

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, JANUARY 26, 2016
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
13 **Jack Van Roie**, re Sale of Consignments at Five Star Auto Sales.
- 3. BOARD MINUTES**
14-17 Minutes of the Inaugural Board meeting held Tuesday, December 8, 2015 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
(All Directors – One Vote)
18 **Lois Wendy Burns**, re Development Variance Permit Application No. PL2015-170 – 1542 Madrona Drive, Electoral Area ‘E’.
19 **Helen Shove**, re Development Variance Permit Application No. PL2015-170 – 1542 Madrona Drive, Electoral Area ‘E’.
20-26 **Mayor Marc Lefebvre, City of Parksville**, re Goose Control Program 2016.
- 6. UNFINISHED BUSINESS**
27-30 **Bylaws No. 867.07 and 1049.08 – Inclusion of 2 Parker Road Properties into the Nanoose Bay Peninsula Water Service Area, Electoral Area ‘E’** (All Directors – One Vote).
 1. *That Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.07, 2015 be adopted.*
 2. *That Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.08, 2015 be adopted.*

- 31-33 **Bylaw No. 1170.04 – Inclusion of 868 Shorewood Drive into the San Pareil Water Supply Local Service Area, Electoral Area ‘G’** (All Directors – One Vote).

That San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.04, 2015 be adopted.

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

Board Appointments (All Directors – One Vote)

That the Board approve the 2016 appointments to Advisory Committees and Commissions, as follows:

(List to be distributed at meeting)

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

- 34-38 Minutes of the Electoral Area Planning Committee meeting held Tuesday, January 12, 2016 (For Information) (All Directors – One Vote).

DEVELOPMENT PERMIT

Development Permit Application No. PL2015-164 – Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit No. PL2015-164 to permit the construction of two dwelling units and two detached accessory buildings be approved subject to the conditions outlined in Attachments 2 and 3.

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2014-147 – 5370 Gainsberg Road, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2014-147.

That Development Permit with Variance Application No. PL2014-147 to permit the construction of a new residential dwelling, retaining wall, repair of an existing deck, and to vary the interior side setback from 2.0 m to 0.4 m be approved subject to the conditions outlined in Attachment 2.

Development Permit with Variance Application No. PL2015-153 – 2462 Shady Lane (Horne Lake), Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-153.

That Development Permit with Variance Application No. PL2015-153 to recognize the siting of an existing deck and to permit the installation of a permanent deck cover on the existing deck be approved subject to the conditions outlined in Attachments 2 to 5.

Development Permit with Variance Application No. PL2015-148 – Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-148.

That Development Permit with Variance Application No. PL2015-148 to reduce the watercourse setback for a retaining wall and footbridge over Nash Creek and increase the maximum height for a dwelling unit, be approved subject to the conditions outlined in Attachments 2 to 4.

Development Permit with Variance Application No. PL2015-126 – 5469 Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-126.

That Development Permit with Variance Application No. PL2015-126 to legalize the siting of the existing carport, and permit additions to the dwelling and fence, be approved subject to the conditions outlined in Attachments 2 and 3.

Development Permit with Variance Application No. PL2015-155 – Electoral Area ‘A’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-155.

That Development Permit with Variance Application No. PL2015-155 to permit the construction of an industrial building be approved subject to the conditions outlined in Attachments 2 to 5.

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2015-170 – 1542 Madrona Drive, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-170.

That Development Variance Permit Application No. PL2015-170 to recognize the siting of a nonconforming dwelling unit and permit the construction of a freestanding deck be approved subject to the conditions outlined in Attachments 2 to 4.

Development Variance Permit Application No. PL2015-157 – 674 Hawthorne Rise, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-157.

That Development Variance Permit Application No. PL2015-157 to reduce the interior side lot line setback from 2.0 metres to 1.2 metres and to reduce the other lot line setback from 5.0 metres to 1.75 metres to allow the construction of an accessory building be approved subject to the conditions outlined in Attachment 2.

Development Variance Permit Application No. PL2015-145 – 1304, 1304A & 1306 Alberni Highway, Electoral Area ‘F’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-145.

That Development Variance Permit Application No. PL2015-145 to vary the setback requirements for ten micro wind turbines from 4.6 m to 0.46 m from the front lot line and from 4.6 m to 1.3 m from the interior lot line be approved subject to the conditions outlined in Attachment 3.

OTHER

Development Permit and Site-Specific Exemption Application No. PL2015-116 – 5497 Deep Bay Drive, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit and Site Specific Exemption to the Floodplain Management Bylaw Application No. PL2015-116 to permit the replacement of an existing single wide manufactured home with a double wide manufactured home be approved subject to the terms and conditions outlined in Attachments 2 and 3.

Temporary Use Permit Application No. PL2015-152 – 1410 Alberni Highway, Electoral Area ‘F’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Temporary Use Permit Application No. PL2015-152 – 1410 Alberni Highway, Electoral Area ‘F’.

That Temporary Use Permit Application No. PL2015-152 to permit "Outdoor Sales" use on a portion of the subject property be approved subject to the conditions outlined in Attachment 3.

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2015-045 – 1110 & 1120 Keith Road, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That the request to relax the minimum 10% perimeter frontage requirements for the proposed remainder of Lot 24 in relation to Subdivision Application No. PL2015-045 be approved.

Development Permit Application No. PL2015-129 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement Subdivision Application No. PL2015-137 – 1032 Robertson Boulevard, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

- 1. That the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 15 in relation to subdivision application PL2015-137 be approved.*
- 2. That Development Permit Application No. PL2015-129 to permit a 54 lot subdivision be approved subject to the conditions outlined in Attachments 2 and 3.*

Development Variance Permit Application No. PL2015-167 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement Subdivision Application No. PL2015-081 – 1577 Brynmarl Road, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-167.

- 1. That Development Variance Permit Application No. PL2015-167 to increase the permitted parcel depth for proposed Lot 2 from 40% to 41.5% of the length of the perimeter of the parcel be approved subject to the conditions outlined in Attachments 2 and 3.*
- 2. That the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 2 in relation to Subdivision Application No. PL2015-081 be approved.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

39-45 Minutes of the Committee of the Whole meeting held Tuesday, January 12, 2016 (For Information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Steve Gordon, Ministry of Forests, Lands & Natural Resource Operations, re Species at Risk Implementation Plans and Engagement Sessions.

That the correspondence from Steve Gordon, Ministry of Forests, Lands & Natural Resource Operations, regarding species at risk Implementation Plans and engagement sessions be received.

Anthony Danks, Ministry of Environment, re Proposed New Spill Response Regime.

That the correspondence from Anthony Danks, Ministry of Environment, regarding a proposed new spill response regime be received.

MNP, re Regional District of Nanaimo Audit Service Plan – Year Ending December 31, 2015.

That the correspondence from MNP, regarding the Regional District of Nanaimo Audit Service Plan for the year ending December 31, 2015 be received.

Peter Ronald, Union of BC Municipalities, re 2016 Asset Management Planning Program – Grant Approval Terms and Conditions.

That the correspondence from Peter Ronald, Union of BC Municipalities, regarding the 2016 Asset Management Planning Program – Grant Approval Terms and Conditions be received.

Al Richmond, Union of BC Municipalities, re Gas Tax Agreement Community Works Fund Payment.

That the correspondence from Al Richmond, Union of BC Municipalities, regarding the Gas Tax Agreement Community Works Fund payment be received.

Wayne Pritchard, Ducks Unlimited Canada, re Request for Support for Vancouver Island Workshop.

That the correspondence from Wayne Pritchard, Ducks Unlimited Canada, regarding a request for support for a Vancouver Island Workshop be received.

R.K. Weir, Town of Qualicum Beach, re French Creek Water Service Area.

That the correspondence from R.K. Weir, Town of Qualicum Beach, regarding the French Creek Water Service Area be received.

Trevor Wicks re Englishman River Water Service Board Review Proposal.

That the correspondence from Trevor Wicks regarding the Englishman River Water Service Board review proposal be received.

Douglas O'Brien and Teresa O'Brien, re Appointment to Englishman River Water Service Management Board.

That the correspondence from Douglas O'Brien and Teresa O'Brien regarding an appointment to the Englishman River Water Service Management Board be received.

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

46-47

Animal Control and Licensing Amendment Bylaw No. 939.04, 2016 (All Directors – One Vote / 2/3).

1. *That "Animal Control and Licensing Amendment Bylaw No. 939.04, 2016" be introduced and read three times.*
2. *That "Animal Control and Licensing Amendment Bylaw No. 939.04, 2016" be adopted.*

48-49

Animal Control Amendment Bylaw No. 941.06, 2016 (All Directors – One Vote / 2/3).

1. *That "Animal Control Amendment Bylaw No. 941.06, 2016" be introduced and read three times.*
2. *That "Animal Control Amendment Bylaw No. 941.06, 2016" be adopted.*

CORPORATE SERVICES

ADMINISTRATION

Local Government Liaison – *Public Health Act* (All Directors – One Vote).

1. *That the Regional District of Nanaimo Chief Administrative Officer be appointed as the local government liaison in accordance with Section 83 of the Public Health Act.*
2. *That the Regional District of Nanaimo send notice of the designation of the local government liaison to Island Health by way of the local Medical Health Officer.*

RECREATION AND PARKS

RECREATION

Meadowood Community Recreation Centre Alternative Construction Options (All Directors – One Vote).

That the Regional District of Nanaimo issue a Design/Build Tender for a prefabricated metal building in the amount of \$450,000 for the Meadowood Community Recreation Centre to be situated within the Meadowood Community Park southeast of Dashwood Fire Hall #62 (Meadowood Fire Hall).

PARKS

Mount Benson Regional Park Conservation Covenant and Termination of Contribution Agreement (All Directors – Weighted Vote).

1. *That the Section 219 Conservation Covenant in favour of the Nanaimo and Area Land Trust Society and the Cowichan Community Land Trust Society be approved and registered on title for Mt. Benson Regional Park.*
2. *That the 2006 Regional District of Nanaimo - Nanaimo and Area Land Trust Society Contribution Agreement for Mount Benson Regional Park be terminated.*

FINANCE

50-52

Bylaw No. 1739 – A Bylaw to Authorize Preparation of 2016 Parcel Tax Rolls (All Directors - Weighted Vote / 2/3).

1. *That the "2016 Parcel Tax Assessment Roll Bylaw No. 1739, 2016", be introduced and read three times.*
2. *That the "2016 Parcel Tax Assessment Roll Bylaw No. 1739, 2016" be adopted.*

Approval of Signing Authorities for General Banking and Investments (All Directors – One Vote).

1. *That the signing authorities for general banking services and financial instruments reflect the following officer positions:*

Chairperson	William Veenhof
Deputy Chairperson	Colin Haime
Interim Chief Administrative Officer	Dennis Trudeau
Director of Finance	Wendy Idema
Manager, Accounting Services	Tiffany Moore
Senior Accountant	Manvir Manhas

2. *That the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo.*

2016 Gas Tax Transfer and Community Works Fund Program Update.

(All Directors – One Vote)

1. *That the report on the use of Community Works Funds be received for information.*

(Electoral Area Directors – Weighted Vote)

2. *That the Community Works Funds program project lists attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.*

ADVISORY, SELECT COMMITTEE AND COMMISSION

Electoral Area 'G' Parks and Open Space Advisory Committee (All Directors – One Vote).

That the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Wednesday, November 4, 2015, be received for information.

Little Qualicum (Dashwood) Hall.

That staff be requested to prepare a report outlining the options and costs for the upgrade or rebuild of the Little Qualicum Hall.

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

That the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 18, 2015, be received for information.

Grants-in-Aid.

That the following Electoral Area 'A' Recreation Grants-in-Aid be approved:

Organization	Description	Amount
Cedar Family of Community Schools	For funding toward equipment for a 10 week youth empowerment program for girls in 3rd to 7th grade through fun and interactive physical activities.	\$739.74
Cedar Community Association	To purchase 32 chairs and cart to use for events at the Cedar Hall and their community activities.	\$2,128.00

District 69 Recreation Commission (All Directors – One Vote).

That the minutes of the District 69 Recreation Commission meeting held Thursday, November 19, 2015, be received for information.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS.

Nanaimo Aboriginal Centre – Passive House Project Grant (All Directors – Weighted Vote).

That the Regional District of Nanaimo contribute a one-time grant of \$15,000 to the Nanaimo Aboriginal Centre for the Passive House project.

Nanaimo Aboriginal Centre – Support In Principle for Passive House Project (All Directors – One Vote).

That the Regional District of Nanaimo supports in principle the Nanaimo Aboriginal Centre Passive House project.

Ducks Unlimited Canada – Request for Support for Vancouver Island Workshop (All Directors – Weighted Vote).

That the Regional District of Nanaimo contribute \$1,000 to Ducks Unlimited Canada in support of the Vancouver Island Workshop.

Nanaimo and Area Land Trust Core Funding (All Directors – Weighted Vote).

That the Board provide a \$30,000 grant to the Nanaimo and Area Land Trust.

NEW BUSINESS

HandyDART Service for Electoral Area ‘B’ Residents (All Directors – One Vote).

That staff provide an analysis of establishing handyDART service for Electoral Area ‘B’ residents with trips starting from the Gabriola Ferry Terminal in Nanaimo.

8. SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Arrowsmith Water Service Management Board (All Directors – One Vote).

53-55 Minutes of the Arrowsmith Water Service Management Board meeting held Wednesday, December 9, 2015 (For Information).

56-58 Minutes of the Arrowsmith Water Service Management Board meeting held Thursday, December 17, 2015 (For Information).

59-68 **AWS 2016-2020 Financial Plan** (Electoral Areas ‘E’ and ‘G’ – Weighted Vote).

That the Regional District of Nanaimo adopt its portion of the 2016-2020 Financial Plan as outlined in Table 2 attached to the December 7, 2015 report.

Englishman River Water Service Management Board (All Directors – One Vote).

69-72 Minutes of the Englishman River Water Service Management Board meeting held Wednesday, December 9, 2015 (For Information).

73-84 **ERWS 2016-2020 Financial Plan** (Electoral Areas ‘E’ and ‘G’ – Weighted Vote).

That the Regional District of Nanaimo adopt its portion of the 2016-2020 Financial Plan as outlined in Table 2 attached to the December 7, 2015 report.

9. ADMINISTRATOR'S REPORTS

85-87 **Board Appointments to Standing, Select, Advisory and Scheduled Standing Committees** (All Directors – One Vote).

88-109 **2015 Departmental Activities and Accomplishments** (All Directors – One Vote).

110-127 **Emergency Management Agreement Renewal** (All Directors – Weighted Vote).

128-130 **AVICC Resolution – Rainwater as a Potable Resource** (All Directors – One Vote).

131-138 **Zoning Amendment Application No. PL2015-025 – Electoral Area 'H' – Bylaw 500.400 – Third Reading** (Electoral Area Directors, except EA 'B' – One Vote).

Emergency Program Act Discussion Paper Comments (*to be distributed at meeting*).

10. ADDENDUM

11. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

12. NEW BUSINESS

13. IN CAMERA

That pursuant to Sections 90 (1) (c), (e) and (j) of the Community Charter the Board proceed to an In Camera Meeting, for discussions related to labour relations, land acquisitions and third-party business interests.

14. ADJOURNMENT

AT; PLANNING DEPARTMENT

JAN. 18/2016

TO WHOM IT MAY CONCERN;

THE PURPOSE OF THE LETTER IS TO CONFIRM
I JACK VAN ROIE THE OCCUPANT OF 1410
ALBERNI HIGHWAY PARKSVILLE BC WOULD LIKE
THE OPPORTUNITY TO BE HEARD AT THE BOARD
MEETING. TUESDAY, JAN. 26, 2016 @ 7.00 PM.

TILL PRESENT I HAVE SOLD 783 CONSIGNMENTS
MOST OF THESE CONSIGNMENTS WOULD HAVE
ENDED UP ALONG OUR STREETS OR HWYS.
SOME OF THESE CONSIGNMENTS COME FROM
ESTATE SALES OR SENIOR CITIZENS WHO
HAD TO GIVE UP THERE DRIVERS LICENCE
I'VE BEEN IN BUSINESS FOR 29 YEARS
AND SERVED MY COMMUNITY AND CUSTOMERS
WITH HONOR AND DIGNITY!



www.fivestarautosales.ca

Jacob Van Roie

Jack Van Roie
JACK VAN ROIE

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE INAUGURAL BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, DECEMBER 8, 2015 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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

Regrets:

Director B. Yoachim	City of Nanaimo
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Also in Attendance:

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

CALL TO ORDER

The Chief Administrative Officer called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

The Chief Administrative Officer welcomed Alternate Director Fuller and Tracy Samra, City of Nanaimo Interim Chief Administrative Officer, to the meeting.

Notification from Member Municipalities regarding Council Appointments to the Board for the Year 2016.

- 15-828 MOVED Director Westbroek, SECONDED Director Veenhof, that the correspondence from member municipalities regarding council appointments to the Board for the year 2016 be received.

CARRIED

ELECTION OF BOARD CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Chairperson.

Director Westbroek nominated Director Stanhope.

Director Rogers nominated Director Veenhof.

Director Stanhope and Director Veenhof accepted their nominations and spoke regarding their candidacy.

An election was held and following the counting of the ballots the Chief Administrative Officer declared Director Veenhof as Chairperson of the Board.

ELECTION OF DUPUTY CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Deputy Chairperson.

Director Stanhope nominated Director Haime.

There being no further nominations, the Chief Administrative Officer declared Director Haime as Deputy Chairperson of the Board.

The Chairperson claimed his seat and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place and thanked Director Stanhope for his outstanding service to the Regional District of Nanaimo as Chairperson for the past 13 years.

Destruction of Election Ballots.

- 15-829 MOVED Director Lefebvre, SECONDED Director Westbroek, that the ballots cast for the Chairperson election be destroyed.

CARRIED

BOARD MINUTES

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

- 15-830 MOVED Director Houle, SECONDED Director Thorpe, that the minutes of the Regular Board meeting held Tuesday, November 24, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Rosemary Bonanno, Vancouver Island Regional Library, re Appointment to the 2016 VIRL Board.

- 15-831 MOVED Director McKay, SECONDED Director Haime, that the correspondence from Rosemary Bonanno, Vancouver Island Regional Library, regarding appointment to the 2016 Vancouver Island Regional Library Board be received.

CARRIED

ADMINISTRATOR'S REPORTS

2016 Board and Standing Committee Regular Meeting Schedule.

- 15-832 MOVED Director Rogers, SECONDED Director Bestwick, that the 2016 Board and Standing Committee regular meeting schedule be approved as presented.

CARRIED

Amendment to Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736.

- 15-833 MOVED Director Haime, SECONDED Director Rogers, that third reading of "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be rescinded.

CARRIED

- 15-834 MOVED Director Haime, SECONDED Director Rogers, that "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be amended by deleting "\$0.0017 per \$1,000.00" and replacing it with "\$0.0011 per \$1,000.00".

CARRIED

- 15-835 MOVED Director Haime, SECONDED Director Rogers, that "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be read a third time as amended.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Appointments to the Vancouver Island Regional Library Board.

- 15-836 MOVED Director Stanhope, SECONDED Director Lefebvre, that Director Houle be appointed as the Regional District of Nanaimo representative to the Vancouver Island Regional Library Board and Director Young be appointed as the Regional District of Nanaimo alternate representative to the Vancouver Island Regional Library Board.

CARRIED

IN CAMERA

- 15-837 MOVED Director Rogers, SECONDED Director McKay, that pursuant to Sections 90 (1) (a) and (c) of the *Community Charter* the Board proceed to an In Camera Meeting, for discussions related to personnel and Board Appointments.

CARRIED

TIME: 7:22 PM

RISE AND REPORT

Appointment of Interim Chief Administrative Officer.

15-838 MOVED Director Stanhope, SECONDED Director Westbroek, that Dennis Trudeau be appointed as the Interim Chief Administrative Officer, effective December 10, 2015.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:42 PM

CHAIRPERSON

CORPORATE OFFICER

From: Wendy Burns
Date: January 19, 2016 at 8:22:17 AM HST
To: Bob Rogers
Subject: Application for variance 1542 madrona Dr.

Dear Mr. Rogers, received Notice of Development concerning the above address
I object to the idea of these variances The requested variances of 6.3 metres and 7.38 metres are excessive

I have a question , Where is the septic field to be built ?

Please do not approve this request

Lois Wendy Burns

1552 Madrona Dr. Nanoose Bay B.C.

From: Gerri charles
Sent: Wednesday, January 20, 2016 4:02 PM
To: Planning Email
Cc: Helen Shove;
Subject: Attn Re| PL2015-170 : RDN Site Search

Good afternoon Tyler

Regarding variance permit application PL 2015-170. Re 1542. Madrona Dr.,

Planning Dept
6300 Hammond Bay Rd.,
Nanaimo, BC
V9T 6N2

Helen L. Shove
1546 Madrona Drive,
Nanoose Bay, BC
V9P 9C9

Section 3.3 9b) ii)

Setbacks-Sea. I object to the proposed allowance request changing from 15.0 to 7.62. The existing deck was built before bylaws were enforced, a new structure in the same space would likely impose more on the view from surrounding properties, and could reflect adversely on property values. A large concern is the environmental impact of the septic drainage. At present the septic field is inadequate, former owners and tenants have had ongoing issues since 1982 when our original home was built.

Section 3.4.61- Minimum Setback Requirements- interior side lot line to reduce the minimum setback requirement from the interior side lot line from 2.0m to 1.13m for existing dwelling as shown on Attachment 2. I object to this variance.

Best regards,

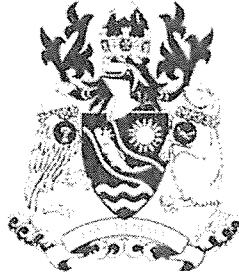
Helen L. Shove
1546 Madrona Drive,
Nanoose Bay, BC
V9P 9C9

Mr. Tyler Brown, RDN Planning Dept,

In response to the notice of variance PL 2015-170

My home borders the property "1542 Madrona Drive" on the South side, looking at the ocean the property in question is on our left. We built our home in 15 years ago and adhered to the current building requirements. I strenuously object to this building application variance. Also, I wonder if you can tell me- what are the current height restrictions and what height is the proposed building planned to be?

Best regards,
Helen Shove
1546 Madrona Drive,
Nanoose Bay, B.C.
V9P 9C9



City of Parksville
Office of the Mayor

January 20, 2016

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

Attention: Director Bill Veenhof, Chair

Dear Mr. Veenhof:

Re: Goose Control Program 2016

This is to advise that at the January 18, 2016, regular meeting of Council, the following resolution was passed:

- 16-017
1. THAT the report from the Chief Administrative Officer dated December 22, 2015, entitled "Goose Control Program 2016" be received.
 2. THAT Council request the Regional District of Nanaimo to include for 2016, and if necessary, 2017 and 2018 operational budgets, funding in the amount of \$12,000 (a 1/3 shared cost) per year for a cull program and other Canada Goose management initiatives for the City of Parksville and surrounding areas.
 3. THAT Council approve an application to be submitted to the federal and provincial governments by the Guardians on behalf of the City of Parksville to conduct a cull of Canada Geese in Parksville in 2016.
 4. THAT Council approve \$35,000 in the 2016, and if necessary, 2017 and 2018 operating budgets toward costs of the cull process.
 5. THAT Council write to the federal Minister of Environment and Climate Change to request legislative amendments to allow the use of culled migratory birds for human or animal consumption with a copy to the Federation of Canadian Municipalities requesting their support for this initiative.

The City of Parksville and the Regional District of Nanaimo have worked together for many years to address the over population of geese in our area. Unfortunately the steps taken to date have not had the desired impact and more stringent action is required.

Enclosed for the information of the Board is a copy of the staff report adopted by Council. It is our hope the Regional District will see its way clear to contributing to this very important initiative as we look forward to establishing a more manageable population and reduction in the environmental degradation we currently experience.

Thank you in advance for your consideration of our request.

Yours truly,



Marc Lefebvre
MAYOR

December 22, 2015

REPORT TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCILLORS
FROM: D. R. COMIS, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: GOOSE CONTROL PROGRAM 2016
PURPOSE: *To obtain Council approval to proceed with goose mitigation initiatives in 2016*

EXECUTIVE SUMMARY:

In June of 2015, Council adopted in principle the 38 recommendations contained in the Goose Management Strategy for the Mount Arrowsmith Biosphere Reserve as prepared by the Guardians of Mid-Island Estuaries Society. At that time Council also provided specific direction to include in the management plan, application for a cull permit as a more permanent long term solution to the overabundance of Canada Geese in the City of Parksville and surrounding area.

This report provides Council with a further update on this process and recommends a variety of initiatives to work toward mitigation of the goose overpopulation problem.

RECOMMENDATION:

1. THAT the report from the Chief Administrative Officer dated December 22, 2015, entitled "Goose Control Program 2016" be received.
2. THAT Council request the Regional District of Nanaimo to include for 2016, and if necessary, 2017 and 2018 operational budgets, funding in the amount of \$12,000 (a 1/3 shared cost) per year for a cull program and other Canada Goose management initiatives for the City of Parksville and surrounding areas.
3. THAT Council approves an application to be submitted to the federal and provincial governments by the Guardians on behalf of the City of Parksville to conduct a cull of Canada Geese in Parksville in 2016.
4. THAT Council approves \$35,000 in the 2016, and if necessary, 2017 and 2018 operating budgets toward costs of the cull process.
5. THAT Council writes to the Federal Minister of Environment and Climate Change to request legislative amendments to allow the use of culled migratory birds for human or animal consumption with a copy to the Federation of Canadian Municipalities requesting their support for this initiative.

BACKGROUND:

Council is well aware of the problems experienced by the over-abundance of Canada Geese in the City of Parksville. The over-abundance of geese is causing degradation of habitat in the Englishman River Estuary and is negatively impacting our sports fields, parks and sidewalks all over the City.

However when we work in isolation to address these issues the problem may be addressed in one location only to appear in another. When that jurisdiction addresses the problem it sends it back to the first jurisdiction and it becomes a never ending story of back and forth.

To look at a variety of ways and means to address the goose problem and to determine interest for a regional process, a goose management workshop was hosted by the City of Nanaimo on December 02, 2015.

The full day workshop included presentations from the Canadian Wildlife Service, BC Fish and Wildlife, BC Wildlife veterinarian with the Ministry of Forests, Lands and Natural Resources, Guardians, Vancouver Airport Authority, Capital Regional District, Greenways Land Trust in Campbell River, the Okanagan Valley Goose Management Program and various local government representatives including Parksville and the Regional District of Nanaimo.

Arising from the workshop two ongoing groups were formed; a regional eastern Vancouver Island committee to look at the "big picture" perspective from Campbell River to Victoria, including Campbell River, Nanoose and Qualicum First Nations and a subcommittee of First Nations, Guardians, Regional District of Nanaimo, and City of Parksville representatives to specifically manage a cull program in the Englishman River Estuary for 2016.

OPTIONS:

1. Approve the recommendations set out in this report.
2. Provide alternate direction to staff.

ANALYSIS:

In June of 2015, Council gave direction to staff to pursue a goose management plan including application for a cull permit in 2016. The management of locally overabundant Canada geese is an ongoing process to accomplish two primary goals:

1. Reduce the goose population to a size that does not degrade habitat or negatively impact City facilities.
2. Maintain the reduced population at a consistent level so we do not return to the problems of over population.

There is no one over-arching solution to this issue. Success will come from the employment of a variety of methods including culls, egg addling, habitat modification, hazing programs, and education programs for farmers and/or organized hunting opportunities outside of City limits. Working with the Guardians and the RDN, the City is in a position to move forward on a cull program while continuing with other strategies such as the ongoing egg addling program. However in order to do this, funding is required.

The Capital Regional District (CRD) undertook a pilot cull program in 2015 to provide assistance to agricultural properties negatively affected by an over-abundance of Canada Geese. The strategy used a three part program; public education, strategy preparation and the cull.

The CRD received approval to cull 250 geese, but only 43 were located on the private land where the cull permit was issued. The cull was conducted by an independent contractor with oversight from the BC Wildlife veterinarian. Each goose was also tested for avian flu as part of the process. The cost for all aspects of this cull was \$31,500 or \$725 per goose. The BCSPCA had no opposition to the cull. The Ministry of Forests, Lands and Natural Resources have developed a standard operating procedure for undertaking a cull which meets BCSPCA requirements for humane destruction.

In order to conduct a cull, a permit application is required to the Canada Wildlife Service who works with the province to manage applications. While there is no legal requirement for a management plan, there is a better chance of approval if one is in place. The Goose Control Management Strategy document prepared by the Guardians society is our management plan.

The Guardians have agreed to undertake the permit application process and will seek out an appropriate contractor on behalf of the City of Parksville. Public education will be conducted by the City through the Communications Officer.

Unfortunately at this time federal regulations prohibit the use of migratory birds destroyed under permit to be used for human or pet consumption. As a result, staff is also requesting Council to write to the federal government to request amending legislation to allow productive use of the bird carcasses. However, it is not anticipated this type of approval would be available prior to a cull in 2016.

The final step in the process is to secure funding. While the goose problem affects City facilities, it also negatively impacts regional district properties as well. To this end staff is recommending the RDN be requested to cost share in the goose management program with a 1/3 contribution in the amount of \$12,000 per year.

The recommendation to include \$35,000 in the City's operating budget is an estimate only based on the experience in the Capital Regional District.

Going forward it is anticipated more than one cull will be necessary to gain control of the problem; as a result staff is requesting funding to undertake a cull, if needed for three years in total and following that to reassess the problem.

Once the goose population reaches a level where it is no longer degrading habitat or impacting city facilities, maintenance activities such as egg addling would continue on an ongoing basis because, as experience has taught us, as soon as we stop population control we are once again inundated with geese and we are back to square one.

Should Council approve the recommendations set out in this report it is anticipated an application will be submitted in February 2016 with the goal of proceeding with a cull during the June/July molting season. Simultaneously we will also be seeking the appropriate contractor to undertake the cull.

FINANCIAL IMPACT:

It is estimated a cull will cost approximately \$35,000; however, this will only be confirmed once we have obtained a permit and are able to pursue contractor services. These funds will need to be included in the final budget for 2016 if the cull is to be carried out this year.

STRATEGIC PLAN IMPLICATIONS:

Maintain or Enhance Quality of Life - Protection of our natural habitat, beaches and City facilities contributes greatly to the quality of life in the City of Parksville.

Renewal and Maintenance of Infrastructure - To eliminate or significantly reduce goose droppings will contribute positively to the cost of ongoing maintenance of city assets.

Maintain or Enhance Levels of Service - N/A

Maintain or Reduce Actual Property Tax Burden - The cost of a goose cull will have a minimal impact on property taxes.

Environmentally Sustainable - The overpopulation of Canada geese is destroying natural habitat and negatively impacting our beaches and parks. A population reduction will enhance the environmental sustainability of our estuaries, allowing them to regrow and return to their previous state and eliminating a source of pollution on our beaches and parks.

Economic Development - Parksville's main source of economic benefits are associated with a strong tourism sector. Ensuring our greatest attractions - our natural assets - are free from pollution caused by geese will also ensure continued strength in our tourism economy.

REFERENCES:

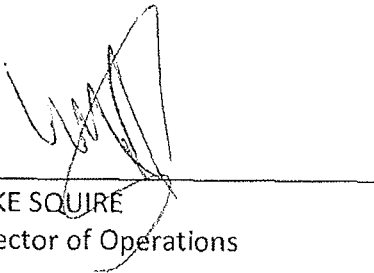
- › Goose Control Management Strategy - Guardians of the Mid-Island Estuaries
- › June 22, 2015, Report to Council, Goose Control Management Plan

Respectfully submitted,



DEBBIE R. COMIS
Chief Administrative Officer

OTHER DEPARTMENT COMMENTS:



MIKE SQUIRE
Director of Operations

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 867.07

A BYLAW TO AMEND THE BOUNDARIES OF THE
NANOOSE BAY PENINSULA WATER SERVICE AREA

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Peninsula Water Service, pursuant to Bylaw No. 867, cited as "Nanoose Bay Peninsula Water Service Area Establishment Bylaw No. 867, 1992";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Remainder of Lot 3, District Lot 69, Nanoose Land District, Plan 29941 Except Those Parts in Plan EPP51762; and
- Lot 'A', District Lot 69, Nanoose Land District, Plan EPP51762;

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

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

1. Amendment

"Nanoose Bay Peninsula Water Service Area Establishment Bylaw No. 867, 1992" is amended as follows:

By amending Schedule 'A' of Bylaw No. 867 to add the lands outlined in black on Schedule 'B' of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.07, 2015".

Introduced and read three times this 24th day of November, 2015.

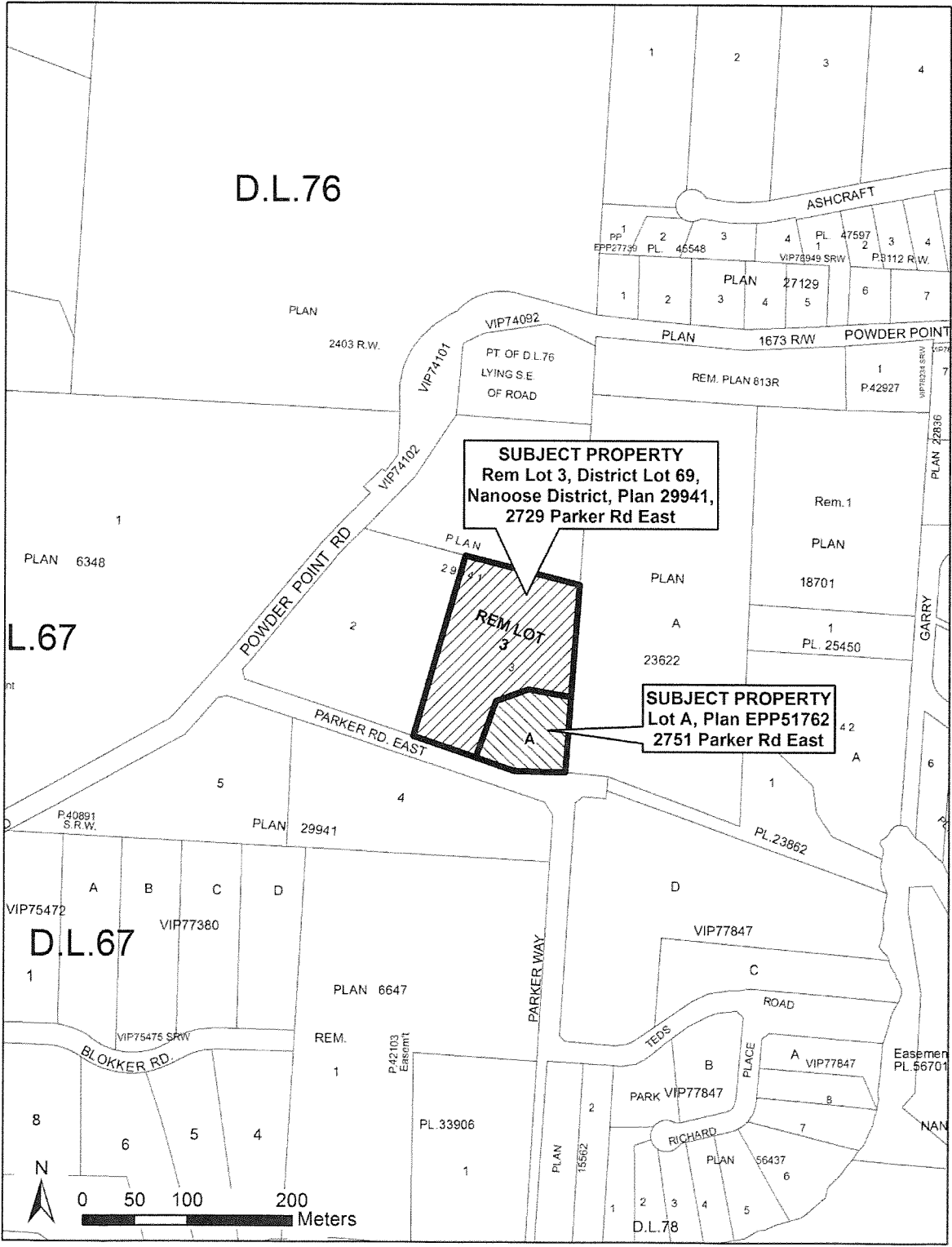
Adopted this ___ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1049.08

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NANOOSE BAY BULK WATER SUPPLY
LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Bulk Water Supply Service, pursuant to Bylaw No. 1049, cited as “Nanoose Bay Bulk Water Supply Local Service Area Establishment Bylaw No. 1049, 1996”;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the lands shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Remainder of Lot 3, District Lot 69, Nanoose Land District, Plan 29941 Except Those Parts in Plan EPP51762; and
- Lot 'A', District Lot 69, Nanoose Land District, Plan EPP51762;

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

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

1. Amendment

“Nanoose Bay Bulk Water Supply Local Service Area Establishment Bylaw No. 1049, 1996” is amended as follows:

By amending Schedule ‘A’ of Bylaw No. 1049 to add the lands outlined in black on Schedule ‘B’ of this bylaw.

2. Citation

This bylaw may be cited for all purposes as “Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.08, 2015”.

Introduced and read three times this this 24th day of November, 2015.

Adopted this ____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1170.04
A BYLAW TO AMEND THE BOUNDARIES OF THE
SAN PAREIL WATER SUPPLY LOCAL SERVICE AREA

WHEREAS the Regional District of Nanaimo established the San Pareil Water Service pursuant to Bylaw No. 1170, cited as "San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the land shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lot 3, District Lot 1, Nanoose Land District, Plan 18721;

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

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

1. Amendment

"San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999" is amended as follows:

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

2. Citation

This bylaw may be cited for all purposes as the "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.04, 2015".

Introduced and read three times this 24th day of November, 2015.

Adopted this _____ day of _____ 20__.

CHAIRPERSON

CORPORATE OFFICER

Schedule `A' to accompany "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.04, 2015"

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 12, 2016 AT 6:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Alternate	
Director K. Lowe	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H

Regrets:

Director B. Rogers	Electoral Area E
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Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Harrison	Director of Corporate Services
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

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

The Chairperson welcomed Alternate Director Lowe to the meeting.

Staff Presentation – Board of Variance

Staff provided a visual overview detailing the process and the guidelines governing the Board of Variance.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, November 10, 2015.

MOVED Director Veenhof, SECONDED Director McPherson, that the minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, November 10, 2015, be adopted.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2015-164 – Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Fell, that Development Permit No. PL2015-164 to permit the construction of two dwelling units and two detached accessory buildings be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2014-147 – 5370 Gainsberg Road, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director McPherson, that staff be directed to complete the required notification.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2014-147 to permit the construction of a new residential dwelling, retaining wall, repair of an existing deck, and to vary the interior side setback from 2.0 m to 0.4 m be approved subject to the conditions outlined in Attachment 2.

CARRIED

Development Permit with Variance Application No. PL2015-153 – 2462 Shady Lane (Horne Lake), Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Fell, that staff be directed to complete the required notification.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that Development Permit with Variance Application No. PL2015-153 to recognize the siting of an existing deck and to permit the installation of a permanent deck cover on the existing deck be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

Development Permit with Variance Application No. PL2015-148 – Island Highway West, Electoral Area ‘H’.

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

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that Development Permit with Variance Application No. PL2015-148 to reduce the watercourse setback for a retaining wall and footbridge over Nash Creek and increase the maximum height for a dwelling unit, be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit with Variance Application No. PL2015-126 – 5469 Island Highway West, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Fell, that staff be directed to complete the required notification.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that Development Permit with Variance Application No. PL2015-126 to legalize the siting of the existing carport, and permit additions to the dwelling and fence, be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

Development Permit with Variance Application No. PL2015-155 – Electoral Area ‘A’.

MOVED Director McPherson, SECONDED Director Fell, that staff be directed to complete the required notification.

CARRIED

MOVED Director McPherson, SECONDED Director Fell, that Development Permit with Variance Application No. PL2015-155 to permit the construction of an industrial building be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2015-170 – 1542 Madrona Drive, Electoral Area ‘E’.

MOVED Director Lowe, SECONDED Director Veenhof, that staff be directed to complete the required notification.

CARRIED

MOVED Director Lowe, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2015-170 to recognize the siting of a nonconforming dwelling unit and permit the construction of a freestanding deck be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Variance Permit Application No. PL2015-157 – 674 Hawthorne Rise, Electoral Area ‘G’.

MOVED Director Veenhof, SECONDED Director Fell, that staff be directed to complete the required notification.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that Development Variance Permit Application No. PL2015-157 to reduce the interior side lot line setback from 2.0 metres to 1.2 metres and to reduce the other lot line setback from 5.0 metres to 1.75 metres to allow the construction of an accessory building be approved subject to the conditions outlined in Attachment 2.

CARRIED

Development Variance Permit Application No. PL2015-145 – 1304, 1304A & 1306 Alberni Highway, Electoral Area ‘F’.

MOVED Director Fell, SECONDED Director Veenhof, that staff be directed to complete the required notification.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2015-145 to vary the setback requirements for ten micro wind turbines from 4.6 m to 0.46 m from the front lot line and from 4.6 m to 1.3 m from the interior lot line be approved subject to the conditions outlined in Attachment 3.

CARRIED

OTHER

Development Permit and Site-Specific Exemption Application No. PL2015-116 – 5497 Deep Bay Drive, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Young, that Development Permit and Site Specific Exemption to the Floodplain Management Bylaw Application No. PL2015-116 to permit the replacement of an existing single wide manufactured home with a double wide manufactured home be approved subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED

Temporary Use Permit Application No. PL2015-152 – 1410 Alberni Highway, Electoral Area ‘F’.

MOVED Director Fell, SECONDED Director Veenhof, that staff be directed to complete the required notification.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that Temporary Use Permit Application No. PL2015-152 to permit "Outdoor Sales" use on a portion of the subject property be approved subject to the conditions outlined in Attachment 3.

CARRIED

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2015-045 – 1110 & 1120 Keith Road, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Fell, that the request to relax the minimum 10% perimeter frontage requirements for the proposed remainder of Lot 24 in relation to Subdivision Application No. PL2015-045 be approved.

CARRIED

Development Permit Application No. PL2015-129 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement Subdivision Application No. PL2015-137 – 1032 Robertson Boulevard, Electoral Area ‘G’.

MOVED Director Veenhof, SECONDED Director McPherson, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 15 in relation to subdivision application PL2015-137 be approved.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that Development Permit Application No. PL2015-129 to permit a 54 lot subdivision be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

Development Variance Permit Application No. PL2015-167 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement Subdivision Application No. PL2015-081 – 1577 Brynmarl Road, Electoral Area ‘E’.

MOVED Director Lowe, SECONDED Director Veenhof, that staff be directed to complete the required notification for Development Variance Permit Application No. PL2015-167.

CARRIED

MOVED Director Lowe, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2015-167 to increase the permitted parcel depth for proposed Lot 2 from 40% to 41.5% of the length of the perimeter of the parcel be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

MOVED Director Lowe, SECONDED Director Veenhof, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 2 in relation to Subdivision Application No. PL2015-081 be approved.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:39 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 12, 2016 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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

Regrets:

Director B. Rogers	Electoral Area E
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Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

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

The Chairperson welcomed Alternate Director Lowe to the meeting.

DELEGATIONS

Andre Sullivan, Nanaimo Economic Development Corporation, re Programs Provided to Date by the NEDC.

Andre Sullivan introduced Chief Executive Officer, John Hankins, who presented an overview of the goals for 2016 including raising the profile of the Nanaimo region by building relationships with local companies, attracting events, tourism and fostering and furthering engagement with stakeholders.

Lynn deVries, Backcountry Horsemen of BC Central Vancouver Island Chapter, re Trail Advocacy.

Lynn deVries shared her views of the challenges faced by the equestrian group and asked for the Board's support by working together with this Chapter of the Backcountry Horsemen by including the group in planning processes, recognizing them as a Stakeholder, and providing clear identification for parking and trail head access.

Fraser Wilson, Nanaimo and Area Land Trust, re Request for Core Funding Assistance.

Fraser Wilson shared a brief history and highlighted the services provided to the region by the Nanaimo and Area Land Trust and asked the Board to provide a \$30,000 grant for core funding for 2016.

Chris Beaton, Nanaimo Aboriginal Centre, re Request for Support for Passive House Project.

Chris Beaton provided an overview of the Nanaimo Aboriginal Centre activities during 2015 and asked the Board for a motion of support in principle for the Passive House project and for a one-time grant of \$15,000 for the project.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, November 10, 2015.

MOVED Director Stanhope, SECONDED Director Thorpe, that the minutes of the Committee of the Whole meeting held Tuesday, November 10, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Steve Gordon, Ministry of Forests, Lands & Natural Resource Operations, re Species at Risk Implementation Plans and Engagement Sessions.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Steve Gordon, Ministry of Forests, Lands & Natural Resource Operations, regarding species at risk Implementation Plans and engagement sessions be received.

CARRIED.

Anthony Danks, Ministry of Environment, re Proposed New Spill Response Regime.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Anthony Danks, Ministry of Environment, regarding a proposed new spill response regime be received.

CARRIED

MNP, re Regional District of Nanaimo Audit Service Plan – Year Ending December 31, 2015.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from MNP, regarding the Regional District of Nanaimo Audit Service Plan for the year ending December 31, 2015 be received.

CARRIED

Peter Ronald, Union of BC Municipalities, re 2016 Asset Management Planning Program – Grant Approval Terms and Conditions.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Peter Ronald, Union of BC Municipalities, regarding the 2016 Asset Management Planning Program – Grant Approval Terms and Conditions be received.

CARRIED

Al Richmond, Union of BC Municipalities, re Gas Tax Agreement Community Works Fund Payment.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Al Richmond, Union of BC Municipalities, regarding the Gas Tax Agreement Community Works Fund payment be received.

CARRIED

Wayne Pritchard, Ducks Unlimited Canada, re Request for Support for Vancouver Island Workshop.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Wayne Pritchard, Ducks Unlimited Canada, regarding a request for support for a Vancouver Island Workshop be received.

CARRIED

R.K. Weir, Town of Qualicum Beach, re French Creek Water Service Area.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from R.K. Weir, Town of Qualicum Beach, regarding the French Creek Water Service Area be received.

CARRIED

Trevor Wicks re Englishman River Water Service Board Review Proposal.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Trevor Wicks regarding the Englishman River Water Service Board review proposal be received.

CARRIED

Douglas O'Brien and Teresa O'Brien, re Appointment to Englishman River Water Service Management Board.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Douglas O'Brien and Teresa O'Brien regarding an appointment to the Englishman River Water Service Management Board be received.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

Animal Control and Licensing Amendment Bylaw No. 939.04, 2016.

MOVED Director Stanhope, SECONDED Director Houle, that "Animal Control and Licensing Amendment Bylaw No. 939.04, 2016" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Houle, that "Animal Control and Licensing Amendment Bylaw No. 939.04, 2016" be adopted.

CARRIED

Animal Control Amendment Bylaw No. 941.06, 2016.

MOVED Director Fell, SECONDED Director Pratt, that "Animal Control Amendment Bylaw No. 941.06, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Pratt, that "Animal Control Amendment Bylaw No. 941.06, 2016" be adopted.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Local Government Liaison – *Public Health Act*.

MOVED Director Stanhope, SECONDED Director Pratt, that the Regional District of Nanaimo Chief Administrative Officer be appointed as the local government liaison in accordance with Section 83 of the *Public Health Act*.

CARRIED

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

CARRIED

RECREATION AND PARKS

RECREATION

Meadowood Community Recreation Centre Alternative Construction Options.

MOVED Director Fell, SECONDED Director Young, that the Regional District of Nanaimo issue a Design/Build Tender for a prefabricated metal building in the amount of \$450,000 for the Meadowood Community Recreation Centre to be situated within the Meadowood Community Park southeast of Dashwood Fire Hall #62 (Meadowood Fire Hall).

CARRIED

PARKS

Mount Benson Regional Park Conservation Covenant and Termination of Contribution Agreement.

MOVED Director Young, SECONDED Director Pratt, that the Section 219 Conservation Covenant in favour of the Nanaimo and Area Land Trust Society and the Cowichan Community Land Trust Society be approved and registered on title for Mt. Benson Regional Park.

CARRIED

MOVED Director Young, SECONDED Director Pratt, that the 2006 Regional District of Nanaimo - Nanaimo and Area Land Trust Society Contribution Agreement for Mount Benson Regional Park be terminated.

CARRIED

FINANCE

Bylaw No. 1739 – A Bylaw to Authorize Preparation of 2016 Parcel Tax Rolls.

MOVED Director Stanhope, SECONDED Director Thorpe, that the "2016 Parcel Tax Assessment Roll Bylaw No. 1739, 2016", be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Thorpe, that the "2016 Parcel Tax Assessment Roll Bylaw No. 1739, 2016" be adopted.

CARRIED

Approval of Signing Authorities for General Banking and Investments.

MOVED Director Stanhope, SECONDED Director Thorpe, that the signing authorities for general banking services and financial instruments reflect the following officer positions:

Chairperson	William Veenhof
Deputy Chairperson	Colin Haime
Interim Chief Administrative Officer	Dennis Trudeau
Director of Finance	Wendy Idema
Manager, Accounting Services	Tiffany Moore
Senior Accountant	Manvir Manhas

CARRIED

MOVED Director Stanhope, SECONDED Director Thorpe, that the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo.

CARRIED

2016 Gas Tax Transfer and Community Works Fund Program Update.

MOVED Director Stanhope, SECONDED Director Houle, that the report on the use of Community Works Funds be received for information.

CARRIED

MOVED Director Stanhope, SECONDED Director Houle, that the Community Works Funds program project lists attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Wednesday, November 4, 2015.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Wednesday, November 4, 2015, be received for information.

CARRIED

Little Qualicum (Dashwood) Hall.

MOVED Director Stanhope, SECONDED Director Lefebvre, that staff be requested to prepare a report outlining the options and costs for the upgrade or rebuild of the Little Qualicum Hall.

CARRIED

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

Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 18, 2015.

MOVED Director McPherson, SECONDED Director Thorpe, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 18, 2015, be received for information.

CARRIED

Grants-in-Aid.

MOVED Director McPherson, SECONDED Director Thorpe, that the following Electoral Area 'A' Recreation Grants-in-Aid be approved:

Organization	Description	Amount
Cedar Family of Community Schools	For funding toward equipment for a 10 week youth empowerment program for girls in 3rd to 7th grade through fun and interactive physical activities.	\$ 739.74
Cedar Community Association	To purchase 32 chairs and cart to use for events at the Cedar Hall and their community activities.	\$2,128.00

CARRIED

District 69 Recreation Commission.

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

MOVED Director Stanhope, SECONDED Director Pratt, that the minutes of the District 69 Recreation Commission meeting held Thursday, November 19, 2015, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS.

Nanaimo Aboriginal Centre - Passive House Project Grant.

MOVED Director Bestwick, SECONDED Director Thorpe, that the Regional District of Nanaimo contribute a one-time grant of \$15,000 to the Nanaimo Aboriginal Centre for the Passive House project.

CARRIED

Ducks Unlimited Canada - Request for Support for Vancouver Island Workshop.

MOVED Director Bestwick, SECONDED Director Fell, that the Regional District of Nanaimo contribute \$1,000 to Ducks Unlimited Canada in support of the Vancouver Island Workshop.

CARRIED

Nanaimo Aboriginal Centre - Support In Principle for Passive House Project.

MOVED Director Pratt, SECONDED Director Fell, that the Regional District of Nanaimo supports in principle the Nanaimo Aboriginal Centre Passive House project.

CARRIED

Nanaimo and Area Land Trust Core Funding.

MOVED Director Young, SECONDED Director Bestwick, that the Board provide a \$30,000 grant to the Nanaimo and Area Land Trust.

CARRIED

NEW BUSINESS

HandyDART Service for Electoral Area 'B' Residents.

MOVED Director Houle, SECONDED Director Kipp, that staff provide an analysis of establishing handyDART service for Electoral Area 'B' residents with trips starting from the Gabriola Ferry Terminal in Nanaimo.

CARRIED

DIRECTORS' ROUND TABLE

Directors provided updates to the Board.

IN CAMERA

MOVED Director Stanhope, SECONDED Director Lefebvre, that pursuant to Sections 90 (1) (e) and (j) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to land acquisition and third-party business interests.

CARRIED

TIME: 8:55

ADJOURNMENT

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

CARRIED

TIME: 9:06 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 939.04

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
ANIMAL CONTROL AND LICENSING BYLAW NO. 939, 1994**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Animal Control and Licensing Bylaw No. 939, 1994”;

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

1. Citation

This Bylaw may be cited as “Animal Control and Licensing Amendment Bylaw No. 939.04, 2016”.

2. Amendment

“Animal Control and Licensing Bylaw No. 939, 1994” is hereby amended by deleting Schedule ‘B’ and replacing it with a new Schedule ‘B’ attached to and forming part of this bylaw.

3. Severability

In the event that a provision of this bylaw is found to be invalid by a court of competent jurisdiction, the provision may be severed from this bylaw.

Introduced and read three times this day of , 2016.

Adopted this day of , 2016.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'B' to accompany "Animal Control and Licensing Amendment Bylaw No. 939.04, 2016".

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 939

SCHEDULE 'B'

DOG IMPOUNDMENT/MAINTENANCE FEES

An owner may reclaim their impounded dog upon proving ownership to the satisfaction of the Animal Control Officer and paying to the Animal Control Officer the following impound fees, maintenance fees and any overdue dog license fees pursuant to Schedule 'A'.

Impound Fee:	<u>"Dogs at Large"</u>	<u>Dangerous Dog "At Large"</u>
(a) first impounding		
licensed dog	\$30.00	\$500.00
unlicensed dog	\$50.00	\$500.00
(b) second and each successive impounding involving the same dog within a six (6) month period following the first impoundment	\$60.00	\$1000.00
(c) maintenance costs per day or part of a day for the time such dog is impounded	\$11.00	\$11.00

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 941.06

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
ANIMAL CONTROL BYLAW NO. 941, 1994**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Animal Control Bylaw No. 941, 1994”;

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

1. Citation

This Bylaw may be cited as “Animal Control Amendment Bylaw No. 941.06, 2016”.

2. Amendment

“Animal Control Bylaw No. 941, 1994” is hereby amended as follows:

- (1) By deleting the word “dangerous” from section 5(2); and
- (2) By deleting Schedule ‘A’ and replacing it with a new Schedule ‘A’ attached to and forming part of this bylaw.

3. Severability

In the event that a provision of this bylaw is found to be invalid by a court of competent jurisdiction, the provision may be severed from this bylaw.

Introduced and read three times this day of , 2016.

Adopted this day of , 2016.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Animal Control Amendment Bylaw No. 941.06, 2016".

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 941

SCHEDULE 'A'

DOG IMPOUNDMENT/MAINTENANCE FEES

An owner may reclaim their impounded dog upon proving ownership to the satisfaction of the Animal Control Officer and paying to the Animal Control Officer the following impound fees, maintenance fees and any overdue dog license fees pursuant to Schedule 'A'.

Impound Fee:	<u>"Dogs at Large"</u>	<u>Dangerous Dog "At Large"</u>
(a) first impounding		
licensed dog	\$30.00	\$500.00
unlicensed dog	\$50.00	\$500.00
(b) second and each successive impounding involving the same dog within a six (6) month period following the first impoundment	\$60.00	\$1000.00
(c) maintenance costs per day or part of a day for the time such dog is impounded	\$11.00	\$11.00

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1739

A BYLAW TO PROVIDE FOR THE PREPARATION OF
PARCEL TAX ROLLS FOR THE YEAR 2016

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax;

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2016 are to be prepared for the following services:

Sewer:

French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Hawthorne Rise Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1686, 2013
Reid Road Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1707, 2014

Water:

Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Whiskey Creek Water Services	Establishing Bylaw No. 1605, 2010
San Pareil Water System (Fire Protection Improvements) Service	Establishing Bylaw No. 1646, 2013
Westurne Heights Water Service	Establishing Bylaw No. 1718, 2015

Other:

Regional Parks	Establishing Bylaw No. 1231, 2001
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Northern Community Economic Development Service	Establishing Bylaw No. 1649, 2011

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.

4. Parcel taxes for Regional Parks, Drinking Water & Watershed Protection, Northern Community Economic Development and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:
 - Parcel of land less than or equal to .2 ha = 1
 - Parcel of land greater than .2 ha up to 1 ha = 2
 - Parcel of land greater than 1 ha up to 3 ha = 3
 - Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
 - i) water, including but not limited to foreshore leases
 - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as "2016 Parcel Tax Assessment Roll Bylaw No. 1739, 2016".

Introduced and read three times this _____ day of _____, 2016.

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER



**MINUTES OF THE REGULAR MEETING OF THE
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD
HELD ON WEDNESDAY, DECEMBER 9, 2015
1:30 pm
*Regional District of Nanaimo – Board Chambers***

Present:	M. Lefebvre, Chair B. Luchtmeijer J. Stanhope L. Butterworth B. Rogers	City of Parksville Town of Qualicum Beach Regional District of Nanaimo City of Parksville Regional District of Nanaimo
Also Present:	M. Donnelly R. Alexander W. Idema G. St. Pierre P. Thorkelsson M. Squire F. Manson S.Schultz	Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo City of Parksville City of Parksville Recording Secretary
Regrets:	B.Weir S. Powell	Town of Qualicum Beach City of Parksville

CALL TO ORDER

The Chair called the meeting to order at 1:30pm.

MINUTES

MOVED Director Stanhope, SECONDED Director Luchtmeijer, that the minutes of the regular meeting of the Arrowsmith Water Service Management Board held May 7, 2015 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Arrowsmith Lake Reservoir Status. (Verbal)

M. Squire provided a verbal presentation to the Board on the lake levels. Due to careful flow management of releases from Arrowsmith Lake this year, the Arrowsmith Lake Reservoir was in a surplus as of the end of September. This is an improvement from June and July of this year which were below normal levels. As a result of rainfall received the last couple of weeks the lake levels are well above normal and the reservoir is over 75% full. Projecting forward it is looking like we are in good shape for next year.

MOVED Director Stanhope, SECONDED Director Rogers that the Arrowsmith Lake Reservoir Status verbal report be received.

CARRIED

Arrowsmith Snow Pillow/Weather Station Update. (Verbal)

J. Pisani provided a verbal presentation to update the Board on the Arrowsmith Snow Pillow Weather Station installation. This project is a partnership that has come out of efforts of Drinking Water and Watershed Protection (DWWP) program.

The Weather Station and Arrowsmith Snow Pillow falls under the data collection and monitoring portion of the DWWP program within the region in order to fill gaps in regional water information. Earlier this year a scoping study was performed in which Mount Arrowsmith was identified as a priority as there is currently a gap in upper elevation precipitation information being collected. Through a partnership with Vancouver Island University, Ministry of Environment, Ministry of Forests Lands and Natural Resources Operations, Arrowsmith Water Service and Island Timberlands a Snow Pillow and Weather Station on Mount Arrowsmith has been installed. The location is within the RDN Regional Park in the area of Judy's Meadows at approximately 1300 Metres.

The Station was installed early in November 2015 by the Ministry of Environment Snow Program with the assistance of VIU technicians. The station will provide real time data on precipitation from the elevation including snow depth, snow water equivalent, temperature, wind and barometric pressure. There is also an opportunity to collect samples that would enable groundwater isotope analysis to better understand the connection between Mountain Block recharge and lower level aquifers.

Final instrumentation and calibration will be completed in 2016. The River Forecast center will include the Snow Pillow station ensuring the data is publicly available.

Annual operating costs are funded by both the AWS (3/4) and Island Timberlands (1/4). And operating costs are estimated to be approximately \$10,000.00. Service will consist of four visits per year at approximately \$1,750.00 per visit. VIU contributed \$20,000.00 for the capital instrumentation of the site itself. Maintenance and operation for the station will be the ministry's responsibility within the partnership.

MOVED Director Stanhope, SECONDED Director Rogers that the Arrowsmith Snow Pillow/Weather Station Update verbal report be received.

CARRIED

Arrowsmith Water Services 2016-2020 Financial Plan. (Circulated – verbal presentation)

M. Squire presented the AWS 2016-2020 Financial Plan. The financial plan Summarized actual costs from 2006 to date in each column and going forward it shows the proposed budget from 2016 to 2020. M. Squire mentioned that there is no capital for the AWS that was foreseen for the next 5 years

MOVED Director Stanhope, SECONDED Director Rogers that the Arrowsmith Water Services 2016-2020 Financial Plan be received.

CARRIED

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments.

Duane Round questioned if any of the requisition portion of the budget came from development cost charges?

Mike Squire replied that none of the revenue seen on the Arrowsmith Water Service is from Development cost charges. Revenue includes \$7,500.00 in 2006 from grants and logging revenue in 2008 for a total of just over \$8,400.00.

NEXT MEETING

The next meeting of the AWS Management Board will be held on December 17, 2015 for the AWS 2016-2020 Financial Plan.

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Rogers that the meeting be adjourned.

CARRIED

Marc Lefebvre, CHAIRPERSON



**MINUTES OF THE REGULAR MEETING OF THE
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD
HELD ON THURSDAY, DECEMBER 17, 2015
1:00 pm
IN THE PARKSVILLE FORUM**

Present:	M. Lefebvre, Chair B. Luchtmeijer B. Rogers	City of Parksville Town of Qualicum Beach Regional District of Nanaimo
Also Present:	R. Alexander D. Trudeau M. Squire L. Butterworth S. Schultz	Regional District of Nanaimo Regional District of Nanaimo City of Parksville City of Parksville Recording Secretary
Regrets:	B. Weir S. Powell M. Donnelly D. Comis W. Idema G. St.Pierre	Town of Qualicum Beach City of Parksville Regional District of Nanaimo City of Parksville Regional District of Nanaimo Regional District of Nanaimo

CALL TO ORDER

The Chair called the meeting to order at 1:00pm.

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Arrowsmith Water Services 2016-2020 Financial Plan.

M. Squire presented the AWS 2016-2020 Financial Plan. The Financial Plan summarized actual costs from 2006 to date in each column and going forward it shows the proposed budget from 2016 to 2020. M. Squire mentioned no capital costs for the AWS is foreseen for the next 5 years.

MOVED Director Luchtmeijer, SECONDED Director Rogers, that the report from the Municipal Water Service Management Committee dated December 7, 2015 entitled Arrowsmith Water Service 2016-2020 Financial Plan be received.

CARRIED

MOVED Director Luchtmeijer, SECONDED Director Rogers that the Arrowsmith Water Service Management Board accept the 2016 – 2020 Financial Plan as outlined in Table 1 attached to the December 7, 2015 report.

CARRIED

MOVED Director Luchtmeijer, SECONDED Director Rogers, that the Arrowsmith Water Service Management Board recommend the Joint Ventures adopt their portion of the 2016 – 2020 Financial Plan as outlined in Table 2 attached to the December 7, 2015 report.

CARRIED

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Director Rogers commented that going forward having the current year's budget presented would be beneficial.

M. Squire mentioned that this can definitely be implemented in the future.

OTHER

QUESTIONS

Elaine Hoffer of Parksville inquired about the insurances and licences for the current year as she did not see them listed in Table 1 year to date expenses.

L. Butterworth the licenses and insurance have not come due this year. In 2014 they were taken out for a 16 month duration so they do not appear in the 2015 expenses.

Elaine Hoffer inquired as to why the minutes from last week's meeting were not posted yet as I have previously requested many times that they be available and posted right after meetings?

R. Alexander commented that they were still under review as the meeting was on December 9, 2015.

Chair Lefebvre commented that this meeting was a continuation from last week's meeting to discuss the AWS 2016 – 2020 budget report and that the December 9, 2015 meeting was open to the public and the reports and agenda were available to the public for that meeting.

Elaine Hoffer commented that she was interested in an update of the snow pillow that was discussed at the last meeting.

M. Squire responded with a brief update of the snow pillow and that it was well above normal levels at this point.

Chair Lefebvre inquired if VIU is looking at Snow monitoring as well.

R. Alexander responded that this is within the same project and partnership with the RDN.

NEXT MEETING

The next meeting of the AWS Management Board TBD

ADJOURNMENT

MOVED Director Luchtmeijer, SECONDED Director Rogers that the meeting be adjourned.

CARRIED

Marc Lefebvre, CHAIRPERSON



DATE: December 7, 2015

REPORT TO: ARROWSMITH WATER SERVICE MANAGEMENT BOARD

FROM: ARROWSMITH WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: Arrowsmith Water Service (AWS) 2016 – 2020 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE AWS 2016 – 2020 FINANCIAL PLAN

EXECUTIVE SUMMARY:

A Five Year 2016 – 2020 Financial Plan is required in an effort to identify future operations, maintenance and capital expenditures. Under Section 8.2 of the AWS Joint Venture Agreement, a proposed budget is required on or before December 15th of the year preceding each fiscal year. The Community Charter requirements are that current year budgets be passed by May 15.

RECOMMENDATION(S):

1. THAT the report from the Arrowsmith Water Service Management Committee dated December 7, 2015 entitled AWS 2016 - 2020 Financial Plan be received;
2. AND THAT the Arrowsmith Water Service Management Board accept the 2016 – 2020 Financial Plan as outlined in Table 1 attached to the December 7, 2015 report,
3. AND THAT the Arrowsmith Water Service Management Board recommend the Joint Ventures adopt their portion of the 2016 – 2020 Financial Plan as outlined in Table 2 attached to the December 7, 2015 report.

BACKGROUND:

A 2016 – 2020 Financial Plan was developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years. A 2016 – 2020 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

The Mount Arrowsmith Snow Monitoring Site has been installed and will be fully commissioned in the next several months pending favorable weather conditions. The real-time snow monitoring and weather station site will allow for more accurate precipitation and snow levels in the Englishman River Watershed. This is a cooperative project in partnership with AWS, Vancouver Island University, Island Timberlands and the Ministry of Environment. Under this agreement AWS will provide support funding to the Ministry of Environment up to a maximum of \$ 8,000 annually for the operation and maintenance of the real-time snow and weather station.

OPTIONS:

1. Adopt the recommended budget

The AWS Management Board could adopt the 2016 – 2020 Financial Plan reflected on Table 1.

2. Adopt a different budget, or defer adoption

The AWS Management Board could adopt a different 2016 – 2020 Financial Plan from that reflected on Table 1, or defer adoption to a different date. This would require that direction be given to the AWS Management Committee.

ANALYSIS:

1. The AWS Management Board could accept the 2016 – 2020 Financial Plan reflected on Table 1. This would allow completion of necessary operations and maintenance projects.
2. The AWS Management Board could reject the 2016 – 2020 Financial Plan reflected on Table 1.

FINANCIAL:

The 2016 - 2020 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

REFERENCES:

- AWS 2015 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated December 7, 2015 showing the recommended AWS - 2016 – 2020 Financial Plan and Table 2 showing each Joint Venture's requisition share.

**TABLE 1
ARROWSMITH WATER SERVICE
2016 - 2020 FINANCIAL PLAN (\$)**

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE															
Parkville Requisition (63.9% for Admin and Maintenance, Ops based on f	91,799	76,282	110,116	145,235	78,878	109,690	122,580	76,093	104,907	50,029	101,255	102,897	104,571	106,279	108,021
RDN Requisition (22.4% for Admin and Maintenance, Ops based on flow)	31,634	26,902	39,571	69,162	31,269	36,013	40,364	26,051	36,205	15,982	32,976	33,501	34,037	34,563	35,140
Qualicum Requisition (13.7% - for Admin and Maintenance Only)	19,022	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	8,911	18,769	19,062	19,361	19,666	19,977
Joint Venture Requisitions	142,455	119,741	174,469	267,611	131,435	166,672	185,795	116,155	161,498	74,922	153,000	155,460	157,969	160,529	163,139
Other Revenue	0	0	8,497	0	0	0	0	0	0	0	0	0	0	0	0
Logging Revenue	7,500														
Grants															
Transfer From Reserves															
Reserve for Future Expenditures															
Carry-Forward Reserve															
Total Other Revenue	149,955	119,741	182,966	267,611	131,435	166,672	185,795	116,155	161,498	74,922	153,000	155,460	157,969	160,529	163,139
EXPENDITURES															
Operating															
Administration															
Salaries and Wages	437	284	433	607	1,548	4,496	7,841	6,336	5,947	4,580	7,000	7,140	7,283	7,428	7,577
Memberships Sub.							90	357	60	201	200	204	208	212	216
Contracts		363	340			1,628	729		2,837	0	1,000	1,020	1,040	1,061	1,082
Consulting						11,816	5,370		30,072	0	2,500	2,550	2,601	2,653	2,706
Legal Fees						9,890				0	0	0	0	0	0
Audit fees	1,400	2,100	2,100	2,100	4,375	4,172	4,172	4,100	4,100	4,100	4,500	4,590	4,682	4,775	4,871
Licenses and Insurance	38,659	43,033	44,267	45,544	45,197	49,226	35,851	35,538	48,193	7,320	50,000	51,000	52,020	53,060	54,122
Advertising							180			0	0	0	0	0	0
Photocopy Supplies							74			0	0	0	0	0	0
Office Supplies						91	15			0	0	0	0	0	0
Tel / Cable						605				0	0	0	0	0	0
Meetings	369	96	147	120	190	1,599	381	33	20	7	300	306	312	318	325
Parts, Materials & Supplies						408	999	73		0	500	510	520	531	541
Courier / Delivery						36	19			0	0	0	0	0	0
Equip. Res. Charge Out	44	10	72	77	107	20	15			0	0	0	0	0	0
Total Administration	40,909	45,886	47,359	48,448	51,417	83,976	55,736	46,437	91,229	16,808	66,000	67,320	68,666	70,040	71,441
Operations															
Salaries & Wages	5,807	3,968	5,381	2,070	1,398	6,905	7,999	6,591	5,947	5,630	7,000	7,140	7,283	7,428	7,577
Contracts	2,568	3,726	10,519	5,086	2,505	3,690	8,143	3,558	2,568	1,563	3,000	3,060	3,121	3,184	3,247
Consulting				275					0	0	0	0	0	0	0
Equipment Rental/Lease										1,498	1,500	1,530	1,561	1,592	1,624
Licenses and Insurance	386	386	386	386	386	386	0	0	0	0	0	0	0	0	0
Meetings	129	129	129	129	129	365	0	0	0	0	500	510	520	531	541
Parts, Materials and Supplies	1,537	85	4,859	7,924	49	614	1,124	2,776	1,426	0	1,800	1,836	1,873	1,910	1,948
Oil and Gas							1,549	377	331	0	0	0	0	0	0
Natural Gas							1,422	0	2,422	1,188	2,000	2,040	2,081	2,122	2,165
Equip Res. Charge Out	1,116	469	792	283	123	236	185	45	0	0	200	204	208	212	216
Total Operations	11,413	8,763	22,038	16,023	5,449	13,619	19,000	13,862	12,694	9,879	16,000	16,320	16,646	16,979	17,319

GL Account	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget
Maintenance															
4-2-25-7012															
Salaries & Wages	22,227	16,315	17,966	23,893	11,538	10,284	25,023	13,228	21,230	10,101	20,300	20,706	21,120	21,543	21,973
4-2-25-7012-300															
Conferences / Seminars / Travel	24	3,275	27,089	54,649	3,438	12,811	5,969	4,624	1,462	4,222	4,500	4,590	4,682	4,775	4,871
4-2-25-7012-307															
Contract	1,504	2,467	7,508	7,508	3,751	3,751	26,965	1,083	0	0	500	510	520	531	541
4-2-25-7012-330															
Consulting	1,503	2,467	7,508	7,508	3,751	3,751	26,965	1,083	0	0	500	510	520	531	541
4-2-25-7012-331															
Equipment Lease and Rental	16,848	2,782	17,956	4,363	2,426	3,406	13,066	3,624	1,427	897	1,000	1,020	1,040	1,061	1,082
4-2-25-7012-340															
Materials and Supplies															
4-2-25-7012-450															
Small Tools, Equipment & Furniture		86	37	437	107	2,104	188	0	0	0	0	0	0	0	0
4-2-25-7012-451															
Courier and Delivery		45	75	42	304	304	62	0	40	62	100	102	104	106	108
4-2-25-7012-452															
Gas & Oil	2,780	2,242	1,190	203	1,278	1,985	3,082	1,315	43	997	1,500	1,530	1,561	1,592	1,624
4-2-25-7012-460															
Equip Res. Charge Out	2,226	1,599	1,424	2,147	1,278	867	3,082	1,315	1,684	997	1,500	1,530	1,561	1,592	1,624
4-2-25-7012-800															
Total Maintenance	47,111	28,810	65,716	93,706	18,787	35,512	74,313	23,874	25,886	16,326	38,000	36,720	37,454	38,203	38,968
Road Maintenance															
4-2-25-7013															
Salaries & Wages				466	90	146	835	689	485	1,616	2,000	2,040	2,081	2,122	2,165
4-2-25-7013-300															
Contracts	25	0	0	600	611	611	5,796	161	263	0	1,200	1,224	1,248	1,273	1,299
4-2-25-7013-330															
Insurance and Licenses				65	15	24	114	382	212	293	800	816	832	849	866
4-2-25-7013-400															
Equip Res. Charge Out				1,131	715	780	6,745	1,962	1,690	1,909	5,000	5,100	5,200	5,306	5,412
4-2-25-7013-800															
Total Road Maintenance	25	0	0	1,131	715	780	6,745	1,962	1,690	1,909	5,000	5,100	5,200	5,306	5,412
Total Administration, Operations and Maintenance	99,459	83,459	135,112	159,307	76,368	133,888	155,794	86,156	131,499	44,922	123,000	125,460	127,969	130,529	133,139
Transfer to Reserves	30,000	30,000	30,000	24,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total	129,459	113,459	165,112	183,307	106,368	163,888	185,794	116,156	161,499	74,922	153,000	155,460	157,969	160,529	163,139
Capital															
4-6-25-9701-331															
Capital Planning	4,980	727	4,480	84,304	16,714	2,784									
4-6-25-9701-331															
Equipment	15,516	13,373	8,353												
4-6-25-9701-331															
Legal Fees															
4-6-25-9701-331															
AWS Road															
4-6-25-9704-450															
Radio Connection		5,555													
4-6-25-9704-450															
River Intake / Treatment Prop. Acquisition															
Administration															
Total Capital	20,496	6,282	17,853	84,304	25,067	2,784	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	149,955	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	74,922	153,000	155,460	157,969	160,529	163,139
Capital Planning Grant	7,500														
Transfer from Reserves															
TOTAL EXPENDITURES (with Grant)	142,455	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	74,922	153,000	155,460	157,969	160,529	163,139

TABLE 2
City of Parksville Requisition - AWS
2016 - 2020 FINANCIAL PLAN (\$)

REVENUE	GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
	Parksville Requisition	91,799	76,292	110,116	145,235	78,878	109,690	123,168	77,472	106,168	50,029	101,255	102,897	104,571	106,279	108,021
Other Revenue		0	0	5,430	0	0	0	0	0	0	0	0	0	0	0	0
Logging Revenue		2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Reserve for Future Expenditure Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue		2,500	0	5,430	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL REVENUE	96,799	76,292	120,975	145,235	78,878	109,690	123,168	77,472	106,168	50,029	101,255	102,897	104,571	106,279	108,021
EXPENDITURES																
Operating																
	Administration															
	Salaries and Wages	279	182	277	388	989	2,873	5,010	4,049	3,800	2,927	4,473	4,562	4,654	4,747	4,842
	Memberships Sub.	0	0	0	0	0	0	58	228	38	128	128	130	133	136	138
	Contracts	0	232	217	0	0	1,040	466	0	1,813	0	639	652	665	678	692
	Consulting	0	0	0	0	0	7,550	3,431	0	19,216	0	1,598	1,629	1,662	1,695	1,729
	Legal Fees	0	0	0	0	0	6,313	0	0	0	0	0	0	0	0	0
	Audit fees	895	1,342	1,342	1,342	2,796	2,666	2,666	2,620	2,620	2,620	2,876	2,933	2,992	3,052	3,113
	Licenses and Insurance	24,703	27,498	28,287	29,102	28,881	31,456	22,909	22,709	30,795	5,061	31,950	32,589	33,241	33,906	34,564
	Advertising	0	0	0	0	0	0	115	0	0	0	0	0	0	0	0
	Photocopy Supplies	0	0	0	0	0	0	47	0	0	0	0	0	0	0	0
	Office Supplies	0	0	0	0	0	58	10	0	0	0	0	0	0	0	0
	Tel / Cable	0	0	0	0	0	387	0	0	0	0	0	0	0	0	0
	Meetings	236	61	94	77	121	1,022	243	21	13	4	192	196	199	203	208
	Parts, Materials & Supplies	0	0	0	0	0	261	638	47	0	0	320	326	332	339	346
	Courier / Delivery	0	0	0	0	0	23	12	0	0	0	0	0	0	0	0
	Equip. Res. Charge Out	28	6	46	49	68	13	10	0	0	0	0	0	0	0	0
	Total Administration	26,141	29,321	30,262	30,958	32,856	53,661	35,615	29,673	58,295	10,740	42,174	43,017	43,878	44,755	45,650
	Operations (based on water used - 5 year avg.)															
	Salaries & Wages	3,711	2,536	3,439	1,323	893	6,028	6,983	5,754	5,192	4,825	5,999	6,119	6,241	6,366	6,494
	Contracts	1,641	2,381	6,722	3,250	1,601	3,222	7,109	3,106	2,242	1,339	2,571	2,622	2,675	2,728	2,783
	Consulting	0	0	0	176	0	0	0	0	0	0	0	0	0	0	0
	Equipment Rental/Lease	247	247	247	247	247	337	0	0	0	1,284	1,286	1,311	1,337	1,364	1,391
	Licenses and Insurance	0	82	0	0	0	319	0	0	0	0	429	437	446	455	464
	Meetings	982	54	3,169	5,063	31	536	981	2,423	1,245	0	1,543	1,573	1,605	1,637	1,670
	Parts, Materials and Supplies	0	0	0	0	0	1,241	1,352	329	289	0	1,543	1,573	1,605	1,637	1,670
	Oil and Gas	0	0	0	0	0	1,241	1,352	329	289	0	1,543	1,573	1,605	1,637	1,670
	Natural Gas	0	0	0	0	0	1,241	1,352	329	289	0	1,543	1,573	1,605	1,637	1,670
	Equip Res. Charge Out	713	300	506	181	79	206	162	39	0	1,018	1,714	1,748	1,783	1,819	1,855
	Total Operations	7,293	5,600	14,082	10,239	3,482	11,889	16,587	12,119	11,082	8,466	13,712	13,986	14,266	14,551	14,842

TABLE 2
Regional District of Nanaimo Requisition - AWS
2016 - 2020 FINANCIAL PLAN (\$)

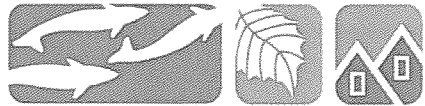
GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE															
RDIN Requisition	31,634	26,802	39,571	69,162	31,269	36,013	39,775	24,672	34,944	15,982	32,976	33,501	34,037	34,563	35,140
Other Revenue	0	0	1,903	0	0	0	0	0	0	0	0	0	0	0	0
Logging Revenue	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	2,500	0	1,903	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	36,634	26,802	43,377	69,162	31,269	36,013	39,775	24,672	34,944	15,982	32,976	33,501	34,037	34,563	35,140
EXPENDITURES															
Operating															
Administration															
Salaries and Wages	98	64	97	136	347	1,007	1,756	1,419	1,332	1,026	1,568	1,599	1,631	1,664	1,697
Memberships Sub.	0	0	0	0	0	0	20	80	13	45	45	46	47	48	48
Contracts	0	81	76	0	0	365	163	0	635	0	224	228	233	238	242
Consulting	0	0	0	0	0	2,647	1,203	0	6,736	0	560	571	583	594	606
Legal Fees	0	0	0	0	0	2,213	0	0	0	0	0	0	0	0	0
Audit fees	314	470	470	470	980	934	934	918	918	918	1,008	1,028	1,049	1,070	1,091
Licenses and Insurance	8,660	9,639	9,916	10,202	10,124	11,027	8,031	7,961	10,795	1,774	11,200	11,424	11,652	11,886	12,123
Advertising	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	0	17	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	0	136	0	0	0	0	0	0	0	0	0
Meetings	83	22	33	27	43	358	85	7	4	2	67	69	70	71	73
Parts, Materials & Supplies	0	0	0	0	0	91	224	16	0	0	112	114	117	119	121
Courier / Delivery	0	0	0	0	0	8	4	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	10	2	16	17	24	3	3	0	0	0	0	0	0	0	0
Total Administration	9,164	10,278	10,608	10,852	11,517	18,811	12,485	10,402	20,435	3,765	14,784	15,080	15,381	15,689	16,003
Operations (12.7% - based on avg. flow req'd.)															
Salaries & Wages	1,301	889	1,205	464	313	877	1,016	837	755	805	1,001	1,021	1,041	1,062	1,084
Contracts	575	835	2,356	1,139	561	469	1,034	452	326	224	429	438	446	455	464
Consulting	0	0	0	62	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses and Insurance	86	86	86	86	86	49	0	68	0	214	215	219	223	228	232
Meetings	0	29	0	0	0	46	0	0	0	0	0	0	0	0	0
Parts, Materials and Supplies	344	19	1,111	1,775	11	78	143	353	181	0	72	73	74	76	77
Oil and Gas	0	0	0	0	0	197	0	48	42	0	257	263	268	273	279
Natural Gas	0	0	0	0	221	181	0	170	308	170	286	292	298	304	310
Equip. Res. Charge Out	250	105	177	63	28	30	23	6	0	0	29	29	30	30	31
Total Operations	2,557	1,963	4,936	3,589	1,221	1,730	2,413	1,763	1,612	1,413	2,288	2,334	2,380	2,428	2,477

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Maintenance															
4-2-25-7012	4,979	3,655	4,024	5,352	2,565	2,304	5,605	2,963	4,756	2,283	4,547	4,638	4,731	4,826	4,922
Salaries & Wages	5	0	0	56	0	0	0	0	0	0	0	0	0	0	0
Conferences / Seminars / Travel	337	734	6,063	12,241	770	2,870	1,337	1,036	327	946	1,008	1,028	1,049	1,070	1,091
Contract	337	553	0	1,682	0	840	6,040	243	0	0	1,112	1,114	1,117	1,119	1,21
Consulting	0	0	0	48	0	0	0	0	0	11	1,792	1,828	1,864	1,902	1,940
Equipment Lease and Rental	3,774	623	4,022	977	543	763	2,931	812	320	201	224	228	233	238	242
4-2-25-7012-300	0	19	8	98	24	471	42	0	0	0	0	0	0	0	0
Small Tools, Equipment & Furniture	0	10	17	8	0	0	0	0	0	0	0	0	0	0	0
Courier and Delivery	623	502	266	46	0	68	0	9	0	14	22	23	23	24	24
Gas & Oil	499	358	319	481	286	445	690	295	377	223	336	343	350	357	364
Equip Res. Charge Out	10,553	6,453	14,720	20,990	4,208	7,955	16,646	5,348	5,798	3,657	8,064	8,225	8,390	8,558	8,729
Total Maintenance															
Road Maintenance															
Salaries & Wages	0	0	0	104	20	33	187	154	111	362	448	457	466	475	485
Contracts	6	0	0	0	0	0	1,298	36	59	0	269	274	280	285	291
Insurance and Licences	0	0	0	134	137	137	0	161	161	0	179	183	186	180	194
Equip Res. Charge Out	0	0	0	15	3	5	25	88	47	66	224	228	233	238	242
Total Road Maintenance	6	0	0	253	160	175	1,511	440	379	428	1,120	1,142	1,165	1,189	1,212
Total Administration, Operations and Maintenance	22,279	18,695	30,265	35,685	17,106	28,670	33,055	17,952	28,224	9,262	26,256	26,781	27,317	27,863	28,420
Transfer to Reserves	6,720	6,720	6,720	5,376	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720
Total	28,999	25,415	36,985	41,061	23,828	35,390	39,775	24,672	34,944	15,982	32,976	33,501	34,037	34,583	35,140
Capital															
Capital Planning	1,650	242	1,493	28,101	5,571	624	0	0	0	0	0	0	0	0	0
Equipment	3,476	0	2,996	0	1,871	0	0	0	0	0	0	0	0	0	0
Engineering, Consulting, Legal Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AWS Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Radio Connection	0	1,244	0	0	0	0	0	0	0	0	0	0	0	0	0
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital	5,136	1,487	4,489	28,101	7,442	624	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	34,134	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	15,982	32,976	33,501	34,037	34,583	35,140
Capital Planning Grant	1,680														
Transfer from Reserves															
TOTAL EXPENDITURES (with Grant)	32,454	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	15,982	32,976	33,501	34,037	34,583	35,140

TABLE 2
Town of Qualicum Beach Requisition - AWS
2016 - 2020 FINANCIAL PLAN (\$)

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE															
Town of Qualicum Beach Requisition	19,022	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	8,911	18,769	19,062	19,361	19,666	19,977
Other Revenue	0	0	1,164	0	0	0	0	0	0	0	0	0	0	0	0
Logging Revenue	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserve for Future Expenditure Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	2,500	0	1,164	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	24,022	16,547	27,110	53,214	21,288	20,968	22,851	14,011	20,386	8,911	18,769	19,062	19,361	19,666	19,977
EXPENDITURES															
Operating															
Administration															
Salaries and Wages	60	39	59	83	212	616	1,074	868	815	627	959	978	998	1,018	1,038
Memberships Sub.	0	0	0	0	0	0	12	49	8	28	27	28	29	29	30
Contracts	0	50	47	0	0	223	100	100	389	0	137	140	143	145	148
Consulting	0	0	0	0	0	1,619	736	0	4,120	0	343	349	356	363	371
Legal Fees	0	0	0	0	0	1,354	0	0	0	0	0	0	0	0	0
Audit fees	192	288	288	288	599	572	572	562	562	562	617	629	641	654	667
Licenses and Insurance	5,286	5,895	6,065	6,239	6,192	6,744	4,912	4,869	6,602	1,085	6,850	6,987	7,127	7,269	7,415
Advertising	0	0	0	0	0	0	0	25	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	2	12	2	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	0	83	0	0	0	0	0	0	0	0	0
Meetings	51	13	20	16	26	219	52	5	3	1	41	42	43	44	44
Parts, Materials & Supplies	0	0	0	0	0	56	137	10	0	0	69	70	71	73	74
Courier / Delivery	0	0	0	0	0	5	3	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	6	1	10	11	15	3	2	0	0	0	0	0	0	0	0
Total Administration	5,605	6,286	6,488	6,637	7,044	11,505	7,636	6,362	12,488	2,303	9,042	9,223	9,407	9,595	9,787
Operations															
Salaries & Wages	796	544	737	284	192	0	0	0	0	0	0	0	0	0	0
Contracts	352	510	1,441	697	343	0	0	0	0	0	0	0	0	0	0
Consulting	0	0	0	38	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses and Insurance	53	53	53	53	53	0	0	0	0	0	0	0	0	0	0
Meetings	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parts, Materials and Supplies	211	12	679	1,086	7	0	0	0	0	0	0	0	0	0	0
Oil and Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural Gas	0	0	0	0	135	0	0	0	0	0	0	0	0	0	0
Equip Res. Charge Out	153	64	109	39	17	0	0	0	0	0	0	0	0	0	0
Total Operations	1,584	1,201	3,019	2,195	747	0	0	0	0	0	0	0	0	0	0

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Maintenance															
Salaries & Wages	3,045	2,235	2,461	3,273	1,581	1,409	3,428	1,812	2,909	1,384	2,781	2,837	2,893	2,951	3,010
Conferences / Seminars / Travel	3	0	0	34	0	0	0	0	0	0	0	0	0	0	0
Contract	206	449	3,708	7,487	471	1,755	818	633	200	578	617	629	641	654	667
Consulting	206	338	0	1,029	0	514	3,694	148	0	0	69	70	71	73	74
Equipment Lease and Rental	0	0	0	0	0	0	0	0	0	6	1,096	1,118	1,140	1,163	1,186
Small Tools, Equipment & Furniture	2,308	381	2,460	598	332	467	1,793	496	195	123	137	140	143	145	148
Counter and Delivery	0	12	5	60	15	288	26	0	0	0	0	0	0	0	0
Gas & Oil	381	307	163	6	0	42	0	0	5	8	14	14	14	15	15
Equip Res. Charge Out	305	219	195	294	175	272	422	180	231	137	206	210	214	218	222
Total Maintenance	6,454	3,947	9,003	12,838	2,574	4,865	10,181	3,271	3,546	2,237	4,932	5,031	5,131	5,234	5,339
Road Maintenance															
Salaries & Wages	0	0	0	64	12	20	114	94	68	221	274	279	285	291	297
Contracts	3	0	0	0	0	0	794	22	36	0	164	168	171	174	178
Insurance and Licences	0	0	0	82	84	84	0	99	99	0	110	112	114	116	119
Equip Res. Charge Out	0	0	0	9	2	3	16	54	29	40	137	140	143	145	148
Total Road Maintenance	3	0	0	155	98	107	924	269	232	262	685	699	713	727	741
Total Administration, Operations and Maintenance	13,626	11,434	18,510	21,825	10,462	16,477	18,741	9,901	16,276	4,801	14,659	14,952	15,251	15,556	15,867
Transfer to Reserves	4,110	4,110	4,110	3,288	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110
Total	17,736	15,544	22,620	25,113	14,572	20,587	22,851	14,011	20,386	8,911	18,769	19,062	19,361	19,666	19,977
Capital															
Capital Planning	1,660	242	1,493	28,101	5,571	381									
Equipment	2,126	0	1,832	0	1,144	0									
Engineering, Consulting, Legal Fees	0	0	0	0	0	0									
AWS Road	0	0	0	0	0	0									
Radio Connection	0	761	0	0	0	0									
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0									
Administration	0	0	0	0	0	0									
Total Capital	3,786	1,003	3,325	28,101	6,716	381	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	21,522	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	8,911	18,769	19,062	19,361	19,666	19,977
Capital Planning Grant	1,028														
Transfer from Reserves															
TOTAL EXPENDITURES (with Grant)¹	20,494	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	8,911	18,769	19,062	19,361	19,666	19,977



englishman river
WATER SERVICE

**MINUTES OF THE MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD**

(Immediately following the Arrowsmith Water Service Management Board Regular Meeting)

**HELD ON WEDNESDAY, DECEMBER 9, 2015 AT 1:30PM
IN THE REGIONAL DISTRICT OF NANAIMO, BOARD CHAMBERS**

Present:	J. Stanhope, Chair B. Rogers M. Lefebvre	Regional District of Nanaimo Regional District of Nanaimo City of Parksville
Also Present:	M. Donnelly W. Idema G. St. Pierre P. Thorkelsson V. Figueria B. Weir L. Butterworth M. Squire S. Schultz	Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo City of Parksville Town of Qualicum Beach City of Parksville City of Parksville Recording Secretary, RDN
Regrets:	S. Powell D. Comis	City of Parksville City of Parksville

CALL TO ORDER

Chair Stanhope called the meeting to order at 1:49pm.

DELEGATIONS

MINUTES

MOVED Director Rogers, SECONDED Director Lefebvre, that the minutes from the Emergency Englishman River Water Services Management Board held July 30, 2015, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

DFO Authorization Application – Submitted August 11, 2015. (M. Squire)

M. Squire presented the DFO Authorization Application that was submitted August 11, 2015 which is under review by DFO. To date DFO is satisfied with all information given to them in consultation and with the mitigation measures put forward to them. First Nations consultation by DFO is still ongoing and we understand is the final step in the permit application and approval process. The report is put forward for correspondence and is available on the City of Parksville website. DFO requires a consultation with Nanoose First Nations before a timeline can be established and from that date forward DFO will make their decision based on technical merit.

MOVED Director Lefebvre, SECONDED Director Rogers, that the DFO Authorization Application – Submitted August 11, 2015 be received.

CARRIED

REPORTS

Project Update. (verbal)

M. Squire provided a verbal project update going forward with the detailed design of the Intake, water treatment plant and also the transmission mains. H2O Innovations has been retained as the membrane supplier and at the end of this week there will be a pilot plant delivered on site. This will give a better indication of the actual membrane output and will help enhance the detailed design of the treatment plant. The system essentially optimizes the coagulant pre-treatment dosage and allows and allows fine tuning of the water treatment plant.

The pilot plant will be operating for the next three months and is open to the Board and the rest of the technical staff to come and tour the facility. Once up and running the pilot plant will also give operators a chance to become familiar with the technology.

MOVED Director Lefebvre, SECONDED Director Rogers that the Verbal Project Update be received.

CARRIED

Englishman River Water Service 2016 – 2020 Financial Plan. (Circulated)

M. Squire presented the ERWS 2016 – 2020 Financial Plan for the Boards consideration. The Financial Plan is based on firm water membrane treatment plant capacity of 16 million liters per day and total project costs of \$28.3 million.

MOVED Director Lefebvre, SECONDED Director Rogers, that the report from the Municipal Water Service Management Committee dated December 7, 2015 entitled Englishman River Water Service 2016-2020 Financial Plan be received.

CARRIED

MOVED Director Lefebvre, SECONDED Director Rogers that the Englishman River Water Service Management Board accept the 2016 – 2020 Financial Plan as outlined in Table 1 attached to the December 7, 2015 report.

CARRIED

MOVED Director Lefebvre, SECONDED Director Rogers, that the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the 2016 – 2020 Financial Plan as outlined in Table 2 attached to the December 7, 2015 report.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments.

Mr. Duane Round of the Martindale Residents Association inquired about the possibility of moving the distribution line that will run from the new Water Treatment Plant over to the Springwood water storage area. It is proposed to go on the North side of the tracks which is the lower side and creates difficulties because of being well treed, steep terrain, and has an impact on the property owners along that area. The South side of the tracks is already level with a line already present. I am aware there may be some difficulties regarding working in proximity to that line however feel it is possible. Would the Board re consider where that distribution line is and perhaps look at putting it on the South side of the tracks, that has already be leveled, cleared and have very little impact on neighboring properties.

M. Squire commented that there is an agreement in principal from the Island Corridor foundation for that alignment. That alignment was chosen as the most feasible option and also in Parallel for access of utility vehicles for water main servicing and jointly with future E&N trail development as it allows a good East to West Trail connector along the E&N route. Martindale Road was previously explored and required land acquisition to get back to the E&N Corridor. Forneau Road was also explored however the constraints were that hydraulic grade line in elevation is too high and would cause an air gap as pumping only occurs to a certain elevation which is at the top of the reservoir. There is also a fibre optic line along that route and any damage to that line would be very costly and the Right Of Way on the South Side of the E&N is not as wide and the terrain is on the high side of the topography.

The design we have right now is conceptual and will be developing the design for towards the detailed preliminary design so as the survey is looked into and topographical alternate routes can certainly be taken into consideration.

Mr. Duane Round if the line was placed on the Southside of the tracks there would be fewer concerns regarding the underground streams that feed a number of neighboring properties personal wells utilized for their drinking water. There is already a catchment area on that side of the tracks to alleviate and direct that water in a more favorable way to protect those underground streams and the peoples drinking water as well as less chance of erosion of that steep bank. Once you remove the well-established trees it would undermine the bank and cause potential problems in the future.

M Squire responded that this information can be taken back to the consultants. We are very consciences about disturbing the surface run off and are taking engineering measures to ensure that surface water run off remains as the pre-existing condition. The pipe trench will be engineered to prevent migration of water along the trench.

IN CAMERA

OTHER

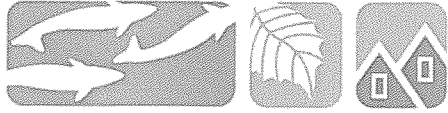
NEXT MEETING

ADJOURNMENT

MOVED Chair Stanhope, SECONDED Director Rogers that the meeting be adjourned.

CARRIED

J. Stanhope, Chairperson



englishman river
WATER SERVICE

DATE: December 7, 2015

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISH RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: ENGLISHMAN RIVER WATER SERVICE (ERWS)
2016 - 2020 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE ERWS 2016 - 2020 FINANCIAL PLAN

EXECUTIVE SUMMARY:

The ERWS 2016 - 2020 Financial Plan sets out the financial requirements needed to advance the objectives of bulk water supply to the Joint Venture Communities. The proposed budget is based on a firm membrane filtration treatment capacity of 16 million liters per day with detailed design, tendering and construction components as described in the revision to the Project Implementation Strategy dated July 27, 2015.

RECOMMENDATION(S):

1. THAT the report from the Englishman River Water Service Management Committee dated December 7, 2015 entitled ERWS 2016 - 2020 Financial Plan be received;
2. AND THAT the Englishman River Water Service Management Board accept the 2016 - 2020 Financial Plan as outlined in Table 1 attached to the December 7, 2015 report,
3. AND THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the 2016 - 2020 Financial Plan as outlined in Table 2 attached to the December 7, 2015 report.

BACKGROUND:

An ERWS 2016 - 2020 Financial Plan is required and is based on firm water membrane treatment plant capacity of 16 million liters per day and total project costs of \$ 28.3 million. Table 1 outlines the detailed total project cost and Table 2 references each jurisdiction's share to take forward to each respected Council / Board for ratification.

OPTIONS:

1. Accept the ERWS Revised 2016 - 2020 Financial Plan as presented in Table 1 attached.
2. Provide the ERWS Management Committee with further direction.

ANALYSIS:

Option 1

This is consistent with the ERWS Management Committee recommendation to proceed with the project and would allow completion by June 2018.

Option 2

The 2016 - 2020 Financial Plan sets out the financial requirements needed for ERWS to carry out projects necessary to advance ERWS objectives.

FINANCIAL IMPACT:

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74 % and RDN 26 %) as referenced in Schedule "C" of the Englishman River Water Service Joint Venture, dated July 1, 2011.

Years 2016 to 2020 in the Financial Plan show substantial capital to carry out the construction of the new water intake and water treatment facility. Funds for such projects are currently available in both the City of Parksville and the Regional District of Nanaimo surplus reserve accounts and authorized long term borrowing. The ERWS has received \$6 million in funding from senior government that will help augment these costs.

The ERWS Revised 2016 - 2020 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out the project for the next several years. Without this plan the capital projects and predesign activities would be delayed or halted due to insufficient funds.

REFERENCES:

April 8, 2012 report from the Englishman River Water Service Management Committee to the Englishman River Management Board regarding the ERWS Project Implementation Strategy.

March 12, 2015 report from Englishman River Water Service Management Committee to the Englishman River Management Board providing an update regarding the Department of Fisheries and Oceans Canada position on the proposed new intake on the Englishman River.

November 13, 2014 report from Englishman River Water Service Management Committee to the Englishman River Management Board regarding ERWS Water Intake and Treatment Plant Phasing Options

November 8, 2014 report from City of Parksville Chief Administrative Officer to Mayor and Council regarding ERWS Water Intake and Treatment Plant Options.

June 23, 2014 report from City of Parksville Chief Administrative Officer to Mayor and Council regarding borrowing bylaw referendum in conjunction with the November 2014 general local government elections.

Englishman River Water Service Agreement - July 1, 2011

ERWS Revision to the Project Implementation Strategy - July 27, 2015

Table 1, dated December 7, 2015 showing the recommended ERWS Revised 2016 - 2020 Financial Plan and Table 2 showing each Joint Venture's requisition share.

File: P:\USERS\AWS & ERWS\2016\MTB ERWS 2016- 2020 budget report.docx

Table 1 - ERWS 2016 - 2020 Financial Plan

December 7, 2015

TABLE 1
ENGLISHMAN RIVER WATER SERVICE
2016 - 2020 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE										
Joint Venture Requisitions										
Parksville Requisition (74 %)	1,082,538	225,017	443,183	593,655	295,300	8,176,780	8,176,972	279,369	329,709	362,413
RDN Requisition (26%)	380,351	79,060	155,713	208,581	103,754	2,170,220	2,170,268	1,898,157	143,087	175,659
Total Joint Venture Requisitions	1,462,889	304,077	598,896	802,236	399,054	10,347,000	10,347,260	2,177,525	472,796	538,072
Other Revenue										
Grants	0	483,801	669,172	581,257	0	3,000,000	3,000,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	483,801	669,172	581,257	0	3,000,000	3,000,000	0	0	0
TOTAL REVENUE	1,462,889	787,878	1,268,068	1,383,493	399,054	13,347,000	13,347,260	2,177,525	472,796	538,072
EXPENDITURES										
Operating										
Administration (Operating)										
Salaries / Wages 7-2-28-7310-300	1,950	0	259	0	258	0	0	0	0	0
Training 7-2-28-7310-306	0	2,060	0	59	0	100	102	104	106	108
Conferences / Seminars 7-2-28-7310-307	0	1,006	0	0	0	0	0	0	0	0
Memberships 7-2-28-7310-311	0	273	301	0	0	0	0	0	0	0
Contracts 7-2-28-7310-330	1,628	748	5,109	1,819	0	2,000	2,040	2,081	2,122	2,165
Consulting 7-2-28-7310-331	256	0	0	470	0	0	0	0	0	0
Legal Fees 7-2-28-7310-332	0	2,596	0	0	3,427	3,500	3,570	3,641	3,714	3,789
Audit Fees 7-2-28-7310-333	0	4,172	4,100	4,100	4,100	4,100	4,182	4,266	4,351	4,438
Tel / Cable 7-2-28-7310-422	0	809	924	602	0	500	510	520	531	541
Meeting Costs 7-2-28-7310-423	8	478	608	1,278	1,857	1,500	1,530	1,561	1,592	1,624
Licences and Insurance 7-2-28-7310-400	0	0	0	0	463	500	510	520	531	541
Advertising 7-2-28-7310-410	0	0	0	766	8,500	200	204	208	212	216
Courier 7-2-28-7310-452	0	0	0	44	29	100	102	104	106	108
Small Tools, Equipment & Furniture 7-2-28-7310-450	81	1,631	139	356	0	500	510	520	531	541
Minor Capital - Contracts 7-2-28-7350-330	1,209	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials 7-2-28-7350-450	503	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains									150,000	150,000
Water Treatment Plant									225,000	225,000
ASR									0	0
Total Administration (Operating)	5,634	13,772	11,440	9,492	18,634	13,000	13,260	13,525	388,796	389,072
Total Operating	5,634	13,772	11,440	9,492	18,634	13,000	13,260	13,525	388,796	389,072

Table 1 - ERWS 2016 - 2020 Financial Plan

December 7, 2015

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Property Acquisition - Administration	7-6-28-9750-300	13,683	-4,070	11,203	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	4,983	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	6,574	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	136	739	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	1,200,550	0	0	0	0	0	0	0	0	0
Total Property Acquisition		1,225,925	-3,331	11,203	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	48,421	34,905	39,635	35,808	9,162	42,000	42,000	42,000	42,000	42,000
River Intake / Supply Mains - Contracts	7-6-28-9751-330	358	256	0	1,031	700	3,000,000	3,000,000	100,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	10,685	17,681	338,863	490,301	110,310	250,000	250,000	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	1,592	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	603	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	103	3,822	790	333	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	3,023	389	1,008	443	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	2,189	727	19	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	28	0	915	0	0	0	0	0	0	0
Joint Transmission Main							500,000	500,000			
COP Transmission Main - Springwood / Pump Upgrade							2,000,000	2,000,000			
RDN - Craig Bay Pump Station / Top Bridge Transmission									1,800,000		
Total River Intake / Supply Mains		64,703	54,062	384,263	528,976	122,097	5,792,000	5,792,000	1,942,000	42,000	42,000
Water Treatment - Administration	7-6-28-9752-300	23,513	44,296	41,016	33,595	9,162	42,000	42,000	42,000	42,000	42,000
Water Treatment - Travel	7-6-28-9752-307	0	0	6,420	0	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	27,222	20,167	0	1,032	66,419	6,750,000	6,750,000	180,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	78,978	123,760	127,492	490,301	58,640	750,000	750,000	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	9,057	22,949	0	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	900	1,614	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	102	102	0	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	603	511	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	791	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,759	525	0	443	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	611	0	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	306	739	0	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	689	0	0	0	0	0	0	0	0	0
Total Water Treatment		142,219	214,330	175,666	526,765	134,732	7,542,000	7,542,000	222,000	42,000	42,000

Table 1 - ERWS 2016 - 2020 Financial Plan

December 7, 2015

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Aquifer Storage and Recovery - Administration	7-6-28-6753-300	0	47,966	68,824	42,248	10,218	0	0	0	0	15,000
Aquifer Storage and Recovery - Contracts	7-6-28-6753-330	0	184,135	234,995	135,486	99,833	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-6753-331	24,407	263,943	229,267	128,733	13,232	0	0	0	0	50,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-6753-340	0	1,806	1,619	605	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-6753-423	0	120	134	754	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-6753-410	0	0	0	603	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-6753-450	0	9,491	136,424	5,894	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-6753-451	0	0	5,832	39	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-6753-452	0	0	0	161	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-6753-461	0	0	500	1,652	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-6753-800	0	1,585	7,901	2,086	309	0	0	0	0	0
Total Aquifer Storage and Recovery		24,407	609,045	685,496	318,261	123,592	0	0	0	0	65,000
Total Capital		1,457,254	774,107	1,258,628	1,374,001	380,421	13,334,000	13,334,000	2,164,000	84,000	149,000
TOTAL EXPENDITURES		1,462,889	787,878	1,268,068	1,383,493	399,054	13,347,000	13,347,260	2,177,525	472,796	638,072

TABLE 2 Parkville Requisition - ERWS 2016 - 2020 FINANCIAL PLAN (\$)										
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
REVENUE										
Joint Venture Requisitions										
Parkville Requisition (74%)	1,082,538	225,017	443,183	593,655	295,300	8,176,780	8,176,972	279,369	329,709	362,413
Other Revenue										
Grants	0	358,013	495,187	430,130	0	2,220,000	2,220,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	358,013	495,187	430,130	0	2,220,000	2,220,000	0	0	0
TOTAL REVENUE	1,082,538	583,030	938,370	1,023,785	295,300	10,396,780	10,396,972	279,369	329,709	362,413
EXPENDITURES										
Operating	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%
Administration (Operating)										
Salaries / Wages 7-2-28-7310-300	1,443	0	192	0	191	0	0	0	0	0
Training 7-2-28-7310-306	0	1,524	0	44	0	74	75	77	79	80
Conferences / Seminars 7-2-28-7310-307	0	744	0	0	0	0	0	0	0	0
Memberships 7-2-28-7310-311	0	202	223	0	0	0	0	0	0	0
Contracts 7-2-28-7310-330	1,205	554	3,780	1,346	0	1,480	1,510	1,540	1,571	1,602
Consulting 7-2-28-7310-331	189	0	0	348	0	0	0	0	0	0
Legal Fees 7-2-28-7310-332	0	1,921	0	0	2,536	2,590	2,642	2,695	2,749	2,803
Audit Fees 7-2-28-7310-333	0	3,087	3,034	3,034	3,034	3,034	3,095	3,157	3,220	3,284
Tel / Cable 7-2-28-7310-422	0	599	684	445	0	370	377	385	393	400
Meeting Costs 7-2-28-7310-423	6	354	450	944	1,374	1,110	1,132	1,155	1,178	1,201
Licences and Insurance 7-2-28-7310-400	0	0	0	0	343	370	377	385	393	400
Advertising 7-2-28-7310-410	0	0	0	566	6,290	148	151	154	157	160
Courier 7-2-28-7310-452	0	0	0	33	21	74	75	77	79	80
Small Tools, Equipment & Furniture 7-2-28-7310-450	60	1,207	103	263	0	370	377	385	393	400
Minor Capital - Contracts 7-2-28-7350-330	895	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials 7-2-28-7350-450	372	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains									111,000	111,000
Water Treatment Plant									166,500	166,500
ASR									0	0
Total Administration (Operating)	4,169	10,191	8,465	7,024	13,789	9,620	9,812	10,009	287,709	287,913
Total Operating	4,169	10,191	8,465	7,024	13,789	9,620	9,812	10,009	287,709	287,913

Table 2 - ERWS 2016 - 2020 Financial Plan - City of Parkville Requisition

December 7, 2015

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
Property Acquisition - Administration	7-6-28-9750-300	10,125	-3,011	8,290	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	3,688	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	4,865	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	101	547	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	888,407	0	0	0	0	0	0	0	0	0
Total Property Acquisition		907,185	-2,465	8,290	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	35,832	25,830	29,330	26,498	6,780	31,080	31,080	31,080	21,000	21,000
River Intake / Supply Mains - Contracts	7-6-28-9751-330	265	190	0	763	518	2,220,000	2,220,000	74,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	7,907	13,084	250,759	362,823	81,629	185,000	185,000	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	1,178	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	446	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	76	2,828	585	246	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	2,237	288	746	328	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	1,619	538	14	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	21	0	677	0	0	0	0	0	0	0
Joint Transmission Main							370,000	370,000			
COP Transmission Main - Springwood / Pump Upgrade							2,000,000	2,000,000			
RDN - Craig Bay Pump Station / Top Bridge Transmission									0		
Total River Intake / Supply Mains		47,880	40,006	284,354	391,442	90,352	4,806,080	4,806,080	105,080	21,000	21,000
Water Treatment - Administration	7-6-28-9752-300	17,399	32,779	30,352	24,860	6,780	31,080	31,080	31,080	21,000	21,000
Water Treatment - Travel	7-6-28-9752-307	0	0	4,751	0	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	20,144	14,924	0	764	49,150	4,995,000	4,995,000	133,200	0	0
Water Treatment - Engineering	7-6-28-9752-331	58,444	91,582	94,344	362,823	43,393	555,000	555,000	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	6,702	16,982	0	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	666	1,195	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	75	75	0	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	446	378	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	585	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,301	388	0	328	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	452	0	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	226	547	0	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	510	0	0	0	0	0	0	0	0	0
Total Water Treatment		105,242	158,604	129,993	389,806	99,702	5,581,080	5,581,080	164,280	21,000	21,000

Table 2 - ERWS 2016 - 2020 Financial Plan - City of Parkville Requisition

December 7, 2015

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
Aquifer Storage and Recovery - Administration	7-6-28-6753-300	0	35,495	50,930	31,263	7,561	0	0	0	0	7,500
Aquifer Storage and Recovery - Contracts	7-6-28-6753-330	0	136,260	173,896	100,260	73,876	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-6753-331	18,061	195,318	169,658	95,263	9,792	0	0	0	0	25,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-6753-340	0	1,336	1,198	447	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-6753-423	0	89	100	558	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-6753-410	0	0	0	446	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-6753-450	0	7,023	100,954	4,361	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-6753-451	0	0	4,316	29	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-6753-452	0	0	0	119	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-6753-461	0	0	370	1,222	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-6753-600	0	1,173	5,846	1,544	228	0	0	0	0	0
Total Aquifer Storage and Recovery		18,061	376,694	507,267	235,513	91,458	0	0	0	0	32,500
Total Capital		1,073,368	572,839	929,905	1,016,761	281,511	10,387,160	10,387,160	269,360	42,000	74,500
TOTAL EXPENDITURES		1,082,538	583,030	938,370	1,023,785	295,300	10,396,780	10,396,972	279,369	329,709	362,413

Table 2 - ERWS 2016 - 2020 Financial Plan - RDN Requisition

December 7, 2015

TABLE 2 Regional District of Nanaimo Requisition - ERWS 2016 - 2020 FINANCIAL PLAN (\$)										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget
REVENUE										
Joint Venture Requisitions										
RDN Requisition (26%)	380,351	79,060	155,713	208,581	103,754	2,170,220	2,170,288	1,898,157	143,087	175,659
Other Revenue										
Grants	0	125,788	173,985	151,127	0	780,000	780,000	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	125,788	173,985	151,127	0	780,000	780,000	0	0	0
TOTAL REVENUE	380,351	204,848	329,698	359,708	103,754	2,950,220	2,950,288	1,898,157	143,087	175,659
EXPENDITURES										
Operating	26%	26%	26%	26%	26%	26%	26%	26%	26%	26%
Administration (Operating)										
Salaries / Wages	507	0	67	0	67	0	0	0	0	0
Training	0	535	0	15	0	26	27	27	28	28
Conferences / Seminars	0	261	0	0	0	0	0	0	0	0
Memberships	0	71	76	0	0	0	0	0	0	0
Contracts	423	195	1,326	473	0	520	530	541	552	563
Consulting	66	0	0	122	0	0	0	0	0	0
Legal Fees	0	675	0	0	891	910	928	947	966	985
Audit Fees	0	1,085	1,066	1,066	1,066	1,066	1,087	1,109	1,131	1,154
Tel / Cable	0	210	240	157	0	130	133	135	138	141
Meeting Costs	2	124	158	332	483	390	398	406	414	422
Licences and Insurance	0	0	0	0	120	130	133	135	138	141
Advertising	0	0	0	199	2,210	52	53	54	55	56
Courier	0	0	0	11	8	26	27	27	28	28
Small Tools, Equipment & Furniture	21	424	96	93	0	130	133	135	138	141
Minor Capital - Contracts	314	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	131	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains									39,000	39,000
Water Treatment Plant									58,500	58,500
ASR									0	0
Total Administration (Operating)	1,465	3,581	2,974	2,468	4,845	3,380	3,448	3,517	101,087	101,159
Total Operating	1,465	3,581	2,974	2,468	4,845	3,380	3,448	3,517	101,087	101,159

Table 2 - ERWS 2016 - 2020 Financial Plan - RDN Requisition

December 7, 2015

Capital - Program Summary

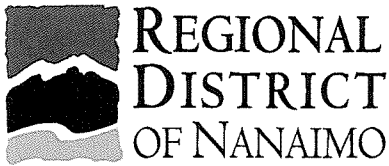
Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
Property Acquisition - Administration	7-6-28-9750-300	3,558	-1,058	2,913	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	1,296	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	1,709	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-600	35	192	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	312,143	0	0	0	0	0	0	0	0	0
Total Property Acquisition		318,741	-866	2,913	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	12,590	9,075	10,305	9,310	2,362	10,920	10,920	10,920	21,000	21,000
River Intake / Supply Mains - Contracts	7-6-28-9751-330	93	67	0	268	182	780,000	780,000	26,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	2,778	4,597	88,104	127,478	28,681	65,000	65,000	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	414	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	157	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	27	994	206	87	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	786	101	262	115	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-600	569	189	5	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	7	0	238	0	0	0	0	0	0	0
Joint Transmission Main							130,000	130,000			
COP Transmission Main - Springwood / Pump Upgrade							0	0			
RDN - Craig Bay Pump Station / Top Bridge Transmission									1,800,000		
Total River Intake / Supply Mains		16,823	14,056	99,908	137,534	31,745	985,920	985,920	1,836,920	21,000	21,000
Water Treatment - Administration	7-6-28-9752-300	6,113	11,517	10,664	8,735	2,382	10,920	10,920	10,920	21,000	21,000
Water Treatment - Travel	7-6-28-9752-307	0	0	1,669							
Water Treatment - Contracts	7-6-28-9752-330	7,078	5,244	0	268	17,269	1,755,000	1,755,000	46,800	0	0
Water Treatment - Engineering	7-6-28-9752-331	20,534	32,178	33,148	127,478	15,246	195,000	195,000	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	2,355	5,967	0	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	234	420	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	26	26	0	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	157	133	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	206	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	457	136	0	115	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	159	0	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-600	0	79	192	0	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	179	0	0	0	0	0	0	0	0	0
Total Water Treatment		36,977	55,726	45,673	136,959	35,030	1,960,920	1,960,920	57,720	21,000	21,000

Table 2 - ERWS 2016 - 2020 Financial Plan - RDN Requisition

December 7, 2015

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2019 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	12,471	17,894	10,984	2,657	0	0	0	0	7,500
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	47,875	61,099	35,226	25,957	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	6,346	68,625	59,609	33,471	3,440	0	0	0	0	25,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	470	421	157	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	31	35	196	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	157	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	2,468	35,470	1,532	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	1,516	10	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	42	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	130	429	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	412	2,054	542	80	0	0	0	0	0
Total Aquifer Storage and Recovery		6,346	132,352	178,229	82,748	32,134	0	0	0	0	32,500
Total Capital		376,886	201,268	326,723	357,240	96,909	2,946,840	2,946,840	1,894,640	42,000	74,500
TOTAL EXPENDITURES		380,351	204,848	329,698	359,708	103,754	2,950,220	2,950,288	1,898,157	143,087	175,659



RDN REPORT	
CAO APPROVAL	
EAP	
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JAN 18 2016	
RHD	
BOARD	

STAFF REPORT

TO: Board of Directors

DATE: January 15, 2016

FROM: Bill Veenhof, Chairperson

MEETING: BOARD January 26, 2016

FILE:

SUBJECT: Board Appointments to Standing, Select, Advisory and Scheduled Standing Committees

RECOMMENDATION

1. That the appointments to the 2016 Regional District of Nanaimo Standing Committees be received for information.
2. That the appointments to the 2016 Regional District of Nanaimo Select Committees be received for information.
3. That the appointments to the 2016 Regional District of Nanaimo Scheduled Standing Committees be received for information.
4. That the recommendations for appointments to the 2016 Regional District of Nanaimo Advisory Committees and Commissions be endorsed.

PURPOSE

To confirm the Board appointments to the Regional District of Nanaimo Standing, Select, Advisory and Scheduled Standing Committees for 2016 in accordance with "Board Procedure Bylaw No. 1512".

BACKGROUND

Pursuant to Section 795 of the *Local Government Act* and Section 30 of "Board Procedure Bylaw No. 1512" the Chairperson is authorized the power to appoint Board members to RDN Standing Committees and is delegated the power to appoint Board members to RDN Select Committees. The Board also confirms appointments annually for the Advisory Committees and Commissions.

Chairperson Veenhof and Deputy Chairperson Haime met recently to review Committee appointments and make recommendations for the RDN Committees and Commissions. The appointments to the Standing, Select and Scheduled Standing Committees are attached for information. Recommendations for appointments to the Advisory Committees are being presented for Board approval.

Bill Veenhof, Chairperson

BOARD OF DIRECTORS and COMMITTEE OF THE WHOLE

Bill Veenhof (Chair)	Colin Haime (Deputy)	Alec McPherson	Howard Houle
Maureen Young	Bob Rogers	Julian Fell	Joe Stanhope
Teunis Westbroek	Marc Lefebvre	Bill McKay	Bill Bestwick
Jerry Hong	Jim Kipp	Wendy Pratt	Ian Thorpe
Bill Yoachim			

STANDING COMMITTEE MEMBERS

ELECTORAL AREA PLANNING COMMITTEE:

J. Stanhope (Chair), B. Rogers (Deputy), B. Veenhof, A. McPherson, M. Young, J. Fell

EXECUTIVE COMMITTEE:

B. Veenhof (Chair), C. Haime, J. Stanhope, A. McPherson, H. Houle, M. Lefebvre, B. Bestwick, W. Pratt

SELECT COMMITTEE MEMBERS

D69 Community Justice Select Committee:

M. Lefebvre (Chair), T. Westbroek, B. Rogers, J. Fell, J. Stanhope, B. Veenhof

Emergency Management Select Committee:

B. Rogers (Chair), A. McPherson, H. Houle, M. Young, J. Fell, J. Stanhope, B. Veenhof

Solid Waste Management Select Committee:

A. McPherson (Chair), H. Houle, M. Young, J. Stanhope, M. Lefebvre, T. Westbroek, B. McKay, J. Kipp, J. Hong

Sustainability Select Committee:

C. Haime (Chair), A. McPherson, H. Houle, M. Young, J. Fell, B. Veenhof, M. Lefebvre, T. Westbroek, J. Kipp, W. Pratt

Transit Select Committee:

T. Westbroek (Chair), A. McPherson, M. Young, B. Rogers, J. Stanhope, B. Veenhof, M. Lefebvre, C. Haime, B. McKay, B. Bestwick, J. Hong, B. Yoachim

Regional Parks and Trails Select Committee:

C. Haime (Chair), A. McPherson, M. Young, B. Rogers, J. Fell, M. Lefebvre, T. Westbroek, I. Thorpe

Northern Community Economic Development Select Committee:

B. Rogers (Chair), M. Lefebvre, T. Westbroek, J. Fell, J. Stanhope, B. Veenhof

ADVISORY COMMITTEE AND COMMISSION MEMBERS

Agricultural Advisory Committee: H. Houle (Chair), J. Fell, C. Haime
Fire Services Advisory Committee: B. Veenhof (Chair), M. Young, B. Rogers, J. Fell, J. Stanhope
Grants-in-Aid Advisory Committee: M. Young (Chair), M. Lefebvre
Regional Solid Waste Advisory Committee: A. McPherson (Chair), B. McKay (Deputy Chair)
Liquid Waste Management Plan Monitoring Committee: I. Thorpe (Chair), A. McPherson, B. Rogers, M. Lefebvre
Parks and Open Space Advisory Committees:
Electoral Area 'B' – H. Houle East Wellington/Pleasant Valley – M. Young
Nanoose Bay – B. Rogers Electoral Area 'F' - J. Fell
Electoral Area 'G' – J. Stanhope Electoral Area 'H' – B. Veenhof
District 69 Recreation Commission: J. Fell, J. Stanhope (alternate)
Electoral Area 'A' Parks, Recreation and Culture Commission: A. McPherson

SCHEDULED STANDING COMMITTEES (EXTERNAL APPOINTMENTS)

	<i>Appointment</i>	<i>Alternate</i>
Arrowsmith Water Service Management Board	B. Rogers	J. Stanhope
AVICC Special Committee on Solid Waste	A. McPherson	J. Kipp
Central South RAC for Island Coastal Economic Trust	B. Veenhof	
Englishman River Water Service Management Board	J. Stanhope, B. Rogers	
Island Corridor Foundation	B. McKay (Board Appointee) C. Haime (RDN Member)	
Mount Arrowsmith Biosphere Foundation	J. Fell	
Municipal Finance Authority	J. Stanhope	A. McPherson
Municipal Insurance Association	A. McPherson	J. Kipp
Nanaimo Parks, Recreation & Culture Commission	A. McPherson (A), H. Houle (B), M. Young (C)	
North Island 911 Corporation	J. Stanhope	M. Lefebvre
Oceanside Homelessness Task Force	B. Veenhof	
Oceanside Tourism Association	B. Rogers	J. Stanhope
Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group	B. Veenhof, A. McPherson, B. Yoachim	
Te'Mexw Treaty Negotiations Committee	C. Haime	J. Fell
Vancouver Island Regional Library Board	H. Houle	M. Young

Nanaimo Regional Hospital District = Full Board
Nanaimo Regional Hospital District Select Committee:
W. Pratt (Chair), A. McPherson, J. Stanhope, M. Lefebvre, T. Westbroek, I. Thorpe



RDN REPORT	
CAO APPROVAL	✓
EAP	
COW	
JAN 15 2016	
RHD	
BOARD	✓

STAFF REPORT

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: January 15, 2016

FROM: Carol Loudon
Executive Assistant

MEETING: BOARD January 26, 2016

FILE:

SUBJECT: 2015 Departmental Activities and Accomplishments

RECOMMENDATION

That the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2015.

PURPOSE

To provide the Board with a summary of departmental activities and accomplishments for 2015.

BACKGROUND

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

STRATEGIC PLAN IMPLICATIONS

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

The following information is a summary of departmental activities and accomplishments, including works in progress, for 2015.

CORPORATE SERVICES

Administrative Services:

- Coordinated the Grants-in-Aid Committee meetings and distributed Grants-in-Aid funding to 15 local organizations for social programs and services.
- Conducted an Alternative Approval Process for Gabriola Island within Electoral Area B for “Gabriola Island Taxi Saver Contribution Service Establishment Bylaw No. 1725”.
- Increased searchability features in SharePoint (minutes, agendas, news clips).
- Continued implementation of a paperless agenda plan.

- Continued implementation of an enhanced Board follow-up process to provide greater assistance to staff in tracking Board direction.
- Continued to maintain a comprehensive bylaw index on SharePoint that provides the description, citation, bylaw type, current status and adoption date for all RDN bylaws.
- Coordinated building renovations and maintenance projects for the Administration building.
- Responded to 16 requests under the *Freedom of Information and Protection of Privacy Act*.
- Provided support to Regional and Community Utilities with petition processes requesting boundary expansions for sewer and streetlighting.
- Provided support to Regional and Community Utilities with the petition process to establish Westurne Heights Water Service Area and the necessary borrowing.
- Coordinated the advertising and appointment processes for the Board Advisory Committees and Commissions.
- Prepared service establishment, borrowing and amendment bylaws, and provided assistance to departments in the preparation of bylaws and bylaw consolidations.
- Coordinated bylaw approval and bylaw follow-up processes with other agencies ensuring that procedural and legal requirements are met within specified time frames.
- Coordinated and processed 16 Special Event Permit applications.
- Maintained the Regional District's Agreements Database and coordinated with departments to ensure that corporate agreements are tracked and updated.
- Updated and maintained the tracking of all Board and Committee resolutions through the Board follow-up database (974 in 2015).
- Updated the RDN's website and ensured information remained current in coordination and consultation with other departments and the RDN's website maintenance provider.
- Managed the building and grounds maintenance contract, and coordinated building maintenance, updates and repairs as the primary building custodian.

Communications:

- Assisted with publicity and strategic communications planning for all major RDN projects and announcements, including the Meadowood Community Park Grand Opening and the June announcement of federal funding for the Englishman River water intake.
- Assisted with First Nations protocol and planning for major events and meetings including the swearing in of Alternate Director Chief Recalma.
- Photographed all major RDN events and announcements, maintained a photo record and provided photos to local media upon request.
- Liaised with media and other levels of government as required, and continued to maintain and build relationships with local media outlets and other levels of government.
- Produced a one-page Board Report after each RDN Board meeting containing meeting highlights. Distributed reports internally, on the RDN website and on social media.
- Produced 27 news releases for RDN departments and assisted departments with promoting their initiatives through effective use of social media.
- Coordinated RDN participation in seven partner news releases including drafting quotes, posting to web and assisting with event preparation as required.
- Coordinated three *Regional Perspectives* publications – Budget 2015 (March distribution), Summer 2015 (June distribution), and Fall 2015 (December 2015).
- Produced the Spring Electoral Area Update newsletter publication (one each for six of the seven Electoral Areas).

- Assisted Water and Utility Services with production of two editions of *WaterNews* (July and December, 2015).
- Began researching how to strengthen the RDN brand across social media, web and mailed communications products.

Human Resources:

- Completed 47 recruitment and selection panels. Posted for 88 positions and interviewed 155 people. 1140 applications received throughout the year for specific postings.
- Continued steps to improve Health and Safety practices in preparation for a Certification of Recognition (COR) Audit.
- Coordinated monthly Joint Health and Safety Committee meetings.
- Coordinated approximately 30 Sick Leave Bank Committee meetings and prepared and issued letters to employees in response to their request for time from the sick leave bank.
- Coordinated monthly Joint Consultation (Labour Management) Committee meetings. Resolved 12 of 15 items. 3 items have been carried forward to 2016 for further discussion.
- Followed-up on WorkSafeBC claims and employee health and safety concerns.
- Managed Long Term Disability (LTD) claims including the application process, monitoring the status of each claim and facilitating return to work plans. Three employees returned to work from LTD and one new claim was accepted in 2015.
- Coordinated three Arete training sessions on bullying and harassment in which 57 employees participated. A total of 219 employees have completed this training to date.
- Provided assistance to Recreation and Parks department on personnel management during the Ravensong Aquatic Centre shutdown period for annual upgrades.
- Worked with the Union to resolve 14 grievances.
- Brought forward a four year Collective Agreement with CUPE to the Board for ratification. Coordinated the printing and distribution of Collective Agreement booklets for staff.
- Updated the Accident Investigation Form and organized training to appropriate staff on their WorkSafeBC obligations and process for completing the form.
- Established Procedures for First Aid attendant appointments for the Administration Building. Assisted other facilities with their procedures.
- Received an Automated External Defibrillator (AED) for the Administration Building from the Heart and Stroke Foundation through their Public Access to Defibrillation (PAD) Program. Coordinated training for First Aid Attendants, HR Advisor, CAO and Manager of Administrative Services. Prepared the appropriate Policy and Procedures in this regard (finalized in 2016).
- Assisted with the Administration Building ShakeOutBC Earthquake Drill and evacuation on October 15th.
- Updated WHIMS Policy to reflect changes to legislation.

Information Services:

- Deployed new Firewall / Universal Threat Management Solution for Corporate Network
- Implemented new Network Core system for Head Office Data Centre and Regional Network Services
- Deployed new Site to Site VPN solutions for Transit (Prideaux Exchange), Parker Road Well Site and Recreation (Bowser Office)
- Deployed new Adlib Express PDF conversion software
- Implementation of new Parks Department Building Wide Area Network connection, migration of data services and hardware.

- Implementation of Cityview Mobile for Building and Bylaw Inspection
- Reduced Data Centre Server rack space by 25% by continuing consolidation of servers into a virtual environment.
- Upgraded SharePoint 2010 to SharePoint 2013

GIS Services:

- OnPoint Web Map upgrade
- Mudslide followup – mapping the development for evacuation planning.
- Hwy 19 Nanoose flats – mapping support for MOTI and emergency services, Planning for detours.
- Transit route mapping – route changes, student usage analysis.
- Bowser Sewer Project - Planning mapping
- GNPCC Outfall Project – mapping of affected area
- RGS Indicators – mapping and analysis of RDN Elect Areas
- Agricultural Study – mapping and analysis
- Emergency Services and Fire Protection – neighbourhood maps, single access areas, map support for FDs
- Archeological site maps for Nanoose and Qualicum First Nations
- RDN Boundary Project – GeoDataBC redefining LG and Elect Area Bdys
- 2m DEM project coordination with GeodataBC
- Analysing and mapping air quality data on Gabriola Island
- Completed base GPS work for all RDN Regional & Community parks (collection and processing)
- Qualicum First Nations Campground maps completed
- State of our Streams maps for publication
- Regional Growth Indicator Study
- Neighborhood Emergency Plan maps
- Lantzville Fire Department Map Book- Lantzville
- Englishman River and Nanaimo River Watershed School maps
- 104 Subject Property maps and 42 Notification lists for Planning
- Community Watershed Monitoring Network maps updates and exports for publishing on website

FINANCE

Financial Reporting

- Met all statutory financial reporting deadlines with a clean audit opinion.
- Completed the consolidation of the 2015-2019 Financial Plan and the 2016 provisional budget for the Board's review.
- Regional Perspectives budget edition completed & budget brochure included with all utility bills.
- Completed implementation of new contaminated sites accounting standard for inclusion in 2015 financial statements.
- Development of improved monthly and year-end reporting tools using FMW Tool.
- Provided training to all departments on use of FMW budget software.
- Continued to provide project accounting, reporting and eligibility advice for grant funded projects for all departments (Community Works and other Gas Tax funded projects, Building Canada Infrastructure programs).

- Provided financial reports to assist Energy and Sustainability regarding the Carbon Action Revenue Incentive Program and Climate Action Charter.
- Completed debt servicing agreements/capital improvement billings for the Reid Road Sewer project.

Accounting Services

- Maintained accounts and completed annual utility billings as scheduled for 17,525 customers.
- Processed 18,385 accounts payable invoices with an estimated value of \$49.5 million.
- Issued RFP and awarded property insurance brokerage contract.
- Continued work with software providers to develop an interface for Solid Waste scale transactions to the finance system.
- Ongoing work with software providers to implement web based payroll entry and ensure applicability to other departments.
- Implemented required changes to payroll and other systems as a result of the 2014 – 2017 Collective agreement.
- Continued implementation of new Vadim Explorer Tool for specialized end user reporting.
- Continued implementation of new Vadim Open Tool for online customer account access.

Finance General & Fire Services

- Provided risk management, contract management, purchasing and financial analysis support to other departments.
- Participated in asset management strategy planning process.
- Provided support to volunteer fire departments regarding building projects, vehicle purchases, insurance requirements and financial plans.
- Issued RFP and awarded consulting agreement for Rural Fire Services OFC Playbook Implementation Review.
- Administered the Northern Community Justice Service grant funding applications/awards process.
- Participated in the administration committees for the Northern Community Justice Service, Central Island 911 Partnership and the North Island 911 Corporation.
- Worked with Central Island 911 Partnership to implement transition to EComm 911 service.

REGIONAL AND COMMUNITY UTILITIES

Solid Waste Services

Zero Waste Programs:

- Continued the Solid Waste Management Plan review (Stage 2: Identification and Review of Options). Staff crafted several reports providing background and options. Nine meetings were held with the Regional Solid Waste Advisory to explore and refine the options.
- As part of the Solid Waste Management Plan review, staff carried out consultation and communications as follows: 1) distribution of a region wide newsletter to approximately 56,000 residents to advise of the review process and to invite them to participate in an online survey.; 2) 447 survey responses from residents on the RDN's Solid Waste Management system 3) a second follow up survey conducted by staff as part of the summer public outreach at 10 community events resulting in 180 responses; and, 4) staff engaged in about 700 conversations with residents about solid waste and recycling services in the RDN.

- Promoted high waste diversion through participation with the Association of Vancouver Island Coastal Communities, Solid Waste Management Association of North America, National Zero Waste Council, and BC Product Stewardship Council. Sponsored the Coast Waste Management Association and presenters at various Solid Waste Management conferences.
- Waste diversion in the region remains high at approximately 68%.
- Conducted site visits to 11 private recycling facilities under the Waste Stream Management Licensing Bylaw 1386 to ensure operations are in compliance with approved site operating plans.
- Investigated 48 illegal dumping complaints, supported 16 community clean ups and recovered 114 tonnes of material. Solid Waste and Bylaw Enforcement departments continued to work together on the Regional Illegal Dumping program including communication with regional partners and provincial agencies.

Curbside Collection Program

- Completed the first full year of collecting curbside recycling under the Province's new stewardship program. Met our contractual obligations with the stewardship agency, and kept the percentage of non-compliant materials collected under the Provincial average.
- Completed a summer of residential curbside outreach, focusing on recycling, by visiting 4,285 homes on their collection days.
- Maintained the RDN Curbside Widget and App which provides on-line collection schedules and collection day reminders. Over 2,000 homes have signed on for reminders.
- Produced and distributed three editions of the Curbside Program newsletter.
- Collaborated with City of Nanaimo in maintaining two standalone websites providing regionally specific information on food waste collection, and recycling.

Solid Waste Facilities

- Staff processed 4% more inbound vehicle traffic at both sites with a reduction in staff hours.
- Replaced a worn section of the landfill inbound weigh scale with a section of decommissioned scale from Church Road Transfer Station. This repair will extend the life of the scale until 2016 when a full replacement is scheduled.
- Reviewed and updated the Solid Waste Asbestos Exposure Control Plan.
- Worked with staff at Nanaimo Organics Waste to reduce the amount of leachate and contamination in the organics transfer loads from Church Road Transfer Station.
- Landfill equipment operator attended the SWANA Landfill Operations Basics course.
- To reduce water use during the dry summer months, the landfill truck wash down area was closed.
- Awarded a 3-year bird control contract to Pacific North West Raptors and reduced the overall value of the contract by \$200k by changing contractors and using staff to control birds 3 days per week.
- Commissioned the 2014 Horizontal and 3 vertical wells installed in 2014.
- Created an Operator/Maintenance Permanent position to assist in the shop and grounds maintenance as well as operate equipment on an as-needed basis.
- Bought out the compactor equipment lease as well as bought a new utility vehicle.
- Eliminated the need to buy cover material through the development of contractor agreements to accept clean soil and fill material.
- Increased our landfill gas collection efficiency from 59% in January to 67% in December.
- Completed the designs and tendered construction of the new operations and maintenance buildings.

Wastewater Services

- Prepared and submitted grant applications for 4 major projects: the GNPCC Outfall; GNPCC Secondary Treatment; GNPCC Centrifuge Polymer system upgrades and French Creek Interceptor and Pump Station upgrades. The total value of these projects is approximately \$100 million,
- Completed FCPCCC Decontamination Facility and Trickling Filter Projects
- Commenced Duke Point PCC capacity review to assess the ability to service Cedar and surrounding areas.
- Completed a 5 year supply contract with Tree Island Industries for reuse of Ferrous Chloride a waste product from steel production used to reduce odour and corrosion in our wastewater collection system.
- Commenced Departure Bay Pump Station, Pump # 1 replacement project which will help the station continues to pump up to 100 million litres per day of wastewater to Greater Nanaimo PCC.
- Updated septage user fees to \$0.23/gallon and septage property tax levy eliminated to transitioned to a 100% user pay system
- Adopted new sewer source control bylaw with additional provisions that reflect the goals of the LWMP which include municipal enforcement and ticketing.
- Completed French Creek Trickling Filter Roof Replacement.
- Implemented a very successful Septic Maintenance Rebate program that distributed over \$25,000 in Septic Maintenance Rebates, helping 65 recipients maintain their private onsite (septic) system
- Provided SepticSmart workshops in the communities of French Creek (G), Extension (C), Coombs (F), and Lighthouse (H)
- Awarded contract for hauling Biosolids from FC and GNPCC to the Vancouver Island Forest Fertilization site.
- Completed a wastewater characterization analysis for the GNPCC secondary treatment design project
- Completed electrical services contract awarded to Shaw Electric for one year with the option of a two year renewal.
- Commenced the new Liquid Waste Management Plan Monitoring Committee with the first meeting on June 1. This committee is responsible for providing guidance and advice on implementation of our LWMP (check out www.rdnlwmp.com).
- Commenced design of the Bowser Village Centre wastewater collection and treatment system. This \$300k design project is funded through a gas tax grant, and will result in a tender ready engineering design, that would enable the community to move forward with wastewater treatment, should they decide to do so in the future.
- Completed maintenance on Wellington and Bay Avenue pumpstations.
- Completed Secondary Treatment Environmental Impact Study and Geotechnical investigations.
- Extending contract with BRC Consulting for project support on the Secondary Treatment project.
- Designate a “Deputy Sewage Control Manager” to act in the absence of the Wastewater Services Manager, this administrative change, is required by regulation.
- Achieved CALA accreditation for our lab at GNPCC, this is a very important accomplishment in meeting our regulatory obligations
- Completed repairs to the GNPCC outfall leak at Morningside Park.
- Awarding a two year general wastewater engineering service contract to AECOM.
- Completed 60% engineering for the GNPCC secondary treatment project.

- Completed Wastewater Services EMS Surveillance Audit with no major non-compliances.
- Conducted a Biosolids Open House with the Nanaimo Mountain Biking Club at the VIU woodlot.
- The emergency outfall bypass at Greater Nanaimo Pollution Control Centre was successfully installed at Morningside Park
- Awarded the contract for the greenhouse asbestos removal and deconstruction
- Awarded the BC Hydro “New Plant Design Study” for the GNPCC secondary treatment project to AECOM, the study will focus on finding energy efficient equipment for our treatment plant and may lead to incentives for purchasing high efficiency equipment.
- Commenced Development Cost Charge (DCC) review for the Northern and Southern wastewater services areas.
- Commenced construction of GNPCC marine outfall
- Beneficially reused 100% of biosolids from the RDN treatment facilities
- GNPCC produced approximately approx. 790,000kWh of electricity in 2015 using biogas to run our cogeneration engine (equivalent to the power usage of 70 homes for one year).

Water Services:

Utilities

- Completed annual reporting for eight RDN community water systems and three regional park systems for submission to Island Health.
- Updated the department's asset database to reflect system growth.
- Completed the uni-directional watermain flushing program.
- Completed air valve and fire hydrant maintenance.
- Completed a reservoir cleaning program.
- Completed safety reviews and staff safety training.
- Updated and expanded the Water Services website.
- Updated and expanded the Water Services Emergency Response Plan for all water systems.
- Continued to monitor RDN-owned community water supply for compliance with Canadian Drinking Water Guidelines.
- Finalized Development Cost Charge Bylaw for the NBPWSA.
- Continued development of the Englishman River Water Service intake and treatment project (a partnership with Parksville to meet new drinking water Health standards and improve capacity and reliability).
- Completed Garry Oak Drive and Spruce Lane Watermain and PRV Replacement.
- Completed the following watermain replacement projects: Arbutus Crescent; Gary Oak/Spruce Lane; Ashcraft Road; Hemlock Drive.
- Completed demolition of the Beachcomber Reservoir.
- Completed back-up generator installation for Wastewater PS#2 on Andover Road in Nanoose.
- Continuing assessment of Groundwater Supply for Whiskey Creek WSA.
- Completed high angle rescue anchors designed and installed on Nanoose Reservoirs.
- Completed Parker Road Well - Design review and acceptance, construction and commissioning monitoring, and maintenance and transfer agreements.
- Supported engineering and operations review and monitoring of Morningstar pond discharge.
- Submitted grant applications for San Pareil and Whiskey Creek water system upgrades.
- San Pareil Subsurface Filtration study underway online turbidity monitoring and data gathering).
- Supported Bowser Village Centre Wastewater Service engineering review.
- Initiated Surfside Wellhead Protection study.

- Installed proper backflow protection at all RDN sewer lift stations.
- Completed well rehabilitation at Fairwinds #2.
- Completed fire hydrant upgrades and servicing in all water service areas.
- Operated and maintained the Regional Parks water systems.
- Completed staff training program.

Drinking Water and Watershed Protection:

- Completed a Regional Climate & Hydrometric Monitoring Scoping Study, to identify priority areas for data collection on climate and/or streamflow.
- Collaborated with VIU, MOE Snow Program, MFLNRO, Island Timberlands, RDN Parks and Arrowsmith Water Service to successfully achieve the installation of a snow/weather monitoring station (snow pillow) on Mt. Arrowsmith to fill that priority data gap.
- Developed and launched a new web-interface for DWWP program information, as a map-based site where users can click on their “Water Region” and explore Streams, Aquifers, Water Supply, First Nations Significance, Community Programs and Land Use.
- Rolled-out the BC Water Use Reporting Centre, a web-based data tracking and reporting tool, to the improvement districts and EPCOR to assist with building a regional data repository for water demand info, and to provide resources for these smaller water systems manage their data and reporting.
- Developed State of our Streams publications and mailed out to residents; profiling key streams that have been monitored in the ongoing Community Watershed Monitoring program.
- Completed physical stream assessments on French Creek and Grandon Creek, which doubled as training sessions for local stream stewards to learn how to do the assessments.
- Carried out Watershed fieldtrips for students in Gr. 4 & 5, in the Nanaimo River watershed and the Englishman River watershed, in partnership with the City of Nanaimo, City of Parksville, Island Timberlands and TimberWest.
- Administered Region-wide rebate programs for Rainwater Harvesting and for Rural Water Quality Testing and Well Protection Upgrades.
- Established the Rainwater Working Group tasked with the commitments under the Liquid Waste Management Plan.
- Expanded groundwater and surface water monitoring in Nanoose, which will continue and expand further across Area E in 2016.
- Continued the Gabriola groundwater modelling study, now in its final phase, with Simon Fraser University researchers.
- Continued with Team WaterSmart workshops, community display booths and irrigation check-ups, as well as a new Yard Sign campaign to promote water conservation during the drought.
- Continued collecting groundwater level data via the Volunteer Observation Well Network in 11 wells, including three that are volunteered by the Qualicum First Nation.
- Provided Team WaterSmart educational presentations for Qualicum, Snaw-naw-as and Snuneymuxw First Nations schools
- Worked with Aboriginal Education Coordinator in SD69 to include significant First Nations place names on the new DWWP website map interface.

STRATEGIC AND COMMUNITY DEVELOPMENT

Building Inspection

- Handwritten field inspection reports eliminated and replaced by paperless reports that are generated on mobile devices and emailed directly to the client on site. This has created significant efficiencies and client feedback has been very positive.
- Approximately 700 building permits processed with estimated construction value of \$90 million.
- Field Inspectors conducted approximately 4,800 inspections on new construction overall.
- Permit turn-around time reduced to an average of 3 weeks (90% of time) on major projects and 2 weeks or less on smaller projects.
- Electoral Areas 'B' and 'H' Building Inspection community offices continue to operate as a convenience for local residents on building permit matters and communicating with RDN staff.
- Complete review of department web pages completed and all forms and procedures updated for public use, resulting in increased use of online resources by owners and builders.
- Approximately 95% of identified building bylaw infractions resolved prior to enforcement action being required.

Bylaw Enforcement

- Two Bylaw Enforcement Officers investigated approximately 590 files of varying range and complexity, a 48% increase over 2014. Increase is attributable to repositioning of Zero Waste Compliance duties and enhanced administrative support provided to the department.
- In addition to the increased enforcement workload, Bylaw Enforcement Officers continued to support the emergency management function, including duties related to EOC activations, known hazard area inspections and assistance with updates to operational response guidelines.
- Mobile file management implemented in conjunction with Building Inspection. Mobile devices now used to access and update files remotely, creating greater workflow efficiencies.
- Legal action on several complex enforcement files continued in 2015. Six (6) staff reports to the Board on various issues (unsightly premises, zoning, animal control).
- Public use of website for complaints and general information continues to rise.
- 95% of files resolved by voluntary compliance.

Emergency Planning

- **Emergency Management Select Committee** meeting held with one report and program updates presented.
- **Training:** Thirty four (34) staff completed various levels of emergency management training. Five (5) Directors completed elected officials EM training courses. Several EMBC/JIBC webinars attended by 46 staff and 3 elected officials.
- **Shake Out:** Coordinated ESS and Emergency Communications teams who participated in both D68 and D69 as well as numerous NEP teams.
- **Emergency Preparedness Week:** coordinated ESS information displays, participated with QB/Parksville in a 2 day 'Emergency Preparedness Expo'. Over 300 people attended over both days. Radio interviews, social media posting.
- **Radio capacity:** Purchased radio equipment for D69 radio grab and go kits, laptop for Gabriola radio operators (digital comms). More use of radio operators in site-EOC communications, established a regional radio procedures working group (CECA/D68 and ECT/D69) to work on a

standard of equipment and procedures. 4 drills conducted to test communications capacity between RDN/Lantzville reception centers and our RDN EOC, municipal EOCs and EMBC.

- **Prepare To Survive:** Organized a 2 day event providing free disaster response training and a disaster simulation. 300 people involved, plus volunteers and stakeholders.
- **Emergency Social Services:** 5 new Gabriola volunteers, 3 new for Oceanside ESS. Work is continuing to recruit volunteers for Cedar/Extension. Reception Center equipment inventory conducted. Lists created for 2016 purchases for identified gaps. Three ESS Level 1 call outs. Four Reception Center activation drills.
- **Volunteer Appreciation:** BBQ held in Qualicum Beach area for ESS/emergency communications volunteers. Participation in national Volunteer Appreciation Week.
- **Neighborhood Preparedness Program:** 63 workshop/presentations overall: “A”: (8), “B”: (14), “C”: (2), “E”: (9), “F”: (8), “G”: (4), “H”: (8)
- **Work with First Nations** (Qualicum (QFN), Nanoose (NFN) and Nanaimo (SFN)) on joint flood operations reviews, assistance with information material, campsite evacuation planning, earthquake presentation and seasonal hazards. First Nations reps invited and participated in training sessions.
- **Seasonal EOC Operational Readiness:** 2 regional readiness meetings (summer, winter) with EOC staff and stakeholders, meetings with EOC Sections to review roles, elicit feedback.
- **EOC Response:** 2 wildfires (Cedar and Coombs), 15 EOC staff involved, ongoing weekly meetings with regional stakeholders through September when drought/fire risk conditions lessened.

Energy and Sustainability

- Supported the delivery of the Flourishing in a Green Economy event in Qualicum Beach (April, 2015).
- Green Building Open House and Workshop series featured 4 homes and 4 green building workshop sessions, attracting approximately 250 attendees.
- Hosted a Passive House Design Workshop, held in Parksville, September, 2015.
- Secured support for \$138,000 in funding for corporate energy efficiency initiatives:
 - \$8,000 for the purchase of a Hybrid electric vehicle for the Building Inspection service.
 - \$15,000 for a comprehensive energy study for the Ravensong Aquatic Centre.
 - \$25,000 for a heat recovery system at the Oceanside Place Arena.
 - Secured an additional \$20,000 in Provincial Funding to support this project.
 - \$90,000 for rural fire hall efficiency assessments and upgrades.
- Gained ownership of (est.) 17,500 tonnes CO₂e emission reductions (offsets) arising from landfill gas capture – a regional emission reduction project that will enable the RDN to achieve carbon neutral operations for 5-10 years.
- Executed agreement with the Gabriola Commons Foundation to install a 10kw solar array at the Gabriola Commons.
- Executed Agreement with the Cedar Community Association for an HVAC system upgrade from heating oil to a more efficient heat pump system.
- Completed disbursing funds to the Arrowsmith Agricultural Association for an upgraded septic system, as per executed agreement.
- Third reading and adoption of RDN Land Use and Subdivision Bylaw No. 500.396, 2014; and Regional District of Nanaimo Area ‘F’ Zoning and Subdivision Bylaw No. 1285.22, 2014 to remove regulatory barriers to green building features, systems and technologies.

- Completed a sustainability review of Electoral Area Official Community Plans, identifying regulatory barriers to green building features, systems and technology and strategies to overcome them – recommendations incorporated into the 2016 Work Plan.
- Revised the RDN Green Building Action Plan to reflect five years of activities and accomplishments, and new direction for outreach, communication and monitoring.
- Secured \$18,900 in Provincial funding to support a regional wood stove exchange program.
- Disbursed \$43,950 in green building incentives to residents who have improved the performance of their home:
 - \$39,500 for wood stove exchanges;
 - \$2,000 for renewable energy systems;
 - \$1,500 for home energy assessments; and
 - \$700 for clothes washer rebates
- Led a Real Estate Energy Efficiency Project in partnership with the City of Nanaimo and the Vancouver Island Real Estate Board and trained a total of 87 local REALTORS® on home energy efficiency
- Completed Nanoose Bay Community Identification and Wayfinding signage program – signs to be installed on or about January 30, 2016
- Disbursed over \$63,000 in economic development grants through the Northern Community Economic Development Program (includes projects and funds carried over from 2014)
- Provided inter-departmental energy management services including monitoring, reporting and advice. Overall annual energy use remains steady despite increases in facilities and service levels.
 - Includes substantial completion of consultation with departments across the organization for the Strategic Energy Management Plan
- Completed provincial reporting for corporate energy use and emissions, and secured \$92,000 rebate from the province.
- Assisted Finance department with developing and drafting the 2014 Annual Financial Report.
- Coordinated the development of the RDN Asset Management Program, including:
 - Held a level of service workshop with the Solid Waste department as a model for other departments
 - Provided one Board Seminar Session on Asset Management
 - Secured \$20,000 in Provincial funding to support the delivery of Asset Management programs
 - Developed a 2-year Resource Plan for the RDN Asset Management Program
 - Developed a job description for a 2-year Asset Management Coordinator position and secured funding to support the position for the full 2-year term of the Resource Plan.
 - Coordinated attendance of 4 staff to Asset Management training program.

Current Planning:

- Reviewed and processed 131 new applications including 9 bylaw amendment files, 77 development permits and development variance permits, and 29 new subdivisions along with the on-going review of in-stream applications.
- Supported the review of 5 ALR applications with provision for EA Director and Agricultural Advisory Committee comment.
- Reviewed and processed 3 cell tower siting applications for the Board's consideration.
- Provided ongoing support and information sharing with First Nations on a number of development applications and RDN projects.

- Assisted rural communities in addressing issues related to services provided by the Ministry of Transportation and Infrastructure, such as road, intersection, access and pedestrian improvements and rural community signage improvements.
- Continued to work with Regional Community Utilities and the Ministry of Transportation and Infrastructure in preparing for the implementation of the Lakes District and Schooner Cove.
- Supported Long Range Planning with major projects including the Agriculture Area Plan Implementation Bylaw and Policy Review project.
- Provided support to RDN Energy and Sustainability on the development of the guidebook on sustainable site planning.
- Supported regulatory amendments to reduce barriers to green building technologies which were approved by the Board in February 2015.
- Drafted and supported the review of policy to guide public consultation regarding cell tower siting which will be finalized following completion of Director, member municipality, industry and Federal input.
- Provided administrative support for the Agricultural Advisory Committee.
- Provided administrative support for the Board of Variance.
- Supported Electoral Area 'E' Director's Forums.
- Prepared and disseminated information to raise awareness of the unique attributes of the Parksville Qualicum Beach Wildlife Management Area and guide waterfront property owners regarding development approval requirements and development with care within the area.
- Assisted RDN Departments with land use information and advice related to RDN projects.
- Supported Bylaw Services in response to general complaints and complex legal enforcement action related to land use.

Community Planning:

- Electoral Area H OCP Review
 - Prepared Terms of Reference and Community Engagement Plan which was adopted by the Board
 - Initiated development of a web based Technical Background Report
 - Conducted interviews with community members
 - Initiated consultation with First Nations
 - Developed and launched a web site for the OCP Review
- Nanaimo Airport Planning Process
 - A number of meetings were held with the Nanaimo Airport Commission related to the development of a MOU that outlines a process and principles for developing a Land Use Plan for the airport.
 - A preliminary Draft of the MOU was prepared and revised

Agriculture Area Plan Implementation

An Implementation Plan was approved by the RDN Board in 2013. Activities in 2015 included:

- Reviewed RDN zoning bylaws to identify barriers to agriculture;
 - Developed proposed changes to the zoning bylaws to better support agriculture and provide greater consistency with ALC regulations;
 - A workshop with a farmers institute to receive comments on proposed zoning changes;
 - Meetings with agricultural organizations and other stakeholders;
 - Public consultation on the proposed changes to the zoning bylaws including public meetings, an online survey and attendance at public events;
 - Compiled comments on the proposed bylaw changes into a report;

- Prepared zoning amendments;
- Updates were made to the RDN's agriculture web site containing numerous topics related to agriculture;
- Provided support for and attended meetings of the Agricultural Advisory Committee.
- Responded to request for comments on proposed changes to the Minister of Agriculture's Bylaw Standards for agri-tourism, agri-tourism accommodation and farm retail sales.

Regional Growth Strategy

- A new RGS was adopted in November 2011 and subsequently numerous actions related to implementation of the RGS have occurred. Activities in 2015 included:
 - Completed the process to develop indicators and targets to achieve key RGS policies. Activities in 2015 included:
 - Conducted public consultation and completed a report documenting the results of the consultation and made recommendations for a final set of indicators, targets and other data for the RDN to monitor.
 - Created and launched the Monitoring the Regional Growth Strategy web site;
 - Worked with the GIS department and member municipalities to collect and analyze data for the 22 approved indicators.
 - Prepared an annual report for 2015 on implementation of the RGS.
 - Long Range Planning staff made presentations and/or provided information to interested groups and high schools.
 - Meetings were held with municipal staff to update them on activities related to RGS implementation.
 - Regular updates made to the RGS web site.
 - Initiated a process to amend the Regional Growth Strategy to provide clarity on the criteria for minor amendments
 - Initiated consultation with member municipalities, adjacent regional districts and First Nations
 - Developed web page and consultation materials;
 - Worked with the Ministry Of Community, Sport and Cultural Development to identify members for the Interagency Advisory Committee
- Climate change and sea level rise
 - Conducted research and developed a Background Report for sea level rise in the RDN
 - Created 2-page Backgrounder on Sea Level Rise Adaptation
 - Formed a Sea Level Rise Interdepartmental Advisory Group
 - Created SharePoint Library of sea level rise resources for all RDN staff to access
 - Consulted with professionals regarding best approach for sea level rise mapping in the RDN
 - Consulted with Geological Survey of Canada regarding current rates of land uplift in the RDN
 - Consulted with other local government staff regarding sea level rise planning and adaptation
 - Tweets and Facebook posts on King Tides and Livesmart BC King Tide Photo Initiative. Added local photos to Photo Initiative.

Affordable Housing

- An Affordable Housing Action Plan was approved in 2011 that identified actions for the RDN and its partners to undertake over the next few years. Activities in 2015 included:

- Staff prepared a report on how the Homelessness Reserve Fund funding was used by the five recipients. The Board approved grants to the John Howard Society, Society of Organized Services, People for a Healthy Community, Manna Homeless Society and the First Unitarian Fellowship of Nanaimo.
- Updated the web based resource guide on affordable housing for renters, homeowners and housing providers. The guide includes a comprehensive list of contacts for a wide range of housing topics from market rental to emergency homeless shelters to homeowner grants. This is the only resource of this type in the region.
- Took part in homelessness initiatives organized by member municipalities.
- Updated the Shelter and Food brochure;

Community Health

- Initiated research and met with service providers regarding the establishment of a new service to provide funding to address social issues in School District 69. Consulted with key stakeholders regarding model for new service
 - Consulted with local government staff and community health networks in other areas of Vancouver Island
 - Report to Board on recommended funding and service delivery model
- Report to Board on RDN role in Oceanside Health and Wellness Network (OHWN) Coordinator contract
 - Liaised with OHWN and Island Health to post RFP for OHWN Coordinator
 - Arranged advertising of RFP for OHWN Coordinator
 - Liaised with Island Health to finalize contract for transfer of the funds for the OHWN Coordinator position
 - Shortlisted RFPs for OHWN Coordinator contract and participated in interview process
 - Attended monthly OHWN meetings
- Worked with Island Health to organize a workshop on Partnerships for Healthy Communities
 - Contributed to hosting and reporting on Partnerships for Healthy Communities workshop

Other Items/Projects

- Staff time on the issue of seaweed harvesting in Electoral Area 'H' included:
 - Meeting with provincial government staff to discuss the issue and provide input on license conditions and communication;
 - Responding to enquiries and complaints from the community;
- Provide support to RDN Energy and Sustainability on the development of zoning amendments to support small scale renewable energy;
- Provide support to RDN Energy and Sustainability on the development of a guidebook on sustainable site planning;
- Provided support to RDN Energy and Sustainability for an in-house review of the Electoral Area Official Community Plans in relation to opportunities for green building, sustainable land use planning practices and renewable energy generation in the electoral areas.
- Represented the RDN at various meetings and on committees related to land use planning, transportation, affordable housing, economic development and water supply;
- Staff met with several land owners/developers to discuss potential developments and RDN support and requirements.

TRANSPORTATION SERVICES

Transportation Services:

- Implemented a 5,000 hour annual conventional transit expansion.
- Completed internal review interview report, CAO.
- Designed and implemented a new Rider's Guide.
- Implemented a transit Google Transit trip planner.
- Work with BC Transit on a new transit website.
- Implemented weekday evening handyDART service.
- Implemented a trail service extension into Qualicum First Nations.
- Implemented an Adverse Weather Policy and transit map.
- Continued trialed GPS systems for the transit fleet.
- Completed new transit shelters at Wembley Mall.
- Supported the Emergency Operations Centre (EOC).
- Updated the Prideaux Street transit driver respite.
- Conducted custom and conventional public information sessions.
- Implemented a new transit scheduling software.
- Implemented new transit driver communication screens.
- Implemented personal safety procedures.
- Initiated the transit parking lot expansion.
- Participated in the South Downtown Waterfront Committee.
- Implemented a new fleet parts program.
- Updated transit driver training procedures.
- Performed side wall (frame) repairs on 1998 New Flyer buses.
- Implemented an updated 'Z-card' bike/transit route map in conjunction with the City of Nanaimo.
- Updated transit office based on ergonomic assessment.
- Implemented a Transit/CUPE 401 Labour Management Committee.
- Conducted a fleet efficiency analysis.
- Worked with BC Transit on the procurement of 24 CNG buses to be delivered in November 2016.
- Implement upgrades to the Descanso Bay Emergency Wharf.
- Implement a taxi program in Parksville and Qualicum Beach.

RECREATION AND PARKS SERVICES

Recreation Program Services:

- Achieved 5,172 program registrations (YTD November 30, 2015).
- Expanded from one to four afterschool drop in session times between both Qualicum Beach and Parksville locations.
- Financial Assistance Program has enabled over 116 households (YTD) to receive access to department programs and facilities. The majority being for public swim admissions.
- Supported 29 recreation projects and initiatives through funding by the District 69 Recreation Commission's Community and Youth Grants, totaling \$52,074.
- Coordinated over 2,941 field and court bookings in District 69 with 170 field and court use contracts completed.

- Leaders in Training (LITs): 35 youth were trained for summer leadership volunteer opportunities, LITs completed a total of 16 training hours each, and completed 1,575 combined hours of volunteering in July and August.
- Final year of implementation of the Youth Recreation Strategic Plan involving:
 - Financial support of free and low cost events at arena and aquatic facilities.
 - Youth Recreation Advisors program; representation from middle and secondary schools. Ages of YRAs range from 11-18 years. Advisors review programming and grant applications.
 - Grant funding available to secondary schools and rural recreation organizations.
 - Maintenance and management of youth RDNYouth.ca website and Facebook page.
- Coordination of the 3rd annual Active Aging Week (September 22-27).
- Oversaw the transfer of District representation at the Oceanside Health and Wellness (OHWN) Committee table, connecting the Network to the Strategic and Community Development Department. Moving forward the Recreation team will be involved on an ad hoc basis.
- Provided 1,008 hours of inclusion service to 25 participants.
- Completed eighth year of recreation service delivery in EA H. Highlights for 2015 include the successful partnership with Qualicum First Nations in the provision of a summer playground program and with VIU Deep Bay Research Station in the contracting of marine science themed summer day camps.
- Continued support as a founding member of the Vancouver Island Sport Tourism Council and Oceanside Sport Tourism initiatives.
- Co-hosted forum with Island Health open to local governments, School District and First Nation Band members to increase mutual understanding of the organizations and explore potential partnerships.
- Co-ordinated the official opening of Meadowood Community Park in Electoral Area 'F'.
- Continued active involvement and support of District 69 events including Qualicum Beach Day, Qualicum Beach Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Hi Neighbour Day, Nanoose Family Day, Volunteer Week and Storybook Village.
- Produced and distributed two editions of the Active Living Guide publication promoting recreation programs, services and events available in the District 69 area.
- Sixth year of RDN Performance Recognition Awards program recognizing District 69 residents for outstanding achievement in athletics or arts.
- Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS).
- Secured one year extension of the site and lease license of the Cedar Heritage Centre with Cedar School and Enhancement Society on behalf of Electoral Area 'A' Parks, Recreation and Culture
- Participation in the Operational and Efficiency Review.
- Completed program registration and facility booking software public tender and awarded new three year contract for services at Oceanside Place, Ravensong Aquatic Centre and Northern Community Recreation Services.
- Began the promotion and support to local community groups in both District 69 and Electoral Area 'A' of Canada 150 celebrations.
- Purchase five modular portable classrooms from School District #69 with the intention to convert them into a temporary community recreation centre in the Meadowood community of Electoral Area 'F'.
- Completed 2015 Recreation Facilities and Sport Fields usage survey for both District 68 and District 69.

- Worked with Snuneymuxw First Nation in EA 'A' on a funding agreement for a community sport court.
- Began meeting with community groups in District 69 on the interest for an Outdoor Multi Sport Complex.
- Electoral Area 'A' Parks, Recreation and Culture Commission toured area schools and continued to monitor opportunities for the development of a community recreation centre.
- Developed the Terms of Reference and current Chair of the RDN Employee Wellness Committee.
- Reviewed all recreation services policy and procedures and developed a new tracking system.
- Continued to offer the Grade Five Activity Card and Grade Six Activity Pass that provide children in those grades with free access to public swimming. Skating and afterschool recreation programs.

Oceanside Place (Arena Services):

- Continued with development and support of additional programs designed to enhance hockey and skating skills through camps and programs for School District 69, female hockey players, drop in hockey for youth, birthday parties for youth, and public skate sessions for adults.
- Continued operation providing over 8,000 hours of arena use and over 21,000 people in attendance for public skating sessions.
- Continuing with Annual Winter Wonderland and New Year's event for the Community.
- Continued with facility and equipment preventative maintenance schedules and programs
- Upgraded equipment for ice plant to extend life expectancy and enhance operations (sub floor heat pumps, variable speed drive).
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities.
- Submitted applications to Community Energy Leadership Program (CELP) and Corporate Climate Action Fund (CCAF) and received approval for funding (CELP -\$20,000; CCAF-\$25,000), to complete Heat Recovery project for DHW. Received tenders and work to be completed by February 2016.
- Continued to host local, regional and provincial tournaments/events involving youth, adults and seniors in hockey, lacrosse and figure skating.
- Implemented Pickle ball program and orientation sessions for all ages as a dry floor activity
- Continued training sessions for use of PAD (AED) for public user groups. Implemented a 3rd PAD in the Lobby in coordination with the Heart and Stroke Foundation.
- Enhanced facility concession services with establishing a seating area and in accordance with the Healthy Food and Beverage Initiative.
- Completed capital projects for Zamboni replacement and Meeker Arena stair installation.
- Continued support of Parksville Curling Club (PCC) in accordance with the 2014 building assessment on the District 69 Arena / PCC Facility and assisted the Club in implementing recommendations.
- Participated in the Operational and Efficiency Review and RDN Asset Management Planning Group.
- Completed Vending and Pouring public tender and awarded new three year contract for services at Oceanside Place and Ravensong Aquatic Centre.
- Updated legal agreement(s) Wembley Mall ownership during mall renovations.
- Hosted 24 hours of television movie filming (Game of Love).
- Updated Work Safe Occupational First Aid procedures as per CUPE collective agreement.
- Continued involvement in RDN Asset Management development strategy and Planning Group.

- Reviewed all arena services policy and procedures and developed new tracking system.

Ravensong Aquatic Centre:

- Facility was open to public for 4,795 hrs.
- Provided swim lessons for 2,575 children and adults in 2015.
- Provided opportunities for over 89,000 public admissions in 2015.
- Staff worked with local schools to create and deliver aquatic leadership courses to students wishing to enter the Aquatics field.
- Participated in the Operational and Efficiency Review and RDN Asset Management Planning Group.
- Provided opportunities for staff and public to earn aquatic and first aid certifications throughout 2015.
- Addressed staffing shortages by increasing lifeguard/instructor staffing from 22 in January 2015 to 28 in September 2015.
- Established a FTE Team Leader to lessen the work load on the Aquatic Programmer as per the OER recommendations.
- Commissioned an independent Safety Audit by the Lifesaving Society. The final report was received in August 2015 and 95% of the audit recommendations have been addressed.
- A request for quotation to provide RAC with a strategic energy plan was awarded to Design Air Systems. To be completed in early 2016, this plan will outline future operational procedures and capital expenditures that together will create an integrated approach to maximizing operational efficiencies and identifying opportunities for future reductions in omission and utility consumption.
- Updated Work Safe Occupational First Aid procedures as per CUPE collective agreement
- Celebrated the 20th Anniversary of Ravensong Aquatic Centre.
- Reviewed all aquatic services policy and procedures and developed new tracking system.

Parks Services General:

- Worked with developer to complete the new Parks Operations building and coordinated staff move to new facility.
- Completed maintenance, safety inspections, cleanup and repair of all Community and Regional Park sites.
- Continued working with partners, operators, contractors and caretakers to deliver parks services.
- Addressed 44 park use permit applications for community events and tours.
- Restructured Parks staff from Regional/community split to an Electoral Areas split.
- Prepared for and attended over 23 Advisory Committee meetings.
- Participated in the completion of the Operational and Efficiency Review.
- Updated Park Statistics.
- Provided input to the Vancouver Island Trails Strategy.
- Continued collection of GPS asset inventory data for parks and trails.
- Created and installed information stickers on wild animal encounters on kiosks.
- Continued working with the Volunteer Park Wardens.
- Worked with Park Operator on Oceans Day event at Descanso Bay Regional Park.
- Clarified Park names and civic addresses for over 200 parks, trails and open spaces.

- Designed new SharePoint file system for parks.
- Provided response to four Parkland dedication subdivision referrals.
- Reviewed and made recommendations to four Rezoning Community Parks Amenity Contribution referrals.
- Responded to the Islands Trust Parks rezoning referral (Area B).

Community Parks:

- Replanted native vegetation at the Cedar Plaza (EA A).
- Assisted the Area 'A' PRC Commission with a review of MOTI beach accesses (EA A).
- Completed the Huxley Community Park Concept Plan (EA B).
- Completed the Mudge Island, Davidson Bay parking lot design & costing (EA B).
- Collaborated with the Gabriola Island Lions Club on a grant application for Huxley Park (EA B).
- Applied to the 150 Canada Grant for Huxley Improvements (EA B).
- Upgraded the Rollo Community Park Parking Lot (EA B).
- Replaced the urinals and hot water tank at Rollo Community Park (EA B).
- Renewed the Provincial Crown licence for Joyce Lockwood Community Park (EA B).
- Resurfaced the trail at Malaspina Galleries Community Park (EA B).
- Provided new directional signage for installation by volunteers at Cox Community Park (EA B).
- Reviewed property and submitted offer to purchase for a parcel of land (EA B).
- Completed playground layout and permit application for the Extension Recreation Commission Playground (EA C – Extension).
- Demolished house and completed site improvements and clean up at Andres Dorrit Community Park (EA C – East Wellington).
- Completed design for Blueback Community Park and construction initiated (EA E).
- Completed restoration planting and installed Cedar Entry Sign at Stone Lake Drive Community Park (EA E).
- Installed culverts and drainage works at Meadowood Community Park (EA F).
- Completed tree removal and brushing work at French Creek Community Park (EA F).
- Worked with volunteers on the construction of the Pavilion at Meadowood Community Park (EA F).
- Completed the final touches and install of small amenities at Meadowood Community Park (EA F).
- Worked with Recreation Services staff on the professional services RFP for the Meadowood Community Centre (EA F).
- Co-ordinated the official opening of Meadowood Community Park (EA F).
- Resurfaced trails and installed signs at Errington Community Park (EA F).
- Worked with developer on roadside parking improvements along Veterans Rd adjacent to Errington Community Park (EA F).
- Completed trail sign plan and sign installation at Malcolm Community Park (EA F).
- Installed Split Rail Fencing at Neden Community Park (EA G).
- Completed restoration planting at Blue Water Community Park (EA G).
- Investigated wells for decommissioning in two Community Parks (EA G).
- Ordered and supplied tables for the Little Qualicum Hall (EA G).
- Installed a porta potty and surround at Henry Morgan Community Park (EA H).

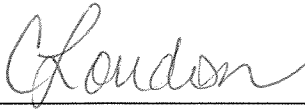
- Rebuilt Shoreline Drive Beach Access Stairs (EA H).
- Planned for and held Open House at Dunsmuir Community Park (EA H).
- Constructed foot bridges in Islewood Community Park (EA H).
- Provided assistance to community groups on map and trail sign development (EA H).
- Installed beach access signs (EA H).
- Worked with Qualicum First Nations on the installation of a garbage can (EA H).
- Renewed licenses for Sunny Beach, Thomson Clarke-Ocean Trail and Oakdowne Community Park - Main (EA H).
- Worked with the Coastal Fire Centre crew on a Fire Hazard abatement Project in Oakdowne Community Park (Area H).
- Completed second phase of funding agreement for Lighthouse Centre Capital Upgrades (EA H).
- Installed Regulatory Signage in all Community Parks.

Regional Parks:

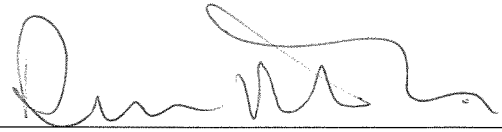
- Submitted the formal application for Morden Colliery Regional Trail Lease with the Province of BC.
- Completed the Mount Benson Regional Park Covenant and submitted to the Regional Board.
- Constructed new trail, installed signs and drainage completed in Mount Benson Regional Park.
- Completed Five Year update on the Mount Benson Regional Park Management Plan.
- Upgraded Top Bridge Park road.
- Completed various upgrades at Horne Lake Regional Park.
- Repaired the boat launch at Horne Lake Regional Park.
- Completed various upgrades at Descanso Bay Regional Park.
- Extended the Operator agreement for Descanso Regional Park. RFP for new agreement prepared for release in early January 2016.
- Received the Section 56 agreement for Ammonite Falls Regional Trail approvals and installed directional signs.
- Continued to deal with parking issues at Benson Creek Falls Regional Park through signage, media releases and security patrols.
- Installed emergency trail markers and GPS'd locations at Mount Benson and Benson Creek Falls Regional Parks. Maps made for SAR and emergency services.
- Designed new trail and received approvals for construction at Coats Marsh Regional Park.
- Completed the Fairwinds Management Plan and received Board approved 'in principal'.
- Released the RFP and a contractor selected for building upgrades at Moorecroft Regional Park.
- Worked with recreation staff and a recreation provider on day camps and programs at Moorcroft Regional Park.
- Completed a geotechnical assessment and construction of a retaining wall at Englishman River Regional Park.
- Worked with volunteers on trails restoration and rerouting at Mount Arrowsmith Massif Regional Park.
- Renewed the licence with for the upper section of the CPR Regional Trail.
- Worked with the Guardians of the Mid-Island Estuaries on the final Canada Goose Project and attended regional meetings on the subject.
- Dealt with illegal camping and ongoing vandalism at Little Qualicum River Regional Park.
- Completed assessment, meetings, reports and negotiations for potential Regional Parks.

Community Works and Gas Tax Projects:

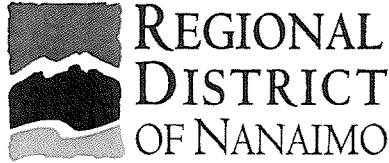
- Completed planning to 95% for the E&N trail. Applications for approvals submitted.
- Concluded on land agreements for the E&N trail.
- Planned for and held Open House for the Morden Colliery Regional Trail Bridge (Area A).
- Designed and installed a playground with volunteer help at Rollo Community Park (Area B).
- Completed Design work and submitted to MOTI for the Village Way Trail (Area B).
- Finished trail and stair work with volunteer help at Extension Miners Park (Area C – Extension).
- Completed the Benson Meadow Path Improvements (Area C –East Wellington).
- Completed the design and construction of a new parking lot and trail system in Claudet Community Park (Area E).
- Designed and installed trail at Price Road as part of the ACT trail system (Area F).
- Completed design work and permitting and construction initiated for the Cranswick Rd Trail part of the ACT trail system (Area F).



Report Writer



CAO Concurrance



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW		
JAN 18 2016		
RHD		
BOARD	✓	

STAFF REPORT

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

DATE: January 15, 2016

FROM: Jani M. Drew
Emergency Coordinator

MEETING: Board - January 26, 2016

FILE: 7130-08 EMA

SUBJECT: Emergency Management Agreement Renewal

RECOMMENDATION

That the Emergency Management Agreement between the Regional District of Nanaimo, the City of Nanaimo, the District of Lantzville, the City of Parksville, the Town of Qualicum Beach, and the Qualicum, Nanoose and Snuneymuxw First Nations be renewed, for a term beginning January 1, 2016 to May 1, 2021.

PURPOSE

To obtain Board approval to renew the Emergency Management Agreement between the Regional District of Nanaimo, the City of Nanaimo, the District of Lantzville, the City of Parksville, the Town of Qualicum Beach, and the Qualicum, Nanoose, and Snuneymuxw First Nations.

BACKGROUND

The Emergency Management Agreement details how the Regional District of Nanaimo (RDN), and participating Municipalities and First Nations will work together before, during and after local and regional emergencies or disasters. The primary purpose for the Agreement is to standardize operational procedures between the participating jurisdictions and share resources. This approach allows for service efficiencies and reduces the overall cost to provide emergency programs in the region. The Agreement also outlines how the Parties will share command; jointly manage public information and details levels of response.

The RDN is the coordinating participant in the Emergency Management Agreement which is now expired, and requires renewal for an additional five year term. Once approved by the Board, the Agreement can be circulated to the Parties for signatures.

ALTERNATIVES

1. That the Emergency Management Agreement be approved by the Board
2. Provide alternate direction to staff

FINANCIAL IMPLICATIONS

There are no financial implications in renewing the Agreement. Schedule “B” of the Agreement details how the Parties will first seek reimbursement for approved response expenses from Emergency Management BC as well as how to reimburse one another for services or resources used during an emergency or disaster.

LEGAL IMPLICATIONS

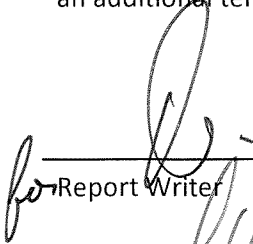
The Agreement has been reviewed by all Parties and some minor and practical changes were made in relation to Emergency Operations Centre locations and internal command structure, with the consent of all Parties to the Agreement.

STRATEGIC PLAN IMPLICATIONS

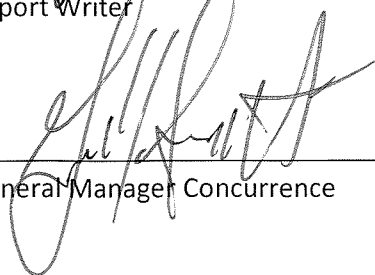
The Board Strategic Plan encourages regional collaboration as a way to build resilience, using *“collaborative approaches, creative thinking and a commitment to ensure that benefits are shared as broadly as possible across the region”*. The Emergency Management Agreement strengthens working relationships between the RDN, municipalities and First Nations through operational effectiveness and cooperation during a large or extended emergency within the region.

SUMMARY/CONCLUSIONS


The Emergency Management Agreement details how the Regional District of Nanaimo and participating Municipalities and First Nations will work together before, during and after local and regional emergencies or disasters. The primary purpose for the Agreement is to standardize operational procedures between the participating jurisdictions, and to become more cost effective and efficient by sharing resources. The Agreement also outlines how the Parties will share command; jointly manage public information and details levels of response. The RDN is the coordinating Party in the Emergency Management Agreement which is now expired. Staff recommends that the Agreement be renewed for an additional term extending to May 1, 2021.




Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1
Regional Emergency Management Agreement

THIS AGREEMENT made the _____ day of _____, 2016.

BETWEEN: REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

AND: CITY OF NANAIMO
455 Wallace Street
Nanaimo BC V9R 5J6

AND: CITY OF PARKSVILLE
100 E. Jensen Avenue
Parksville BC V9P 2H3

AND: TOWN OF QUALICUM BEACH
201 - 660 Primrose Street
Qualicum Beach BC V9K 1S7

AND: DISTRICT OF LANTZVILLE
7192 Lantzville Road
Lantzville BC V0R 2H0

AND: SNUNEYMUXW FIRST NATION
668 Center Street
Nanaimo BC V9R 4Z4

AND: NANOOSE FIRST NATION
209 Mallard Way
Lantzville BC V0R 2H0

AND: QUALICUM FIRST NATION
5850 River Road
Qualicum Beach BC V9K 1Z5

(hereinafter called "the Parties")

NOW THIS AGREEMENT WITNESSETH:

WHEREAS, it is desirable that the resources and facilities of the Parties, their various departments and agencies, be made mutually available to prevent and combat the effects of emergencies and disasters; and

WHEREAS, *Nanaimo Regional District Regulation*, B.C. Reg. 194/91, enacted under the *Local Government Act*, grants to the Regional District of Nanaimo the additional power to provide emergency programs as an extended service under the *Emergency Program Act*; and

WHEREAS, pursuant to the *Local Government Act* and the *Local Authority Emergency Management Regulation*, B.C. Reg. 380/95, enacted under the *Emergency Program Act*, a local authority may enter into a Mutual Aid Agreement with one or more local authorities or First Nations for emergency resources of all types and subsequent cost recovery; and

WHEREAS, it is necessary and desirable that an Emergency Management Agreement (the "Agreement") be executed for the interchange of such mutually beneficial assistance.

NOW, THEREFORE, it is hereby agreed by and between each and all of the Parties as follows:

1. Interpretation

In this Agreement:

"Disaster" means a calamity that

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature; and
- (b) has resulted in serious harm to the health, safety or welfare of people or in widespread damage to property.

"Emergency" means a present or imminent event that

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature; and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

"Providing Party" means a party receiving a request for assistance under this Agreement.

"Requesting Party" means a party requesting assistance under this Agreement.

"Regional District" means the Regional District of Nanaimo.

"Region" means the area within the boundaries of the Regional District of Nanaimo.

"Resources" means employees, members of any volunteer emergency program or agency, and equipment, supplies and other property owned or leased by one of the Parties.

2. Services

- (a) The Parties agree to be bound by and conduct themselves in accordance with the procedures and obligations set out in Schedule "A" and Schedule "B", attached to and forming part of, this Agreement.
- (b) Each Party to this Agreement shall provide for the effective mobilization and utilization of its Resources to respond to Emergencies and/or Disasters. The attached Schedule "A" outlines where and under what circumstances Emergency Operation Centre(s) (EOCs) may be located within the boundaries of the Regional District of Nanaimo, including the municipalities of Nanaimo, Parksville, Qualicum Beach, Lantzville, and the Qualicum, Nanoose and Snuneymuxw First Nations communities and establishes a suggested structure that may be implemented to operate the EOCs.
- (c) Each of the Parties to this Agreement are committed to ensuring that the use of Resources and other emergency response capabilities are directed toward achieving the common goal of maximizing the efficiency of coordinated planning and response to, and recovery from, Emergencies and Disasters within the Region.
- (d) Whenever any Party is in need of assistance to combat an Emergency or Disaster, it may request assistance from one or more of the Parties and the Party or Parties receiving the request shall, subject to the conditions in the Agreement, provide the assistance requested.
- (e) Requests for assistance shall be made by the CAO or Band Manager/Administrator, or their designate, of the Requesting Party to the EOC Director of the Providing Party prior to the official request through Emergency Management BC (EMBC).
- (f) All Parties understand that their Resources may be deployed outside their own jurisdiction. The extent of the assistance given will be entirely at the discretion of the Providing Party having due regard for its own need for the Resources at the time of the request. The Providing Party shall have the primary interest of protecting the welfare of their own jurisdiction and does not assume any responsibilities or liabilities by not providing Resources as laid out in this Agreement.
- (g) The Providing Party retains the right to recall their Resources back into their own jurisdiction should the need arise to combat an Emergency or Disaster.
- (h) It is understood that this Agreement shall not supplant pre-existing Mutual Aid Agreements nor deny the right of any Party to this Agreement to negotiate supplemental Mutual Aid Agreements.
- (i) Assistance extended under this Agreement shall be provided in accordance with applicable current Federal and Provincial legislation, and the standards agreed to by the Parties.
- (j) The Requesting Party will assume direction and control over Resources provided under this Agreement as soon as the Resources arrive in the jurisdiction of the Requesting Party.

3. Term

The Agreement will be in effect for a term of five years unless terminated earlier in accordance with this Agreement. After May 1, 2021, the term of this Agreement shall be month to month unless the Parties have otherwise agreed.

4. Cost Sharing of Resources

The Parties shall be entitled to receive, and shall be required to make, compensation and payments in accordance with Schedule "B" to this Agreement after first seeking the maximum reimbursement from EMBC.

5. Claims

Claims for compensation by owners of real or personal property for damage or injury suffered in a Disaster should be processed, either individually or jointly through the provisions of the *Emergency Program Act*. First Nations are required by the EMBC to file their own disaster financial assistance claims.

Independent Jurisdiction

- (a) Any and all agents, servants or employees of each of the Parties or, while engaged in the performance of any work or services required to be performed by the Parties under this Agreement shall not be considered employees of any other Party and a Party shall not be responsible for any act or omission of any person other than one of its own agents, servants, or employees, except as provided in this Agreement.
- (b) Each of the Parties to this Agreement will retain decision-making authority within their own jurisdiction. All Parties will ensure that decisions involving multiple jurisdictions are made in consultation with the Parties involved.
- (c) Each of the Parties to this Agreement is responsible for declaring their own "State of Local Emergency" under the *Emergency Program Act*, should it be necessary. The other Parties are to be notified as soon as possible, should this occur.

6. Indemnity

Despite Section 6(a), where a Providing Party supplies Resources to a Requesting Party pursuant to this Agreement, the Requesting Party shall indemnify and save harmless the Providing Party from any and all claims, causes of actions, suits and demands whatsoever arising out of the assistance rendered by the Providing Party, its servants, employees or agents, including the failure to respond to a request for assistance under this Agreement; the failure to render adequate assistance; or any other reason, unless the Providing Party is negligent in the provision of such assistance.

7. Insurance

Each Party to this Agreement shall maintain insurance and liability coverage, in a minimum amount of Five Million Dollars (\$5,000,000.00), or self-coverage through Municipal Insurance Association (MIA) on any and all chattels and equipment owned by the Party that could be utilized to meet the provisions of this Agreement.

8. Waivers

The failure at any time of any Party to enforce any of the provisions of this Agreement or to require at any time performance by the other Parties of any such provision shall not constitute, or be construed to constitute, a waiver of such provision, nor in any way to affect the validity of this Agreement or any of its parts, or the right of any Party to enforce each and every provision of this Agreement.

9. Modification

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of all Parties.

10. Termination

Notwithstanding any other provision of this Agreement:

- (a) If any Party fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available a Party may, at its option, terminate this Agreement by giving written notice of termination to all other Parties.
- (b) Any Party may terminate its participation in this Agreement at any time, without cause, by giving all other Parties at least thirty (30) days notice of such termination.

If either such option is exercised by a Party the terminating Party will be under no further obligation to the other Parties except to pay the Parties such amount as the Parties may be entitled to receive for services properly performed and provided to the date notice is given to the Parties less any amounts necessary to compensate the terminating Party for damages or costs incurred by the terminating Party arising from another Party's default.

11. Assignment

No assignment of this Agreement shall be made by the Parties without the written consent of all the Parties. The Parties' consent to assign will not release or relieve the Parties from their obligations to perform all the terms, covenants and conditions that this Agreement requires the Parties to perform.

12. Annual Meeting

Emergency Program Coordinators/Managers of all Parties will meet at least annually to discuss, review and evaluate the effectiveness of the Agreement.

13. Dispute Resolution

Any and all claims arising out of this Agreement will not be brought forward until the response phase of an Emergency or Disaster transitions to the recovery phase.

All Parties will use reasonable efforts to mutually resolve any issue(s) arising out this Agreement. Failing agreement, the Parties agree that an external mediator, selected by the majority of the Parties, may be brought in to assist in the resolution of any outstanding issues, with the cost to be shared amongst the Parties to the dispute.

14. Counterparts

This Agreement may be executed in any number of counterparts. All counterparts will be considered together and constitute one and the same Agreement.

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

For the
Regional District of Nanaimo
as hereto affixed in the presence of:

_____)
_____)
Chairperson _____)
_____)
_____)
_____)
_____)
Corporate Officer _____)

For the
CITY OF NANAIMO
as hereto affixed in the presence of:

_____)
_____)
Mayor _____)
_____)
_____)
_____)
_____)
Corporate Officer _____)

For the
CITY OF PARKSVILLE
as hereto affixed in the presence of:

_____)
_____)
Mayor _____)
_____)
_____)
_____)
_____)
Director Administrative Services _____)

For the
TOWN OF QUALICUM BEACH
as hereto affixed in the presence of:

_____)
_____)
Mayor _____))
_____)
_____)
_____)
_____)
Corporate Administrator _____))

For the
DISTRICT OF LANTZVILLE
As hereto affixed in the presence of:

_____)
_____)
Mayor _____))
_____)
_____)
_____)
_____)
Director of Corporate Administration _____))

For the
SNUNEYMUXW FIRST NATION:

_____)
_____)
Chief _____))
_____)
_____)
_____)
_____)
Band Administrator _____))
_____)
_____)
_____)
Witness _____))

For the
NANOOSE FIRST NATION:

_____)
Chief))
_____))
Band Manager))
_____))
Witness))

For the
QUALICUM FIRST NATION:

_____)
Chief))
_____))
Band Manager))
_____))
Witness))

SCHEDULE "A"

EMERGENCY COORDINATION CENTRE EOC OPERATIONAL PROCEDURES

The Parties agree to the following EOC Operational Procedures as outlined below:

1. Operations

The main purpose for establishing a Regional EOC is to standardize EOC operational procedures between the participating jurisdictions, and to become more cost effective and efficient by sharing resources.

The Regional concept can be utilized when one or more of the participating jurisdictions are affected by an Emergency or Disaster. The primary site for the Regional EOC will be determined according to the location, type and scale of the Emergency or Disaster.

British Columbia Emergency Response Management System (BCERMS) and the Use of Incident Command System (ICS)

Unless otherwise agreed to by the Parties the BCERMS, established by the Province of British Columbia Provincial Emergency Program, is the comprehensive management standard that will be used as a model for emergency management personnel involved in this Agreement. BCERMS has been developed to ensure a coordinated and organized response to all emergency incidents. The four operational levels of BCERMS are; Site Level, Site Support (normally through an EOC), Provincial Regional Coordination Level (normally through a Provincial Regional Operations Centre [PROC]), and Provincial Central Coordination Level (normally through a Provincial Operations Centre [POC]).

The ICS, established by the Province of British Columbia Provincial Emergency Program, is the emergency management system to be used by all Parties to this Agreement. ICS is a modular management system that expands or contracts as the incident escalates or de-escalates.

Establishing a Unified Command

Unified Command is an aspect of ICS and is used at the site level. Unified Command may be established when there is more than one agency involved, thereby necessitating the development of a common set of response strategies, objectives and tactical decisions without losing or abdicating agency authority, responsibility or accountability. Under Unified Command there would be one Incident Commander from each of the agencies involved, and one single spokesperson speaking on behalf of the incident team (selected by Incident Commanders by consensus).

Command Post

A command post is the location at the scene of an Emergency where the Incident Commander(s) and Incident Management Team are located for the purpose of incident coordination and communications. This may be a command vehicle or facility. There would be one Command Post per Incident Site.

2. Communication

- (a) An appointed Information Officer, or delegate, of the respective participants will speak on behalf of their own jurisdiction. Information Officers will:
 - (i) either speak jointly about the existing situation or,
 - (ii) represent their own jurisdiction or,
 - (iii) delegate the authority to a mutually agreed upon Public Information Officer to represent the group and speak on the situation as a whole.

- (b) Mayors, Chiefs, Chair, Councils and/or Board members will be kept informed by the EOC Director on a regular basis. They will be consulted regarding policy-related issues as required.

- (c) All communications will be directed through the EOC Director to the Incident Commander(s) at the Site Level, the policy group, other EOC's (if activated), and the Provincial Regional Level. All communications to the Provincial Level will be directed through the Provincial Regional Level.

Definitions

Levels of Operational Response

Level 1 – Site Response – (Readiness and Routine) - *All ongoing routine response activities by Emergency Services Personnel (Police, Ambulance, Fire) on a daily basis.*

Level 2 – Site Support or Local EOC Response – (Local Emergency) – *A situation confined to one location/jurisdiction that does not affect zone-wide services, population or traffic.*

Level 3 – Regional EOC Response – (Regional Emergency) – *A situation affecting multiple-jurisdiction services, populations and geographical areas.*

Level 4 - PROC Response, Regional EOC – (Major Disaster) – *A region-wide disaster that involves widespread damages in addition to the disruption of services. A "Provincial Regional Operations Centre" will be activated and the Attorney General may declare a "state of emergency".*

Level 5 - PEOC Response – (Major Disaster) – *A region-wide disaster that involves widespread damages in addition to the disruption of services, requiring additional support and resources from Federal Government and/or other Provinces.*

A "Provincial Operations Centre" will be activated and the Attorney General may declare a "state of emergency". Sector Definitions – The border between the Regional District's North and South Sectors roughly defined as the School Districts 68 and 69 border:

Regional District South Sector – *Includes the following areas; City of Nanaimo, District of Lantzville, Regional District of Nanaimo Electoral Areas "A" (Cassidy, Cedar, Yellowpoint, S. Wellington), "B" (Gabriola, DeCourcy, Mudge Islands), "C" (Extension, Arrowsmith-Benson, Wellington, Pleasant Valley), and the Snuneymuxw First Nation.*

Regional District North Sector – *Includes the following areas; City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo Electoral Areas “E” (Nanoose Bay), “F” (Coombs, Hilliers, Errington), “G” (French Creek, Dashwood, Englishman River), “H” (Shaw Hill, Qualicum Bay, Deep Bay, Bowser), the Nanoose First Nation and the Qualicum First Nation.*

EOC Director (Municipal or Regional) – is the designated EOC Director of the area most affected by the Emergency or Disaster, unless otherwise specified, or mutually agreed upon by all Parties to this Agreement affected by the situation.

EOC Locations

Site Level (Level 1 Emergency)

An EOC would not normally be established at this level.

Regional District of Nanaimo, Municipal & First Nations EOC's (Level 2 Emergency)

A Regional District of Nanaimo or Municipal EOC may be activated under the following Level 2 Emergency Conditions:

- (a) Localized Municipal/First Nations Emergency – North Sector (involving only the City of Parksville, the Town of Qualicum Beach or the Nanoose or Qualicum First Nations.)

The existing facilities at the Parksville Civic and Technology Centre Forum, the Qualicum Beach Town Hall, the Qualicum First Nation Band Office, or the Nanoose First Nation Band Office may be utilized to establish an EOC should the need arise in each of these respective communities. These sites would provide alternate EOC locations for each other should the need arise. The request to set up, or move the EOC to the alternate location would come from the jurisdictional EOC Director. The EOC would be jointly and cooperatively set-up and the designated EOC Director of the Party most affected would assume command of the EOC.

- (b) Localized Municipal/First Nations Emergency – South Sector (involving only the City of Nanaimo, the District of Lantzville or the Snuneymuxw First Nation.)

The existing facilities at the Nanaimo Fire Rescue, #1 Fire Hall, the District of Lantzville Administration Building or the Snuneymuxw First Nation Band Office will be utilized to establish a jurisdictional EOC should the need arise. The existing facilities at these sites would provide alternate EOC locations for each other should the need arise. The request to set up, or move the EOC to the alternate location would come from the jurisdictional EOC Director. The EOC would be jointly and cooperatively set-up and the designated EOC Director of the Party most affected would assume command of the EOC.

- (c) Localized Regional District Emergency – North Sector (involving Electoral Areas ‘E’, ‘F’, ‘G’, ‘H’ of the Regional District of Nanaimo only)

The existing facilities at the Regional District of Nanaimo Administration Building would be utilized to establish a Regional EOC should the need arise to assist any one of these electoral areas. The Parksville Civic and Technology Centre Forum, the Qualicum Beach Town Hall, the Nanoose First

Nation Band Office or the Qualicum First Nation Band Office would serve as alternate EOC locations should the need arise. The request to set up, or move the EOC to the alternate location would come from the Regional District's EOC Director. The EOC would be jointly and cooperatively set-up and the designated Regional District's EOC Director would assume command of the EOC.

- (d) Localized Regional District Emergency – South Sector (involving Electoral Areas 'A', 'B', and 'C' of the Regional District of Nanaimo only).

The existing facilities at the Regional District of Nanaimo Administration Building would be utilized to establish a Regional EOC should the need arise to assist any one of these electoral areas. The Nanaimo Fire Rescue # 1 Fire Hall, the District of Lantzville Administration Building and the Snuneymuxw First Nation Band Office would serve as an alternate EOC location should the need arise. The request to set up, or move the EOC to the alternate location would come from the Regional District's EOC Director. The EOC would be jointly and cooperatively set-up and the Regional District's EOC Director would assume command of the EOC.

Regional EOC (Level 3 Emergency)

A Regional EOC may be activated under one of the following Level 3 Emergency Conditions:

- (a) Regional Emergency (involving the Regional District of Nanaimo North Sector)

The Parties' Chief Administrative Officers and Band Managers/Administrators in this sector would decide which of the following locations would be most appropriate to setup the EOC: the Regional District of Nanaimo Administration Building, the District of Lantzville Administration Building, the Parksville Civic and Technology Centre, the Qualicum Beach Town Hall, Qualicum First Nation Band Office or the Nanoose First Nations Band Office, or other facility if deemed necessary. The EOC would then be jointly and cooperatively set-up based on the availability and consensus of the Parties in the affected sector. The EOC Director of the party having the greatest experience in relation to the type of emergency assumes command, however if unavailable or in the absence of the agreement of the majority of the Parties, the Regional District's EOC Director would assume command.

- (b) Regional Emergency (involving the Regional District of Nanaimo South Sector)

The Parties' Chief Administrative Officers and Band Managers/Administrators in this sector would decide which of the following locations would be most appropriate to setup the EOC: the Regional District of Nanaimo Administration Building, the Nanaimo Fire Rescue # 1 Fire Hall, District of Lantzville Administration Building, or the Snuneymuxw First Nation Band Office or other facility if deemed necessary. The EOC would then be jointly and cooperatively set-up and based on availability and consensus of the Parties in the affected sectors, the EOC Director of the party having the greatest experience in relation to the type of emergency would assume command, however, if unavailable or in the absence of the agreement of the Parties, the Regional District's EOC Director would assume command.

- (c) Region-wide Emergency (involving portions of, or the entire Regional District of Nanaimo North & South Sectors)

Should the need arise to have one combined EOC when both the North and South Sectors are affected, the location of the EOC would be determined by the Regional District's EOC Director. The EOC could be set up in any of the following locations; the Regional District of Nanaimo Administration Building, the Nanaimo Fire Rescue # 1 Fire Hall, the District of Lantzville Administration Office, the Parksville Civic and Technology Centre Forum, the Qualicum Beach Town Hall, the Qualicum First Nation Band Office, the Nanoose First Nation Band Office, the Snuneymuxw Band Office or other facility if deemed necessary. The EOC would then be jointly and cooperatively set-up and based on availability and consensus of the Parties in the affected sectors, the EOC Director of the party having the greatest experience in relation to the type of emergency would assume command, however, if unavailable or in the absence of the agreement of the Parties, the Regional District's EOC Director would assume command.

Provincial Regional Emergency Coordination Level (Level 4 Emergency)

At this time, a location has not been pre-designated. Provincial Regional Emergency Operations Centre (PREOC) location would be designated by Provincial Emergency Program (EMBC) officials immediately prior to activation and the location communicated to all other levels of operation.

The PREOC would be activated by EMBC at the request of the Regional District's EOC Director. This level would provide support to the existing Regional EOC.

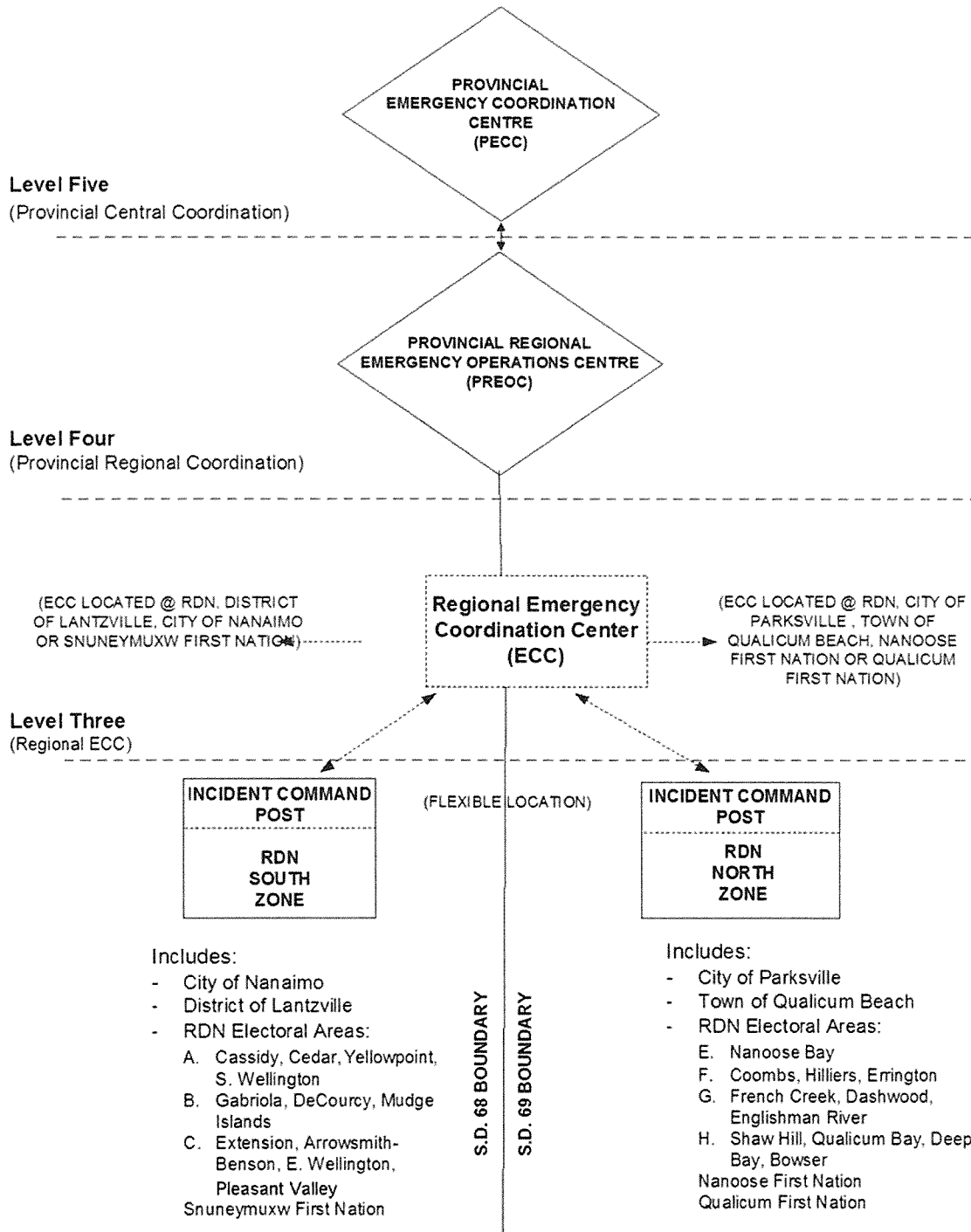
Provincial Emergency Coordination Centre Level (Level 5 Emergency)

At this time, a location has not been pre-designated. Provincial Emergency Coordination Centre (PEOC) location would be designated immediately prior to activation and the location communicated to all other levels of operation.

Acronyms used in this Schedule:

BCERMS	British Columbia Emergency Response Management System
EOC	Emergency Operation Centre
ICS	Incident Command System
PEOC	Provincial Emergency Coordination Centre
EMBC	Emergency Management BC
PREOC	Provincial Regional Emergency Operations Centre

REGIONAL OPERATIONS CENTRE STRUCTURE



SCHEDULE "B"

COST SHARING OF RESOURCES

The Parties agree to the following Cost Sharing Principles as outlined below:

1. The Parties shall first request resources from EMBC, who will reimburse certain response costs to the individual local authority.
2. The Providing Party shall be responsible for any other costs incurred in connection with the gathering, movement and deployment of Resources to the jurisdiction of the Requesting Party.
3. A Requesting Party shall pay to the Providing Party:
 - (a) Reasonable compensation for salaries, wages and other employment expenses of employees or members of volunteer emergency programs, if such volunteers are entitled to compensation under their arrangements with the Providing Party for the time spent by such persons combating the Emergency or Disaster in the Requesting Party's jurisdiction.
 - (b) The market value, as set by the Provincial Emergency Program, of supplies, provisions or other property which is consumed or otherwise not returnable to the Providing Party.
5. Following the cessation of the Emergency or Disaster, the Providing Party shall submit an invoice to the Requesting Party requesting payment for Resources provided under Paragraph 2 of this Schedule and the Requesting Party shall make payment within thirty (30) days of receipt of the invoice.
6. The Requesting Party shall be responsible for the operating costs of equipment provided by the Providing Party, including repair costs while in its possession, but shall not be required to pay rent or any other charge to the Providing Party for the use of the equipment.
7. Equipment provided to a Requesting Party shall be returned, in the same working condition as when it was accepted, as soon as it is no longer needed to combat the Emergency or Disaster. Equipment shall be deemed to be provided in good working order unless otherwise noted by the Requesting Party at the time of acceptance.
8. Each Party shall within three (3) months of the date of this Agreement compile a list of major equipment and distribute a copy of the list to each other Party. Each Party shall annually revise the list by no later than the anniversary date of each year of this Agreement and distribute a copy of the revised list to each other Party.



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW		
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RHD		
BOARD	✓	

STAFF REPORT

TO: Mike Donnelly
 Manager, Water & Utility Services

DATE: January 11, 2016

MEETING: Board, January 26, 2016

FROM: Julie Pisani
 DWWP Coordinator, Water Services

FILE: 5600-07

SUBJECT: AVICC Resolution – Rainwater as a Potable Water Source

RECOMMENDATION

That the attached resolution regarding *Rainwater as a Potable Water Source* be adopted and forwarded to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at the 2016 Annual General Meeting and Convention.

PURPOSE

To recommend a resolution for consideration at the AVICC Annual General Meeting and Convention that would encourage the Province to develop rainwater-specific source characterization protocols, infrastructure requirements and treatment standards and objectives as a framework for more effectively establishing rainwater as a safe alternate drinking water source for small water systems in rural communities.

BACKGROUND

Water supply systems in BC are regulated by the local health authorities that administer the *Drinking Water Protection Act*, to ensure the safety of drinking water provided to the public. The *Drinking Water Protection Act* defines water supply systems as systems that supply water for domestic purposes to anything other than serving a single-family residence. In other words, water systems that are regulated by the *Drinking Water Protection Act* purvey water to the public or to more than one connection i.e. – mobile home park, community centre, restaurant, office, etc.

Currently, small water systems may submit an application to their local health authority to propose a rainwater source for potable water. This source must be appropriately characterized for possible risks to human health, and then prescribed the appropriate treatment requirements, in order to obtain source water approval from the local health officer. Surface water and groundwater sources are dealt with in the same way.

Many small water systems that operate under the *Act* exist in water-stressed locations and would benefit from utilizing rainwater as an alternate / additional source to protect and reduce demand on traditional water sources. Because rainwater is a non-traditional water source, however, the risks are largely unknown. The quality is inherently variable as collection surfaces and environmental conditions differ from place to place. There are currently no provincial rainwater treatment objectives or standards for characterizing rainwater as a drinking water source. There is currently no comprehensive provincial guidance or framework of requirements for water systems to safely develop and use rainwater for potable purposes. This lack of guidance and standards makes it difficult for water system operators to confidently and consistently address the safety requirements, and makes it difficult for the local health

officers to approve rainwater source proposals. Ultimately this limits the successful utilization of rainwater as a potentially suitable additional water source to increase resiliency in rural areas.

We understand that work on devising objectives and standards for rainwater source water was started through a provincial committee attended by representatives from each of the health authorities, but then this work was discontinued by the Province. The attached resolution urges the Province to continue and complete the development of standards with regards to rainwater sources for potable water in public water systems.

If the Province, via the Ministry of Health, had a comprehensive framework that was developed through research, it would improve the prospect of rainwater being used as a safe alternative drinking water source. We suggest that the framework could include:

- Rainwater Source Characterization Protocols
- Rainwater Collection Infrastructure Guidelines
- Rainwater Treatment Objectives and Standards

This will give local health authorities the basis to approve water supply systems that use rainwater collected off appropriate surfaces and treated in the appropriate manner, to effectively and safely augment small water systems' public water supply. In turn, small water system operators would have a more straightforward application process to follow, so they can successfully purvey water safely and reliably in rural communities.

ALTERNATIVES

1. That the Board adopts this recommendation and forwards the proposed resolution to AVICC.
2. That the Board provides alternate direction.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN.

STRATEGIC PLAN IMPLICATIONS

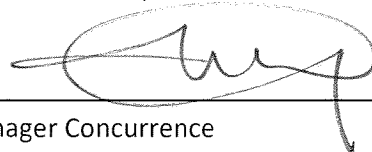
Encouraging the use of rainwater as a safe additional potable water source for small water systems is consistent with RDN strategic direction to build community self-sufficiency and resilience in rural areas.

SUMMARY/CONCLUSIONS

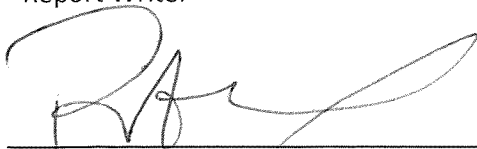
To assist small water systems in accessing additional approved water potable sources, it is necessary for the Province to develop well-researched rainwater source characterization protocols, rainwater infrastructure requirements and rainwater treatment standards and objectives. The resolution that is recommended to be brought to AVICC in April 2016 is attached to this report.



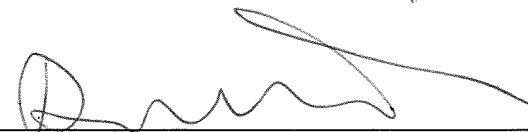
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

RAINWATER AS A POTABLE WATER SOURCE

WHEREAS small water systems that operate under the *Drinking Water Protection Act* and provide water to the public have the need for alternate potable water supplies in rural, un-serviced communities in BC;

AND WHEREAS rainwater has the potential to be a safe additional drinking water source to augment low-yielding groundwater or surface water supplies;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Province to develop rainwater-specific treatment objectives and standards, source characterization protocols and infrastructure requirements, to enhance the ability of small water system operators to implement and local health authorities to approve rainwater source(s) for potable water.



RDM REPORT		
CAO APPROVAL		<input checked="" type="checkbox"/>
EAP		
COW		
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RHD		
BOARD	<input checked="" type="checkbox"/>	

STAFF REPORT

TO: Jeremy Holm
 Manager, Current Planning

DATE: January 13, 2016

FROM: Tyler Brown
 Planner

MEETING: BOARD – January 26, 2016

FILE: PL2015-025

SUBJECT: Zoning Amendment Application No. PL2015-025
 Lot A, District Lot 90 and of Block 359, Newcastle District, Plan VIP67156 and Block
 1372 Newcastle District
 Electoral Area ‘H’
 Amendment Bylaw 500.400, 2015 – Third Reading

RECOMMENDATIONS

1. That the report of the Public Hearing held on December 1, 2015 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015” be received.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015” be read a third time.

PURPOSE

To receive the report summarizing the minutes and submissions received at the Public Hearing held on December 1, 2015, and to consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015” for third reading.

BACKGROUND

The Regional District of Nanaimo has received an application from Brian Gaudet on behalf of 0848214 BC Ltd. to rezone portions of the subject property from Rural 1 (RU1), Subdivision District ‘V’, to Rural 1, Subdivision District ‘B’; from Resource Management 1 (RM1), Subdivision District ‘A’, to Rural 1, Subdivision District ‘B’; and from Rural 1, Subdivision ‘B’ to Resource Management 1, Subdivision District ‘A’ in order to facilitate a future 21-lot subdivision. The subject properties are approximately 408 ha in area, entirely within the Agricultural Land Reserve (ALR) and do not contain any buildings or structures. The properties are bisected by the Inland Island Highway and access to the parcels is from dedicated but undeveloped road off of Corcan Road to the southeast, dedicated but undeveloped MacPherson Road to the southwest and dedicated but undeveloped Blacktail Road to the northwest.

Amendment Bylaw No. 500.400 was introduced and given first and second reading on September 29, 2015 (see Attachment 3). This was followed by a Public Hearing held on December 1, 2015. The summary of the minutes and submissions is attached for the Board’s consideration (see Attachment 1). As established by legal precedent, following the close of the Public Hearing no further submissions or comments from the

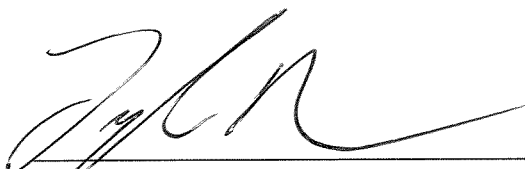
public or interested persons can be accepted by members of the Board. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

ALTERNATIVES


1. To receive the report of the Public Hearing and give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015”.
2. To receive the report of the Public Hearing and to not give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015”.

SUMMARY/CONCLUSIONS

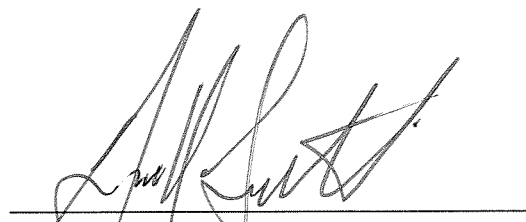
The applicant proposes to rezone portions of the subject property from Rural 1 (RU1), Subdivision District ‘V’, to Rural 1, Subdivision District ‘B’; from Resource Management 1 (RM1), Subdivision District ‘A’, to Rural 1, Subdivision District ‘B’; and from Rural 1, Subdivision ‘B’ to Resource Management 1, Subdivision District ‘A’ in order to facilitate a future 21-lot subdivision. The Amendment Bylaw was introduced and given first and second reading on September 29, 2015, and proceeded to Public Hearing on December 1, 2015. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the Bylaw for adoption (see Attachment 2). Staff recommends that Amendment Bylaw No. 500.400, 2015 be considered for third reading.



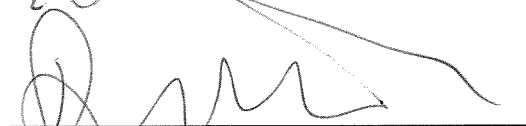
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

**Attachment 1
Summary of the Public Hearing**

**Held at Lighthouse Community Centre
240 Lions Way, Electoral Area 'H'
Tuesday, December 1, 2015 at 6:30 pm
To Consider Regional District of Nanaimo Land Use and Subdivision
Amendment Bylaw No. 500.400, 2015**

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

PRESENT:

Director Bill Veenhof, RDN	Chair, Electoral Area 'H' Director
Jeremy Holm, RDN	Manager of Current Planning
Tyler Brown, RDN	Planner
Brian Gaudet	Agent
Allen Bergen and Chris Bergen	Property Owners

Fourteen members of the public attended the meeting.

The Chair called the hearing to order at 6:36 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Tyler Brown provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Amendment Bylaw No. 500.400, 2015.

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

William Kukurudza, 929 Corcan Road, questioned as to when the proposal was first received by the Regional District of Nanaimo. He stated he required more time to review the proposal as he only recently heard about it.

John Walsh, 550 Baylis Road, questioned whether the lands were within the Agricultural Land Reserve and whether they would remain within the Agricultural Land Reserve.

Tyler Brown explained that the lands are within the Agricultural Land Reserve and no application has been made to remove the lands from the Agriculture Land Reserve.

John Walsh, 550 Baylis Road, inquired on the Regional District of Nanaimo's policies for lands within the Agricultural Land Reserve.

Director Veenhof explained that the Agricultural Land Reserve was implemented by the province and is managed by the Agricultural Land Commission. He furthered that the Agricultural Land Commission maintained their own rules and regulations on top of local government regulations.

Jeremy Holm agreed with Director Veenhof's comments and added that the Agricultural Land Commission provided comment on the current application and will also have to approve the subdivision if the zoning amendment is successful. He furthered that the Regional District of Nanaimo does have policies concerning lands within the Agricultural Land Reserve. With respect to this application, he added, the Regional District of Nanaimo is guided by the Official Community Plan and the proposal for rezoning and subdivision is consistent with the plan.

Dolores Meldrum, 929 Corcan Road, stated her concern regarding the impact of increased traffic on Corcan Road resulting from the proposed application. She explained that Corcan Road is already very busy and dangerous and additional development will make the problem worse. She questioned whether any environmental studies had been completed that assessed the impact of the proposal on Kinkadee Creek. She stated that the creek had already been impacted negatively by the highway.

Ken Holt, 670 Corcan Road, stated that Corcan Road has a traffic problem and increased development in the area will only make it worse.

John Walsh, 550 Baylis Road, expressed his agreement that automobile traffic on Corcan Road was an issue that needed to be addressed.

Steve Gallop inquired as to whether the existing road dedication off of Corcan Road will provide access to the site.

Tyler Brown clarified the potential locations for access to the proposed development.

William Kukurudza, 929 Corcan Road, raised his concern about the impact of septic fields on ground water. He questioned whether septic fields will be permitted and whether the proposed lots could be further subdivided.

John Walsh, 550 Baylis Road, also questioned whether the proposed lots could be further subdivided.

Jeremy Holm clarified that although some of the lots would have further subdivision potential, a covenant would be registered as a condition of zoning amendment approval that prohibited further subdivision. He concluded that the subdivision of the lands would be limited to twenty-one lots.

William Kukurudza, 929 Corcan Road, inquired if there was any protection for the streams in the area to protect them from development.

Director Veenhof responded that the Regional District of Nanaimo has very strict policies that protect streams and other watercourses from development.

William Kukurudza, 929 Corcan Road, stated that people are cutting down trees in the area without consequence.


John Walsh, 550 Baylis Road, stated that he questioned at the Public Information Meeting whether the aquifer could support the proposed increase in use and whether any additional studies have been completed since then. Furthermore, he stated that he has concerns with the impact the future subdivision will have on drainage and questioned whether the Regional District of Nanaimo had done their due diligence with respect to storm water drainage.

The Chair called for further submissions for the second time.

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

There being no further submissions, the Chair adjourned the Public Hearing at 7:00 pm.

Certified true and accurate this 12th day of January, 2016.

A handwritten signature in black ink, appearing to read 'Tyler Brown', is written over a horizontal line. The signature is stylized and cursive.

Tyler Brown
Recording Secretary

Attachment 2 Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015” being considered for adoption:

1. The applicant shall provide a voluntary community amenity contribution in the amount of \$21,000.00 to be earmarked for:
 - i. Fire equipment, with a preference for water storage tanks, for the local fire departments if the subject properties, or a portion of the subject properties, are within a fire service area or fire service areas prior to final approval of a subdivision of the subject properties; or
 - ii. the Electoral Area 'H' Parks Reserve Fund if the subject properties are not within a fire service area prior to subdivision of the subject properties.
2. The applicant is required to register, subject to approval by the Agricultural Land Commission and at the applicant’s expense, a Section 219 Covenant on both property titles requiring that not more than 21 lots, including the remainders, shall be created through subdivision.
3. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on both property titles requiring that prior to final approval for the subdivision of the lands, wells for each new parcel shall be constructed and a report from a Professional Engineer (registered in BC) shall be completed to the satisfaction of the Regional District of Nanaimo confirming the following:
 - i. The date when the well was drilled along with a copy of the driller’s log (if available);
 - ii. The well identity number as indicated on the plate secured to the well;
 - iii. Photographs of the well identity tag, ‘stick up’, and general location of the well;
 - iv. That the water meets the Canadian Drinking Water Standards; and
 - v. That a pump testing has been completed and witnessed by a qualified professional.
 - a. The pump testing is required to have been run for the greater of 12 hours or until the water level stabilizes at the pumping rate of at least 2.5 litres/minute with a well recovery period monitored for the greater of 6 hours or until the water level recovers to a minimum of 90% of its pre-pumping water level.
 - b. The pump test should be conducted only during the months of July through November (lowest water table).

**Attachment 3
Proposed Amendment Bylaw No. 500.400, 2015**

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.400**

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

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

- 1. By rezoning portions of the lands shown on the attached Schedule ‘1’ and legally described as

Lot A, District Lot 90 and of Block 359, Newcastle District, Plan VIP67156; and

Block 1372, Newcastle District

from Rural 1, Subdivision District ‘V’, to Rural 1, Subdivision District ‘B’; from Resource Management 1, Subdivision District ‘A’, to Rural 1, Subdivision District ‘B’; and from Rural 1, Subdivision ‘B’ to Resource Management 1, Subdivision District ‘A’

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

Public Hearing held this 1st day of December 2015.

Read a third time this ___ day of _____ 20XX.

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.400, 2015".

Chairperson

Corporate Officer

Schedule '1'

