope.
Pump and Haul bylaw review	Bylaw review and recommendations	2015	✓	2014 scope complete.
Asset Management Plan	Assess asset conditions. Participate in development of RDN asset management plan.	Dec	✓	2014 scope complete.

2015

Wastewater Services	action	due date	progress	comment
GNPCC – Marine Section	Outfall replacement for marine section - construction project and detail design marine section	2015/16	+	<ul style="list-style-type: none"> Complete Engineering in 2015 Construction schedule subject to results of bidding process.
GNPCC Secondary Treatment	Secondary upgrade Engineering	2016	+	<ul style="list-style-type: none"> Award Engineering RFP in April Engineering will continue into 2016
Wastewater Facilities	Study to review resource recovery opportunities at RDN wastewater facilities	2015/16	+	In coordination with secondary treatment work.
Departure Bay Pump Station	Pump and electrical upgrade - construction project	Fall 2015	+	Long equipment delivery lead time – 16 weeks
FCPCC Trickling Filter upgrades	Roof, piping & concrete repairs – construction project	Dec 2015	+	Detail design Spring 2015
FCPCC Decontamination Building	Construction project	Fall 2015	+	Award and construction in 2015.
Sewer Use Bylaw No. 1225	Review and update source control bylaw	Fall 2015	+	Consultation and consensus with the 4 municipalities and bylaw amendment
GNPCC and FCPCC DCC Bylaw	DCC Bylaw review and update	Dec 2015	+	
Rural Village Sewer Servicing Project	Area H sewer servicing detailed design and Cedar Village servicing strategy	2015/16	+	Scoping underway.
Septic Smart Program	Provide support to septic system owners via workshops, open houses and newsletters	ongoing	+	Septic system maintenance incentive program.
Liquid Waste management Plan	Implement LWMP actions related to the various program commitments	ongoing	+	Implementation underway.
SFN/CoN/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CoN	June	+	
SFN/CoN/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CoN	June	+	Negotiations progressing with SFN and CoN.

GNPCC Interceptor Rights of Way	Updates of SROWS	Ongoing	+	In progress.
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2014

Water and Utility Services				
<i>Water:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
NBPWSA DCC Bylaw	Finalize Development Cost Charge Bylaw	Mar Nov Mar 2015	-	Completing consultation process on draft bylaw. Work carries into 2015.
NBPWSA Capital Charge Bylaw	Finalize the Capital Charges Bylaw	Mar Nov Aug 2015	-	Follows on from DCC bylaw completion.
NBPWSA Madrona PS Upgrade	Upgrade Logic Controller	Apr Sept	✓	Complete.
NBPWSA West Bay #8 Well	Redevelopment	May Oct	✓	Complete.
NBPWSA Beachcomber Reservoir	Reservoir Demolition	Apr Oct 2015	-	Deferred to 2015.
NBPWSA West Bay Pumphouse	Electrical/Controller Upgrades	Apr Oct	✓	Complete.
NBPWSA Arbutus Park Pump Station Upgrade	Design and install pump station upgrades	Nov 2021	✗	Project deferred to 2021 as per results of ERWS demand studies.
NBPWSA Gary Oak PRV and water main upgrades	Design and install pressure reducing valve station and watermain upsizing along Spruce Lane	Nov 2015	-	Underway. Complete in 2015.
NBPWSA Wall Beach & Ashcraft Road Watermain Upgrade	Replace watermains, valves and associated works	Nov 2015	+	Funding requires referendum approval in November. Installation in 2015.
NBPWSA Borrowing Bylaw	Establish Borrowing Bylaw for future Capital – Petition or Referendum for borrowing authority	Nov	✓	Complete. Referendum passed.

San Pareil WSA Infrastructure Upgrade	Construct reservoir & pump station facilities	April July	✓	Complete.
San Pareil WSA Treatment Review	Develop additional water treatment options	Nov	✓	Completed 2014 scope. Project continues into 2015.
Whiskey Creek Treatment Review	Develop additional water treatment options	Nov	✓	Completed 2014 scope. Project continues into 2015.
Englishman River WSA Back Up	Install power back-up generator connection	Mar Oct	✓	Completed 2014 scope. Back-up installed.
Westurne Water System Review	Complete review and petition	Nov	✓	Board approved. Final acquisition process in 2015.
FCWSA water quality	Explore potential of water supply from TQB	Dec	+	Work will continue in 2015.

2015

Water and Utility Services				
<i>Water:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
NBPWSA DCC Bylaw	Finalize Development Cost Charge Bylaw	April	+	
NBPWSA Capital Charge Bylaw	Finalize the Capital Charges Bylaw	Fall 2015	+	
NBPWSA Madrona #8 Well	Redevelopment	Fall 2015	+	
NBPWSA Beachcomber Reservoir	Reservoir Demolition	Fall 2015	+	
NBPWSA Gary Oak PRV and water main upgrades	Design and install pressure reducing valve station and watermain upsizing along Spruce Lane	Fall 2015	+	
NBPWSA Wall Beach & Ashcraft Road Watermain Upgrade	Replace watermains, valves and associated works	Fall 2015	+	
San Pareil WSA Treatment Review	Develop additional water treatment options	Nov	+	In progress.

Whiskey Creek Treatment Review	Develop additional water treatment options	Nov	+	In progress.
Englishman River WSA Back Up Power	Install power back-up generator connection	May	+	
Westurne Water System	Complete review and petition	Nov	+	Final acquisition of water system.
FCWSA water quality	Explore potential of water supply from TQB	June	+	

2014

<i>Drinking Water/ Watershed Protection:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Water Use Reporting Tool	Finalize regional pilot then introduce to partners	Mar	✓	2014 scope complete.
Volunteer well monitoring program	Establish volunteer wells in the region as per Water Balance data gap analysis	Mar Ongoing	✓	2014 scope complete.
Watershed Water Balance Study	Address data gap recommendations	Mar Ongoing	✓	2014 scope complete.
Rebate Programs	Continue rainwater cistern & rural water quality rebates	ongoing	✓	2014 scope complete.
Rural Water Quality Outreach Program	Program development and delivery	Sept	✓	Complete.
Team WaterSmart Program	Continue program delivery in region	ongoing	✓	2014 scope complete.
Integrated Watershed Management (IWM)	Develop IWM model and implementation plan	Nov	+	Work continues into 2015.

2015

Drinking Water/ Watershed Protection:	action	due date	progress	comment
Water Use Reporting Tool	Implement	Ongoing	+	Ongoing implementation
Volunteer well monitoring program	Establish volunteer wells in the region as per Water Balance data gap analysis	Mar Ongoing	+	Ongoing.
Watershed Water Balance Study	Address data gap recommendations	May Ongoing	+	In progress.
Rebate Programs	Continue rainwater cistern & rural water quality rebates	Ongoing	+	Ongoing.
Improved groundwater reporting by developers	Streamline and improve reporting process	Nov	+	Underway in coordination with RDN planning.
Updated web interface	Provide increased public access to water database	Sept	+	
State of our Streams publication	Provide information to the public regarding the Stream Monitoring program	Nov	+	
Team WaterSmart Program	Continue program delivery in region	Ongoing	+	Ongoing.
Integrated Watershed Management (IWM)	Develop IWM model and implementation plan	Nov	+	In progress.

2014

Sanitary / Storm Sewer:	action	due date	progress	comment
Sanitary sewer maintenance	Develop RFP for camera and flushing activities	Mar	✓	2014 scope complete.
Breakwater Pump Station upgrades	Upgrade electrical controls	June	✓	Complete.
Surfside Pump Station upgrades	Replace duty pump	June	✓	Complete.

Hawthorne Rise Sanitary Sewer Main extension	Finalize engineering and tender the project	Apr	✓	Complete.
Stormwater Service Area Fairwinds	Develop service area and standards	Nov	+	In progress, working with MOTI. Work will continue in 2015.

2015

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

STRATEGIC AND COMMUNITY DEVELOPMENT

WORK PLAN PROJECTS AND ACTIVITIES

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

	action	due date	progress	comment
Operational Efficiency and Services Review	All Strategic and Community Development Service areas to participate in the review.	June 2015	-	Ongoing. Staff interviews completed.

2014:

	action	due date	progress	comment
Building Inspection				
Mobile Inspection Devices	Eliminate hand-written inspection reports through the use of mobile field devices	July Nov/Dec	-	Working with vendor on software configuration and implementation scheduling. Devices and application was field tested in late May, Staff training on devices and software scheduled and expect to have it implemented in November/December 2014.
Document Storage/Archiving	Research and examine systems for digital storage and retrieval of historical records	Sept Nov	-	Working with Information Services Department to develop standards for an RFP to be released in the Fall.
Public Awareness	<ul style="list-style-type: none"> Maintain relationships with development community to improve knowledge of inspection services and requirements Continued operation of community offices in EAs B & H Educational material available to public at site offices, main office and on website 	ongoing	✓	Staff provided information and participated in CMHC workshops and Canadian Home Builders Association industry forums. To continue in 2015.
		ongoing	✓	Use of EAs B and H Building Inspection community offices prove to be a valued community initiative and will continue in 2015.
		ongoing	✓	To continue in 2015.
Compliance	Maintain focus on compliance by resolving infractions through pro-active enforcement and public awareness	ongoing	✓	Resolution of building regulation infractions is an ongoing process aimed at ensuring health and safety. A high level of voluntary compliance is achieved through proactive enforcement.

Bylaw Enforcement	action	due date	progress	comment
Nanaimo Airport Transport Canada Agreement	Preparation of draft bylaw and report to Board	Feb 2015	-	Approval from Transport Canada on the agreement to regulate tree height on the flight path in and near the airport. The agreement is subject to completion of amendments to documents that staff are currently completing.
Response time	Continue timely response to public complaints with focus on compliance versus legal action	ongoing	✓	Continued monitoring of response to complaints and inquires is an ongoing process. A high level of voluntary compliance is achieved through timely response and active investigation of complaints.
Public awareness	Increase public awareness of regulatory bylaws and online contact form through the development of printed material and website updates	ongoing	✓	Ongoing review and updates to online material. Bylaw Services brochure being developed with completion in early 2015.
Inter-agency cooperation	Participation in inter-agency meetings with key organizations such as police, fire, ALC & municipalities to maintain working protocols and cooperation	ongoing	✓	Staff meet on regular basis with District of Lantzville staff, RCMP and other external agencies to maintain working protocols, contract obligations and cooperation. To continue in 2015.

Emergency Planning	action	due date	progress	comment
Program Development	<ul style="list-style-type: none"> Centralize volunteer management and expand NEP program Focus on building volunteer base in EAs A and C 	ongoing	✓	Contractor focused on expanding active NEP program.
Emergency Operations Centre / Response	One table top exercise; amateur radio emergency communications drill; EOC notification drill, livestock evacuation training	Sept 2014	✓	Contractor focused on expanding ESS volunteer base. Table top exercise held April 25; communication drills in May; EOC notification drill completed in May.
Volunteer recruitment and retention	Increase focus on recruitment and retention of ESS and NEP volunteers; establish new NEP groups and provide related training	ongoing	✓	Large NEP event held in Nanoose, 16 NEP workshops held throughout the region. A total of 45 new ESS volunteers recruited and trained. Recruitment to continue in 2015. Continuing workshops scheduled.
Wildland Urban Interface fire hazard abatement	Provide outreach on FireSmart Communities – Risk Mitigation	May-Oct	✓	

Emergency Planning	action	due date	progress	comment
Carcass Disposal	Conduct next phase of livestock carcass disposal study		✗	Provincial grant funding not available, project did not proceed.
Recovery Plan	Continue development of the Recovery Plan to include the Canadian Red Cross Services	Ongoing	✓	Recovery plan draft completed.
Cooperative agreements/partnerships	Complete agreement with Canadian Red Cross Society to secure Recovery Services	Jan	✓	Agreement approved by Board and signed by parties.
District 69 Emergency resources agreement	Consider continuation of Parksville/Qualicum Beach operating agreement to share Oceanside ESS and emergency communications	ongoing	+	Contractor hired as approved by all parties. Ongoing monitoring of program in 2014 with report back to Board in 2015 on effectiveness.

2015

Building Inspection	action	due date	progress	comment
Mobile Inspection Devices, CityView Mobile	Eliminate hand-written inspection reports through the use of mobile field devices and CityView Mobile	Feb 2015	-	Mobile devices issued to field staff and device training completed. CityView Mobile Vendor has completed set up and configuration. Program is being tested in-house for final configurations. Training of field staff to be scheduled for late January with expected roll out shortly thereafter.
Document Storage/Archiving	Research and examine systems for digital storage and retrieval of historical records	July 2015	-	RFP nearing completion and scheduled for release in early March. Budget and conversion schedules to be developed once RFP responses are received.
Public Awareness	<ul style="list-style-type: none"> Maintain relationships with development community to improve knowledge of inspection services and requirements Continued operation of community Building Inspection offices in EAs 'B' and 'H' Educational material available to public at site offices, main office and on website 	ongoing	+	Area H and Area B community Building Inspection offices are open and staffed by Building Inspectors on a weekly basis.

Compliance	Maintain focus on compliance by resolving infractions through proactive enforcement and public awareness	ongoing	+	
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Bylaw Enforcement	action	due date	progress	comment
Mobile Inspection Devices, CityView Mobile	Enable mobile access and uploading of information to system through the use of mobile field devices and CityView Mobile	Feb 2015	-	Mobile devices issued to field staff and device training completed. CityView Mobile Vendor has completed set up and configuration. Program is being tested in-house for final configurations. Training of field staff to be scheduled for late January with expected roll out shortly thereafter.
Nanaimo Airport Transport Canada Agreement	Preparation of draft bylaw and report to Board	April 2015	-	Approval from Transport Canada on the agreement to regulate tree height on the flight path in and near the airport. The agreement is subject to completion of amendments to documents that staff are currently completing.
Response time	Continue timely response to public complaints with focus on compliance versus legal action	ongoing	+	Continued monitoring.
Public awareness	Increase public awareness of regulatory bylaws and online contact form through the development of printed material and website updates	ongoing	+	Ongoing review and updates to online material. Bylaw Services brochure being developed with completion in early 2015.
Inter-agency cooperation	Participation in inter-agency meetings with key organizations such as police, fire, ALC & municipalities to maintain working protocols and cooperation	ongoing	+	

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

	relationship with Corcan-Meadowood residents				
Emergency Operations Centre / Response	<ul style="list-style-type: none"> • Livestock evacuation training • EOC Policy Group training • EOC call centre • EOC mass notification system 	July 2015	July 2015	July 2015	<p>Livestock evacuation training to be scheduled in 2015.</p> <p>Develop training schedule for Policy Group</p> <p>Investigate options for implementation of EOC call centre with RDN IT Dept.</p> <p>Investigate options for implementation of EOC mass notification system with RDN IT Dept.</p> <p>Continuing workshops scheduled.</p>
Volunteer recruitment and retention	Increase focus on recruitment and retention of ESS and NEP volunteers; establish new NEP groups and provide related training	ongoing			+
Wildland Urban Interface fire hazard abatement	Provide outreach on FireSmart Communities – Risk Mitigation	ongoing			+
Recovery Plan	Continue development of the Recovery Plan to include the Canadian Red Cross Services	Ongoing			+
District 69 Emergency Resources Agreement	Consider continuation of Parksville/Qualicum Beach operating agreement to share Oceanside ESS and emergency communications	ongoing			+
Operational Guidelines and area specific Response Plans	Update Operational Guidelines and develop area specific Response Plans in consultation with first response agencies.	July 2015			+

2014:

Current Planning	action	due date	progress	comment
Board ALC Comment Policy review	Complete review of Board policy re comments to the ALC and provide options for Board consideration	Mar.	✓	AAC and Director comments on ALR applications approved by the Board February 2014.
Housing Action Plan	Assist with implementation of secondary suites bylaw amendments and supporting policy	Apr	✓	Secondary suites bylaws adopted by the Board May 27, 2014.
Delegation of Authority Bylaw review	Review of Bylaw No. 1166 in consideration of potential amendments to improve business efficiency	Nov 2015	-	Review underway. To be considered in concert with recommendations on opportunities to improve efficiency coming out of the Operational & Efficiency Review.
Rural Area Signage	Report on a proposed consultative process with the intent of identifying rural signage concerns and reducing any impediments to effective signage	Nov 2015	-	Process to be informed by community identification signage pilot project underway in Nanoose and EA 'H' sign dialogue with community members and MOTI currently taking place.
Communication tower siting protocol	Review RDN's role in communication tower siting and provide options for Board consideration	Nov 2015	-	Review underway to include implications of February 2014 changes to Industry Canada's tower siting policy. Anticipate draft policy for Board review in the first quarter of 2015.
Regional Park zoning	Complete zoning bylaw amendments for Reg. Parks	Sept 2015	-	Parks zones in draft. Bylaw introduction scheduled for 2015.
Climate Change adaptation	Review RDN bylaws and policies with consideration to climate change adaptation	Sept	✓	Review underway to be informed by Overcoming Barriers to Green Buildings project under Energy and Sustainability. Electoral Are Directors seminar held in August. PIMs scheduled for September.
Zoning Bylaw No. 500 review	Review Bylaw No. 500 for house-keeping amendments and consistency with Board Strategic Plan	Oct 2016-2017	✗	Through a scoping exercise it was determined that this project will require a significant commitment of staff resources and professional advice. Preliminary budget and five year plan include transfers to reserves for this project to occur in 2016-2017.

Current Planning	action	due date	progress	comment
Communication	Review and update website and other sources of business information to ensure accurate, accessible and understandable information	Not ongoing	✓	Date changed to “ongoing” to reflect that ensuring sources of information are accurate and effective is an ongoing process. BOV section created for RDN website. Home based business section to be updated in June.
Lakes District & Schooner Cove Plan implementation	Actions to support subdivision development within the LD & SC pending adoption of the ZA bylaws and PDA: <ul style="list-style-type: none"> Establish processes for review of development applications under PDA Assist in establishment of an RDN stormwater service area 	2015	✓	Met with developer in July and August to discuss anticipated development timeline and development approvals process going forward under the PDA. Follow-up meeting scheduled for Oct 2014.
Sustainable Communities	Assist in review of RDN bylaws and policies to better accommodate renewable energy initiatives	ongoing	✓	Discussions underway with developer and MOTI to ensure clarity on development processes and information requirements in advance of development applications.
Area Agriculture Plan Implementation	Support the AAC in implementation of the Agricultural Area Plan	ongoing	✓	Discussions underway with MOTI to establish respective roles with regard to stormwater management in LD & SC area. Met in March. Meeting schedule for June. RUC is now taking the lead on this.
Development Permit Area Exemption review	Assist in review of DPA exemptions in consideration of potential amendments to improve business efficiency	ongoing	✓	Date changed to ongoing to reflect that bylaws and policies will be monitored on an ongoing basis to support current and emerging renewable energy initiatives. <ul style="list-style-type: none"> Board policy revised in 2014 to allow EA Director and AAC comment on ALR applications. Bylaw & policy review project currently underway. Education and outreach ongoing.
Nanaimo Airport Land Use Planning Process	Assist Long Range Planning in the Airport planning process	ongoing	✓	Review underway and likely to be informed by the outcome of the Operational & Efficiency review. <p>Discussions underway with NAC.</p>

2015:

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

Current Planning	action	due date	progress	comment
Sustainable Communities	Assist in review of RDN bylaws and policies to better accommodate renewable energy initiatives	ongoing	+	Green Building Technology Bylaw amendments scheduled for consideration of adoption Feb. 2015. Bylaws and policies will be monitored on an ongoing basis to support current and emerging renewable energy initiatives. <ul style="list-style-type: none"> • Bylaw & policy review project – July completion. • AAP 2014-2016 work plan implementation - ongoing. • ALC application review and AAC comment – ongoing. • Education and outreach - ongoing.
Area Agriculture Plan Implementation	Support the AAC in implementation of the Agricultural Area Plan (AAP)	ongoing	+	Ensuring sources of information are accurate and effective is an ongoing process. Communicating effectively in a manner that connects with as broadly as possible with RDN residents will require creative use of conventional media as well as monitoring and effective implementation of new and emerging communication tools.
Communication	Review and update website and other sources of business information to ensure accurate, accessible and understandable information	ongoing	+	Discussions underway with MOTI to establish respective roles with regard to stormwater management in LD & SC area. RUC is taking the lead on this. Developer required to submit petition for service area establishment. Schedule TBD.
Lakes District & Schooner Cove Plan implementation	Assist in establishment of an RDN stormwater service area	TBD	+	Review underway and likely to be informed by the outcome of the Operational & Efficiency review.
Development Permit Area Exemption review	Assist in review of DPA exemptions in consideration of potential amendments to improve business efficiency	TBD	+	Discussions underway with Nanaimo Airport Commission.
Nanaimo Airport Land Use Planning Process	Support Long Range Planning in the Airport planning process as required	TBD	+	

2014

Energy & Sustainability	action	due date	progress	comment
Communication	<ul style="list-style-type: none"> Maintain outreach to staff on energy use, emissions and climate change 	ongoing	✓	Sustainability Coordinator participation in staff meetings, lunch and learn sessions, etc. No specific actions scheduled for 2014.
	<ul style="list-style-type: none"> Continue public seminars on green buildings, renewable energy systems, emission reductions, and other sustainability topics 	Sept/Oct	✓	Green Building Speaker series scheduled for the period of Sept. 16 – October 18.
	<ul style="list-style-type: none"> Distribute one regional newsletter focused on energy and sustainability topics 	June/July	✗	No newsletters planned for 2014.
	<ul style="list-style-type: none"> Continue development of Green Building Guidebook series 	Nov	✓	2014 Guidebook Project under development.
	<ul style="list-style-type: none"> Coordinate a community symposium on Climate Science 	Oct	✓	Scheduled for October 18 at the Nanaimo convention centre. Partnering with the City of Nanaimo, and PICS and the Climate Action Secretariat.
Energy Management and Climate Action	<ul style="list-style-type: none"> Provide interdepartmental support, and coordinate investment in corporate energy efficiency initiatives through the Corporate Climate Action Fund 	ongoing	✓	\$15,000 released in June for an independent building assessment of the D69 Arena. Additional projects coming forward to September Sustainability Select Committee Meeting.
	<ul style="list-style-type: none"> Revise and update the RDN Strategic Energy Management Plan 	Aug-Nov.	-	Shifted to 2015.
	<ul style="list-style-type: none"> Develop and implement regional emission reduction projects 	Dec	✓	Preparing report for September SSC for recommendations/direction on project types.

Energy & Sustainability	action	due date	progress	comment
	<ul style="list-style-type: none"> Assist with the development of renewable energy projects within the region 	ongoing	✓	Incorporated into green building incentives (Community) and strategic energy management plan. Currently working with Director Houle and the Gabriola Commons Society to consider a renewable energy project on Gabriola Island.
	<ul style="list-style-type: none"> Assess vulnerability of RDN communities & infra-structure to predicted impacts of climate change 	Sept	✓	Transferred to Wastewater services. Direction provided on RFP. No longer an Energy and Sustainability Project.
Sustainable Communities	<ul style="list-style-type: none"> Review RDN bylaws and regulations and revise to better accommodate residential and utility scale renewable energy systems and green building practices 	ongoing	✓	Underway. Bylaw Amendments proposed. Supported by EA directors at Seminar held Aug. 26. Public Information Meetings scheduled for September 16, 17 and 18.
	<ul style="list-style-type: none"> Continue Green Building Incentive Program for Electoral Area and Lantzville 	ongoing	✓	Program to be initiated April 1, 2014. Additional funds for woodstove exchange program supported in June. Application for additional funding to be completed in September.
	<ul style="list-style-type: none"> Develop pilot integrated community identity and wayfinding signage program for Electoral Area 'E' 	May-July	-	Shifted to 2015.
	<ul style="list-style-type: none"> Continue administration of the Northern Communities Economic Development Service 	ongoing	✓	NCED Select Committee scheduled for October 16.
Monitoring and Reporting	<ul style="list-style-type: none"> Monitor and report on corporate energy use and emissions 	quarterly	✓	Initiating monthly tracking of all energy purchases. Quarterly reporting to SSC.
	<ul style="list-style-type: none"> Continue support for interdepartmental reporting relating to Board Strategic Priorities, as well as other reporting requirements as requested 	ongoing	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> Final CARIP report submitted. Rebate amounting to \$112,558 received. Assisted Finance with annual financial report (Apr); Completed RDN Integrated Asset Management Strategy RFP. Prepare for Board Strategic Planning (Nov).

Energy & Sustainability	action	due date	progress	comment
Communication	<ul style="list-style-type: none"> Maintain outreach to staff on energy use, emissions and climate change 	ongoing	+	Sustainability Coordinator participation in staff meetings, lunch and learn sessions, etc. No specific actions scheduled for 2015.
	<ul style="list-style-type: none"> Continue public seminars on green buildings, renewable energy systems, emission reductions, and other sustainability topics 	April	+	Support delivery of the <i>Flourishing in a Green Economy</i> community event.
	<ul style="list-style-type: none"> Distribute one regional newsletter focused on relevant energy/ sustainability topics. 	Oct	+	Green Building Speaker/ Workshop series to target the Sept. – Oct period.
	<ul style="list-style-type: none"> Distribute one regional newsletter focused on relevant energy/ sustainability topics. 	Dec.	+	Date to be determined with assistance from RDN Communication Coordinator.
	<ul style="list-style-type: none"> Continue development of Green Building Guidebook series 	Dec.	+	#3 Guidebook initiated in Nov. 2014 to be completed in June. #4 Guidebook (Greywater Systems Best Practices) to be initiated in July 2015, in collaboration with DWWP and Liquid Waste.
	<ul style="list-style-type: none"> Coordinate with Building Inspection to develop communications material, including vehicle wraps 	Ongoing/ May		Assist the building department with communications materials including brochures, pamphlets, and web resources (ongoing). Wrap BI vehicles with Green Building Incentive program information (complete by May).
Energy Management and Climate Action	<ul style="list-style-type: none"> Support interdepartmental investment in energy efficiency through various reserve Funds. 	ongoing	+	Identify suitable capital projects with departmental managers for funding by April 2015. Disburse funds as necessary for approved projects.
	<ul style="list-style-type: none"> Revise and update the RDN Strategic Energy Management Plan 	Nov.	+	Complete project Terms of Reference in February 2015. Target November 2015 for completion/ adoption of SEMP.
	<ul style="list-style-type: none"> Develop and implement regional emission reduction projects 	Dec	+	Initiate project on local forest offset opportunities in February 2015. Advance additional project types as opportunities arise.
	<ul style="list-style-type: none"> Assist with the development of renewable energy projects within the region. 	ongoing	+	Continue to work with local eligible partners, including not-for-profit groups and local fire societies to implement continuous optimization programs for existing facilities.
	<ul style="list-style-type: none"> Review and revise Green Building Action Plan and RDN Green Building Policy 	Sept	+	Most recent Green Building Action Plan updated in 2015. Green Building Policy adopted in 2008. Review both. Propose revisions by September 2015.

Energy & Sustainability	action	due date	progress	comment
Sustainable Communities	<ul style="list-style-type: none"> Review RDN OCPs and RGS for barriers to renewable energy, green building, and other sustainability practices. 	Dec.	+	Initiate review in March 2015.
	<ul style="list-style-type: none"> Continue Green Building Incentive Program for Electoral Area and Lantzville 	ongoing	+	New program opportunities to be presented to the Sustainability Select Committee in March 2015.
	<ul style="list-style-type: none"> Develop pilot integrated community identity and wayfinding signage program for Electoral Area 'E' 	Dec.	+	Continuation of 2014 project. Working with Director Rogers to establish scope of project. Target alignment with Current Planning project.
Monitoring and Reporting	<ul style="list-style-type: none"> Continue administration of the Northern Communities Economic Development Service 	ongoing	+	NCED Select Committee scheduled for February 10, and to be determined for April and October.
	<ul style="list-style-type: none"> Monitor and report on corporate energy use and emissions 	quarterly	+	Initiating monthly tracking of all energy purchases. Quarterly reporting to SSC. Provincial reporting as required.
	<ul style="list-style-type: none"> Continue leading RDN Asset Management Working Group 	ongoing	+	Prepare materials for Board consideration during budget deliberations, implement recommendations in proposed Strategic Implementation Plan.
	<ul style="list-style-type: none"> Assist with Board Strategic Planning Process, and drafting of Strategic Plan. 	Sept.	+	Develop Board survey on Strategic Plan and Planning process (Jan - Feb); Assist with Strategic Planning session (TBC); Assist with drafting plan (Sept).
	<ul style="list-style-type: none"> Continue support for interdepartmental reporting relating to Board Strategic Priorities, as well as other reporting requirements as requested 		+	<ul style="list-style-type: none"> Submit final CARIP report in Feb. Submit additional reports in June.
			+	<ul style="list-style-type: none"> Assist Finance with annual financial report (Apr).
		+	<ul style="list-style-type: none"> Completion of Operational Review. 	

Long Range Planning	action	due date	progress	comment
Regional Growth Strategy implementation	<ul style="list-style-type: none"> Produce Annual Report on RGS implementation 	Feb	✓	Complete.
	<ul style="list-style-type: none"> Initiate target setting for achieving RGS goals 	Feb	✓	Initiated in February.
	<ul style="list-style-type: none"> Develop RGS monitoring and reporting program 	Dec	✓	Workshop held with professionals; workshop report produced; Board approve draft set of indicators; public consultation underway.
	<ul style="list-style-type: none"> Review RGS to ensure support for agriculture 	Oct	✓	Completed - part of AAP Implementation.
	<ul style="list-style-type: none"> Review RGS to ensure support for affordable housing 	Oct	-	Rescheduled to 2015.
	<ul style="list-style-type: none"> Review RGS to ensure support for renewable energy 	Oct	-	Rescheduled to 2015.
	<ul style="list-style-type: none"> Initiate RGS Master Implementation Agreement 	Oct	-	To be reconsidered in 2015.
	<ul style="list-style-type: none"> Initiate development of Corporate Implementation Strategy 	Sept	-	To be reconsidered in 2015.
	<ul style="list-style-type: none"> Education and awareness activities 	ongoing	✓	Two presentations made this year.
	<ul style="list-style-type: none"> Complete Commercial Land Supply & Demand Study 	Nov	-	To be reconsidered for initiation in 2015.
	<ul style="list-style-type: none"> Coordinate Intergovernmental Advisory Committee meetings 	As needed	✓	One held this year.
Climate and Energy Action Plan	Provide assistance and advice	2014	✓	Work with E&S on a regular basis.
Affordable Housing	<ul style="list-style-type: none"> Implement community engagement program for secondary suites policy 	Feb	✓	Brochure produced; web site updated.
	<ul style="list-style-type: none"> Continue implementation of Housing Action Plan 	ongoing	✓	Continue to work with housing providers to provide assistance.
	<ul style="list-style-type: none"> Update web resource pages on affordable housing 	ongoing	✓	Updated in February.

Capacity Building for Homelessness	Staff involvement to allocate funds to homelessness projects	ongoing	✓	six projects in 2014.
Nanaimo Airport Land Use Planning Process	<ul style="list-style-type: none"> Provide support for Nanaimo Airport Land Use Planning Process 	ongoing	✓	Meetings with Nanaimo Airport Commission have taken place.
	<ul style="list-style-type: none"> Continue Phase 2 of the Airport Planning Exercise 	Feb	✓	Meetings with Nanaimo Airport Commission re MOU have taken place. A draft MOU is being revised.
	<ul style="list-style-type: none"> Continue Phase 3 – Master Development Plan and OCP / zoning amendments 	2015	+	To follow completion of Phase 2.
Seaweed Harvesting	Investigate opportunities for RDN to influence seaweed harvesting	Jan 2015	✓	Limited opportunities; continue communication with Ministry of Agriculture.

2015

Long Range Planning	action	due date	progress	comment
Regional Growth Strategy implementation	<ul style="list-style-type: none"> Produce Annual Report on RGS implementation 	Feb	✓	Scheduled for February CoW.
	<ul style="list-style-type: none"> Adopt targets and indicators 	Jan	✓	public consultation completed; adopted at Jan Board meeting.
RGS monitoring and reporting	<ul style="list-style-type: none"> Develop RGS monitoring and reporting program 	June	+	Acquiring data and designing reporting program.
	<ul style="list-style-type: none"> Acquire data for indicators 	June	+	
	<ul style="list-style-type: none"> Review RGS to ensure support for affordable housing and renewable energy 	Oct	+	
	<ul style="list-style-type: none"> Education and awareness activities 	ongoing	+	
	<ul style="list-style-type: none"> Coordinate Intergovernmental Advisory Committee meetings 	As needed	+	A few meetings are anticipated this year.
	<ul style="list-style-type: none"> RGS Amendment - Clarification to Minor Amendment Criteria 	Sept	+	Will be meeting with municipalities.
Electoral Area H OCP Review	Scoping exercise and identification of background information	Nov	+	

Climate Change/Sea level rise	Assessment of possible actions for RDN	June	+	Reviewing implications of new provincial requirements re sea level rise.
Affordable Housing	<ul style="list-style-type: none"> Implement community engagement program for secondary suites policy Continue implementation of Housing Action Plan Update web resource pages on affordable housing 	Feb	+	Brochure produced; will be meeting with real estate and construction organizations later this year.
Capacity Building for Homelessness	<ul style="list-style-type: none"> Staff involvement to assist organizations on homelessness projects 	ongoing	+	Continue to work with housing providers to provide assistance.
Funding for Social Issues	<ul style="list-style-type: none"> New service to provide funding for social issues 	ongoing	+	
Nanaimo Airport Land Use Planning Process	<ul style="list-style-type: none"> Provide support for Nanaimo Airport Land Use Planning Process 	ongoing	+	Feedback has been received from service providers; discussions taking place with Island Health.
	<ul style="list-style-type: none"> Continue Phase 2 of the Airport Planning Exercise 	Sept	+	Meetings with Nanaimo Airport Commission have taken place.
	<ul style="list-style-type: none"> Continue Phase 3 – Master Development Plan and OCP / zoning amendments 	ongoing	+	Meetings with Nanaimo Airport Commission re MOU have taken place. A draft MOU is being revised.
Agriculture Area Plan Implementation	<ul style="list-style-type: none"> Bylaw and Policy Update – Removing Barriers to Agriculture 	Feb	+	To follow completion of Phase 2.
	<ul style="list-style-type: none"> Agriculture promotion and economic development 	Sept	+	Discussion paper complete; barriers identified.
	<ul style="list-style-type: none"> On farm water related infrastructure and supply 	July	+	A few projects as identified in AAP Implementation Action Plan.
	<ul style="list-style-type: none"> Policy review – subdivision in ALR 	2015	+	As identified in AAP Implementation Action Plan.
Climate and Energy Action Plan	Provide assistance and advice	Oct	+	As identified in AAP Implementation Action Plan.
Current Planning	<ul style="list-style-type: none"> Assist with enquiries and application processing 	Nov	+	As identified in AAP Implementation Action Plan.
		As needed	+	Work with E&S on a regular basis.
		Ongoing	+	Planner assists with enquiries and applications.

	<ul style="list-style-type: none"> • OCP amendments and RGS related 	As needed	+	Work with Current Planning on a regular basis.
Seaweed Harvesting	Monitor seaweed harvesting licenses in	Ongoing	+	Continue to work with MoA and VIU.
Coastal Douglas Fir Conservation Partnership	Participate in CDFCP activities	As needed	+	Attending workshop in February.
First Nations Liaison	Assist with First Nations Liaison and consultation	ongoing	+	
Watershed Management Planning	Assist DW&WP with watershed management plan	As needed	+	
Mount Arrowsmith Biosphere Reserve	Participate in MABP activities	As needed	+	Working with VIU to identify mutual benefits.
Nanaimo Estuary Management Committee	Participate in NEMC activities	As needed	+	Attending workshop in February.

TRANSPORTATION AND SOLID WASTE SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

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

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Transportation and Solid Waste Service Area will participate in the review	June 2015	-	Ongoing.

2014

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Transportation Services				
New Flyer CNG Project	Implement	Apr. 2014	✓	25 new CNG buses now operating throughout RDN Transit system - Project came in on budget.
Facilities shop CNG upgrade	Design and construct	May 2014	✓	Project now complete and came in on budget.
CNG Compressor Station	Design and install	Mar. 2014	✓	Complete and on budget.
Transit Business Plan	Bring Transit future plan to Board for approval	Sept. 2014	✓	Board has approved Future Plan.
Update Operations Manual	Review and update the manual	Apr. 2014	✓	Complete.
Dispatcher Operations Manual	Design and implement the manual	June 2014	✓	Complete.
Bus stop implementation plan	Prepare report for Board approval	May 2014	✓	Report to Board was approved.

2015

Transportation Services	action	due date	progress	comment
Prideaux Street Transit Exchange	Implement lighting upgrades	Sept. 2014	✓	Complete.
Google type trip planner	Design and implement	Jan. 2015	✓	Complete.
Downtown Transit Exchange	Preliminary design of a new Transit Exchange	Sept. 2015	✓	On track. Currently working with the City of Nanaimo and BC Transit to coordinate.
HandyDART Fleet (Arboc)	Implement replacements	May 2015	✓	Complete.
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Woodgrove Transit Exchange	Preliminary design for upgrade and expansion	Dec. 2015	-	Working with BC Transit to draft Memorandum of Understanding for the project.
RDN/BCT/CVRD Interregional Service Report	Report to Board	Nov. 2015	+	BC Transit selecting consultant.
Fleet Management Software	Design and install new system for Mechanics	Dec. 2015	+	Currently working with BC Transit.
Fleet body repairs	Repair 5 1998 series New Flyer bus frames and panels.	Apr. 2015	+	Working with BC Transit to repair buses.
Driver Routing Manual	Design and implement a manual	Mar. 2015	+	Project tied to new Scheduling software from BC Transit.
Transit Shop	Repair roof	Sept. 2015	+	Repairs required due to age.
Downtown Transit Exchange land acquisition	Prepare agreement with the City of Nanaimo	Sept. 2015	+	Working with BC Transit and City of Nanaimo to negotiate land agreement.
On-time performance monitoring	Design and implement new monitoring program	June 2015	+	Currently testing new monitoring units.
Route 15A - Jingle Pot Analysis	Report to Board	Mar. 2015	+	Gathering data.
Parksville/Qualicum Taxi Saver Program	Report to Board	Mar. 2015	+	Preparing report.

Transportation Services	action	due date	progress	comment
Greens Landing Wharf	Prepare a status report for Board	Feb. 2015	+	Federal Public Works have indicated a desire to transfer responsibility of wharf to RDN which will require an agreement that is approved by the Board. First Nations consultation must be completed by Federal Government.
Emergency Wharf	Repair Wharf	Mar. 2015	+	Work commencing on February 1, 2015
Bus advertising contract	Update advertising plan and implement with BC Transit	July 2015	+	BC Transit will need to be consulted.
Taxi Saver program for Gabriola Island	Report on options for Board	Mar. 2015	+	Draft agreement complete now. Bylaw and final report need to be completed.
Raven Underground Coal Mine	Report to Board	Timing depends upon Prov. Govt.	+	Ongoing. Waiting for applicant information.
Transit expansion	Implement 5000 annual hour transit expansion	Sept. 2015	+	Working with BC Transit on service delivery options.
Rider's Guide update	Design and implement new Rider's Guide	Sept. 2015	+	To improve customer service tools.

Solid Waste Services

Zero Waste Programs:		action	due date	progress	comment
Solid Waste Management Plan (SWMP)	<ul style="list-style-type: none"> Review, update and amend plan Public consultation program 	Dec. 2015	+	Update the 2004 SWMP.	
Commercial Food Waste Ban expansion	Communicate, collaborate, enforce	Dec. 2015	+	Will be addressed during SWMP.	
North Nanaimo Yard Waste Drop-Off	Review yard waste drop off options	Oct. 2015	+	Consideration of options through SWMP.	
Construction/Demolition Waste Recycling options	Undertake study; report to Board	Mar. 2015	+	Will be updated during SWMP.	
WSML License Application Process	Review and update process	Dec. 2015 Mar. 2016	+	Follows SWMP development.	
WSML License compliance	Monthly, quarterly inspections (12 sites)	ongoing	+	Inspections have been completed and follow-up investigations are planned for those that are not in compliance.	
Curbside Collection Program:		action	due date	progress	comment
Curbside Collection Bylaw	Update and amend Bylaw No. 1591	Feb 2015	✓	Draft bylaw to Board in Feb.	
Multi-Material BC PPP Recycling Program	Monitor performance in meeting obligations for collecting packaging and printed paper in accordance with the BC Recycling Regulation.	ongoing	+	Outreach initiatives planned for summer 2015.	
Collection day reminder service	Promote and monitor the implementation of the new online collection reminder system and mobile app.	ongoing	+	Feature launched November 2014.	
Disposal Facilities:		action	due date	progress	comment
Bylaw 1531 – 2013 Tipping Fees	Review and possibly amend	Nov. 2014 Mar. 2015	-	Consider implications as a result of reduced tonnage received and export of waste from the region.	
Cell One Nature Park Phase 1	Preliminary design	Oct. 2015	✗	Deferred indefinitely.	

Operations Building at Landfill	Detailed design for new operations building	Sept. 2015	+	Currently reviewing location options.
Maintenance Building at Landfill	Detailed design for new maintenance building	Sept. 2015	+	Currently reviewing location options.
North Berm	Detailed design for berm	Dec. 2015	+	Currently reviewing location options.
Underground utilities (North Berm)	Detailed design, tender award and construction	Nov. 2014	✓	Complete.
Tire and equipment wash down facility	Detailed design and construction of facility		✗	Deferred until at least 2018.
Procedures Manual	Prepare procedures manual for Solid Waste facilities	Sept. 2014	✓	Complete.
Alternate daily cover initiative	Prepare alternate cover procedure that will reduce operational costs	Oct. 2014	✓	Complete.
Alternate bird control initiative	Prepare alternate procedures to reduce operational costs	Nov. 2014	✓	Complete.

2015

Zero Waste Programs:	action	due date	progress	comment
WSML processing	5 new/major amendments underway	ongoing	+	To be processed thought out 2015.
Illegal Dumping Enforcement Program	Respond to public inquiries/complaints	ongoing	+	Coordinated efforts with Bylaw Services.
Region-Wide Zero Waste Newsletters	Prepare and distribute two newsletters	Mar. 2015	+	First newsletter to include SWMP survey. Second newsletter in the Fall.
Review flow control	Study of issue	Oct. 2015	+	Will be addressed during SWMP.
Disposal Facilities:	action	due date	progress	comment
LFG collection	Targets: 75% collection; 95% operational	ongoing	+	Currently monitoring.
Leachate generation	Minimize leachate generation and infiltration of storm water	ongoing	+	Currently quantifying minimization target and options for source control.