

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MARCH 8, 2016
7:10 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

4-5 **Franz Gigl**, re Gabriolans Against Freighter Anchorages.

MINUTES

6-12 Minutes of the Regular Committee of the Whole meeting held Tuesday, February 9, 2016.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

13-16 **Antoinette O’Keeffe**, Island Health, re Community Wellness Grants.

CHIEF ADMINISTRATIVE OFFICER

17-19 Board Motion Follow-up.

FINANCE

20-36 Regional District of Nanaimo 2016-2020 Financial Plan - Bylaws No. 1740 and 1231.05.

37-48 Preliminary Operating Results for the Period Ending December 31, 2015.

49-56 New Building Canada Fund – Small Communities Fund 2016 Intake.

CORPORATE SERVICES

ADMINISTRATION

- 57-61 Results of Alternative Approval Process – Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736.

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

- 62-65 Bylaw No. 1655.04 – Water User Rate Amendments 2016.
- 66-68 Transfer of Parkland to the Nanoose Bay Peninsula Water Service Area.

RECREATION AND PARKS

PARKS

- 69-72 Amendment to Electoral Area 'B' Community Parks Bylaw No. 799.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

- 73-78 Amendment to Regional Growth Strategy Bylaw No. 1615.

BUILDING, BYLAW, AND EMERGENCY PLANNING

- 79-82 2841 Wildberry Road, Electoral Area 'A' – Unsightly Premises.
- Property owner wishing to speak to 2841 Wildberry Road, Electoral Area 'A' – Unsightly Premises.
- 83-86 2590 Kinghorn Road, Electoral Area 'E' – Building Bylaw Contravention.
- Property owner wishing to speak to 2590 Kinghorn Road, Electoral Area 'E' – Building Bylaw Contravention.

ADVISORY, SELECT COMMITTEE AND COMMISSION

Liquid Waste Management Plan Monitoring Committee

- 87-90 Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Wednesday, February 3, 2016 (for information).

Solid Waste Management Select Committee

91-93 Minutes of the Solid Waste Management Select Committee meeting held Tuesday, February 9, 2016 (for information).

Solid Waste Management Select Committee Revised Terms of Reference

94-97 *That the Board approve the revised Terms of Reference (January 27, 2016) as presented with amendments.*

98-107 **AVICC Special Committee on Solid Waste Management – Support for Priorities**

That the Board endorse the priority focus areas identified by the AVICC Special Committee on Solid Waste Management.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Directors' Roundtable

IN CAMERA

That pursuant to Sections 90 (1) (f) and (g) of the Community Charter the Committee proceed to an In Camera Meeting, for discussions related to law enforcement and potential litigation.

ADJOURNMENT

Re: Gabriolans Against Freighter Anchorages

From: Franz Gigl

Subject: presentation "Gabriolans against freighter anchorages"

It was very nice talking to you. Thanks a lot for giving us the possibility to make a presentation at the next Director's meeting.

Howard mentioned that a presentation should be maximum 10 minutes long and we could use PowerPoint. Is that correct?

Please find attached a short summary of the issue.

Thanks again and please let me know if you have any questions.

Kind regards

Franz

Gabriolans Against Freighter Anchorages (GAFA) Society

The issue: A proposal to create five anchorages for Cape-size (up to 300 meters) freighters along the entire North East coast of Gabriola Island to provide 'overflow parking' for ships waiting to load coal, including US thermal coal, in the Port of Vancouver.

This proposal was in the works since 2011 and would have happened with no public plans for community consultation, but a local newspaper uncovered the proposal in July 2015.

Who we are: Gabriolans Against Freighter Anchorages Society (GAFA) is a grassroots organization of local residents and business owners formed to fight these anchorages. We have over 4000 petitions opposing this proposal.

Background: Pacific Pilotage Authority (PPA) is the lead proponent of the anchorage proposal, backed by Port Metro Vancouver, the Nanaimo Port Authority, BC Chamber of Shipping and BC Coast Pilots.

Considerations:

- Gabriola Island is part of the Islands Trust Area, recognized 40 years ago as worthy of protection under the ***Islands Trust Act***.
- Before the Islands Trust Area was created, there were some freighter anchorages within the Gulf Islands, but they were rarely used except for emergencies, until 2009 when there was a huge increase in the use of these anchorages – and that use has continued.
- Port of Vancouver has come to rely upon the anchorages within the legislatively protected Gulf Islands as a solution to congestion in the Port caused by a lack of coordination in supply chain and scheduling.
- The proposed anchorages off Gabriola pose extreme risks to local shoreline and marine ecosystems, including wetlands, breeding grounds/ nursery areas, and a nearby rare glass sponge reef.
- The proposed anchorage corridor is on the migratory route for salmon, Orca and Humpback whales. The seabed habitat hosts keystone species.
- The proposed anchorage area is exposed and prone to onshore gale force winds.
- A bunker fuel oil spill (as happened in English Bay in April 2015) would rapidly disperse and devastate local ecosystems.
- PPA decided to engage a consultant to conduct an environmental study only after the proposal was leaked.
- The PPA has limited what the consultant can look at and what it can consider; there will be no independent review.
- These five proposed anchorages are only the beginning. The proponents want another five anchorages somewhere else in the Gulf Islands or along the eastern shore of Vancouver Island.
- This expansion of the Port operations and activities into the legislatively protected Gulf Islands speaks to an urgent need for an independent review of operations and supply chain issues affecting the Port of Vancouver.
- The Liberal Party has promised to “...*protect our oceans, safeguard our marine and coastal habitats, and ensure a more beautiful and prosperous country for our children and grandchildren.*”

WE WANT THEM TO HONOUR THAT PROMISE AND STOP THESE ANCHORAGES

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, FEBRUARY 9, 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
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
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
Alternate	
Director S. Powell	City of Parksville
Alternate	
Director B. Luchtmeijer	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

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 Directors Powell and Luchtmeijer to the meeting.

DELEGATIONS

Bill Dawson, BC Assessment, re 2016 Assessment Roll.

Bill Dawson provided a visual presentation to accompany his summary of assessment rolls for the Regional District electoral areas and municipalities.

Robert Grose, Nanaimo Travellers Lodge, re New 130 bed residence for compassionate dementia care.

Robert Grose provided an overview of the Eden Gardens facility currently under construction that will provide improved facilities and compassionate dementia care, and asked the Board to sponsor a community.

Michel Morin, Nanaimo Marine Rescue Society, re Financial support.

Mike Banning provided an update of how funds have been utilized over the past year and asked the Board to increase funding for 2016 to \$17,500 to support ongoing training, equipment and capital needs.

Rod Szasz, re Memorial for crew of WWII B-25 Mitchell Bomber.

Rod Szasz provided the history of the WWII B-25 Mitchell Bomber which crashed in the Nanaimo watershed in 1944 and asked the Board to enter into a site stewardship agreement with the Royal Canadian Air Force Association and agree to become the owner of record of a memorial plaque and interpretive board dedicated to the five Royal Canadian Air Force crew that perished.

Ron Chiovetti, re Proposed amendment to boundary between Electoral Areas 'F' and 'G'.

Ron Chiovetti presented a request to amend the boundaries of Electoral Areas 'F' and 'G' to redesignate six properties to create a more natural division based on use, and asked the Board to pass a motion supporting an amendment to the boundary.

Jessie James, re Holden Creek Restoration

Jessie James shared her concerns about the condition of Holden Creek including a decline in fish spawning and damage to properties due to flooding and asked for the Board's support in moving forward with the restoration of Holden Creek.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, January 12, 2016.

MOVED Director Stanhope, SECONDED Director Thorpe, that the minutes of the Committee of the Whole meeting held January 12, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Mary Polak, Minister of Environment, re Request for Local Government Input – Climate Action and Climate Leadership Plan.

MOVED Director Houle, SECONDED Director Stanhope, that the correspondence from Mary Polak, Minister of Environment, regarding a request for local government input on the Climate Action and Climate Leadership Plan be received.

CARRIED

James A. Lettic, Nanoose Bay Activities and Recreation Society, re Estimate of Costs for Building Upgrades.

MOVED Director Houle, SECONDED Director Stanhope, that the correspondence from James A. Lettic, Nanoose Bay Activities and Recreation Society, regarding estimate of costs for building upgrades be received.

CARRIED

Mayor Henry Braun, City of Abbotsford, re Downloading of DNA Analysis Costs.

MOVED Director Houle, SECONDED Director Stanhope, that the correspondence from Mayor Henry Braun, City of Abbotsford, regarding the downloading of DNA analysis costs be received.

CARRIED

FINANCE

W. Idema provided a summary of the 2016 – 2020 Financial Plan including recent updates to the 2016 Budget, tax requisitions and significant capital and operational impacts over the next 5 years.

2016-2020 Financial Plan.

MOVED Director Stanhope, SECONDED Director Fell, that the proposed increase of \$9 million in borrowing for the Ravensong Pool expansion go to referendum.

WITHDRAWN

MOVED Director Fell, SECONDED Director Stanhope, that the Financial Plan not assume an expansion of the pool and that funds for Ravensong be lowered to maintenance levels and a reserve contribution after the current loan is paid off.

CARRIED

MOVED Director Stanhope, SECONDED Director Pratt, that the Board receive the report on the 2016 Budget as amended and the 2016 to 2020 Financial Plan.

CARRIED

MOVED Director Stanhope, SECONDED Director Pratt, that the Board provide any additional direction for changes related to completion of the 2016 to 2020 Financial Plan and direct staff to prepare the financial plan bylaw on that basis.

CARRIED

2016 Proposed Budget External Requests for Funding.

MOVED Director Houle, SECONDED Director Thorpe, that the Board provide an additional \$2,500 to the current \$7,500 in funding received annually under the Southern Restorative Justice/Victim Services Service Area to the Nanaimo RCMP Victim Services.

CARRIED

MOVED Director Bestwick, SECONDED Director Pratt, that the Board provide an additional \$6,500 to the current \$11,000 in funding received under the D68 Search & Rescue Service to the Nanaimo Marine Rescue Society.

CARRIED

MOVED Director Pratt, SECONDED Director Fell, that the Board direct staff to look at using Regional Sustainability Reserve Funds to provide \$15,000 to the Nanaimo Aboriginal Society to use towards the cost of the Passive House construction project.

CARRIED

MOVED Director Young, SECONDED Director Pratt, that the Board provide \$15,000 in funding to the Nanaimo Travellers Lodge for the Eden Gardens facility.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Update on Use of Island Health Homelessness Funding.

MOVED Director Powell, SECONDED Director Stanhope, that the report be received for information.

CARRIED

MOVED Director Powell, SECONDED Director Stanhope, that staff be directed to forward the update on Use of Homelessness Funding to Island Health with a letter thanking them for providing funding.

CARRIED

BUILDING, BYLAW, AND EMERGENCY PLANNING

Emergency Management Agreement Renewal.

MOVED Director Stanhope, SECONDED Director Powell, 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.

CARRIED

RECREATION AND PARKS

PARKS

Coombs to Parksville Rail Trail Project Update.

MOVED Director McPherson, SECONDED Director Hong, that the staff recommendation to proceed to tender for the Station Road to Church Road phase of the Coombs to Parksville Rail Trail with a tender upgrade for the Church Road to City of Parksville phase, be referred to the Regional Parks and Trails Select Committee.

CARRIED

E&N Rail Trail – Deferred Road Crossing Compliance Memorandum of Understanding.

MOVED Director Stanhope, SECONDED Director Fell, that the Deferred Road Crossing Compliance (Alberni Line Rail Trail) Memorandum of Understanding with the Island Corridor Foundation be approved and executed.

CARRIED

Oakdowne Community Park Licence of Occupation Renewal (Electoral Area 'H').

MOVED Director Stanhope, SECONDED Director Young, that the Regional District accept the Province of BC's 30-year Licence of Occupation offer for Oakdowne Community Park in Electoral Area 'H'.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

Region-Wide Watering Restrictions Framework.

MOVED Director Stanhope, SECONDED Director Young, that the Board support the adoption of the proposed region-wide standard watering restrictions framework in the major water service areas in our region.

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.02, 2016" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.02, 2016" be adopted.

CARRIED

WASTEWATER

Bylaw No. 975.63 – Pump & Haul Bylaw Amendment to Include Lot C, District Lot 9, Plan 1832, Except Those Parts in Plans 11274, 14223, and 14909, Newcastle Land District (Electoral Area 'G').

MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to include Lot C, District Lot 9, Plan 1832, Except Those Parts in Plans 11274, 14223, and 14909, Newcastle Land District (Electoral Area 'G').

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.63, 2016" be introduced and read three times.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

Solid Waste Management Select Committee.

Minutes of the Solid Waste Management Select Committee meeting held Wednesday, December 2, 2015.

MOVED Director McPherson, SECONDED Director Haime, that the minutes of the Solid Waste Management Select Committee meeting held Wednesday, December 2, 2015, be received for information.

CARRIED

Solid Waste Management Plan Review Update.

MOVED Director McPherson, SECONDED Director Young, that staff be directed to prepare a report recommending amendments to the Terms of Reference of the Solid Waste Management Select Committee to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to its current role as it relates to the Solid Waste Management Plan review process.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Proposed Amendment to Boundary between Electoral Areas 'F' and 'G'.

MOVED Director Stanhope, SECONDED Director Fell, that the Board refer the issue of Electoral Area boundaries that were affected by the construction of the inland highway to staff, specifically the cutoff of Electoral Area 'G' and Electoral Area 'F' that were raised by the delegation, and the report to include other Electoral Areas that have similar problems that are not necessarily limited to being bisected by the inland highway.

CARRIED

Memorial for Crew of WWII B-25 Mitchell Bomber.

MOVED Director Thorpe, SECONDED Director Pratt, that the Regional District of Nanaimo become the "owner of record" of a plaque and interpretive board dedicated to the memory of the five Royal Canadian Air Force crew that perished on Mt. Whympere on May 29, 1944.

CARRIED

MOVED Director Thorpe, SECONDED Director Pratt, that the Regional District of Nanaimo enter into a site stewardship agreement with the Royal Canadian Air Force Association, 808 Wing Nanaimo, for the ongoing stewardship and maintenance of the plaque and interpretive board dedicated to the memory of the five Royal Canadian Air Force crew that perished on Mt. Whympere on May 29, 1944.

CARRIED

Holden Creek Restoration.

MOVED Director McPherson, SECONDED Director Fell, that staff be directed to provide assistance and direction to Jessie James on the appropriate authority to undertake restoration of Holden Creek.

CARRIED

NEW BUSINESS

Directors' Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Young, SECONDED Director Haime, that pursuant to Sections 90 (1) (c), (e), (g), (i), and (j), and 90 (2) (b) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to employee relations, land disposition, litigation, solicitor-client privilege, third-party business interests, and inter-governmental negotiations.

CARRIED

TIME: 10:26 PM

ADJOURNMENT

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

CARRIED

TIME: 11:15 PM

CHAIRPERSON

CORPORATE OFFICER

Excellent health and care for everyone,
everywhere, every time.



February 19, 2016

Mr. Dennis Trudeau
Interim Chief Administrative Officer
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

RDN CAO'S OFFICE	
CAO	GM RP
GM SCD	GM TSW
GM RCU	DF
DCS	CPC AGENDA
FEB 25 2016	
BOARD / COW AGENDA	<input checked="" type="checkbox"/>
BOARD CORRESPONDENCE	<input type="checkbox"/>
CHAIR	<input type="checkbox"/>
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Dear Mr. Trudeau,

Re: Community Wellness Grants

I am very pleased to advise you that Island Health is in the process of developing a Draft Engagement to Experience Framework. You will be hearing more about this in the spring as we embark on a consultation process with key stakeholders.

Included in the Draft Framework is the establishment of a Community Wellness Granting Program that will allow Island Health to be a value added partner with our communities so that we can work together to address the health, well-being and social development of communities and individuals. We anticipate moving forward with a new Community Wellness Granting Program in September/ October 2016 which will include an application and review process. You will hear more about this, and have an opportunity to provide feedback, as part of our consultation process regarding the overall Engagement to Experience Framework.

In the interim, Island Health is pleased to provide a Grant in the amount of \$154,933.61 to be used for the purpose of developing population level interventions that address the five modifiable risk factors (unhealthy weight-overweight/obesity; physical inactivity; unhealthy eating; tobacco use; and harmful alcohol use), as well as frail seniors, and mental health and substance use, either directly or in partnership with other local community organizations, including Community Health Networks.

Attached please find a Grant Funding Agreement for your review and signature. Please return an original copy of the signed agreement by March 8, 2016 to: Janet Shute, Manager, Partnerships and External Engagement, Island Health, #201 – 6551 Aulds Road, Nanaimo, BC V9T 6K2.

If you have any questions please contact Janet Shute at 250-755-7691 Local 56149.

Sincerely,

Antoinette (Toni) O'Keeffe
VP Communications & Public Relations

Grant Funding Agreement

Between: Vancouver Island Health Authority ("Island Health")
1952 Bay Street
Victoria BC V8R 1J8

OF THE FIRST PART

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

OF THE SECOND PART

WHEREAS:

Island Health wishes to provide a grant to the Recipient, based on the terms and conditions hereinafter set forth.

The Recipient is eligible for the grant as determined by Island Health.

The Recipient is a Regional District in the province of British Columbia

NOW THEREFORE in consideration of the premises and covenants and agreements set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties), the parties agree as follows:

PAYMENT OF FUNDS

Island Health will disburse \$154,933.61 (the "**Grant**") in one-time funding to the Recipient upon signing of this Agreement, on or before March 15, 2016.

Notwithstanding any other provision of this Agreement, in no event will Island Health be or become obligated to the Recipient pursuant to this Agreement for an amount exceeding, in the aggregate, \$154,933.61.

The provision of the Grant pursuant to this Agreement is for the purposes outlined below.

PURPOSE

Island Health will provide funding to the Recipient for the purpose of developing population level interventions that address the five modifiable risk factors (Unhealthy weight - overweight/obesity; Physical inactivity; Unhealthy eating; Tobacco use; and Harmful alcohol use), as well as frail seniors and mental health and substance use either directly or in partnership with other local community organizations, including Community Health Networks. (the "**Purpose**").

The Recipient acknowledges that it is solely liable for the carrying out of the Purpose and will indemnify and save harmless Island Health from and against all claims, demands, losses, damages, costs of any kind based upon any injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Recipient or any of its employees, directors, officers, agents or parties with whom it has contracted, in carrying out the Purpose.

The Recipient acknowledges that, except as expressly set out herein, nothing in this Agreement will oblige Island Health to provide any future funding for the Purpose.

PUBLICITY

The Recipient will not make a public announcement concerning the Purpose without the prior consent of Island Health. Island Health may make a public announcement concerning the giving of the grant for the Purpose with or without the prior consent of the Recipient.

TERMINATION/REFUNDING

If the Grant is to be paid in more than one installment, Island Health reserves the right to cancel future installment payments upon [60] days' prior written notice to the Recipient in the event that in the opinion of Island Health, cancellation of future installment payments are necessary due to: (a) a material breach of this Agreement by the Recipient; (b) any Ministerial directive or change to funding available to Island Health which necessitates termination of future payments.

If the Recipient determines that it does not require the entire amount of the Grant in order to carry out the Purpose, the Recipient shall notify Island Health with 14 days of such determination and the parties will negotiate in good faith to determine how the remaining balance of the Grant shall be deployed. If the Recipient and Island Health are unable to reach such agreement within 60 days of the date the Recipient notifies Island Health of its determination, the Recipient will deliver the remaining balance of the Grant to Island Health and Island Health shall have no further liability to the Recipient in respect thereof.

NOTICE

Any notice contemplated by this agreement, to be effective, must be in writing and be:

- (a) sent by fax to the addressee's fax number specified in this Agreement,
- (b) delivered by hand to the addressee's address specified in this Agreement, or
- (c) mailed by prepaid registered mail to the addressee's address specified in this Agreement.

If there is no postal strike either pending or in existence at the time of mailing any notice mailed in accordance with sub-paragraph (c) is deemed to be received 48 hours after mailing. Either of the parties may give notice to the other of a substitute address of fax number from time to time.

If to the Recipient:

Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
Fax number: 250-390-4163
Attention: Dennis Trudeau, Interim Chief Administrative Officer

If to Island Health:

Vancouver Island Health Authority
1952 Bay Street
Victoria, BC V8R 1J8
Fax number: 250-740-2669
Attention: Antoinette O'Keeffe

REPORTING

At any time and from time to time, within 14 days of a request by Island Health, the Recipient will provide to Island Health, a report in the form and manner prescribed by Island Health, showing the expenditures made to date and the estimated future expenditures, from the Grant.

The Recipient will:

- (a) permit Island Health or its nominee, at all reasonable times and upon reasonable prior notice, to inspect the records and accounts of the Recipient required to be maintained pursuant to this Agreement;

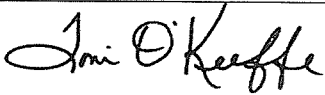
- (b) permit Island Health or its nominee, at any reasonable time, to have access to the site of any work undertaken pursuant to the Purpose; and
- (c) ensure that proper and accurate accounts and records are maintained in respect of the Grant, including the ability to account for all such funds separately from the Recipient's other revenue and spending, and, upon reasonable notice, will make such accounts and records available for inspection by Island Health, or its nominee, at all reasonable times.

Island Health may, at its own expense, appoint an auditor to undertake an audit of the Recipient's accounts, records, documents and other relevant information, to prepare, to determine if Recipient's use of the Grant is for the Purpose and in accordance with the requirements of this Agreement. The Recipient must make available to the auditors all relevant accounts, records, documents and other information the auditors request from time to time for the completion of such audits within 7 days of receiving a request.

If an audit reveals an error in documenting the expenditures, the Recipient must repay any portion of the Grant which was not used for the Purpose or in accordance with the requirements of this Agreement.

COMPLIANCE WITH LAWS

The Recipient will comply with the laws of British Columbia and the federal laws of Canada applicable therein, including, without limitation, all statutes and regulations relating to or concerning environmental or human rights matters.

SIGNED AND DELIVERED by VANCOUVER ISLAND HEALTH AUTHORITY by its authorized signatory:	SIGNED AND DELIVERED by [RECIPIENT] by its authorized signatory:
 _____	 _____
Name: Antoinette O'Keeffe	Name: _____
Date: February 19, 2016	Date: _____



STAFF REPORT	
CEO APPROVAL	✓
EA#	
COW	✓
MAR 02 2016	
RND	
BOARD	

STAFF REPORT

TO: Regional District of Nanaimo Board **DATE:** February 29, 2016

FROM: Dennis Trudeau **MEETING:** COW March 8, 2016
Interim Chief Administrative Officer

SUBJECT: Board Motion Follow-up

RECOMMENDATION:

1. That the Board Motion Follow-up report be received for information.

BACKGROUND

On an annual basis the General Managers and Departmental Directors of the Regional District of Nanaimo (RDN) oversee the preparation of a list of Department/Service Area projects for the upcoming year. These projects are developed based on the direction obtained through the Board's Five Year Financial Plan, Strategic Plan, long term program plans, and anticipated departmental activities. In addition, a major part of staff work plans are a result of motions from the Board. Motions from the Board are often tied to work resulting from carrying out the previously mentioned plans but can also result from delegations at the Board, correspondence from outside sources, and unanticipated events or specific interests from Directors that are supported by the Board.

In the past, staff have presented work plans for the Board's information but have not presented updates on Board motions. General Managers and Departmental Directors have a strong interest in managing the workload in the various departments to best assure the planned work for the year is completed in a timely manner and that any additional projects, that are a result of Board motions, are carried out in an organized manner.

Periodic reporting on all staff work activities is beneficial in understanding the work load of the respective departments, as well as the status of planned projects and the progress of additional projects brought forward during the year. This would also give an opportunity to reprioritize projects if necessary.

The Board Motion Follow-up attachment (Appendix A) includes a colour tracking notation for each of the various projects and activities that shows whether they are complete, a work in progress or postponed/delayed. The overview also provides the wording of the motion, the primary department responsible, a brief explanation on the action, status, completion date and a comments section. Staff plan to provide periodic updates throughout the year so the Board is aware of progress made on these and any additional motions that are adopted by the Board.

This type of report is an important tool to track progress made by staff on motions approved by the Board. It is also a strong indicator on how effective staff have been. As you will note from the attached

Appendix A there have been a significant number of motions made and follow-up actions completed over the last year. While there has been a significant number of resolved motions during the last year staff have noted that there are a number of outstanding motions in which little progress has been made. Staff has discussed these more challenging motions and plan to show progress for the next Board Motion Follow-up report. The next Board Motion Follow-up report is scheduled for the September Committee of the Whole.

ALTERNATIVES:

1. Receive the Board Motion Follow-up report for information.
2. Receive the Board Motion Follow-up report as presented and provide direction to staff.

FINANCIAL IMPLICATIONS:

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

STRATEGIC PLAN IMPLICATIONS:

The projects included within the Board Motion Follow-up list are developed based on direction provided by the Board and are generally based upon the Board's Five Year Financial Plan, Strategic Plan, and long term program plans.

The reporting framework presented and established here for following-up on Board motions also works toward supporting the overall values of transparency, accountability, communication, and responsiveness that are being discussed in the update of the Board's Strategic Plan.

SUMMARY/CONCLUSIONS:

The reporting framework for the Board Motion follow-up projects and activities presented in this report establishes an approach to periodic reporting on the status of Board motions, and provides an easy understanding of which projects are proceeding according to schedule, which projects are delayed, and which projects have been rescheduled or supplanted by higher priority work. The overview also provides a brief update/explanation of the project status.

In order for an environment to be created in which staff can constantly improve performance and quality there must be a reporting mechanism that identifies what our work plans are and our successes in carrying them out. The Board Motion Follow-up report is expected to be an important tool in improving and maintaining our performance in this area. This is also an effective way to ensure that the Board is aware of what staff are doing and their current workload.



Chief Administrative Officer

APPENDIX A

Board Motion Follow-up List

(Provided as a separate enclosure)



RDN REPORT	
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BOARD	

MEMORANDUM

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: February 25, 2016

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: Regional District of Nanaimo 2016 to 2020 Financial Plan – Bylaws No. 1740 & 1231.05

RECOMMENDATIONS:

1. That “Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016” be introduced and read three times.
2. That “Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016” be adopted.
3. That “Regional Parks and Trails Service Amendment Bylaw 1231.05, 2016” be introduced and read three times.

PURPOSE:

To summarize final updates to the 2016 budget and introduce Bylaws No. 1231.05 to update the Regional Parks and Trails Service parcel tax and No. 1740 to adopt the 2016 to 2020 financial plan.

BACKGROUND:

Staff reported on February 9th that the 2016 proposed budget included consolidated tax revenues of \$47,404,475, a consolidated increase of 5.3% over 2015. The proposed budget since that time has been adjusted for several items. The most significant of which are the changes for the Regional Parks Acquisitions Parcel tax for a \$1.00 annual increment from \$13 to \$20 over the 2016 to 2022 period and the revisions to the Ravensong Aquatic Centre budget to remove a possible expansion budget in the five year plan pending the Recreation Services Master Plan process and public consultation. The revised 2016 budget, included in the financial plan attached with this report, shows consolidated tax revenues of \$47,489,130 (consolidated increase of 5.5%).

The 2016 to 2020 Financial Plan incorporates projects totaling approximately \$4.0 million funded by Gas Tax Transfer Funds. These include the E&N Regional Trail (\$2.9 million), Rural Village Centre Sewer Servicing (\$230,000), Whiskey Creek Water System upgrades (\$425,000), Gabriola Village Trail (\$500,000), and a number of other trail and recreation facility projects in electoral areas. Going forward, staff will continue to research alternatives for funding infrastructure included in the five year plan and to develop a fully integrated asset management process. Current provincial and federal grant funding programs identify asset management processes as a significant criterion for funding.

Table 1 below summarizes the component drivers of the change in consolidated 2016 property tax revenues:

Table 1 Change for General Services Tax Revenues	Change in dollars	Percent change
Changed or New Service Levels	\$1,370,800	3.7%
Changes from Other Jurisdictions	\$165,505	0.5%
Existing Services	\$451,620	1.2%
Year over Year Change for General Services	\$1,987,925	5.4%

Bylaws No. 1740 and 1231.05 are introduced with this report to adopt the 2016 to 2020 financial plan and amend the Regional Parks and Trails Service parcel tax.

ALTERNATIVES

1. Approve the 2016 to 2020 financial plan and revisions to Bylaw 1231 (Regional Parks and Trails Service) as presented and proceed to adopt Bylaw No. 1740.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS:

Alternative 1

Consolidated tax revenues including local service area taxes have changed since the February 9, 2016 presentation as follows:

Grants in Aid	Increase	\$15,000	Addition for Nanaimo Travellers Lodge grant
Southern Restorative Justice/Victim Services	Increase	\$2,500	Additional funding to Nanaimo Victim Services
District 68 Search & Rescue	Increase	\$6,500	Additional funding to Nanaimo Marine Rescue
Gabriola Island Recreation	Increase	\$8,000	Additional funding to Gabriola Recreation Society
Regional Parks Capital	Increase	\$67,574	\$1 increase to acquisition parcel tax
Ravensong Aquatic Centre	Decrease	\$(25,250)	Revise 5 year plan to remove expansion, reduce taxes and ensure reserve fund development for renewal & replacement
Community Parks EA A	Increase	\$12,390	Capital Reserve fund development
Southern Community Recreation	Increase	\$12,695	Final amounts from City of Nanaimo
Northern Community Sportsfields Agreement	Decrease	\$(8,002)	Final amounts from Parksville & Qualicum Beach
Various Services	Decrease	\$(6,750)	French Creek Fire, EA E Community Parks final adjustment & Regional Parks + Drinking Water/Watershed protection final parcel no's
Total adjustments	Increase	\$84,657	

Regional District tax requisitions include a combination of usage, population, assessment based and parcel taxes. Appendix 1 is a summary list of the tax revenues for each major service provided by the Regional District compared to the initial recommendations. Appendix 2 provides additional details on the parcel taxes levied for various services and the related year over year change. Appendix 3 summarizes the participation of each member in the 2016 budget including estimates of tax rates.

The financial plan forecasts consolidated tax revenue increases between 3.8% and 5.9% annually. Appendix 4 shows estimated tax requisitions for 2016 to 2020 by service. Required infrastructure upgrades to Wastewater Services along with proposed capital improvements and expansions to Transit Services continue to have the largest impact on annual changes.

Based on the review and recommendations provided to date, staff recommend approval of the 2016 budget and the 2016 to 2020 financial plan.

Alternative 2

The financial plan can be amended further but must be adopted on or before March 31, 2016. The Board's last regularly scheduled meeting will be held on March 22nd. Further amendments need to be approved at that meeting.

STRATEGIC PLAN IMPLICATIONS:

The 2016 to 2020 Strategic Plan is near completion and staff will be reviewing work plans to ensure projects and programs are consistent within the framework of both the strategic plan objectives and the financial plan.

SUMMARY/CONCLUSIONS:

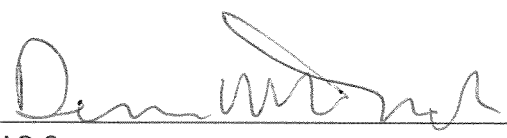
The 2016 budget has been updated to reflect final 2015 operating results, final direction from the Board and final costs related for other jurisdictions such as 9-1-1 services, recreation facilities, and sportsfield cost sharing. An increase to the requisition of \$84,657 has been included since the financial plan was presented on February 9th as a result of multiple changes noted above.

The attachments to this report summarize the impact of the 2016 budget on each member as well as providing information on anticipated changes for 2017 to 2020. Transportation and Wastewater Services continue to have the largest impact on annual changes. This is reflected in the higher cost increases forecast for the municipal members in particular. Staff will continue to look at alternatives for funding infrastructure including ongoing pursuit of grant funding and revised borrowing, reserve, development cost charge funding models.

Based on the review and recommendations provided to date, staff recommend approving revisions to Bylaw No. 1235.05 to update the Regional Parks and Trail Service parcel tax and adopting Bylaw No. 1740, 2016, which represents the 2016 to 2020 financial plan.



Report Writer



CAO Concurrence



Summary of Tax Revenues/Municipal Participation Agreements

	2015 FINAL Mar 2015	2016 Revised Jan 2016	2016 Approved Mar 2016	change from 2015 \$	change from 2015 %
CORPORATE SERVICES					
Corporate Administration	926,712	1,103,007	1,103,007	176,295	19.0%
House Numbering	21,500	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	420,495	428,795	428,795	8,300	2.0%
Lantzville Service Participation Agreement	18,446	19,136	19,136	690	3.7%
General Grants In Aid	480,972	65,150	80,150	(400,822)	-83.3%
Southern Restorative Justice/Victim Services	13,500	13,500	16,000	2,500	18.5%
Northern Community Justice	111,681	122,300	122,300	10,619	9.5%
Feasibility Studies/Referendums	22,500			(22,500)	-100.0%
	2,015,806	1,773,388	1,790,888		
STRATEGIC & COMMUNITY DEVELOPMENT					
Electoral Area Community & Long Range Planning	1,437,745	1,495,256	1,495,256	57,511	4.0%
Regional Growth Strategy	429,561	433,857	433,857	4,296	1.0%
Emergency Planning	259,567	272,354	272,354	12,787	4.9%
Lantzville Service Participation Agreement	22,449	24,203	24,203	1,754	7.8%
District 68 Search & Rescue	40,990	41,063	47,563	6,573	16.0%
District 69 Marine Search & Rescue	5,000	5,000	5,000	0	0.0%
District 69 Land Search & Rescue		10,000	10,000	10,000	NEW
Economic Development - Southern Community	164,000	177,000	177,000	13,000	7.9%
Economic Development - Northern Community	50,000	50,000	50,000	0	0.0%
Animal Control - Area A, B, C, Lantzville	66,159	67,482	67,482	1,323	2.0%
Animal Control Area E, G, H	81,620	83,252	83,252	1,632	2.0%
Animal Control Area F	18,595	18,595	18,595	0	0.0%
Hazardous Properties	7,564	14,511	14,511	6,947	91.8%
Unightly Premises	7,260	7,841	7,841	581	8.0%
Noise Control	38,073	38,734	38,734	661	1.7%
	2,628,583	2,739,148	2,745,648		
RECREATION & PARKS					
Ravensong Aquatic Centre	2,525,074	2,549,755	2,524,505	(569)	0.0%
Oceanside Place	1,823,828	1,878,543	1,878,543	54,715	3.0%
Northern Community Recreation	1,075,287	1,107,471	1,107,471	32,184	3.0%
Gabriola Island Recreation	101,839	103,876	111,876	10,037	9.9%
Area A Recreation & Culture	182,690	188,171	188,171	5,481	3.0%
Port Theatre/Cultural Centre Contribution	81,822	82,869	82,869	1,047	1.3%
Regional Parks - operating	1,208,237	1,329,060	1,329,060	120,823	10.0%
Regional Parks - capital	872,911	877,708	946,036	73,125	8.4%
Electoral Areas Community Parks	977,312	1,087,220	1,100,610	123,298	12.6%
	8,849,000	9,204,673	9,269,141		
REGIONAL & COMMUNITY UTILITIES					
Southern Wastewater Treatment	5,502,157	6,107,395	6,107,395	605,238	11.0%
Northern Wastewater Treatment	3,731,598	3,924,468	3,924,468	192,870	5.2%
Liquid Waste Management Planning	163,462	168,366	168,366	4,904	3.0%
Drinking Water Protection	467,068	504,824	505,237	38,169	8.2%
	9,864,285	10,705,053	10,705,466		
TRANSPORTATION & SOLID WASTE SERVICES					
Southern Community Transit	8,157,890	8,565,785	8,565,785	407,895	5.0%
Northern Community Transit	964,444	1,012,665	1,012,665	48,221	5.0%
D69 Custom Transit (Area H)	12,500			(12,500)	-100.0%
Descanso Bay Emergency Wharf	5,798	5,914	5,914	116	2.0%
Gabriola Transit contribution		97,665	97,665	97,665	NEW
Gabriola Taxi saver		11,940	11,940	11,940	NEW
Solid Waste Management & Disposal	462,470	578,088	578,088	115,618	25.0%
	9,603,102	10,272,057	10,272,057		
GENERAL TAXATION FOR OTHER JURISDICTIONS					
SD 68 Emergency 911	130,397	151,278	151,278	20,881	16.0%
SD 69 Emergency 911	587,715	605,464	605,464	17,749	3.0%
Southern Community Recreation	1,107,535	1,145,267	1,157,962	50,427	4.6%
Northern Community Sportsfield Agreement	260,047	282,649	274,647	14,600	5.6%
Vancouver Island Regional Library	1,929,101	1,990,949	1,990,949	61,848	3.2%
	4,014,795	4,175,607	4,180,300		
GENERAL SERVICES PROPERTY TAX REVENUES					
	36,975,571	38,869,926	38,963,500		
	6.5%	5.1%	5.4%		
LOCAL SERVICE AREA TAX REVENUES					
Duke Point Wastewater Treatment	218,056	226,779	226,779	8,723	4.0%
Northern Community Wastewater - other benefitting areas	858,445	940,977	940,977	82,532	9.6%
Fire Protection Areas	3,277,247	3,442,641	3,433,724	156,477	4.8%
Streetlighting Service Areas	81,624	84,789	84,789	3,165	3.9%
Stormwater Management	9,641	9,739	9,739	98	1.0%
Utility Services	3,612,081	3,829,623	3,829,623	217,542	6.0%
	8,057,094	8,534,548	8,525,631		
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS					
	45,032,665	47,404,474	47,489,131		
	6.7%	5.3%	5.5%		



Summary of Tax Revenues/Municipal Participation Agreements

	2015 FINAL Mar 2015	2016 Revised Jan 2016	2016 Approved Mar 2016	change from 2015 \$	change from 2015 %
ADDITIONAL DETAILS - GENERAL SERVICES					
PORT THEATRE/CULTURAL CENTRE CONTRIBUTION					
Electoral Area A	14,897	15,120	15,120	223	1.5%
Electoral Area B	26,912	27,136	27,136	224	0.8%
Electoral Area C (Extension)	14,798	15,020	15,020	222	1.5%
Electoral Area C (E.Wellington)	3,833	3,890	3,890	57	1.5%
Electoral Area E	21,382	21,703	21,703	321	1.5%
	81,822	82,869	82,869		
COMMUNITY PARKS					
Electoral Area A	163,783	173,610	186,000	22,217	13.6%
Electoral Area B	184,222	188,828	188,828	4,606	2.5%
Electoral Area C(Extension)	60,132	66,161	66,161	6,029	10.0%
Electoral Area C(E. Wellington)	82,124	85,409	85,409	3,285	4.0%
Electoral Area E	103,141	125,000	126,000	22,859	22.2%
Electoral Area F	124,000	148,800	148,800	24,800	20.0%
Electoral Area G	109,275	114,739	114,739	5,464	5.0%
Electoral Area H	150,635	184,673	184,673	34,038	22.6%
	977,312	1,087,220	1,100,610		
ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES					
FIRE PROTECTION					
Nanaimo River Fire (Area C)	17,786	17,792	17,792	6	0.0%
Coombs-Hilliers Fire Volunteer (Area F)	374,083	406,318	406,318	32,235	8.6%
Errington Fire Volunteer (Area F)	419,605	452,901	452,901	33,296	7.9%
Nanoose Bay Fire Volunteer (Area E)	604,850	644,095	644,095	39,245	6.5%
Dashwood Fire Volunteer (Area F,G,H)	502,245	527,960	527,960	25,715	5.1%
Meadowood Fire (Area F)	139,354	139,358	139,358	4	0.0%
Extension Fire Volunteer (Area C)	149,027	157,736	157,736	8,709	5.8%
Bow Horn Bay (Area H)	310,058	333,448	333,448	23,390	7.5%
Cassidy Waterloo Fire Contract (Area A, C)	176,265	158,758	158,758	(17,507)	-9.9%
Wellington Fire Contract (Area C - Pleasant Valley)	64,260	75,644	75,644	11,384	17.7%
Parksville (Local) Fire Contract (Area G)	94,172	94,172	94,172	0	0.0%
French Creek Fire Contract (Area G)	425,542	434,459	425,542	0	0.0%
	3,277,247	3,442,641	3,433,724		
STREETLIGHTING					
Rural Areas Streetlighting	16,035	16,356	16,356	321	2.0%
Fairwinds Streetlighting	23,500	23,500	23,500	0	0.0%
French Creek Village Streetlighting	6,228	6,851	6,851	623	10.0%
Highway Intersections Streetlighting (French Creek)	1,086	1,173	1,173	87	8.0%
Morningstar Streetlighting	14,571	15,300	15,300	729	5.0%
Sandpiper Streetlighting	11,076	11,962	11,962	886	8.0%
Hwy # 4 (Area F)	3,500	3,850	3,850	350	10.0%
Englishman River Community	5,628	5,797	5,797	169	3.0%
	81,624	84,789	84,789		
NOISE CONTROL					
Noise Control Area A	6,610	7,271	7,271	661	10.0%
Noise Control Area B	8,575	8,575	8,575	0	0.0%
Noise Control Area C	7,068	7,068	7,068	0	0.0%
Noise Control Area E	7,496	7,496	7,496	0	0.0%
Noise Control Area G	8,324	8,324	8,324	0	0.0%
	38,073	38,734	38,734		
UTILITIES					
Englishman River Community Stormwater	4,916	5,014	5,014	98	2.0%
Cedar Sewer Stormwater	4,725	4,725	4,725	0	0.0%
	9,641	9,739	9,739		



Summary of Tax Revenues/Municipal Participation Agreements

	2015 FINAL Mar 2015	2016 Revised Jan 2016	2016 Approved Mar 2016	change from 2015 \$	change from 2015 %	2,015	2,016	2,016	Change
							# of parcels		
UTILITY SERVICES - PARCEL TAX REVENUES									
WATER UTILITIES									
Nanoose Peninsula (Area E)	788,779	851,881	851,881	63,102	8.0%	315	2,503	340	25
Dirtwood (Area E)	5,456	5,458	5,458	2	0.0%	420	13	420	0
Surfside(Area G)	13,673	14,083	14,083	410	3.0%	351	39	361	11
French Creek(Area G)	67,517	72,243	72,243	4,726	7.0%	282	239	302	20
Englishman River Community(Area G)	37,230	37,602	37,602	372	1.0%	237	157	240	2
Whiskey Creek Water(Area F)	88,935	89,824	89,824	889	1.0%	706	126	713	7
San Pareil Water(Area G)	127,124	133,480	133,480	6,356	5.0%	441	289	462	20
San Pareil Water(Fire Improvements Debt levy)	106,313	74,212	74,212	(32,101)	(30.2%)	397	268	277	(120)
Melrose Place(Area F)	21,939	22,597	22,597	658	3.0%	784	28	807	24
Decourcy Water(Area A)	7,642	7,871	7,871	229	3.0%	1,528	5	1,574	46
Nanoose Bulk Water (Area E)	852,198	937,418	937,418	85,220	10.0%	340	2,505	374	34
French Creek Bulk Water (Area G)	4,320	4,320	4,320	0	0.0%	2	2,200	2	(0)
	2,121,126	2,250,989	2,250,989						
SEWAGE COLLECTION UTILITIES									
Hawthorne Rise Debt levy	4,029	8,138	8,138	4,109	102.0%	288	14	581	294
Road Debt levy		5,316	5,316	5,316	NEW	0	5	1,063	1,063
French Creek (Area G)	588,040	635,083	635,083	47,043	8.0%	312	1,907	333	21
Fairwinds (Area E)	537,896	557,798	557,798	19,902	3.7%	676	796	701	25
Surfside Sewer (area G)	20,793	21,209	21,209	416	2.0%	770	27	786	15
Pacific Shores (Area E)	63,465	66,638	66,638	3,173	5.0%	496	129	517	21
Barclay Crescent (Area G)	143,309	150,473	150,473	7,164	5.0%	varies	245	varies	
Cedar Sewer Service (Operating)(Area A)	27,638	28,191	28,191	553	2.0%	varies	varies	varies	
Cedar Sewer Service (Capital Financing) (Area A)	1,490,955	1,578,634	1,578,634	87,679	5.9%	varies	varies	varies	
	3,612,081	3,829,623	3,829,623						
	9.84%	6.07%	6.02%						
TOTAL UTILITY PARCEL TAX REVENUES									



	2015 Final	2016 Proposed	Change from 2015	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City of Nanaimo						
General Services Tax cost per \$100,000	16,021,728	17,138,676	1,116,948 7.0%	782,472 4.9%	0 0.0%	334,476 2.1%
Regional Parcel Taxes	\$96.00	\$97.80				
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$6.00	\$7.00				
	\$115.00	\$118.80				
	\$5.80	\$3.80				
District of Lantzville						
General Services Tax cost per \$100,000	770,741	806,894	36,153 4.7%	16,370 2.1%	28,404 3.7%	(8,621) -1.1%
Regional Parcel Taxes	\$100.30	\$98.00				
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$6.00	\$7.00				
	\$119.30	\$119.00				
	\$6.60	(\$0.30)				
City of Parksville						
General Services Tax cost per \$100,000	4,830,820	5,067,843	237,023 4.9%	123,126 2.5%	4,534 0.1%	109,363 2.3%
Regional Parcel Taxes	\$179.80	\$179.70				
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$4.69	\$5.07				
	\$205.49	\$206.77				
	\$7.79	\$1.28				
Town of Qualicum Beach						
General Services Tax cost per \$100,000	3,367,466	3,477,706	110,240 3.3%	83,152 2.5%	4,571 0.1%	22,517 0.7%
Regional Parcel Taxes	\$157.60	\$153.90				
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$4.69	\$5.07				
	\$183.29	\$180.97				
	\$2.79	(\$2.32)				



	2015 Final	2016 Proposed	Change from 2015	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A						
General Services Tax cost per \$100,000	1,867,755	1,916,639	48,884	45,455	(5,447)	8,876
Regional Parcel Taxes	\$154.90	\$155.80	2.6%	2.4%	-0.3%	0.5%
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$175.90	\$177.80				
	\$9.60	\$1.90				
Electoral Area B						
General Services Tax cost per \$100,000	1,083,109	1,192,701	109,592	124,378	553	(15,339)
Regional Parcel Taxes	\$90.60	\$99.20	10.1%	11.5%	0.1%	-1.4%
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$111.60	\$121.20				
	\$7.20	\$9.60				
Electoral Area C						
General Services Tax cost per \$100,000	1,058,015	1,139,375	81,360	15,394	58,226	7,740
Regional Parcel Taxes	\$141.10	\$141.90	7.7%	1.5%	5.5%	0.7%
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$162.10	\$163.90				
	\$3.10	\$1.80				
Electoral Area E						
General Services Tax cost per \$100,000	2,089,850	2,138,590	48,740	40,104	16,667	(8,031)
Regional Parcel Taxes	\$110.40	\$108.10	2.3%	1.9%	0.8%	-0.4%
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community District 69 Community Justice	\$2.08	\$2.07				
	\$4.69	\$5.07				
	\$138.17	\$137.24				
	\$2.00	(\$0.93)				

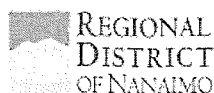


	2015 Final	2016 Proposed	Change from 2015	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area F						
General Services Tax cost per \$100,000	1,948,413	2,010,003	61,590 3.2%	33,000 1.7%	15,508 0.8%	13,082 0.7%
Regional Parcel Taxes	\$148.80	\$149.70				
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.07				
District 69 Community Justice	\$4.69	\$5.07				
	\$176.57	\$178.84				
	\$1.00	\$2.27				
Electoral Area G						
General Services Tax cost per \$100,000	2,447,341	2,570,727	123,386 5.0%	59,219 2.4%	34,442 1.4%	29,725 1.2%
Regional Parcel Taxes	\$151.80	\$148.00				
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.07				
District 69 Community Justice	\$4.69	\$5.07				
	\$179.57	\$177.14				
	\$2.00	(\$2.13)				
Electoral Area H						
General Services Tax cost per \$100,000	1,490,337	1,504,346	14,009 0.9%	48,128 3.2%	8,047 0.5%	(42,166) -2.8%
Regional Parcel Taxes	\$146.00	\$141.50				
Regional Parks	\$13.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.07				
District 69 Community Justice	\$4.69	\$5.07				
	\$173.77	\$170.64				
	\$1.70	(\$3.13)				
General Services Tax Revenues	36,975,575	38,963,500				
Local Services Tax Revenues	6.5%	5.4%				
Tax Revenues/Municipal Participation Agreements	8,057,090	8,525,631				
	45,032,665	47,489,131				
	6.7%	5.5%				



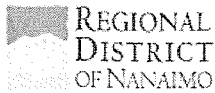
CORPORATE SERVICES
SUMMARY OF TAX REQUISITIONS
2016 to 2020

	2016	2016	2017	2017	2018	2018	2019	2019	2020	2020
	\$	%	\$	%	\$	%	\$	%	\$	%
Administration										
0100 ADMINISTRATION - OVERALL	(1,103,007)	19.0%	(1,158,157)	5.0%	(1,216,065)	5.0%	(1,276,868)	5.0%	(1,327,943)	4.0%
0198 FISCAL SERVICES GRANTS IN AID	(80,150)	(83.3%)	(65,440)	(18.4%)	(65,440)		(65,440)		(65,440)	
	(\$1,183,157)		(\$1,223,597)		(\$1,281,505)		(\$1,342,308)		(\$1,393,383)	
Electoral Area Administration										
1500 ELECTORAL AREAS ONLY	(211,078)	1.0%	(223,743)	6.0%	(260,617)	16.5%	(255,617)	(1.9%)	(255,617)	
1502 EA'S ONLY - BUILDING POLICY AND ADVICE	(236,853)	3.0%	(243,959)	3.0%	(253,716)	4.0%	(266,402)	5.0%	(271,731)	2.0%
	(\$447,931)		(\$467,702)		(\$514,333)		(\$522,019)		(\$527,348)	
Public Safety										
0197 D68 RESTORATIVE JUSTICE/VICTIM SVCS	(16,000)	18.5%	(16,000)		(16,000)		(16,000)		(16,000)	
0199 D69 COMMUNITY JUSTICE	(122,300)	9.5%	(122,300)		(122,300)		(122,300)		(122,300)	
0800 EMERGENCY 9-1-1 - D68	(151,278)	16.0%	(152,791)	1.0%	(154,319)	1.0%	(155,862)	1.0%	(159,420)	2.3%
0900 EMERGENCY 9-1-1 - D69	(605,464)	3.0%	(635,737)	5.0%	(661,167)	4.0%	(681,002)	3.0%	(701,432)	3.0%
	(\$895,042)		(\$926,828)		(\$953,786)		(\$975,164)		(\$999,152)	
Fire Protection										
2018 FIRE PROTECTION - MEADOWOOD	(139,358)		(139,357)		(139,357)		(139,357)		(139,357)	
2019 FIRE PROTECTION - NANAIMO RIVER	(17,792)		(17,795)		(17,795)		(17,795)		(17,795)	
2020 FIRE PROTECTION - COOMBS HILLIERS	(406,318)	8.6%	(431,821)	6.3%	(444,523)	2.9%	(455,302)	2.4%	(466,300)	2.4%
2021 FIRE PROTECTION - ERRINGTON	(452,901)	7.9%	(480,253)	6.0%	(508,469)	5.9%	(541,707)	6.5%	(594,496)	9.7%
2022 FIRE PROTECTION - FRENCH CREEK	(425,542)		(438,308)	3.0%	(451,458)	3.0%	(465,001)	3.0%	(478,951)	3.0%
2023 FIRE PROTECTION - NANOOSE BAY	(644,095)	6.5%	(697,317)	8.3%	(711,263)	2.0%	(725,488)	2.0%	(739,998)	2.0%
2024 FIRE PROT & ST LIGHTING - WELLINGTON	(75,644)	17.7%	(82,055)	8.5%	(84,492)	3.0%	(86,193)	2.0%	(88,734)	2.9%
2025 FIRE PROTECTION - CASSIDY WATERLOO	(158,758)	(9.9%)	(161,933)	2.0%	(165,094)	2.0%	(168,555)	2.1%	(171,945)	2.0%
2026 FIRE PROTECTION - DASHWOOD	(527,960)	5.1%	(547,675)	3.7%	(563,701)	2.9%	(587,919)	4.3%	(619,769)	5.4%
2027 FIRE PROTECTION - EXTENSION	(157,736)	5.8%	(166,808)	5.8%	(175,148)	5.0%	(182,153)	4.0%	(189,439)	4.0%
2028 FIRE PROTECTION - PARKSVILLE LOCAL	(94,172)		(96,314)	2.3%	(97,277)	1.0%	(99,223)	2.0%	(101,207)	2.0%
2029 FIRE PROTECTION - BOW HORN BAY	(333,448)	7.5%	(351,704)	5.5%	(365,818)	4.0%	(380,596)	4.0%	(396,140)	4.1%
	(\$3,433,724)		(\$3,611,340)		(\$3,724,395)		(\$3,849,289)		(\$4,004,131)	
Regional Library										
1300 VAN ISL REGIONAL LIBRARY	(1,990,949)	3.2%	(2,050,677)	3.0%	(2,112,198)	3.0%	(2,175,564)	3.0%	(2,240,831)	3.0%
	(\$1,990,949)		(\$2,050,677)		(\$2,112,198)		(\$2,175,564)		(\$2,240,831)	
Feasibility Studies										
8001 FEASIBILITY STUDY FUND AREA B		(100.0%)								
House Numbering										
4300 HOUSE NUMBERING	(21,500)		(21,500)		(21,500)		(21,500)		(21,500)	
	(\$21,500)		(\$21,500)		(\$21,500)		(\$21,500)		(\$21,500)	
Total CORPORATE SERVICES	(7,972,303)	0.4%	(8,301,644)	4.1%	(8,607,717)	3.7%	(8,885,844)	3.2%	(9,186,345)	3.4%



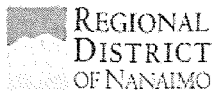
STRATEGIC & COMMUNITY DEVELOPMENT
SUMMARY OF TAX REQUISITIONS
2016 to 2020

	2016	2016	2017	2017	2018	2018	2019	2019	2020	2020
	\$	%	\$	%	\$	%	\$	%	\$	%
EA Community Planning										
0200 PLANNING - CURRENT PLANNING	(1,495,256)	4.0%	(1,562,543)	4.5%	(1,625,044)	4.0%	(1,665,670)	2.5%	(1,682,327)	1.0%
	(\$1,495,256)		(\$1,562,543)		(\$1,625,044)		(\$1,665,670)		(\$1,682,327)	
Economic Development South										
0203 ECONOMIC DEV - SOUTHERN COMMUNITY	(177,000)	7.9%	(190,000)	7.3%	(190,000)		(190,000)		(190,000)	
	(\$177,000)		(\$190,000)		(\$190,000)		(\$190,000)		(\$190,000)	
Economic Development North										
0204 ECONOMIC DEV - NORTHERN COMMUNITY	(50,000)		(50,000)		(50,000)		(50,000)		(50,000)	
	(\$50,000)		(\$50,000)		(\$50,000)		(\$50,000)		(\$50,000)	
Regional Growth Strategy										
0400 REGIONAL GROWTH STRATEGY	(433,857)	1.0%	(455,549)	5.0%	(473,771)	4.0%	(492,722)	4.0%	(512,431)	4.0%
	(\$433,857)		(\$455,549)		(\$473,771)		(\$492,722)		(\$512,431)	
Emergency Planning										
1900 EMERGENCY PLANNING	(296,557)	5.2%	(306,936)	3.5%	(322,284)	5.0%	(325,638)	1.0%	(328,894)	1.0%
	(\$296,557)		(\$306,936)		(\$322,284)		(\$325,638)		(\$328,894)	
D68 Search & Rescue										
1901 D68 SEARCH AND RESCUE CONTRIBUTION SVCS	(47,563)	16.0%	(45,005)	(5.4%)	(47,665)	5.9%	(47,665)		(47,665)	
	(\$47,563)		(\$45,005)		(\$47,665)		(\$47,665)		(\$47,665)	
D69 Marine Search & Rescue										
1902 D69 MARINE SEARCH & RESCUE CONTRIBUTION	(5,000)		(5,000)		(5,000)		(5,000)		(5,000)	
	(\$5,000)		(\$5,000)		(\$5,000)		(\$5,000)		(\$5,000)	
D69 Land Search & Rescue										
1903 D69 LAND SEARCH & RESCUE CONTRIBUTION	(10,000)		(10,000)		(10,000)		(10,000)		(10,000)	
	(\$10,000)		(\$10,000)		(\$10,000)		(\$10,000)		(\$10,000)	
Bylaw Enforcement										
2060 NOISE CONTROL - AREA A	(7,271)	10.0%	(7,671)	5.5%	(7,978)	4.0%	(8,217)	3.0%	(8,381)	2.0%
2061 NOISE CONTROL - AREA B	(8,575)		(8,661)	1.0%	(8,747)	1.0%	(8,835)	1.0%	(8,923)	1.0%
2062 NOISE CONTROL - AREA C	(7,068)		(7,139)	1.0%	(7,210)	1.0%	(7,354)	2.0%	(7,501)	2.0%
2064 NOISE CONTROL - AREA E	(7,496)		(7,571)	1.0%	(7,647)	1.0%	(7,723)	1.0%	(7,878)	2.0%
2066 NOISE CONTROL - AREA G	(8,324)		(8,407)	1.0%	(8,491)	1.0%	(8,576)	1.0%	(8,662)	1.0%
2068 UNSIGHTLY PREMISES	(7,841)	8.0%	(8,311)	6.0%	(8,727)	5.0%	(9,163)	5.0%	(9,438)	3.0%
2069 HAZARDOUS PROPERTIES	(14,511)	91.8%	(14,801)	2.0%	(15,097)	2.0%	(15,399)	2.0%	(15,707)	2.0%
2070 ANIMAL CONTROL - AREA F B/L940.2	(18,595)		(18,781)	1.0%	(18,969)	1.0%	(19,348)	2.0%	(19,735)	2.0%
2071 ANIMAL CONTROL - AREA A,B,C,LANTZ B/L1065	(67,482)	2.0%	(68,832)	2.0%	(70,208)	2.0%	(71,612)	2.0%	(73,045)	2.0%
2072 ANIMAL CONTROL - AREA E,G,H	(83,252)	2.0%	(84,917)	2.0%	(86,615)	2.0%	(88,348)	2.0%	(90,115)	2.0%
	(\$230,415)		(\$235,091)		(\$239,689)		(\$244,575)		(\$249,385)	
Total STRATEGIC & COMMUNITY DEVELOPMENT	(2,745,648)	4.5%	(2,860,124)	4.2%	(2,963,453)	3.6%	(3,031,270)	2.3%	(3,075,702)	1.5%



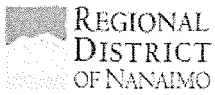
**REGIONAL & COMMUNITY UTILITIES
SUMMARY OF TAX REQUISITIONS
2016 to 2020**

	2016		2017		2018		2019		2020	
	\$	%	\$	%	\$	%	\$	%	\$	%
Wastewater Management										
2870 LIQUID WASTE MANAGEMENT PLANNING	(168,366)	3.0%	(175,101)	4.0%	(182,105)	4.0%	(189,389)	4.0%	(197,911)	4.5%
2871 WASTEWATER - SOUTHERN COMMUNITY	(6,107,395)	11.0%	(7,023,504)	15.0%	(8,147,265)	16.0%	(9,369,355)	15.0%	(10,025,209)	7.0%
2872 WASTEWATER - NORTHERN COMMUNITY	(4,865,445)	6.0%	(5,157,372)	6.0%	(5,415,240)	5.0%	(5,631,850)	4.0%	(5,688,168)	1.0%
2877 WASTEWATER - DUKE POINT	(226,779)	4.0%	(235,850)	4.0%	(245,284)	4.0%	(255,096)	4.0%	(265,299)	4.0%
	(\$11,367,985)		(\$12,591,827)		(\$13,989,894)		(\$15,445,690)		(\$16,176,587)	
Water Supply										
2034 WATER - SURFSIDE	(14,083)	3.0%	(14,505)	3.0%	(14,941)	3.0%	(15,389)	3.0%	(15,851)	3.0%
2038 WATER - FRENCH CREEK	(72,243)	7.0%	(77,300)	7.0%	(80,392)	4.0%	(82,804)	3.0%	(84,460)	2.0%
2039 WATER - WHISKEY CREEK	(89,824)	1.0%	(90,722)	1.0%	(91,629)	1.0%	(92,546)	1.0%	(93,471)	1.0%
2042 WATER - DECOURCEY	(7,871)	3.0%	(8,186)	4.0%	(8,513)	4.0%	(8,769)	3.0%	(8,944)	2.0%
2043 WATER - SAN PAREIL	(133,480)	5.0%	(129,476)	(3.0%)	(129,476)		(129,476)		(129,476)	
2044 WATER - DRIFTWOOD	(5,458)		(5,458)		(5,458)		(5,458)		(5,458)	
2045 WATER - ENGLISHMAN RIVER	(37,602)	1.0%	(37,602)		(37,602)		(37,602)		(37,602)	
2046 WATER - MELROSE PLACE	(22,597)	3.0%	(23,049)	2.0%	(23,510)	2.0%	(23,745)	1.0%	(23,745)	
2047 WATER - NANOOSE PENINSULA	(851,881)	8.0%	(902,994)	6.0%	(957,173)	6.0%	(1,005,032)	5.0%	(1,045,233)	4.0%
2048 BULK WATER - NANOOSE BAY	(937,418)	10.0%	(1,021,786)	9.0%	(1,093,311)	7.0%	(1,115,177)	2.0%	(1,137,480)	2.0%
2049 BULK WATER - FRENCH CREEK	(4,320)		(4,320)		(4,320)		(4,320)		(4,320)	
2050 WATER - SAN PAREIL FIRE IMPROVEMENTS	(74,212)	(30.2%)	(74,212)		(74,212)		(74,212)		(74,212)	
4500 DRINKING WATER/WATERSHED PROTECTION	(505,237)	8.2%	(543,310)	7.5%	(545,710)	0.4%	(548,110)	0.4%	(550,510)	0.4%
	(\$2,756,226)		(\$2,932,920)		(\$3,066,247)		(\$3,142,640)		(\$3,210,762)	
Streetlighting										
2052 STREETLIGHTING - RURAL AREAS (E & G)	(16,356)	2.0%	(16,356)		(16,356)		(16,356)		(16,356)	
2053 STREETLIGHTING - FAIRWINDS	(23,500)		(23,500)		(23,500)		(23,500)		(23,500)	
2054 STREETLIGHTING - FRENCH CREEK VILLAGE	(6,851)	10.0%	(7,536)	10.0%	(8,290)	10.0%	(8,704)	5.0%	(8,791)	1.0%
2055 STREETLIGHTING - MORNINGSTAR	(15,300)	5.0%	(15,912)	4.0%	(16,389)	3.0%	(16,881)	3.0%	(17,219)	2.0%
2056 STREETLIGHTING - ENGLISHMAN RIVER	(5,797)	3.0%	(5,971)	3.0%	(6,150)	3.0%	(6,335)	3.0%	(6,525)	3.0%
2057 STREETLIGHTING - FR CREEK-HWY INTERSECT	(1,173)	8.0%	(1,279)	9.0%	(1,394)	9.0%	(1,519)	9.0%	(1,656)	9.0%
2058 STREETLIGHTING - SANDPIPER	(11,962)	8.0%	(12,919)	8.0%	(13,823)	7.0%	(14,791)	7.0%	(14,791)	
2059 STREETLIGHTING - HIGHWAY #4 (AREA F)	(3,850)	10.0%	(4,043)	5.0%	(4,123)	2.0%	(4,206)	2.0%	(4,290)	2.0%
	(\$84,789)		(\$87,516)		(\$90,025)		(\$92,292)		(\$93,128)	
Sewer Collection										
2090 STORMWATER - ENGLISHMAN RIVER	(5,014)	2.0%	(5,114)	2.0%	(5,217)	2.0%	(5,321)	2.0%	(5,427)	2.0%
2091 STORMWATER - CEDAR ESTATES	(4,725)		(4,725)		(4,725)		(4,725)		(4,725)	
2851 WASTEWATER - NANOOSE (PART OF 75-51)	(536,410)	3.0%	(555,184)	3.5%	(574,616)	3.5%	(603,347)	5.0%	(633,514)	5.0%
7550 SEWER - FRENCH CREEK COLLECTION	(635,083)	8.0%	(673,188)	6.0%	(700,115)	4.0%	(714,118)	2.0%	(728,400)	2.0%
7551 SEWER - FAIRWINDS COLLECTION(see 2851)	(21,388)	25.0%	(26,735)	25.0%	(32,082)	20.0%	(34,007)	6.0%	(36,047)	6.0%
7554 SEWER - PACIFIC SHORES	(66,638)	5.0%	(69,970)	5.0%	(72,069)	3.0%	(74,231)	3.0%	(75,716)	2.0%
7555 SEWER - SURFSIDE	(21,209)	2.0%	(21,633)	2.0%	(22,066)	2.0%	(22,507)	2.0%	(22,957)	2.0%
7557 SEWER - BARCLAY CR	(150,473)	5.0%	(156,492)	4.0%	(162,751)	4.0%	(167,634)	3.0%	(172,663)	3.0%
7558 SEWER - CEDAR COLLECTION	(28,191)	2.0%	(28,755)	2.0%	(29,330)	2.0%	(29,917)	2.0%	(30,515)	2.0%
7559 SEWER - CEDAR PH 1 SML RESIDENTIAL DEBT	(8,149)		(8,150)		(8,150)		(8,150)		(8,150)	
7560 SEWER - CEDAR LARGE RESIDENTIAL DEBT	(5,448)		(5,452)	0.1%	(5,452)		(5,452)		(5,452)	
7561 SEWER - CEDAR COMMERCIAL DEBT	(69,354)		(69,355)		(69,355)		(69,355)		(69,355)	
7562 SEWER - CEDAR SPORTSFIELD DEBT	(4,583)		(4,582)		(4,582)		(4,582)		(4,582)	
7563 SEWER - CEDAR PH 2 SML RESIDENTIAL DEBT	(18,254)		(18,255)		(18,255)		(18,255)		(18,255)	
7569 SEWER - REID RD DEBT	(5,316)		(3,624)	(31.8%)	(3,624)		(3,624)		(3,624)	
7570 SEWER - HAWTHORNE RISE DEBT	(8,138)	102.0%	(9,941)	22.2%	(9,941)		(9,941)		(9,941)	
	(\$1,588,373)		(\$1,661,155)		(\$1,722,330)		(\$1,775,166)		(\$1,829,323)	
Total REGIONAL & COMMUNITY UTILITIES	(15,797,373)	7.9%	(17,273,418)	9.3%	(18,868,496)	9.2%	(20,455,788)	8.4%	(21,309,800)	4.2%



RECREATION & PARKS SERVICES
SUMMARY OF TAX REQUISITIONS
2016 to 2020

	2016	2016	2017	2017	2018	2018	2019	2019	2020	2020
	\$	%	\$	%	\$	%	\$	%	\$	%
Regional Parks										
2700 REGIONAL PARKS	(1,329,060)	10.0%	(1,362,287)	2.5%	(1,403,155)	3.0%	(1,445,250)	3.0%	(1,474,155)	2.0%
2703 REGIONAL PARKS - CAPITAL	(946,036)	8.4%	(1,013,610)	7.1%	(1,081,184)	6.7%	(1,148,758)	6.3%	(1,216,332)	5.9%
	(\$2,275,096)		(\$2,375,897)		(\$2,484,339)		(\$2,594,008)		(\$2,690,487)	
Community Parks										
2080 COMMUNITY PARKS - AREA A	(186,000)	13.6%	(188,490)	1.3%	(203,569)	8.0%	(213,748)	5.0%	(218,023)	2.0%
2081 COMMUNITY PARKS - AREA B	(188,828)	2.5%	(217,152)	15.0%	(234,524)	8.0%	(241,560)	3.0%	(247,599)	2.5%
2082 COMMUNITY PARKS - AREA C (Extension)	(66,161)	10.0%	(68,807)	4.0%	(71,560)	4.0%	(72,991)	2.0%	(74,451)	2.0%
2083 COMMUNITY PARKS - AREA C (E Wellington)	(85,409)	4.0%	(89,679)	5.0%	(92,370)	3.0%	(96,988)	5.0%	(105,717)	9.0%
2084 COMMUNITY PARKS - AREA E	(126,000)	22.2%	(136,080)	8.0%	(138,802)	2.0%	(141,578)	2.0%	(144,409)	2.0%
2085 COMMUNITY PARKS - AREA F	(148,800)	20.0%	(156,240)	5.0%	(159,365)	2.0%	(160,958)	1.0%	(162,568)	1.0%
2086 COMMUNITY PARKS - AREA G	(114,739)	5.0%	(121,623)	6.0%	(128,921)	6.0%	(134,078)	4.0%	(138,100)	3.0%
2087 COMMUNITY PARKS - AREA H	(184,673)	22.6%	(186,520)	1.0%	(188,385)	1.0%	(190,269)	1.0%	(192,172)	1.0%
	(\$1,100,610)		(\$1,164,591)		(\$1,217,496)		(\$1,252,170)		(\$1,283,039)	
Area A Recreation & Culture										
3171 RECREATION & CULTURE - AREA A	(188,171)	3.0%	(193,816)	3.0%	(197,692)	2.0%	(203,623)	3.0%	(209,732)	3.0%
	(\$188,171)		(\$193,816)		(\$197,692)		(\$203,623)		(\$209,732)	
Northern Community Recreation										
2900 NORTH COMM REC - OVERALL	(1,107,471)	3.0%	(1,140,657)	3.0%	(1,174,837)	3.0%	(1,210,042)	3.0%	(1,246,302)	3.0%
2915 NORTH COMM REC - SPORTFIELDS	(274,647)	5.6%	(280,140)	2.0%	(285,743)	2.0%	(291,458)	2.0%	(303,287)	4.1%
	(\$1,382,118)		(\$1,420,797)		(\$1,460,580)		(\$1,501,500)		(\$1,549,589)	
Oceanside Place										
3070 OCEANSIDE PLACE	(1,878,543)	3.0%	(1,934,899)	3.0%	(1,973,597)	2.0%	(2,013,069)	2.0%	(2,053,331)	2.0%
	(\$1,878,543)		(\$1,934,899)		(\$1,973,597)		(\$2,013,069)		(\$2,053,331)	
Ravensong Aquatic Centre										
3200 RAVENSONG AQUATIC CENTRE	(2,524,505)		(2,145,829)	(15.0%)	(2,145,829)		(2,145,829)		(2,145,829)	
	(\$2,524,505)		(\$2,145,829)		(\$2,145,829)		(\$2,145,829)		(\$2,145,829)	
Gabriola Island Recreation										
3681 RECREATION AREA B - GABRIOLA ISL	(111,876)	9.9%	(116,351)	4.0%	(119,842)	3.0%	(123,437)	3.0%	(127,140)	3.0%
	(\$111,876)		(\$116,351)		(\$119,842)		(\$123,437)		(\$127,140)	
Southern Community Recreation & Culture										
2780 PORT THEATER - AREA A	(15,120)	1.5%	(15,347)	1.5%	(15,577)	1.5%	(15,811)	1.5%	(16,048)	1.5%
2781 PORT THEATER - AREA B	(27,136)	0.8%	(27,363)	0.8%	(27,593)	0.8%	(27,827)	0.8%	(28,064)	0.9%
2782 PORT THEATER - AREA C (Extension)	(15,020)	1.5%	(15,245)	1.5%	(15,474)	1.5%	(15,706)	1.5%	(15,942)	1.5%
2783 PORT THEATER - AREA C (E Wellington)	(3,890)	1.5%	(3,948)	1.5%	(4,008)	1.5%	(4,068)	1.5%	(4,129)	1.5%
2784 PORT THEATER - AREA E	(21,703)	1.5%	(22,028)	1.5%	(22,359)	1.5%	(22,694)	1.5%	(23,034)	1.5%
3170 SOUTH COMMUNITY REC - B/L 1059	(1,157,962)	4.6%	(1,181,121)	2.0%	(1,204,305)	2.0%	(1,227,949)	2.0%	(1,267,847)	3.2%
	(\$1,240,831)		(\$1,265,052)		(\$1,289,316)		(\$1,314,055)		(\$1,355,064)	
Total RECREATION & PARKS SERVICES	(10,701,750)	4.7%	(10,617,232)	(0.8%)	(10,888,691)	2.6%	(11,147,691)	2.4%	(11,414,211)	2.4%



TRANSPORTATION & SOLID WASTE SERVICES
SUMMARY OF TAX REQUISITIONS
2016 to 2020

	2016		2017		2018		2019		2020	
	\$	%	\$	%	\$	%	\$	%	\$	%
Transit										
0500 TRANSIT - SOUTHERN COMM - CONVENTIONAL	(8,565,785)	5.0%	(8,822,759)	3.0%	(9,263,896)	5.0%	(9,541,813)	3.0%	(10,018,904)	5.0%
0520 TRANSIT - GABRIOLA TRANSIT CONTRIBUTION	(97,665)		(136,000)	39.3%	(136,000)		(136,000)		(136,000)	
0525 TRANSIT - GABRIOLA ISLAND TAXI SAVER	(11,940)		(15,000)	25.6%	(15,000)		(15,000)		(15,000)	
0600 TRANSIT - AREA H (CAPITAL LEVY FR 2012)		(100.0%)								
0611 TRANSIT - NORTHERN COMM - CONVENTIONAL	(1,012,665)	5.0%	(1,073,425)	6.0%	(1,137,830)	6.0%	(1,183,344)	4.0%	(1,230,677)	4.0%
7700 DESCANSO BAY EMERGENCY WHARF	(5,914)	2.0%	(6,032)	2.0%	(6,153)	2.0%	(6,276)	2.0%	(6,402)	2.0%
	(\$9,693,969)		(\$10,053,216)		(\$10,558,879)		(\$10,882,433)		(\$11,406,983)	
Solid Waste										
1200 SOLID WASTE MANAGEMENT	(578,088)	25.0%	(722,610)	25.0%	(867,132)	20.0%	(1,040,558)	20.0%	(1,144,614)	10.0%
	(\$578,088)		(\$722,610)		(\$867,132)		(\$1,040,558)		(\$1,144,614)	
Total TRANSPORTATION & SOLID WASTE SERVICES	(10,272,057)	7.0%	(10,775,826)	4.9%	(11,426,011)	6.0%	(11,922,991)	4.3%	(12,551,597)	5.3%

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1740

A BYLAW TO ADOPT THE 2016 TO 2020 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, in accordance with the the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

1. Definitions

“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.

2. Financial Plan

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2016 to December 31, 2020.

3. Financial Plan Amendments

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

4. Citation

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016”.

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

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

CONSOLIDATED FINANCIAL PLAN 2016 TO 2020

Chairperson

Corporate Officer

	2015 Budget	2016 Proposed	2017	2018	2019	2020	Total
Operating Revenues		5.5%	4.9%	5.9%	5.1%	3.8%	
Property taxes	(40,416,421)	(42,652,979)	(44,752,325)	(47,457,254)	(49,991,027)	(51,931,212)	(236,784,797)
Parcel taxes	(4,312,126)	(4,514,950)	(4,747,771)	(4,961,289)	(5,109,533)	(5,250,825)	(24,584,368)
Municipal agreements	(304,118)	(321,202)	(328,148)	(335,825)	(343,024)	(355,618)	(1,683,817)
	(45,032,665)	(47,489,131)	(49,828,244)	(52,754,368)	(55,443,584)	(57,537,655)	(263,052,982)
Operations	(3,089,353)	(3,133,785)	(3,119,698)	(3,157,000)	(3,185,506)	(3,225,567)	(15,821,556)
Interest income	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Transit fares	(4,457,681)	(4,401,562)	(4,445,578)	(4,583,137)	(4,628,969)	(4,763,921)	(22,823,167)
Landfill tipping fees	(7,266,784)	(7,741,024)	(7,818,434)	(7,896,619)	(7,975,585)	(8,055,341)	(39,487,003)
Recreation fees	(526,826)	(590,740)	(608,463)	(621,371)	(634,585)	(648,115)	(3,103,274)
Recreation facility rentals	(547,250)	(549,505)	(565,990)	(582,970)	(600,459)	(618,473)	(2,917,397)
Recreation vending sales	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation concession	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(15,000)
Recreation other	(400,560)	(411,785)	(424,139)	(436,862)	(449,969)	(463,468)	(2,186,223)
Utility user fees	(4,469,620)	(4,629,751)	(4,788,552)	(4,885,190)	(4,983,236)	(5,083,290)	(24,370,019)
Operating grants	(6,694,515)	(6,449,033)	(5,839,496)	(6,136,842)	(6,227,549)	(6,545,851)	(31,198,781)
Planning grants	(7,100)	(272,260)	(620,002)	(7,100)	(7,100)	(7,100)	(913,562)
Grants in lieu of taxes	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(748,225)
Interdepartmental recoveries	(6,664,633)	(6,913,798)	(6,351,572)	(6,577,320)	(6,662,188)	(6,708,787)	(33,213,665)
Miscellaneous	(6,661,073)	(7,337,473)	(7,073,543)	(6,940,689)	(7,755,925)	(8,147,424)	(37,255,054)
Total Operating Revenues	(86,125,205)	(90,226,992)	(91,790,856)	(94,886,613)	(98,861,800)	(102,112,147)	(477,878,408)
Operating Expenditures							
Administration	4,188,717	4,387,180	4,456,940	4,495,016	4,534,147	4,573,602	22,446,885
Community grants	522,602	56,470	32,490	32,490	32,490	32,490	186,430
Legislative	485,432	498,394	504,768	601,283	534,966	529,010	2,668,421
Professional fees	2,432,841	2,522,668	1,971,995	1,778,006	1,704,358	1,758,341	9,735,368
Building ops	3,267,767	3,232,608	3,251,915	3,306,179	3,363,451	3,419,934	16,574,087
Veh & Equip ops	7,853,555	7,868,665	8,016,316	7,918,067	8,089,161	8,248,469	40,140,678
Operating costs	16,308,679	16,849,605	17,019,570	18,417,626	19,595,425	21,054,523	92,936,749
Program costs	870,364	946,870	910,341	914,149	924,058	934,131	4,629,549
Wages & benefits	29,069,465	30,319,473	31,048,831	31,730,824	32,547,413	33,289,333	158,935,874
Transfer to other gov/org	6,531,825	7,244,471	6,963,668	7,098,108	7,220,781	7,390,142	35,917,170
Contributions to reserve funds	7,179,659	8,456,997	7,281,613	5,948,202	5,450,266	4,941,445	32,078,523
Debt interest	4,667,084	4,513,284	4,330,635	4,290,538	4,098,928	4,032,393	21,265,778
Total Operating Expenditures	83,377,990	86,896,685	85,789,082	86,530,488	88,095,444	90,203,813	437,515,512
Operating (surplus)/deficit	(2,747,215)	(3,330,307)	(6,001,774)	(8,356,125)	(10,766,356)	(11,908,334)	(40,362,896)
Capital Asset Expenditures							
Capital expenditures	35,997,273	44,814,373	51,775,754	60,677,369	24,845,207	7,068,699	189,181,402
Transfer from reserves	(27,503,536)	(20,070,177)	(26,979,489)	(22,626,878)	(7,427,558)	(2,984,000)	(80,088,102)
Grants and other	(4,438,476)	(6,426,060)	(2,628,980)	(1,187,500)			(10,242,540)
New borrowing	(1,616,665)	(14,974,713)	(20,532,635)	(34,721,030)	(15,364,613)	(2,500,000)	(88,092,991)
Net Capital Assets funded from Operations	2,438,596	3,343,423	1,634,650	2,141,961	2,053,036	1,584,699	10,757,769
Capital Financing Charges							
Existing debt (principal)	4,424,157	4,787,627	4,113,010	4,048,588	3,853,511	3,851,321	20,654,057
New debt (principal & interest)	30,832	150,885	1,336,093	3,024,800	5,797,018	6,976,236	17,285,032
Total Capital Financing Charges	4,454,989	4,938,512	5,449,103	7,073,388	9,650,529	10,827,557	37,939,089
Net (surplus)/deficit for the year	4,146,370	4,951,628	1,081,979	859,224	937,209	503,922	8,333,962
Add: Prior year (surplus) / deficit	(11,280,947)	(11,482,486)	(6,530,858)	(5,448,879)	(4,589,655)	(3,652,446)	(31,704,324)
(Surplus) applied to future years	(7,134,577)	(6,530,858)	(5,448,879)	(4,589,655)	(3,652,446)	(3,148,524)	(23,370,362)

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1231.05

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS AND TRAILS SERVICE AREA
CONVERSION BYLAW NO. 1231**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001”;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 of the *Local Government Act*;

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

1. Citation

This bylaw may be cited as the “Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016”.

2. Amendment

“Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001” is amended as follows:

(1) By deleting Section 7 and substituting it with the following:

“The amount to be requisitioned under Subsection 4(e) shall be at the following rates:

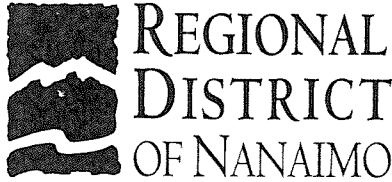
Requisition Year	Parcel Tax rate
2016	\$14.00 per taxable parcel
2017	\$15.00 per taxable parcel
2018	\$16.00 per taxable parcel
2019	\$17.00 per taxable parcel
2020	\$18.00 per taxable parcel
2021	\$19.00 per taxable parcel
2022 and thereafter	\$20.00 per taxable parcel

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

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		
CAO APPROVAL		<i>[Signature]</i>
EAP		
COW	✓	
FEB 26 2016		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: February 11, 2016

FROM: Manvir Manhas
Senior Accountant

MEETING: COW, March 8, 2016

FILE:

SUBJECT: Preliminary Operating Results for the Period Ending December 31, 2015

RECOMMENDATION:

That the summary report of financial results for RDN operations to December 31, 2015 be received for information.

PURPOSE:

To present an overview of the preliminary operating results for the period ending December 31, 2015.

This report provides information on the operating fund results for the year ending December 31, 2015. Final results and consolidated results including capital and reserve funds will be presented after the annual audit is complete later this year. Attached as appendices to this report are the following:

- Appendix 1 Consolidated Summary
- Appendix 2 Summary Operating Results by Department

Overall Summary (Appendix 1)

Consolidated Revenues:

Revenues are grouped into categories as follows:

- Grants planning studies, capital works, BC Transit operating agreement;
- Operating Revenue permit fees, water/sewer user fees, solid waste tipping fees, recreation registrations and rentals;
- Other Revenue transfers from reserves, interdepartmental recoveries, interest income, municipal debt transfers and other non-operating amounts.

Grant Revenues are at 66% of budget mainly due to timing of large projects. Capital projects use a drawdown accounting approach where revenues are recorded as project expenses are incurred. The year to date total of \$7.5 million consists of \$6.0 million in operating grants vs: \$6.2 million budget (BC Transit cost sharing) and \$1.5 million in other grant funding. Other grants include grants in lieu as well as a number of operating/capital project grants. The largest projects undertaken this year with the assistance of grant funds include Trickle Filter roof replacement under the Northern Community Wastewater (\$181,000), Rural Village Sewer Servicing project (\$120,000), and the E&N Trail project (\$144,000).

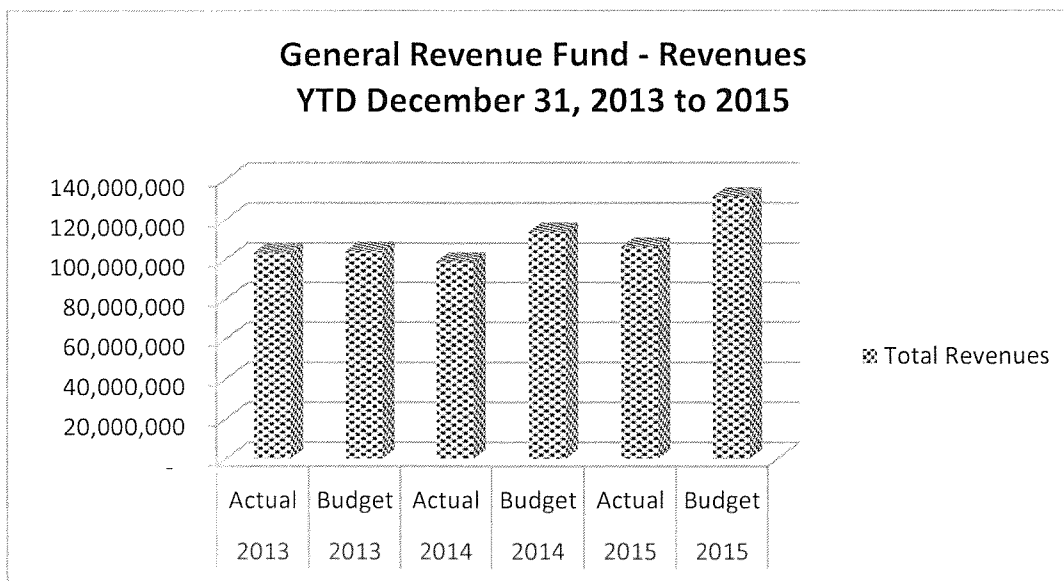
Community Works Funds under the Gas Tax Program were used for a total of \$506,000 for projects such as the Gabriola Village Trail study (\$37,700), Gabriola Community Bus (\$13,000), Claudet Community

Park project (\$77,000), Blueback Community Park (\$38,000), Benson View Community Path Electoral Area C (\$43,000), Arrowsmith Agriculture Association Septic System (\$15,000), Arrowsmith Community Trails (\$17,000) and Water condition monitoring study Electoral Area E (\$120,000).

Operating Revenues overall are at 103% of budget. Corporate Services exceeded budget in this area largely due to better than expected interest income. Development Services exceeded budget (117%) due to building permit revenues being \$153,000 higher than anticipated. The Regional and Community Utilities division shows operating revenues at 111% of budget as a result of higher septage receiving revenue (\$104,000) and higher than budgeted recoveries from BC Hydro (\$32,000) from electricity generated through the Co-generation project. Recreation and Parks is at 109% of budget due to better than expected revenues for Northern Community Recreation (\$68,000 over budget) and Ravensong Pool (\$91,000 over budget). Transportation and Solid Waste is at 100% with tipping fees at \$227,000 higher than the budget primarily due to: 1) an increase in asbestos waste accounting for \$90,000; and, 2) the low Canadian dollar which is deterring commercial haulers from transporting waste to the United States.

Other Revenues are at 49% of budget at \$21.2 million largely due to timing of capital projects funded by development cost charges, reserves and borrowing. Of the \$42.9 million budget for Other Revenues, \$29.1 million is a combination of debt proceeds, development cost charges, and general capital reserve funds that offset budgeted capital costs of \$36.0 million. On a year to date basis actual transfers from general operating and Development Cost Charges reserve funds in the amount of \$5.84 million (budgeted - \$27.5 million), and debt financing of \$1.27 million (budgeted - \$1.62 million) were applied against capital costs totaling \$9.28 million – resulting in approximately \$2.17 million of capital expenditures funded from general revenue in 2015. The unused transfers from development cost charge and general reserves will be carried over to the 2016 budget along with the capital projects they fund. These project carryovers have no net impact on the 2016 budget.

“Other Revenues” include interdepartmental recoveries (\$6.7 million) and municipal debt payment transfers (\$5.2 million). The following chart provides three year history for total budgeted vs total actual revenues indicating a similar pattern where actual revenues are lower than budget as a result of carry forward capital projects funded by DCC/Reserve/loan revenues per above.

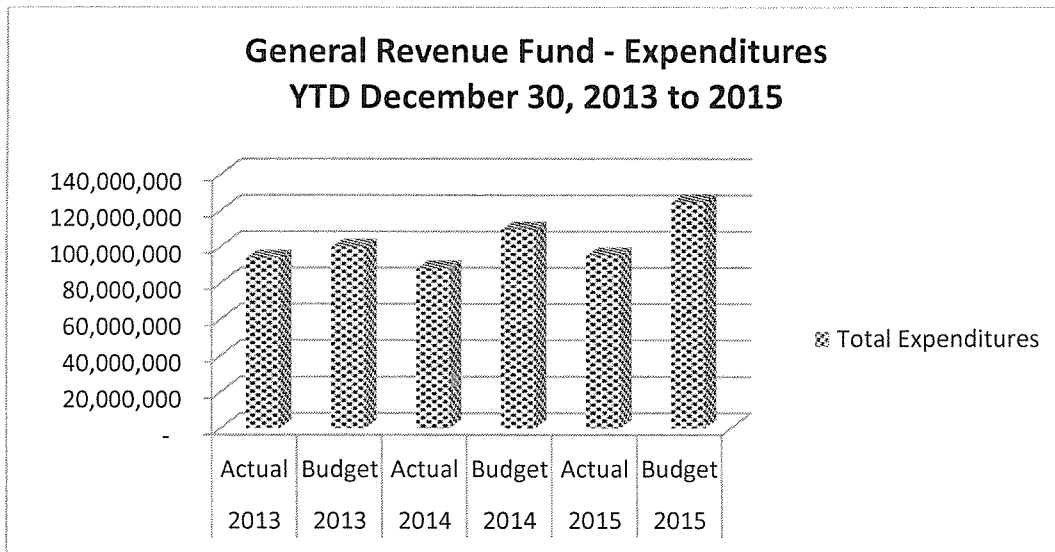


Consolidated Expenditures:

On a consolidated basis expenditures are at 76% of budget again largely as a result of capital projects being carried forward (\$24 million). Two types of expenditures typically show the largest budget to actual variances at the end of the year – Professional Fees (59%) and Capital Expenditures (26%).

Professional Fees cover assignments for special purpose studies such as infrastructure development plans/designs and park management plans, as well as operational assignments such as sewer and solid waste leachate flow monitoring, instrument systems monitoring and maintenance, benchmarking and general operational advice. This area also includes allowances for audit and legal costs, negotiations and arbitrations which can be highly variable on an actual to budget basis. The year to date performance indicates consolidated expenditures of \$1.4 million versus a budget of \$2.4 million largely as a result of carry forward capital projects.

This pattern of expenditures is consistent with previous years as shown below with 2015’s actual expenditures lower than budget as a result of timing of large capital projects.



Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues, expenditures, and year end surplus (deficit) in comparison to budget for functions within each organizational division. The following services account for the majority of the additional surplus reflected in the consolidated amount at the end of 2015.

Corporate Services

The Corporate Services division has a consolidated year end surplus of \$1,546,377 compared to a \$832,094 budget most of which is within the Corporate Administration area (\$1,047,753 vs \$508,866 budget). This is the result of a variety of items including extra investment earnings of \$133,000, professional fees at \$134,000 less than budgeted partially due to unused negotiation/arbitration fees and carry forward projects for hazardous materials management plan (\$50,000) and Fire Services review (\$25,000). There were a variety of other savings on office and operating expenses such as GIS Ortho photos (\$25,000 carry forward), advertising, vehicle, equipment, building maintenance costs (\$69,000) and capital allowance for building repairs (\$75,000). Asset management work funded through reserves will also be carried forward to 2016 (\$150,000).

In general, smaller surpluses were seen in the Fire Protection Services except for the Extension (\$35,779 surplus) and Nanoose Fire Departments (\$55,199 vs \$37,983 budget) due to unused operating allowances.

Strategic and Community Development

The Strategic and Community Development division of Appendix 2 shows an overall surplus of \$1,270,549 compared to a \$739,041 budget. The service areas showing the largest variances are as follows:

- Building Inspection (\$493,453 vs \$382,058 budget) permit revenues exceeded budget by \$153,000.
- Electoral Area Community Planning (\$421,772 vs \$189,448 budget) reflects both current and long range planning functions and is a result of better than expected permit revenues (\$100,000 above budget) and reduced expenses. This included savings on training, wages and benefits because of staff vacancies (\$86,000), professional fees and legal services (\$26,000 under budget) as well as savings on various general operating and advertising expenses (\$47,000). Professional fees of approximately \$30,000 will be carried forward to 2016 for the Climate Change Adaptation assessment and the Agricultural Plan implementation as well as a policy and regulation review.
- Regional Growth Strategy (\$251,121 vs \$132,855 budget) has the majority of the difference coming from savings of \$57,900 in wages and benefits due to staff vacancies. Professional fees (\$1,878 vs \$72,500 budget) include the Climate Change Adaptation project for \$60,000 carried forward to 2016.

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2 shows an overall surplus of \$3,400,665 compared to a \$2,307,784 budget. The service areas with the most significant variances are as follows:

- Southern Community Wastewater (\$1,053,755 vs \$756,415 budget) is a result of the timing of capital projects. Capital projects carried forward funded from operations include replacement of minor equipment/vehicles for \$223,000. There are capital projects for approximately \$15.8 million carried forward to 2016 to be funded from transfers from development cost charge and general reserves. An additional \$500,000 was contributed to reserves in 2015 to be used for secondary treatment upgrade project in 2016 to reduce future borrowing related to this project. Other carry forwards for 2016 include \$66,500 for equipment repairs and maintenance, \$20,000 for a DCC Review and \$60,000 for underground utilities.
- Wastewater Dukepoint (\$181,525 vs \$86,939 budget) relates to a carryforward of capital equipment (\$40,000) to future years and equipment repairs & maintenance (\$5,000). The professional allowance of \$15,200 was not required in 2015.
- Water services in general saw larger than anticipated surpluses as a result of the watering restrictions implemented for a longer period in 2015. To offset any revenue decline resulting from the restrictions, operational savings were implemented wherever possible in order to offset lower revenue impacts.
- Nanoose Bay Peninsula Water Service (\$373,568 vs \$173,956 budget) is a result of savings on various operating expenses as noted above, such as underground utilities maintenance and vehicle repairs & maintenance (\$56,000), contract services (\$19,000) and savings in wages (\$31,000) related to a vacant position. Professional fees showed savings of \$27,500 of which \$7,500 is carried forward to 2016 for a capital water charge bylaw study. Capital projects worth

approximately \$62,000 are carried forward to 2016 related to the Nanoose Peninsula capital upgrade projects.

- Drinking Water Protection (\$170,868 vs \$72,874 budget) relates to carry forwards of \$30,400 for various monitoring study reports/workshops and well maintenance and observation. Program and professional fees were less than budgeted for with approximately \$85,000 in savings.
- Sewer - Reid Road and Water -Westurne Heights are both reporting small carry forward deficits at year end as a result of capital work being funded by borrowing with the offsetting revenue to be received in 2016.
- Nanoose Bay Sewer Collection/Wastewater Treatment variance (\$228,308 vs \$125,149 budget) is a result of savings across several areas. Capital projects were \$65,600 less than budget as a result of lower than expected costs/cancelled projects and a \$10,000 carry forward project. Building repair costs were lower than budgeted (\$20,900), the costs for the underground utilities maintenance budget were lower (\$16,900), the costs of equipment repairs were lower (\$13,000) and the vehicle repairs & maintenance allowances were not fully required (\$18,000).

Recreation and Parks Services

The Recreation and Parks division of Appendix 2 shows an overall surplus of \$1,523,937 as compared to a \$430,477 budget which is largely related to the following services.

- Regional Parks (\$505,980 vs \$1,138 budget) relates largely to capital/development projects that have been cancelled or carried forward to future years such as the Moorecroft building repairs & engineering (\$145,000) and Benson Creek Falls Stairs (\$55,000). There are a number of development projects across the regional parks (\$130,000) that have been carried forward to 2016 such as Benson Creek kiosk, Descanso Bay Campground upgrades, Nanaimo River Interpretive Signs, Coats Marsh trail work, Beachcomber management plan studies and various trail resurfacing projects. As well there was some savings on wages for vacant positions \$145,000.
- The Ravensong Aquatic Centre (\$316,564 vs \$119,128 budget) had better than anticipated revenues for programs/admissions of approximately \$92,000 and some operating costs that were less than budgeted for, in particular for natural gas (\$45,000), Hydro (\$24,000) and treatment chemicals (\$14,500). Wage expenses were also less than anticipated at (97% = \$45,600 savings) as a result of how the scheduling vs actual usage worked out.
- Oceanside Place Arena (\$192,048 vs \$87,575 budget) revenues were higher than budgeted by \$10,500 along with savings in various operating accounts such as natural gas (\$39,000), vehicle operating and maintenance (\$12,000) and wages (\$42,000).

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2 shows an overall surplus of \$3,762,725 vs \$2,825,186 budget.

- Southern Community Transit (\$1,893,194 vs \$1,483,557 budget) is a result of multiple factors. Capital projects that have been carried forward to 2016 include fleet management software \$60,000, shop roof repairs \$60,000, transit yard parking expansion \$45,000 and other minor equipment/vehicles \$110,000. There were savings on vehicle operating and maintenance of \$198,000 due to lower than budgeted fuel prices during 2015 and savings on bus maintenance due to unused allowances related to the new CNG fleet. There was also a budgeted transfer of \$1 million funded from reserves to the City of Nanaimo for the downtown exchange land purchase that is now deferred to 2016.

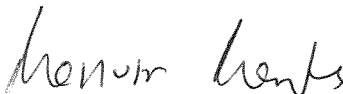
- Solid Waste Disposal (\$1,123,231 vs \$825,079 budget) reflects higher than budget revenues and lower expenditures. Tonnage related to commercial customers at the scales was slightly up and revenues were higher than budget by \$220,000 (\$7.49 million actual vs \$7.27 million budget). There were reductions in operating costs such as reduced wages (\$201,000 savings) and general operating expenses (\$205,000). Professional fees were under budget by \$100,000 with a carry forward to 2016 for various annual operations and monitoring study reports as well as the Solid Waste Management Plan Review. The carry forward surplus will be used to fund operations until a review on tipping fee structure and Solid Waste operations is completed. There are capital projects for approximately \$1.8 million carried forward to 2016 to be funded from transfers from general reserves. An additional \$500,000 was put into reserves to fund some of the future capital work related to the North Berm capital projects.

SUMMARY:


The attached appendices reflect the operating activities of the Regional District recorded up to December 31, 2015. Appendix 1 summarizes the overall results across the organization. At year end 81% of budgeted revenues and 76% of budgeted expenditures have been recorded. Grants (66%) and other revenues (49%) are below the benchmark for timing reasons related to projects as noted above.

Expenditures across all services are lower overall (76%) as well due to the timing of many capital projects (26%) which also impacts professional fees (59%). For 2015 this is particularly impacted by capital carry forwards totaling \$24 million such as the Southern Community Wastewater outfall & secondary treatment projects valued at \$15 million. Community Grants at 9% reflect that the transfer to the Island Corridor Foundation has not been made yet. Across all services, wages and benefits are at 97% of budget for the year, which is in line with expectations.

Final results and consolidated results including capital and reserve funds will be presented after the annual audit is completed later this year.



Report Writer



Director Concurrence



C.A.O. Concurrence



GENERAL REVENUE FUND
As of December 31, 2015

	CORPORATE			SERVICES			STRATEGIC & COMM DEVELOPMENT			REGIONAL & COMM UTILITIES		
	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var
REVENUES												
TAX REQUISITION	7,940,266	7,940,266	100%				2,628,583	2,628,583	100%	14,644,132	14,644,132	100%
GRANTS	278,381	154,090	181%				63,050	10,585	596%	522,877	693,327	75%
OPERATING REVENUE	24,770	18,048	137%				1,332,517	1,139,830	117%	2,039,276	1,837,967	111%
OTHER REVENUE	11,611,298	11,928,315	97%				310,194	430,591	72%	6,821,109	24,363,326	28%
PRIOR YEARS SURPLUS (DEFICIT)	1,531,165	1,531,165	100%				1,187,212	1,187,212	100%	3,390,957	3,390,957	100%
TOTAL REVENUES	21,385,880	21,571,884	99%				5,521,556	5,396,801	102%	27,418,351	44,929,709	61%
EXPENSES												
OFFICE OPERATING	175,709	219,128	80%				395,581	430,299	92%	832,237	863,957	96%
COMMUNITY GRANTS	46,012	522,602	9%				0	0	0%	0	0	0%
LEGISLATIVE	474,474	483,832	98%				0	0	0%	0	0	0%
PROFESSIONAL FEES	194,954	313,036	62%				183,762	214,035	86%	624,227	1,212,761	51%
BUILDING - OPER & MAINT	411,147	478,450	86%				64,320	71,213	90%	1,160,047	1,356,626	86%
VEH & EQUIP - OPER & MAINT	288,166	346,705	83%				94,181	90,922	104%	1,157,220	1,054,232	110%
OTHER OPERATING COSTS	1,106,632	1,203,230	92%				627,645	724,573	87%	3,494,963	4,101,217	85%
WAGES & BENEFITS	3,841,835	3,784,814	102%				2,378,822	2,539,178	94%	4,256,201	4,413,742	96%
PROGRAM COSTS	15	1,000	2%				114,082	170,285	67%	115,096	179,350	64%
CAPITAL EXPENDITURES	1,080,294	1,518,850	71%				24,230	79,500	30%	6,699,602	24,833,159	27%
DEBT - FINANCING - INTEREST	3,559,605	3,666,793	97%				0	0	0%	304,187	327,780	93%
DEBT - FINANCING - PRINCIPAL	2,971,685	2,982,334	100%				0	0	0%	310,797	310,809	100%
CONTINGENCY	0	0	0%				0	0	0%	0	0	0%
TRSF TO RESERVE FUND	1,174,701	722,064	163%				168,083	137,458	122%	5,063,111	3,968,286	128%
TRSF TO OTHER GOV'T/AGENCIE	4,514,273	4,494,953	100%				200,300	200,300	100%	0	0	0%
TOTAL EXPENDITURES	19,839,502	20,739,791	96%				4,251,006	4,657,763	91%	24,017,688	42,621,919	56%
OPERATING SURPLUS (DEFICIT)	1,546,378	832,093					1,270,550	739,038		3,400,663	2,307,790	



GENERAL REVENUE FUND
As of December 31, 2015

	RECREATION & PARKS SERVICES			TRANSPORTATION & SOLID WASTE			TOTAL			FUND		
	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var
REVENUES												
TAX REQUISITION	10,216,582	10,216,582	100%	9,603,102	9,603,102	100%	45,032,665	45,032,665	100%	45,032,665	45,032,665	100%
GRANTS	457,367	3,992,884	11%	6,131,077	6,438,850	95%	7,452,752	11,289,736	66%	7,452,752	11,289,736	66%
OPERATING REVENUE	1,693,538	1,555,516	109%	16,283,315	16,214,213	100%	21,373,416	20,765,574	103%	21,373,416	20,765,574	103%
OTHER REVENUE	105,295	1,553,941	7%	2,356,036	4,684,017	50%	21,203,932	42,960,190	49%	21,203,932	42,960,190	49%
PRIOR YEARS SURPLUS (DEFICIT)	1,299,104	1,299,104	100%	3,872,509	3,872,509	100%	11,280,947	11,280,947	100%	11,280,947	11,280,947	100%
TOTAL REVENUES	13,771,886	18,618,027	74%	38,246,039	40,812,691	94%	106,343,712	131,329,112	81%	106,343,712	131,329,112	81%
EXPENSES												
OFFICE OPERATING	542,598	567,109	96%	2,091,939	2,111,524	99%	4,038,064	4,192,017	96%	4,038,064	4,192,017	96%
COMMUNITY GRANTS	0	0	0%	0	0	0%	46,012	522,602	9%	46,012	522,602	9%
LEGISLATIVE	0	1,600	0%	0	0	0%	474,474	485,432	98%	474,474	485,432	98%
PROFESSIONAL FEES	140,077	249,509	56%	288,118	443,500	65%	1,431,138	2,432,841	59%	1,431,138	2,432,841	59%
BUILDING - OPER & MAINT	702,453	826,388	85%	461,836	535,090	86%	2,799,803	3,267,767	86%	2,799,803	3,267,767	86%
VEH & EQUIP - OPER & MAINT	204,307	234,939	87%	5,973,285	6,138,087	97%	7,717,159	7,864,885	98%	7,717,159	7,864,885	98%
OTHER OPERATING COSTS	715,290	998,034	72%	8,990,169	9,275,525	97%	14,934,699	16,302,579	92%	14,934,699	16,302,579	92%
WAGES & BENEFITS	4,202,115	4,465,947	94%	13,887,675	14,199,037	98%	28,566,648	29,402,718	97%	28,566,648	29,402,718	97%
PROGRAM COSTS	610,666	519,729	117%	0	0	0%	839,859	870,364	96%	839,859	870,364	96%
CAPITAL EXPENDITURES	713,759	5,779,514	12%	765,728	3,793,750	20%	9,283,613	36,004,773	26%	9,283,613	36,004,773	26%
DEBT - FINANCING - INTEREST	683,957	704,116	97%	639	0	0%	4,548,388	4,700,689	97%	4,548,388	4,700,689	97%
DEBT - FINANCING - PRINCIPAL	1,128,230	1,128,242	100%	20,611	0	0%	4,431,323	4,421,385	100%	4,431,323	4,421,385	100%
CONTINGENCY	0	15,000	0%	25	0	0%	25	15,000	0%	25	15,000	0%
TRSF TO RESERVE FUND	992,138	935,858	106%	1,915,270	1,415,993	135%	9,313,303	7,179,659	130%	9,313,303	7,179,659	130%
TRSF TO OTHER GOV'T/AGENCIES	1,612,362	1,761,572	92%	88,021	75,000	117%	6,414,956	6,531,825	98%	6,414,956	6,531,825	98%
TOTAL EXPENDITURES	12,247,952	18,187,557	67%	34,483,316	37,987,506	91%	94,839,464	124,194,536	76%	94,839,464	124,194,536	76%
OPERATING SURPLUS (DEFICIT)	1,523,934	430,470		3,762,723	2,825,185		11,504,248	7,134,576		11,504,248	7,134,576	



SUMMARY OF OPERATING RESULTS
For period ending December 31, 2015

	Revenues	Revenues	Variance	Expenditures	Expenditures	Variance	Surplus	Surplus
	2015 Actuals	2015 Budget		2015 Actuals	2015 Budget		2015 Actuals	2015 Budget
CORPORATE SERVICES								
Administration	7,107,659	7,085,395	100%	6,059,906	6,576,529	92%	1,047,753	508,866
Electoral Area Administration	793,699	741,344	107%	636,391	667,806	94%	167,308	73,538
Public Safety								
D68 E911	142,059	145,559	98%	145,882	135,805	107%	(3,833)	9,754
D69 E911	651,665	651,665	100%	594,077	600,954	99%	57,588	50,711
Community Justice	125,300	125,300	100%	125,300	125,300	100%	0	0
Fire Protection								
Fire - Meadowood	139,357	139,357	100%	139,358	139,357	100%	(1)	0
Fire - Nanaimo River	17,795	17,795	100%	17,792	17,795	100%	3	0
Fire - Coombs Hillers	659,193	834,083	79%	659,193	834,083	79%	0	0
Fire - Errington	454,911	419,605	108%	454,911	419,605	108%	0	0
Fire - French Creek	494,480	494,267	100%	421,784	430,169	98%	72,696	64,098
Fire - Nanoose Bay	1,150,768	788,733	146%	1,095,569	750,750	146%	55,199	37,983
Fire - Wellington	72,404	72,404	100%	69,025	68,055	101%	3,379	4,349
Fire - Cassidy Waterloo	180,940	180,940	100%	168,160	180,940	93%	12,780	0
Fire - Dashwood	553,481	519,945	106%	553,481	519,945	106%	0	0
Fire - Extension	200,871	200,871	100%	165,092	200,871	82%	35,779	0
Fire - Parksville Local	172,779	172,779	100%	89,983	89,983	100%	82,796	82,796
Fire - Bow Horn Bay	320,520	729,695	44%	320,520	729,695	44%	0	0
Regional Library	2,869,970	2,869,974	100%	2,869,970	2,869,975	100%	0	(1)
Feasibility Studies	20,976	30,976	68%	6,046	30,976	20%	14,930	0
Municipal Debt Transfers	5,235,553	5,329,697	98%	5,235,553	5,329,697	98%	0	0
House Numbering	21,500	21,500	100%	21,500	21,500	100%	0	0
TOTAL	21,385,880	21,571,884	99%	19,839,503	20,735,790	96%	1,546,377	832,094
STRATEGIC & COMMUNITY DEVELOPMENT								
EA Community Planning	2,017,530	1,931,593	104%	1,595,758	1,742,145	92%	421,772	189,448
Economic Development South	164,000	164,000	100%	164,000	164,000	100%	0	0
Economic Development North	72,561	72,561	100%	64,723	72,185	90%	7,838	376
VIHA Health Network Funding	30,000	0	0%	305	0	0%	29,695	0
Regional Growth Strategy	670,558	724,215	93%	419,437	591,360	71%	251,121	132,855
Emergency Planning	315,005	352,791	89%	282,103	345,942	82%	32,902	6,849
D68 Search & Rescue	44,062	43,723	101%	41,300	41,300	100%	2,762	2,423
D69 Marine Search & Rescue	5,000	5,000	100%	5,000	5,000	100%	0	0



SUMMARY OF OPERATING RESULTS
For period ending December 31, 2015

	Revenues		Expenditures		Variance	Expenditures		Variance	Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget		2015 Actuals	2015 Budget			
Community Works Fund Projects - Strategic & Community Deve	13,440	0	13,440	0	0%	13,440	0	0%	0	0
Building Inspection	1,662,363	1,514,278	1,168,910	1,132,220	110%	1,168,910	1,132,220	103%	493,453	382,058
Bylaw Enforcement										
Bylaw Enforcement	259,671	261,003	259,671	261,003	99%	259,671	261,003	99%	0	0
Animal Control EA A,B,C,I,ANTZ	73,138	73,138	69,714	68,905	100%	69,714	68,905	101%	3,424	4,233
Animal Control E,G & H	94,870	95,650	90,782	92,516	99%	90,782	92,516	98%	4,088	3,134
Animal Control EA F	32,968	32,968	21,527	24,397	100%	21,527	24,397	88%	11,441	8,571
Unslightly Premises	9,061	59,061	7,629	58,087	15%	7,629	58,087	13%	1,432	974
Hazardous Properties	10,415	20,415	9,445	20,052	51%	9,445	20,052	47%	970	363
Noise Control	46,915	46,405	37,264	38,648	101%	37,264	38,648	96%	9,651	7,757
TOTAL	5,521,557	5,396,801	4,251,008	4,657,760	102%	4,251,008	4,657,760	91%	1,270,549	739,041
REGIONAL & COMMUNITY UTILITIES										
RCU - Administration	382,761	364,283	382,761	364,283	105%	382,761	364,283	105%	0	0
Wastewater Management										
Liquid Waste Management Planning	546,874	764,922	327,355	622,902	71%	327,355	622,902	53%	219,519	142,020
Wastewater Southern Community	11,132,059	26,895,615	10,078,304	26,079,200	41%	10,078,304	26,079,200	39%	1,053,755	756,415
Wastewater Northern Community	6,823,403	7,134,775	6,127,941	6,467,908	96%	6,127,941	6,467,908	95%	695,462	666,867
Wastewater Duke Point	417,953	454,053	236,428	367,114	92%	236,428	367,114	64%	181,525	86,939
Water Supply										
Water - Surfside	41,813	43,892	26,698	39,022	95%	26,698	39,022	68%	15,115	4,870
Water - French Creek	154,161	196,269	118,464	188,231	79%	118,464	188,231	63%	35,697	8,038
Water - Whiskey Creek	109,642	277,317	97,494	276,168	40%	97,494	276,168	35%	12,148	1,149
Water - Decourcy	15,742	15,762	12,214	12,269	100%	12,214	12,269	100%	3,528	3,493
Water - San Parel	220,834	229,343	198,051	226,345	96%	198,051	226,345	87%	22,783	2,998
Water - Driftwood	5,458	5,458	5,458	5,458	100%	5,458	5,458	100%	0	0
Water - Englishman River	152,707	153,492	118,370	125,962	99%	118,370	125,962	94%	34,337	27,530
Water - Melrose Place	37,384	37,461	23,187	30,629	100%	23,187	30,629	76%	14,197	6,832
Water - Nanosee Peninsula	2,586,033	2,695,819	2,212,465	2,461,863	98%	2,212,465	2,461,863	90%	373,568	173,956
Water - Bulk Water Nanosee Bay	1,202,994	1,997,898	1,027,400	1,878,857	60%	1,027,400	1,878,857	55%	175,594	119,041
Water - Bulk Water French Creek	49,091	94,639	47,363	84,926	52%	47,363	84,926	56%	1,728	9,713
Water - San Parel Fire	74,212	74,211	74,212	74,212	100%	74,212	74,212	100%	0	(1)
Water - Westurne Heights	8,131	125,865	10,321	125,865	6%	10,321	125,865	8%	(2,190)	0
Drinking Water/Watershed Protection	660,922	660,922	490,054	588,048	100%	490,054	588,048	83%	170,868	72,874
Streetlighting	105,383	115,421	88,790	100,703	91%	88,790	100,703	88%	16,593	14,718

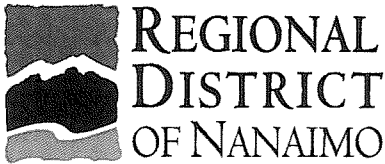
SUMMARY OF OPERATING RESULTS
For period ending December 31, 2015

	Revenues		Variance	Expenditures		Variance	Surplus	
	2015 Actuals	2015 Budget		2015 Actuals	2015 Budget		2015 Actuals	2015 Budget
Sewer Collection								
Sewer - French Creek	937,230	977,974	96%	928,724	974,952	95%	8,506	3,022
7551 / 7851 Sewer/Fairwinds / Wastewater Nanoose	953,694	1,013,009	94%	725,386	887,860	82%	228,308	125,149
Sewer - Pacific Shores	81,159	80,443	101%	67,205	71,204	94%	13,954	9,239
Sewer - Surfside	28,941	28,898	100%	18,712	25,354	74%	10,229	3,544
Sewer - Cedar	209,760	190,348	110%	153,150	158,573	97%	56,610	31,775
Sewer - Barclay	244,882	237,126	103%	199,732	210,128	95%	45,150	26,998
Sewer - Reid Road Debt	79,977	91,101	88%	81,669	91,101	90%	(1,692)	0
Sewer - Hawthorne Rise Debt	10,073	10,073	100%	8,270	10,073	82%	1,803	0
Englishman River Stormwater	12,751	12,751	100%	6,383	7,348	87%	6,368	5,403
Cedar Estates Stormwater	10,550	10,550	100%	3,348	5,348	63%	7,202	5,202
Pump & Haul	2,000	2,400	83%	2,000	2,400	83%	0	0
Community Works Fund Projects - Regional & Community Utilit	119,781	57,619	208%	119,781	57,619	208%	0	0
TOTAL	27,418,355	44,929,709	61%	24,017,690	42,621,925	56%	3,400,665	2,307,784
RECREATION & PARKS SERVICES								
Regional Parks	2,646,731	7,373,928	36%	2,140,751	7,372,790	29%	505,980	1,138
Community Parks								
Community Parks - Area A	177,217	197,432	90%	127,090	194,139	65%	50,127	3,293
Community Parks - Area B	282,564	301,357	94%	211,380	262,946	80%	71,184	38,411
Community Parks - Area C (Extension)	93,290	93,290	100%	60,170	85,632	70%	33,120	7,658
Community Parks - Area C (East Wellington)	105,615	130,615	81%	72,880	122,390	60%	32,735	8,225
Community Parks - Area E	167,718	195,258	86%	144,283	186,614	77%	23,435	8,644
Community Parks - Area F	154,167	151,711	102%	118,477	151,079	78%	35,690	632
Community Parks - Area G	154,955	174,902	89%	120,327	157,348	76%	34,628	17,554
Community Parks - Area H	174,188	173,684	100%	144,561	165,186	88%	29,627	8,498
Area A Recreation & Culture	280,594	280,594	100%	163,318	204,299	80%	117,276	76,295
Northern Community Recreation	1,816,511	1,745,152	104%	1,751,955	1,691,765	104%	64,556	53,387
Oceanside Place	2,593,205	2,603,090	100%	2,401,157	2,515,515	95%	192,048	87,575
Ravensong Aquatic Centre	3,552,768	3,460,474	103%	3,236,204	3,341,346	97%	316,564	119,128
Gabriola Island Recreation	108,212	108,207	100%	99,735	108,168	92%	8,477	39
Southern Community Recreation & Culture	1,188,362	1,188,236	100%	1,179,872	1,188,236	99%	8,490	0
Community Works Fund Projects - Parks & Recreation Services	275,787	440,097	63%	275,787	440,097	63%	0	0
TOTAL	13,771,884	18,618,027	74%	12,247,947	18,187,550	67%	1,523,937	430,477



SUMMARY OF OPERATING RESULTS
For period ending December 31, 2015

	Revenues		Variance	Expenditures		Variance	Surplus	
	2015 Actuals	2015 Budget		2015 Actuals	2015 Budget		2015 Actuals	2015 Budget
TRANSPORTATION & SOLID WASTE SERVICES								
Transit								
Transit Southern Community	21,177,257	22,671,154	93%	19,284,063	21,187,597	91%	1,893,194	1,483,557
Transit Northern Community	2,132,187	2,134,637	100%	1,703,960	1,831,321	93%	428,227	303,316
Transit - EA H (Capital Levy)	12,500	12,500	100%	12,500	12,500	100%	0	0
Gabriola Island Emergency Wharf	35,234	34,798	101%	35,234	34,798	101%	0	0
Community Works Fund Projects - Transit	13,021	0	0%	13,021	0	0%	0	0
Solid Waste								
Solid Waste Management	10,117,489	11,266,866	90%	8,994,258	10,441,787	86%	1,123,231	825,079
Solid Waste Collection & Recycling	4,758,355	4,692,736	101%	4,440,282	4,479,502	99%	318,073	213,234
TOTAL	38,246,043	40,812,691	94%	34,483,318	37,987,503	91%	3,762,725	2,825,186
TOTAL ALL SERVICES	106,343,719	131,329,112	81%	94,839,466	124,194,530	76%	11,504,253	7,134,582



RDN REPORT		
CAO APPROVAL		<i>[Signature]</i>
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BOARD		

STAFF REPORT

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: February 26, 2016

FROM: Wendy Idema, Director of Finance
Randy Alexander, General Manager,
Regional & Community Utilities

MEETING: CoW, March 8, 2016

FILE: 1855-04

SUBJECT: New Building Canada Fund – Small Communities Fund, 2016 Intake

RECOMMENDATION

That the Board endorse the following projects for application to the New Building Canada Fund – Small Communities Fund (NBCF-SCF) for the April 28, 2016 application intake:

- Greater Nanaimo Pollution Control Centre – Centrifuge and Polymer System
- San Pareil Water System – Treatment Upgrades.

PURPOSE

1. To bring forward candidate projects for submission for funding under the New Building Canada Fund – Small Communities Fund;
2. To provide information regarding grant funding programs available to the Regional District of Nanaimo (RDN).

BACKGROUND

The New Building Canada Fund – Small Communities Fund (NBCF – SCF) supports infrastructure projects in communities with a population of less than 100,000 persons. The Federal and Provincial governments are each contributing up to \$109 Million over ten-years toward the program (2014 – 2024).

The first intake for the program was in 2015, and approximately \$128 Million of the funds were allocated to 55 communities in BC. The RDN received \$290,532 for the “Whiskey Creek Water System – Treatment” project from the first NBCF – SCF intake. The City of Parksville and the RDN were additionally awarded \$6,000,000 for the Englishman River Water Service under this intake, with 26% of this grant allocated to the RDN’s contribution to the project (\$1,560,000).

The second intake for NBCF – SCF is officially open, and the deadline is **April 28, 2016**. Applications must be accompanied by a Board resolution. Regional Districts may submit only one application per community within their jurisdiction. A community is defined in the Provincial Program Guide as a “settlement area within a regional district electoral area or an established or proposed service area”.

The NBCF – SCF offers funding up to a maximum of 2/3 of the total eligible project costs, 1/3 by the Government of Canada, and 1/3 by the Province of British Columbia. Eligible project categories are

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Drinking Water, Green Energy, Highways and Major Roads, Innovation, Local and Regional Airports, Public Transit, Short Sea Shipping, Shortline Rail, Solid Waste Management, and Wastewater. Note that parks and recreation facilities are not eligible under NBCF – SCF.

Project applications will be evaluated based on how well the project meets the federal and provincial program objectives of economic growth, a cleaner environment, and stronger communities. In addition, projects will be assessed based on funding history, regional distribution, community size, and the degree to which they meet a number of criteria: including good value for money, enhancement and protection of public and environmental health, and utilization of best technologies and practices.

Projects are deemed ineligible if tender has been awarded or construction already began or is completed prior to approval, or if the project will be completed after March 31, 2022. Eligible costs for eligible projects include capital costs for acquiring, constructing, or renovating a tangible asset, including planning, design, engineering, environmental reviews, and consultation.

Examples of ineligible costs include costs related to purchasing land, buildings and associated real estate, financing charges and interest payments on loans, leasing land, buildings and equipment, services and operational expenses normally incurred, and legal fees. It is expected that the number of qualified project applications will exceed the available funds.

The Provincial Program Guide, available at www.gov.bc.ca/smallcommunitiesfund, details the required criteria, category specific criteria, outcomes, and benefits that must be addressed in the application.

The New Building Canada Fund – Small Communities Fund is one of several grant funding opportunities available to the RDN. Appendix A provides further details regarding grant funding programs and key RDN projects that have successfully received funding.

ALTERNATIVES

1. The Board support application under the NBCF – SCF for the identified projects; or,
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The following projects are recommended for submission to the 2016 intake of the NBCF – SCF program. These projects were selected as they align with the program’s objectives and eligibility requirements, support a range of RDN communities, and help reduce financial burdens on taxpayers.

Greater Nanaimo Pollution Control Centre – Centrifuge and Polymer System (2017): \$1.4 Million

The Greater Nanaimo Pollution Control Centre is increasing capacity and upgrading to secondary treatment. The current de-watering system, a belt filter press, is at its end-of-life and will not be able to handle the capacity of the treatment plant once the upgrades are complete. The belt filter press must be replaced with a ‘centrifuge and polymer system’ in order to accommodate the increased capacity and to effectively treat and de-water biosolids.

San Pareil Water Treatment Upgrades (2016 – 2017):

\$1.2 Million

The RDN provides water service to the San Pareil subdivision in Electoral Area 'G'. The level of treatment must be upgraded to meet higher standards mandated by Provincial health authorities.

The following RDN projects were considered and are not recommended for submission for NBCF – SCF for this intake as their size and timing do not align with program criteria:

- Greater Nanaimo Pollution Control Centre Upgrades (2016 – 2018): \$78 Million
- Greater Nanaimo Pollution Control Centre Marine Outfall (2016): \$15 Million
- Departure Bay Force-Main Replacement and Expansion (2023): \$20 Million
- French Creek Pollution Control Centre Plant Expansion (2015 – 2018): \$36.3 Million
- French Creek Pollution Control Centre – Septage Metering Station (2016): \$250,000
- Nanoose Bay Pollution Control Centre Upgrades (2020 – 2023): \$4.1 Million
- Nanoose Bay Water Service Capital Projects (2015 – 2031): \$10 Million
- Rural Broadband Connectivity – Electoral Area H

STRATEGIC PLAN IMPLICATIONS


The RDN is currently updating its Strategic Plan for 2016 – 2018. The objectives of the New Building Canada Fund – Small Communities Fund align with the overall goals of promoting healthy communities, providing affordable services, and protecting the environment.

SUMMARY/CONCLUSIONS

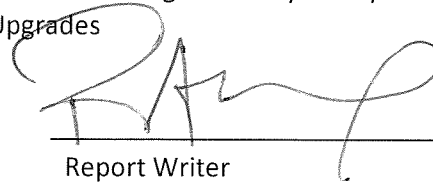
The New Building Canada Fund – Small Communities Fund (NBCF – SCF) supports infrastructure projects in communities with populations less than 100,000 people. A “Provincial Program Guide” detailing the program is available at: www.gov.bc.ca/smallcommunitiesfund. The deadline for submission of this intake of the NBCF-SCF is April 28, 2016. Applications must be accompanied by a Board resolution. Regional districts may submit only one application per community/service area within their jurisdiction.

The following projects are recommended for submission to the NBCF – SCF:

- Greater Nanaimo Pollution Control Centre – Centrifuge and Polymer System
- San Pareil Water System – Treatment Upgrades



Report Writer



Report Writer



CAO Concurrence

APPENDIX A:

About Grant Funding Programs Available to the Regional District of Nanaimo

The majority of grant programs for local government are funded through senior levels of government; some smaller programs are available through organizations like BC Hydro and various trust foundations. Some programs, like the Community Works Fund, are general in nature and can be applied to a range of local priorities. Other programs, like the New Building Canada Fund – Small Communities Fund and the Strategic Priorities Fund, are project specific and are determined through a highly competitive application and award process. All grant funding programs have criteria for what funds can and cannot be spent on.

Table 1 provides a list of key competitive grant funding programs available to the RDN. To date, the RDN has been relatively successful in securing grant funding from a variety of programs. As shown in Table 2, the RDN has received approximately \$19,025,970 in project-specific grant funding since 2010. The majority of this funding is through larger grant awards (\$20,000 or more), accounting for approximately \$18,735,139 of the total. Smaller awards (\$20,000 or less), through programs such as the Infrastructure Planning Grant Program and the Healthy Communities Program, account for approximately \$290,831.

Intakes and announcements:

Some grant funding programs have on-going open intakes, but most, especially the larger programs, have specific opening and closing dates for application intakes. The organization running the grant program will typically announce the opening of the intake directly to the RDN, and will post the program on the CivicInfoBC website, which maintains an up-to-date Grant Database (<http://civicinfo.bc.ca/grants>).

Program objectives:

Each grant funding program has specific objectives based on the interests of the organization providing the funds and the amount of money available. The programs will specify the particular types of projects that they will fund: such as infrastructure and capital assets, plans, studies, conservation efforts, pilot projects, and/or economic development projects.

Contributions:

Few grant programs will fund all (100%) of the eligible costs of the project. Most programs specify that they will contribute up to a certain percentage to a maximum dollar amount (ie: 50% of eligible costs up to a maximum of \$100,000). The RDN is then responsible for the remaining costs of the project. Program criteria will also specify as to whether or not the unfunded amount can be recovered through other grants (called “stacking”).

Project timing:

Grant funding programs require submitted projects to be at a certain stage of development. For example, most infrastructure grant funding programs require that a project be designed and “shovel-ready” but that construction has not been awarded prior to funding approval. Planning and feasibility study programs will often require that the project has not started but there must be a defined scope of work and a commitment to complete the project.

Competition:

These programs are highly competitive as they are open to regional and municipal governments, First Nations, other public entities (ie: schools and improvement districts), and sometimes for-profit and not-for-profit organizations across BC and Canada (depending on the program).

Table 1: Key competitive grant funding programs available to the RDN.

Note that this Table is non-exhaustive and only lists major competitive grant funding programs available to the RDN.

Program	Org(s)	Funds	About Program	Funding	Next Intake
New Building Canada Fund – Small Communities Fund	Federal & Provincial	Infrastructure	For communities with less than 100,000 people; program objectives are economic growth, a clean environment, and building stronger communities; regional districts may submit one application per intake for each community in their area	Up to 2/3 funding contribution	April 28, 2016
Strategic Priorities Fund	Federal, Provincial, UBCM	Infrastructure	To support infrastructure and capacity building projects that are larger in scale, regional in impact or innovation; objectives are productivity and economic growth, clean environment, strong cities and communities; may submit up to 2 infrastructure projects and 1 capacity building project	Up to 100% of eligible costs	Unknown – expected before 2020 (last intake was April 2015)
Infrastructure Planning Grant Program	Provincial	Plans and studies to promote sustainable infrastructure	Assists local governments in developing long-term infrastructure plans that will improve public health and safety, protect the natural environment and strengthen local and regional economies	Max. \$10,000; 100% of first eligible \$5,000 + 50% of next \$10,000	Unknown (last intake was Jan 2016)
Community Energy Leadership Program	Provincial	Energy efficiency and clean energy projects	Supports communities in BC to increase energy efficiency and reduce greenhouse gas emissions, notably in infrastructure projects	\$10,000 to \$150,000 per proponent	Unknown (last intake was Dec 2015)
Green Municipal Fund	Federation of Canadian Municipalities	Plans, feasibility studies, pilot projects, capital projects, low-interest loans	Green Municipal Fund supports plans, studies, and projects that aim to improve air, water, and soil, and mitigate the impacts of climate change. Program provides grants and low-interest loans to local governments	For Plans & Studies - up to 50% of cost, max \$175,000; Capital projects - Majority of funding is loan funding, loan max \$5M with 15% as grant;	Unknown (last intake was April 2015)
Public-Private Partnership (“P3”)	Federal	Large scale projects through ppp procurement (joint private-public projects)	Private sector has bundled life contract for the life of the asset, including on-going operations; gov’t owns asset, but does not pay until it is built and operational - paid out over long-term; lifetime cost of asset must be known upfront; performance-based funding.	Must not exceed 25% of project’s direct construction costs	Unknown (last intake was June 2015)
Western Economic Diversification	Federal	Projects that support economic growth, typically that have industry participation; must have clear and measurable economic outcomes	Call for Proposal process; Applications received under the WDP-CFP process must directly support one (or more) of the following WD Strategic Priorities: Innovation, Skills Development and Training, Trade and Investment, Building Capacity for Defence Procurement Opportunities, Economic Growth Acceleration Opportunities for Aboriginal Peoples	Up to 50% of eligible costs	Unknown
Sustainable Communities Programs	BC Hydro	To develop specific energy saving plans and initiatives	A number of programs that aim to help local governments meet the challenges of energy and GHG reductions by providing a range of services including expertise, education, program support, and financial incentive. Focused around particular BC Hydro programs.	Depends on program	March 31, 2016

Program	Org(s)	Funds	About Program	Funding	Next Intake
Various Programs	BC Investment Agriculture Foundation	Agricultural innovation, planning, pilot projects	Planning and waste management in relation to agricultural initiatives; must be in support of BC agriculture; agri exports; innovation;	Depends on program	Unknown
Enhancement & Restoration Grant	Habitat Conservation Trust Foundation	Projects that help protect or enhance freshwater habitats; fish, wildlife	Projects that focus on freshwater wild fish, native wildlife species, their habitats; that have the potential to achieve a significant conservation outcome; best represent the interests of the Trust Foundations' contributors; and that maintain or enhance opportunities for fishing, hunting, trapping, wildlife viewing, and associated outdoor recreational activities	Typically range from \$10,000 to \$100,000	Fall 2016
Economic Infrastructure Program	Island Coastal Economic Trust	Economic development projects	The program funds economic development projects that demonstrate: regional impact, consistency with plans, incremental economic benefits, cooperation between communities and government, long term sustainability;	Up to 25% of eligible project costs; Maximum \$400,000	February 19, 2016; May 27, 2016; October 14, 2017
Asset Management Planning Program	UBCM	Asset management planning	The program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations	Up to 50% of eligible costs; Maximum \$10,000	Unknown
Regional Community to Community Forum Program	UBCM	Regional C2C Forums	Regional Community to Community (C2C) Forums are specific events where elected officials from both First Nations and neighbouring local governments engage in effective dialogue, build relationships, engage in current issues, and foster future co-operation	Up to 50% of eligible costs; Maximum \$5,000	Unknown
Seniors' Housing & Support Initiative	UBCM	Age-friendly community planning, spaces, transportation, housing, social participation Community Wildfire Protection Plans & Updates; Fuel Management Prescriptions & Demonstration Projects; Operational Fuel Treatment & Maintenance Treatments; FireSmart Program	The purpose of this program is to engage local governments in preparing their communities for an aging population but developing and implementing policies, plans, and projects that enable seniors to age-in-place.	Limited availability; Maximum \$20,000	Unknown
Strategic Wildfire Prevention – various programs	UBCM		The Strategic Wildfire Prevention Initiative is a suite of funding programs administered by UBCM and managed through the Provincial Fuel Management Working Group. The programs generally focus on assessing threats of wildfire, developing protection plans, and fuel management.	Depends on program	On-going basis

Table 2: Grant funding awarded to the RDN since 2010

Note that this Table only includes project-specific grant funding awards, and does not include general grants like the Community Works Fund

YEAR	PROJECT	PROGRAM	GRANT AWARD
2010	Church Road Transfer Station Expansion	Gas Tax - Strategic Priorities Fund	\$2,757,142
2010	GNPCC – Co-Generation System	Green Municipal Fund	\$350,000
2010	Drinking Water/Watershed Protection	Towns For Tomorrow	\$221,625
2010/2011	Ravensong Aquatic Centre Upgrades	Western Economic Diversification – Recreational Infrastructure Improvement Canada Program	\$1,000,000
2010/2011	Lighthouse Country Regional Trail	Island Coastal Economic Trust & Job Opportunities Program Grant	\$270,790
2010/2011	Lighthouse Country Regional Trail	BC Community Tourism	\$87,500
2011	GNPCC – Co-Generation System	Gas Tax - Innovations Fund	\$2,300,000
2011	Drinking Water/Watershed Protection	Geological Survey Of Canada Fund	\$55,000
2012	Cedar Skate/Bike Park EA A	BC Community Recreation Program Contribution	\$439,410
2012	Henry Morgan Park EA H	BC Community Recreation Program Contribution	\$85,000
2012	Meadowood Way Park EA F	BC Community Recreation Program Contribution	\$54,500
2012	Englishman River Operational Fuel Treatment Grant	UBCM Community Wildfire Protection Grant Program	\$36,000
2012	Agriculture Area Plan	BC Investment Agriculture Fund	\$40,000
2012 - 2016	Woodstove Exchange Program	BC Lung Association (multi-year grants)	\$81,000
2013	Rural Village Centre Sewer Servicing Projects	Gas Tax - Regionally Significant Projects Fund	\$350,000
2013	City of Nanaimo Water Treatment Plant	Gas Tax - Regionally Significant Projects Fund	\$1,000,000
2013	Englishmen River Water Service Joint Venture - Water Treatment Plant	Gas Tax - Regionally Significant Projects Fund	\$400,000
2013	Englishmen River Water Service Joint Venture - Aquifer Storage Reservoir	Gas Tax - Innovations Fund	\$1,334,230
2013	Oceanside Place Lighting Upgrades	BC Hydro	\$68,399
2013	Oceanside Place Lighting Upgrades	Community Infrastructure Improvement Fund – Western Economic Diversification Grant	\$61,950
2013	Boiler Replacement - Ravensong Aquatic Centre	FortisBC	\$21,072
2014	GNPCC Marine Outfall Land Section	Gas Tax - Regionally Significant Projects Fund	\$2,000,000
2014	Northern Communities Wastewater Service, Stage 3C Upgrades: FCPCC Trickling Filter Roof Repair	Gas Tax - Regionally Significant Projects Fund	\$200,000
2014	E&N Regional Trail (RDN Rail Trail)	Gas Tax - Regionally Significant Projects Fund	\$2,676,489

2014	Transit Compressed Natural Gas Fueling Station	Gas Tax - Regionally Significant Projects Fund	\$750,000
2014	Transit Compressed Natural Gas Shop Upgrade (with BC Transit)	FortisBC	\$119,500
2015	Gabriola Island Recycling Organization Drop Off Depot	Gas Tax - Regionally Significant Projects Fund	\$75,000
2015	Englishmen River Water Service Joint Venture - Water Treatment Plant	New Building Canada Fund – Small Communities Fund	\$1,560,000
2015	Whiskey Creek Water System – Treatment	New Building Canada Fund – Small Communities Fund	\$290,532
2015	Oceanside Health & Wellness Network	Island Health Project Funding	\$30,000
2016	Oceanside Place Heat Recovery Project	Community Energy Leadership Program	\$20,000
		Grants \$20,000 or more since 2010, total	\$18,735,139
		Grants less than \$20,000 since 2010, total	\$210,831
		Grant funding total since 2010	\$19,025,970



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STAFF REPORT

TO: J. Harrison
Director of Corporate Services

DATE: February 29, 2016

FROM: J. Hill
Manager of Administrative Services

MEETING: CoW, March 8, 2016

SUBJECT: Results of Alternative Approval Process - Bylaw No. 1736

RECOMMENDATION

That "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be adopted.

PURPOSE

To report the results of the alternative approval process for "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" and to bring forward the Bylaw for consideration of adoption.

BACKGROUND

At its meeting held December 8, 2015, the Board gave third reading to Bylaw No. 1736 which would authorize the Board to provide a contribution to organizations providing search and rescue in the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H' (Attachment 1).

In accordance with the *Community Charter* the Board directed staff to proceed with an alternative approval process (AAP) to seek elector approval in the service area and directed that participating area approval be obtained for the entire proposed service area. As part of the AAP, electors opposed to the adoption of the Bylaw are required to sign an Elector Response Form and submit it to the Regional District prior to the established deadline. Approval of the electors by AAP is obtained, if at the end of the time for receiving elector responses, the number of elector responses received is less than 10% of the number of electors of the service area.

For the purpose of conducting the AAP, the number of electors in the service area was determined to be 36,826. In order for Bylaw No. 1736 to receive elector approval, less than 3,682 Elector Response Forms must have been received by the deadline of February 25, 2016. The results of the AAP are shown on the attached Corporate Officer's Certification (Attachment 2). No Elector Response Forms were received by the deadline therefore Bylaw No. 1736 has received approval of the electors by the alternative approval process and can be adopted by the Board.

ALTERNATIVES

1. That the Board adopt "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015".
2. That the Board not adopt Bylaw No. 1736 and provide alternative direction.

FINANCIAL IMPLICATIONS

The cost for the service contribution has already been accounted for in the 2016 Budget and the 2016 - 2020 Financial Plan.


STRATEGIC PLAN IMPLICATIONS

N/A


SUMMARY/CONCLUSIONS

In accordance with the *Community Charter* the Board directed staff to proceed with an alternative approval process to seek elector approval for Bylaw No. 1736 which would authorize the Board to provide a contribution toward to organizations providing search and rescue in the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H' (Attachment 1).


The results of the alternative approval process are shown on the attached Corporate Officer's Certification (Attachment 2). Less than 10% of the number of electors of the service area signed and submitted an Elector Response Form prior to the established deadline; therefore, Bylaw No. 1736 has received approval of the electors by the alternative approval process and the Board may proceed with adoption of the Bylaw.



Report Writer



Director Concurrence



CAO Concurrence

Attachment 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1736

A BYLAW TO ESTABLISH A SEARCH AND RESCUE CONTRIBUTION SERVICE

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a contribution service for the purpose of providing a contribution towards search and rescue;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*; and

AND WHEREAS participating area approval in the participating areas has been obtained by alternative approval process for the entire Service Area under section 801.3 of the *Local Government Act*.

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

1. Citation

This Bylaw may be cited for all purposes as the "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015".

2. Service

The service established by this Bylaw is the Northern Community Search and Rescue Contribution Service (the "**Service**") for the purpose of providing a contribution to organizations providing search and rescue in the Service Area.

3. Boundaries

The boundaries of the service area are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H' (the "**Service Area**").

4. Participating Areas

The Participating Areas for the Service are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.

5. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;

- (b) fees and charges imposed under section 363 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. Apportionment

The costs of providing the Service shall be apportioned among the Participating Areas on the basis of the most recent census population.

7. Maximum Requisition

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

- (a) Ten Thousand (\$10,000.00) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.0011 per \$1,000.00 applied to the net taxable value of land and improvements in the Service Area.

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

Read a third time as amended this 8th day of December, 2015.

Received the approval of the Inspector of Municipalities this 10th day of December, 2015.

Participating area approval obtained by alternative approval process under section 801.3 of the *Local Government Act* this 25th day of February, 2016.

Adopted this _____ day of _____, 2016.

Chairperson

Corporate Officer

Attachment 2

REGIONAL DISTRICT OF NANAIMO


CORPORATE OFFICER'S CERTIFICATION

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 236 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" as follows:

- 36,826 Estimated number of electors
- 0 Number of elector response forms submitted by the deadline
- 1 Number of elector response forms rejected
- 0 Number of elector response forms accepted
- 0 Percentage of estimated electors who validly submitted elector response forms

and in accordance with Section 86 of the *Community Charter*, the approval of the electors was obtained.

DATED this 29th day of February, 2016.



Corporate Officer



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STAFF REPORT

TO: Randy Alexander
General Manager,
Regional & Community Utilities

DATE: February 17, 2016

FROM: Mike Donnelly
Manager, Water & Utility Services

MEETING: CoW, March 8, 2016

FILE: 5500-22-01

SUBJECT: Bylaw No. 1655.04 - Water User Rate Amendments 2016

RECOMMENDATION

1. That "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016" be introduced and read three times.

PURPOSE

To obtain Board approval for proposed water user rate amendments.

BACKGROUND

Water user rates in all the Regional District of Nanaimo (RDN) water service areas are proposed to increase by 2% in accordance with the 2016 Financial Plan and be in effect for May 1, 2016. Water user rates for the eight RDN water service areas utilize a common rate structure based on an "inclining block" rate which encourages water conservation and minimizes resource waste. The eight RDN water service areas include Whiskey Creek, Melrose Terrace, Surfside, French Creek, Englishman River Community, San Pareil, Nanoose Bay Peninsula, and Decourcey. *Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012* requires amending in order to effect a change to the water user rates.

Below are two tables illustrating the existing rates and the proposed rates for 2016. The structure on which the rates are established does not change, only the rates for the various blocks of water use.

The existing water user rates in the RDN water service areas are:

Minimum Daily Rate	Average Daily Consumption in cubic metres					
	Up to 0.7 m ³	.71 to 1.4 m ³	1.41 to 2.1 m ³	2.11 to 2.8 m ³	2.81 to 3.5 m ³	over 3.50 m ³
\$0.31	\$0.98	\$1.12	\$1.43	\$1.69	\$2.25	\$3.39

The proposed water user rate increase of 2% by May 1, 2016 would result in the following;

Minimum Daily Rate	Average Daily Consumption in cubic metres					
	Up to 0.7 m ³	.71 to 1.4 m ³	1.41 to 2.1 m ³	2.11 to 2.8 m ³	2.81 to 3.5 m ³	over 3.50 m ³
\$0.32	\$1.00	\$1.14	\$1.46	\$1.72	\$2.30	\$3.46

ALTERNATIVES

1. Approve the proposed water user rate increase and associated bylaw amendment.
2. Do not approve the proposed water user rate increase and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Under Alternative 1, if the water user rates are increased as proposed, then the ongoing maintenance, upgrades and improvements under each water system capital plan can proceed as laid out in the 2016 financial plan. The rate structure was developed to provide the necessary funding required for ongoing operation of the water service areas.

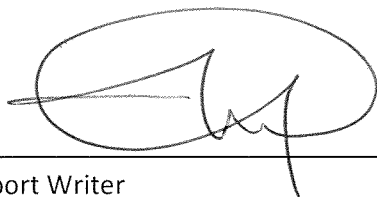
Under Alternative 2, if the water user rates are not increased as proposed, there would be a reduction in financial support for the operation of all RDN water systems. Funding reductions would result in reduced operational activity including regular system maintenance and upgrades. Staff do not recommend this alternative.

STRATEGIC PLAN IMPLICATIONS

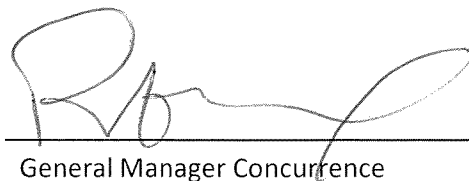
Sufficient funding levels support the effective operation of the RDN’s eight water systems and allow for continuous improvements to the provision of safe drinking water.

SUMMARY

The RDN’s eight water systems utilize a common rate structure based on an “inclining block” rate, whereby consumer costs for the quantity of water used are directly related to consumption (i.e., Higher water users pay higher user rates). Staff recommend that the water user rates be increased in accordance with the 2016 financial plan, and that the rates be in effect May 1, 2016. The updated user rate increase of 2% supports the ongoing maintenance and upkeep of RDN drinking water systems. *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016* is attached for Board consideration and adoption.



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.04

A BYLAW TO AMEND THE FEES AND CHARGES FOR REGIONAL DISTRICT OF NANAIMO WATER SERVICES

WHEREAS The Board of the Regional District of Nanaimo adopted the “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” which established fees and charges for water services;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce water user rate increases of 2% in accordance with the 2016 Financial Plan;

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

1. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016”.

2. Amendment

“Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” is amended as follows:

By deleting Schedule ‘A’ of Bylaw No. 1655 and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

3. Effective Date

The effective date of this Bylaw is May 1, 2016.

Introduced and read three times this day of , 2016.

Adopted this day of , 2016.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'
WATER RATES

1. (a) Calculated on the average daily consumption per unit:
 - i) For the first 0.7 cubic meters per day, \$1.00 per cubic meter.
 - ii) From 0.71 to 1.4 cubic meters per day, \$1.14 per cubic meter.
 - iii) From 1.41 to 2.1 cubic meters per day, \$1.46 per cubic meter.
 - iv) From 2.11 to 2.8 cubic meters per day, \$1.72 per cubic meter.
 - v) From 2.81 to 3.5 cubic meters per day, \$2.30 per cubic meter.
 - vi) Over 3.50 cubic meters per day, \$3.46 per cubic meter.
- (b) Minimum rate is \$0.32 per day.
- (c) Un-metered connections - \$3.00 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.



RDN REPORT	
CAO APPROVAL	IN
EAP	
COW	✓
FEB 29 2016	
RHD	DATE: February 26, 2016
BOARD	
MEETING: CoW, March 8, 2016	

STAFF REPORT

TO: Randy Alexander
General Manager, RCU

FROM: Mike Donnelly
Manager, Water & Utility Services

SUBJECT: Transfer of Park Land to the Nanoose Bay Peninsula Water Service Area

FILE: 5500-22-NBP

RECOMMENDATION

That staff be directed to proceed with determining land requirements and the process for ownership transfer of a portion of Lot 1, District Lot 62, Plan 26234 (2030 Claudet Road) to the Nanoose Bay Peninsula Water Service Area (NBPWSA) for community water supply purposes.

PURPOSE

To transfer lands from the Claudet Road Park to the NBPWSA for the future operation of ground water wells (see attached).

BACKGROUND

In 2008, the "Water Source Assessment Study for Electoral Area 'E'" was completed which indicated areas that may provide additional groundwater supply for the NBPWSA.

The study considered both groundwater and surface water opportunities in the electoral area. Although no suitable surface water sources were identified, the report suggested areas of possible groundwater exploration and increased use of the existing well inventory. One of the areas suggested for further exploration was the park property located at Claudet Road and Northwest Bay Road. Further hydrogeological work was completed on the site and drilling was completed in 2008.

The well on this site has not been brought into service due to concerns with levels of naturally occurring ammonia. Treatment of the water supply from this well would be required prior to use in the community water system. This treatment, along with treatment required for existing neighbouring wells (Nanoose 2, 3 and 4) for iron and manganese was seen as too expensive to proceed with at that time and left for future consideration for treatment.

Subsequently, the site has been identified as a possible aquifer storage site for treated water as part of the proposed Aquifer Storage and Recovery concept in the Englishman River Water Service.

There is both significant supply and storage potential in the Claudet Park well site making it an important asset to retain for future use. To ensure the site is protected for future development the transfer of sufficient land from the Claudet Road Park to the NBPWSA is recommended.

ALTERNATIVES

1. That staff be directed to proceed with determining land requirements and the process for ownership transfer of a portion of Lot 1, District Lot 62, Plan 26234 (2030 Claudet Road) to the NBPWSA for community water supply purposes.
2. Do not proceed with the land transfer.

FINANCIAL IMPLICATIONS

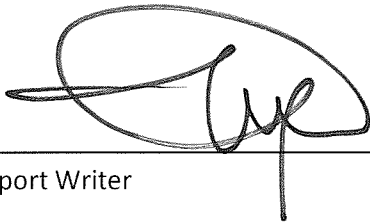
Funding up to \$110,000 for the purchase of the lands including appraisal, legal, survey and registration costs have been included in the 2016 NBPWSA budget.

STRATEGIC PLAN IMPLICATIONS

Secured sites for future water development will provide support for future water supply decisions which strengthens the communities resiliency and ability to adapt to change.

SUMMARY/CONCLUSIONS

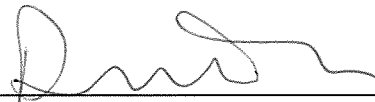
The Claudet ground water well site has the potential to be a key water supply location in the future. Securing the lands associated with this use will be necessary to ensure the site is available for development in the future.



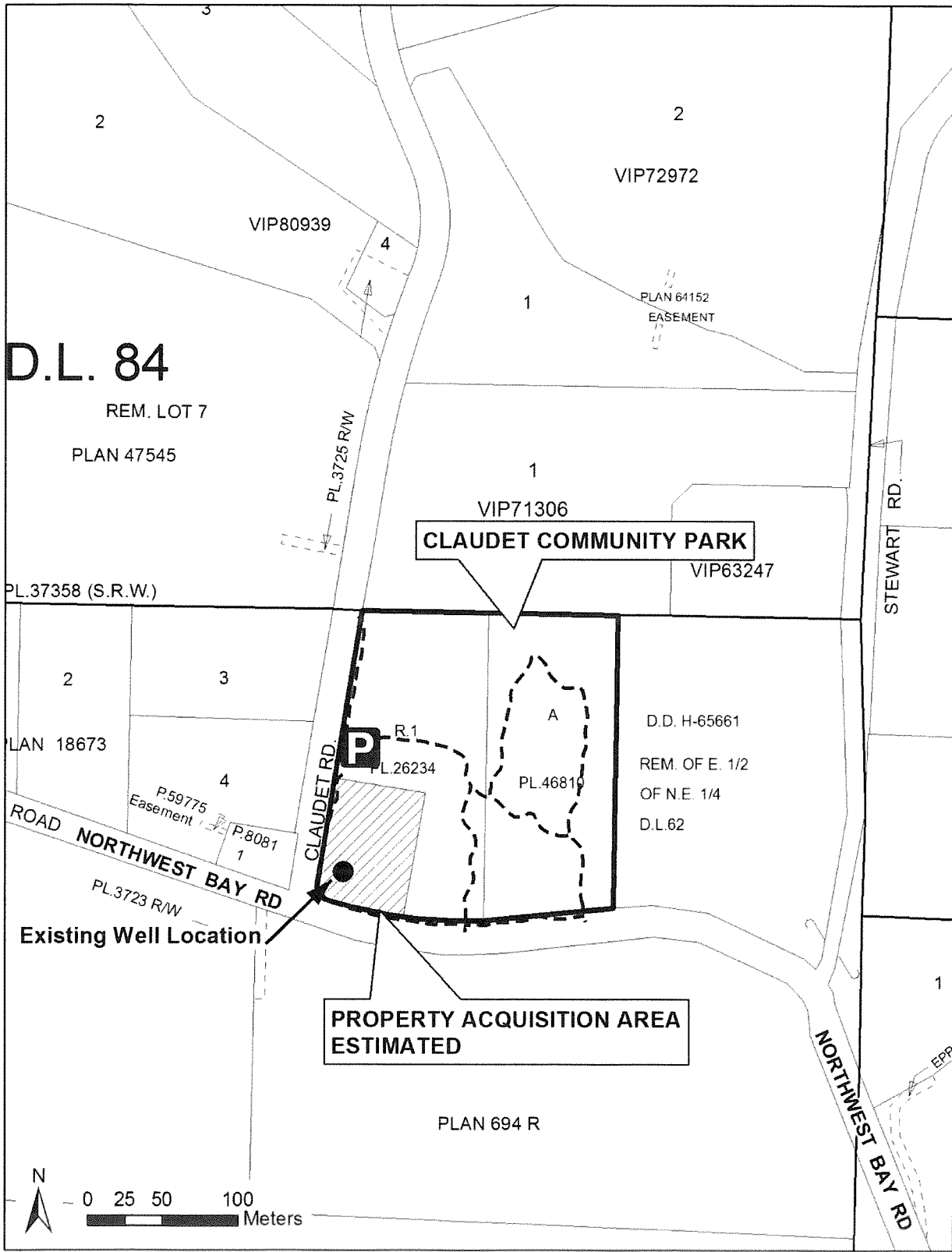
Report Writer



General Manager Concurrence



CAO Concurrence





RDN REPORT		
CAO APPROVAL		<input checked="" type="checkbox"/>
EAP		
CoW	<input checked="" type="checkbox"/>	
FEB 29 2016		
RHD		
BOARD		

STAFF REPORT

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: February 29, 2016

FROM: Tom Osborne
General Manager Recreation and Parks Services

MEETING: CoW – March 8, 2016

SUBJECT: Amendment to Electoral Area ‘B’ Community Parks Bylaw No. 799

RECOMMENDATIONS:

1. That “Electoral Area ‘B’ Community Parks Local Service Amendment Bylaw No. 799.09, 2016” be introduced and read three times.
2. That “Electoral Area ‘B’ Community Parks Local Service Amendment Bylaw No. 799.09, 2016” be sent to the Inspector of Municipalities for approval.

PURPOSE:

To amend the Electoral Area ‘B’ Community Parks Bylaw to include the construction and maintenance of paths, trails and sidewalks secured by permit, licence or lease from the Province of British Columbia.

BACKGROUND:

Regional District staff and the Director of Electoral Area ‘B’ have been working with the Ministry of Transportation and Infrastructure (MoTI) on the design and development of the Village Way Trail on Gabriola Island. Through this process it has been determined that the Regional District should amend the Electoral Area ‘B’ Community Parks Bylaw to include the construction and maintenance of paths, trails and sidewalks secured by permit, licence or lease from the Province of British Columbia.

Once final design of the Village Trail is agreed to by both parties, the Regional District will apply for a permit from MoTI. With the bylaw amendment, the Regional District will have the ability to secure funds and maintain the Village Way Trail through the Electoral Area ‘B’ Community Parks Bylaw. With the amendment, the Electoral Area will formally be in a position to obtain other permits, licenses or leases for paths, trails and sidewalks on MoTI lands if required.

This proposed bylaw is similar to one that is in place at the Capital Regional District for Salt Spring Island, and if approved by the Ministry, can be used as a template for the Regional District’s other six Electoral Areas which have similar projects and requests that includes improving non-motorized transportation infrastructure on Provincial road way lands.

Related to this matter, the Regional District has received confirmation from the Municipal Insurance Association of B.C. that liability insurance is already in place for projects contemplated under this bylaw. The RDN's insurer has advised that a maintenance schedule and inspection policy should be in place for the RDN and any retained contractors to follow. MoTI will also require the Regional District to follow an approved maintenance schedule for the Village Way Trail. Staff will work with MoTI in the development of the maintenance schedule and program for the Village Way Trail project and others when in development.

ALTERNATIVES:

1. That "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016" be introduced and read three times.
2. That "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016" not be introduced and alternative direction be provided.

FINANCIAL IMPLICATIONS:

This bylaw amendment will formally allow the Regional District secure funds through the Electoral Area 'B' Community Parks to construct and maintain paths, trails and sidewalks within the Electoral Area that are secured by way of permit, licence or lease from MoTI.

Though this bylaw amendment has been developed in order to advance the Village Way Trail project on Gabriola Island, financial costs will be brought forward for individual projects when the Regional Board is considering non-motorized transportation infrastructure projects that require obtaining a land use agreement from MoTI.

The financial implications for Village Way Trail will be brought forward to the Regional Board in a separate staff report once the final design is agreed to by MoTI.

STRATEGIC PLAN IMPLICATIONS:

Once approved, the Regional District can continue to work with MoTI in the development of provincial road ways to develop infrastructure for non-motorized use. Completed projects will benefit the region by reducing green-house gas emissions, encouraging active recreation including walking and cycling.

SUMMARY/CONCLUSIONS:

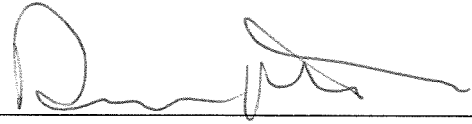
Regional District staff and the Director of Electoral Area 'B' have been working with the Ministry of Transportation (MoTI) on the design and development of the Village Way Trail on Gabriola Island.

Through this process it has been determined that the Regional District should amend the Electoral Area 'B' Community Parks Bylaw to include the construction and maintenance of paths, trails and sidewalks secured by permit, licence or lease from the Province of British Columbia.

"Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016" has now been developed as attached on Appendix I. Staff are recommending the bylaw be introduced and read three times as it will assist in advancing non-motorized infrastructure projects in Electoral Area 'B' and could also be used as a template for the RDN's six other Electoral Area which have similar needs.



Report Writer



C.A.O. Concurrence

Appendix I

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 799.09

A BYLAW TO AMEND ELECTORAL AREA 'B' COMMUNITY PARKS LOCAL SERVICE

ESTABLISHMENT BYLAW NO. 799, 1990

WHEREAS the Regional District deems it necessary to amend the purpose for which the Community Parks service was established to include the construction and maintenance of paths, trails and sidewalks secured by permit, licence or lease from the Province of British Columbia;

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

1. **Amendment**

Electoral Area 'B' Community Parks Local Service Establishment Bylaw No. 799, 1990 is amended by deleting Section 1 in its entirety and replacing it with the following:

"1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land; to construct and maintain paths, trails and sidewalks within Electoral Area 'B' that are secured by way of permit, licence or lease from the Province of British Columbia Ministry responsible for public roads in Electoral Areas; and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'B'."

2. **Citation**

This bylaw may be cited as "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016".

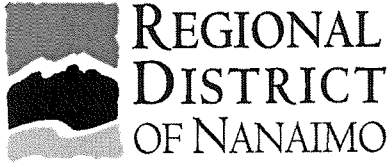
Introduced and read three times this day of

Received the approval of the Inspector of Municipalities this day of

Adopted this day of .

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
FEB 25 2016		
RHD		
BOARD		

STAFF REPORT

TO: Geoff Garbutt
General Manager, Strategic and
Community Development

DATE: February 24, 2016

MEETING: COW – March 8, 2016

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780 30 MA

SUBJECT: Amendment to Regional Growth Strategy Bylaw No. 1615

RECOMMENDATIONS

1. That the staff report including the consultation results be received.
2. That “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” be introduced and read two times.
3. That the Public Hearing on “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” be chaired by Director Veenhof or his alternate.

PURPOSE

To provide a summary of the consultation results and present “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” for first and second reading.

BACKGROUND

The Regional District of Nanaimo (RDN) Board initiated the process to amend the Regional Growth Strategy (RGS) by adopting the following resolution at its October 27, 2015, meeting:

“...that a review of the Regional Growth Strategy be initiated that considers the criteria for a minor amendment.

...that the Consultation Plan provided as Attachment 1 to this report be adopted.”

The amendment was initiated to address two concerns related to the criteria for minor amendments. The first concern is a perceived conflict between amendments that are considered minor and amendments not considered minor. The second concern is that it is not clear what is meant by a full Official Community Plan (OCP) review process.

To address these concerns an amendment has been proposed that would clarify that the list of amendments not considered minor do not apply if a full OCP review has been conducted and that all of the types of amendments not considered minor must be contemplated as part of an OCP review process. Please see Attachment 1 for the proposed change.

ALTERNATIVES

1. To receive this report and consider first and second reading of the amendment bylaw and proceed to public hearing.
2. To not proceed with the amendment bylaw readings and public hearing.

FINANCIAL IMPLICATIONS

There are no direct financial implications. Funds and resources to undertake this RGS amendment have been included in the 2015 and 2016 budgets for the Regional Growth Management Function.

STRATEGIC PLAN IMPLICATIONS

The proposed changes to the RGS address aspects of two of the action areas identified in the Board Strategic Plan, the Regional Federation and Strategic and Community Development. The Strategic Plan recognizes that the RDN is a regional federation and that each of the partners needs to work together to resolve issues. The proposed amendments have been developed with input from the RDN and municipalities and further consultation with the member municipalities will take place as part of the RGS amendment process. The RGS amendment process also provides an opportunity to increase the understanding of growth management issues in the community.

INTERGOVERNMENTAL IMPLICATIONS

To date there have been no comments received from the member municipalities on the proposed RGS amendment. The Sustainability Select Committee recommended support for the proposed amendments.

Six responses have been received from the Interagency Advisory Committee (IAC). The responses from the IAC indicated that either they had no concerns or they support the amendment. See Attachment 2 for a summary of the comments from the IAC.

PUBLIC CONSULTATION IMPLICATIONS

Two letters have been received from the general public. These letters have indicated some opposition to the proposed amendment. One letter requests that the RGS be more prescriptive, including direction for how OCP reviews are to be conducted and studies that should be required as part of an OCP review. The other letter requests that the RGS define a full OCP review and requires that an OCP review more than just contemplates the list of amendments 'not considered minor.'

A public open house was held for the project on February 23, 2016, to provide an opportunity for the public to discuss the amendment with RDN staff. Eight people attended the open house, and no comments were received on the proposed amendment.

SUMMARY/CONCLUSIONS

Staff were directed to initiate an amendment to the RGS that would address concerns about the criteria for minor amendments. After consulting with municipal planning and administrative staff at the member municipalities, proposed changes to the minor amendment criteria were developed. The changes proposed address both concerns by clarifying that Parts 1 and 2 of Section 1.5.1 can be read separately and it provides a minimum set of items that must be considered for a full Official Community Plan (OCP) review process.

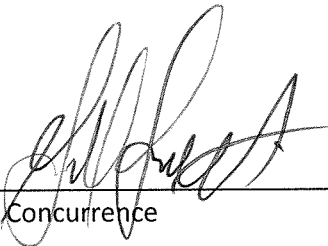
The proposed changes were presented to the Sustainability Select Committee which provided support to proceed with the RGS amendment as proposed. Provincial agencies did not indicate opposition to the proposed amendment and support was provided by five of the IAC members.

There was opposition to the amendment from a few community members. The reason for the opposition was that they felt the RGS should be more prescriptive and provide more direction on how OCP reviews should be conducted.


The staff recommendation is to proceed with the process to amend the Regional Growth Strategy and give first and second reading to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".



Report Writer



GM Concurrence



A/ C.A.O. Concurrence

Attachment 1 Proposed Amendment to RGS Minor Amendment Criteria

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the Regional Growth Strategy.

1. Criteria under which a proposed amendment to the Regional Growth Strategy may be considered a minor amendment include the following:
 - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
 - Text and map amendments required to correct errors or as a result of more accurate information being received;
 - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
 - Addition or deletion, or amendment to Section 5.4 Key Indicators.

2. Although not considered as an exhaustive list, the following types of amendments are not considered minor unless they have been contemplated as part of a full Official Community Plan review process:
 - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
 - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
 - Those related to a development that would require significant works to address a natural hazard;
 - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
 - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Attachment 2

**Comments Received from Interagency Advisory Committee members
February 9, 2016**

Ministry/Agency	Contact	Comment
BC Transit	Maria Lockley Senior Transit Planner	BC Transit is satisfied the changes will not adversely impact the ongoing development of sustainable transit solutions for the region.
Housing Policy Branch	Carolyn Gisborne Senior Policy Analyst	We support the proposed wording outlined in Attachment 2.
Ministry of Community, Sport and Cultural Development	Heike Schmidt Senior Planner	No concerns.
Ministry of Agriculture	Wayne Haddow Regional and First Nations Agrologist	No concerns.
BC Parks	Sharon Erickson	No concerns.
Island Health	Jade Yehia Regional Built Environment Consultant	No concerns and are supportive of the proposed changes.

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1615.01
A Bylaw to Amend
Regional District of Nanaimo
Regional Growth Strategy Bylaw No. 1615, 2011**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”.
- B. The “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, is hereby amended as follows:
1. Under **Schedule A, Part 1.5.1.2 Criteria for Minor Amendments** by deleting:
 2. Although not considered as an exhaustive list, the following types of amendments are not considered minor:
and replacing it with the following:
 2. Although not considered as an exhaustive list, the following types of amendments are not considered minor unless they have been contemplated as part of a full Official Community Plan review process:

Introduced and read two times this ____ day of _____ 20XX

Public Hearing held this ____ day of _____ 20XX

“Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” was accepted by resolution as follows:

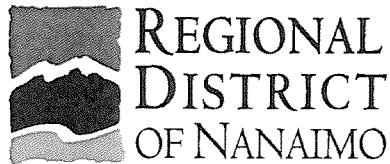
- City of Nanaimo on the ____ day of _____ 20XX
- District of Lantzville on the ____ day of _____ 20XX
- City of Parksville on the ____ day of _____ 20XX
- Town of Qualicum Beach on the ____ day of _____ 20XX
- Comox Valley Regional District Board on the ____ day of _____ 20XX
- Alberni Clayoquot Regional District Board on the ____ day of _____ 20XX
- Cowichan Valley Regional District Board on the ____ day of _____ 20XX

Read a third time this ____ day of _____ 20XX

Adopted this ____ day of _____ 20XX

Chairperson

Corporate Officer



RDN REPORT	
CAO APPROVAL <i>[Signature]</i>	
EAP	
COW	✓
FEB 29 2016	
RHD	
BOARD	

STAFF REPORT

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

DATE: February 26, 2016

FROM: Brian Brack
Bylaw Enforcement Officer

MEETING: CoW – March 8, 2016

FILE: CE2015000002

SUBJECT: 2841 Wildberry Road, Electoral Area 'A' – Unsightly Premises

RECOMMENDATION

That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot B Section 4 Range 6 Cedar District Plan VIP81417 (2841 Wildberry Road), to remove the accumulation of derelict vehicles, derelict boats, discarded automobile parts, building materials, semi-trailers, scaffolding, machinery, barrels, storage tanks, chemical containers, scrap wood, metal, pipes, machinery and assorted household garbage, from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo (RDN) or its agents at the owner's cost.

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention on the subject property.

BACKGROUND

Property: 2841 Wildberry Road, Electoral Area 'A'

Legal Description: Lot B Section 4 Range 6 Cedar District Plan VIP81417

Property Owner: Keith D Clark, 2841 Wildberry Road

Since 2010, the Regional District of Nanaimo has received numerous complaints concerning the condition of the subject property which is being used for the storage of derelict vehicles, discarded automotive parts and assorted debris. On three occasions RDN Staff directed the Owner in writing, to clean up the property and sufficient debris was removed by the Owner to satisfy bylaw requirements. In early 2015, several further complaints were received that the property was again in an unsightly condition with much of the same material present that had previously been removed by the Owner (see Attachment No. 1 for a sampling of photos).

The subject property is a 4.97 acre parcel located in a well maintained rural neighbourhood. The neighbours have become increasingly frustrated by the Owner's lack of cooperation in cleaning up the property. The Owner currently lives in a travel trailer on the property.

ALTERNATIVES

1. That the Owner be directed to bring the property into compliance with Regional District of Nanaimo regulations.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owners. If unpaid on December 31st in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt. If the taxes and debts remain unpaid, the Province could undertake a forfeiture process after a period of time, in which case, it may become necessary for the RDN to recover the clean-up costs through adjustments to the Unsightly Premises Service tax requisition.

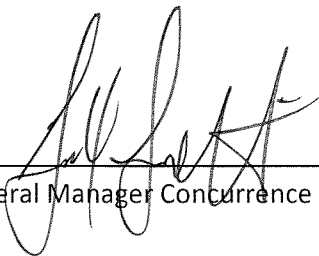
SUMMARY/CONCLUSIONS

The Regional District has received numerous complaints concerning the condition of the subject property over the past 6 years. The complaints are in relation to the significant accumulation of derelict vehicles, automotive parts and assorted debris. On three occasions Staff directed the Owner, in writing to clean up the property and on those occasions, sufficient debris was removed by the Owner to satisfy bylaw requirements. In early 2015, several further complaints were received that the property was again in an unsightly condition with much of the same material present that had previously been removed by the Owner.

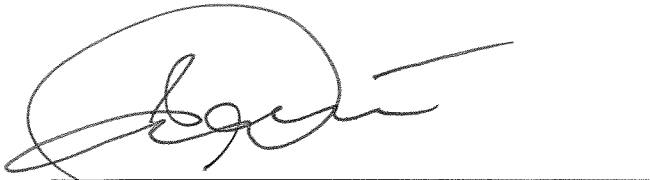
As the Owner has failed to take permanent steps to clean up the property, Board direction appears to be the only remaining option available to bring the property into compliance with Regional District of Nanaimo regulations.



Report Writer



General Manager Concurrence

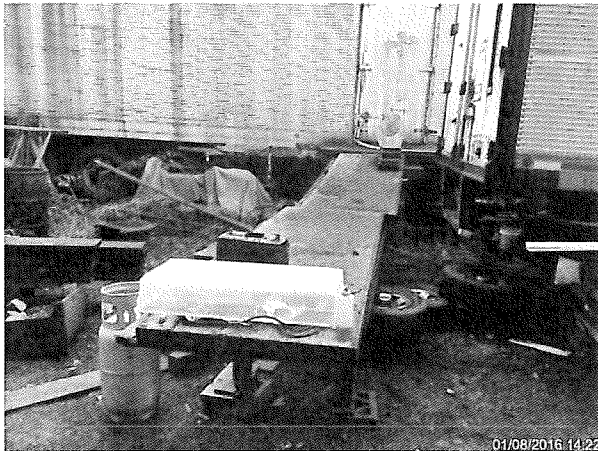
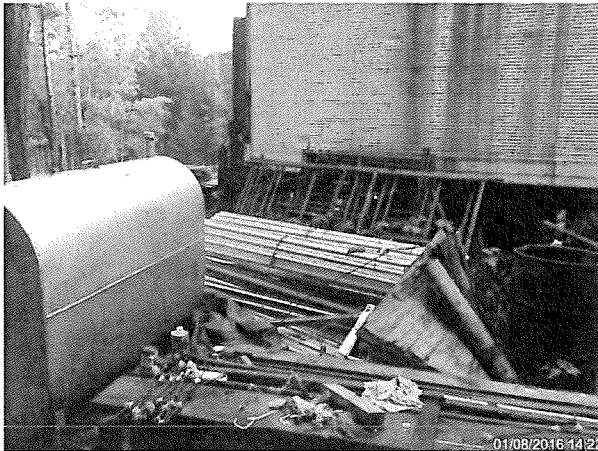


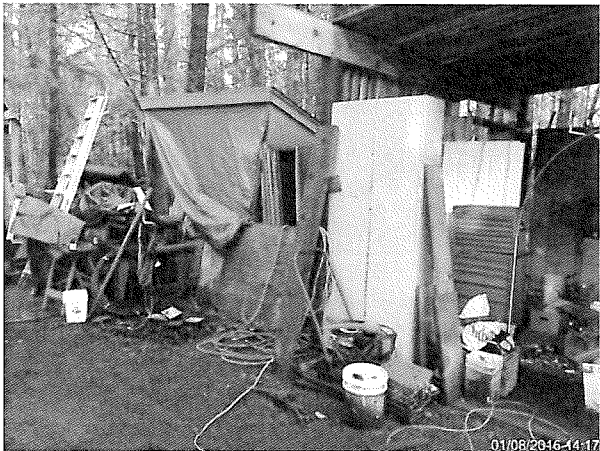
Manager Concurrence

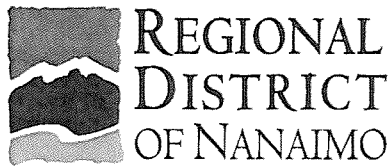


CAO Concurrence

Attachment No. 1







RDN REPORT	
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COW	✓
FEB 29 2016	
RHD	
BOARD	

STAFF REPORT

TO: Geoff Garbutt, General Manager
Strategic and Community Development

DATE: February 26, 2016

FROM: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

MEETING: CoW – March 8, 2016

FILE: CE20150000486

SUBJECT: 2590 Kinghorn Road, Electoral Area 'E' – Building Bylaw Contravention

RECOMMENDATION

That staff be directed to register a Notice of Bylaw Contravention on the title of Lot 3, District Lot 69, Nanoose District, Plan 1519 (2590 Kinghorn Road), pursuant to Section 57 of the *Community Charter* and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo (RDN) regulations.

PURPOSE

To obtain Board approval to register a Notice of Bylaw Contravention on the title of the above noted property.

BACKGROUND

Property: 2590 Kinghorn Road, Nanoose Bay, Electoral Area 'E'
Legal: Lot 31, District Lot 69, Nanoose District, Plan 1519
Owner: Richard D Chiste, 2576 Kinghorn Rd, Nanoose Bay, BC V9P 9A1

In mid-October 2015, in response to a complaint, Staff inspected the 2.53 acre property and confirmed the presence of two small occupied dwellings constructed on either side of a larger shop-like building located near the front of the property and another structure constructed over an occupied recreational vehicle a short distance away. No other dwellings or structures are present on the property. RDN mapping records determined that the large shop was constructed after 1992 and the two small dwellings and Recreational Vehicle (RV) shelter were constructed between 2009 and 2011 without building permit approvals from the RDN (see photos, Attachment No. 1).

The property is zoned Rural 5 (RU5) in accordance with *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*, which provides for a maximum of one (1) dwelling on the property. The use of recreational vehicles as dwelling units is not permitted by RDN regulations or the BC Building Code. Do Not Occupy Orders were issued in accordance with *Building Regulations Bylaw No. 1250, 2010* on December 10, 2015. Correspondence was again sent to the owners advising them of the contraventions. On each occasion the Owner was advised to contact Bylaw Enforcement Staff to discuss the matter as well as another enforcement issue occurring on the property however, the Owner did not respond.

Staff attempted to re-inspect the property on December 15, 2015 but was prevented from doing so by the recent addition of a large electrically controlled gate which denied access to the property. The property is currently listed for sale and is being marketed as a property with a large shop, three rental units and that the current tenants wish to stay on the property in the event it is sold. The Owner has not contacted the RDN or taken steps to comply with Staff direction regarding the use of the unlawfully constructed buildings.

Section 57 of the *Community Charter* authorizes the Board to consider a resolution that directs the Corporate Officer to file a Notice on the title of a property that results from the contravention of a bylaw, a Provincial Building regulation, or any other enactment, that relates to the construction or safety of buildings or other structures, or work that was carried out without the necessary permit(s). The four structures were constructed without approvals, in contravention of RDN zoning and building regulations.

ALTERNATIVES

1. Register a Notice of Bylaw Contravention on the title of the property.
2. Not register a Notice of Bylaw Contravention on title and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications in the registration of a Notice on title. Once the bylaw contravention has been corrected, the property owner may apply to have the Notice removed upon payment of a \$500 fee in accordance with *Building Regulations Fees and Charges Bylaw No. 1595, 2010*. Should it become necessary to pursue legal action, a Court Order will be required to either remove the structures or compel the owner to comply with building regulations. The cost of obtaining such an Order can reach several thousand dollars and if challenged by the owner, the costs could escalate further. If successful the RDN may recover a portion of legal costs.

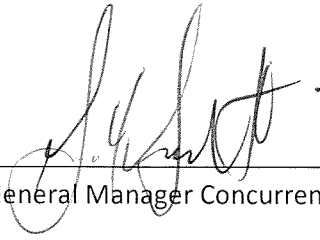
SUMMARY/CONCLUSIONS

In response to a complaint, RDN staff inspected the subject property and confirmed the presence of two small occupied dwellings constructed on either side of a larger shop-like building located near the front of the property and another structure constructed over an occupied recreational vehicle a short distance away. These buildings were constructed without building permit approvals and are currently occupied by tenants. Additionally, the zoning for the property provides for a maximum on one (1) dwelling unit. Recreational vehicles are not permitted by RDN regulations and the BC Building Code to be used as dwelling units.

The Owner has not complied with staff direction, including Do Not Occupy Orders issued in December 2015. The property is currently listed for sale and is being marketed as a property with a large shop and three rental units. Staff is recommending that a Notice be registered on title to alert prospective purchasers or others having an interest in the property, to the contraventions and that further enforcement action be taken if necessary to bring the property into compliance with Regional District regulations.



Report Writer



General Manager Concurrence

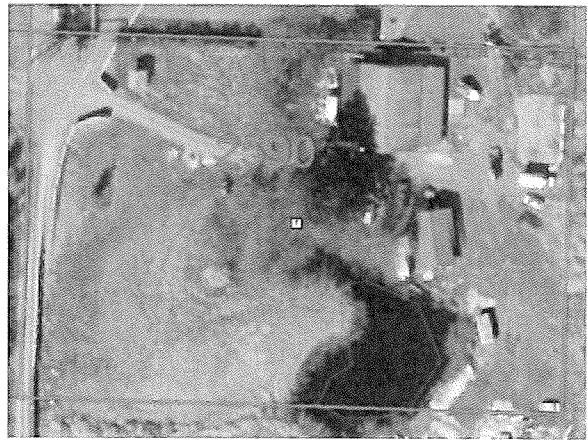


CAO Concurrence

Attachment No. 1



2009



2011



2015

**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE MEETING
HELD ON WEDNESDAY, FEBRUARY 3, 2016
COMMITTEE ROOM**

MINUTES

Present:

Bob Rogers	Chair, Director Electoral Area E	John Elliot	City of Nanaimo
Alec McPherson	Director Electoral Area A	Blake Medlar	Business Community (District 68)
Bob Weir	Town of Qualicum Beach	Ted Malyk	Business Community (District 69)
Vaughn Figueira	City of Parksville	Fred Spears	District of Lantzville
Juanita Rogers	Fisheries and Oceans Canada	Frank Van Eynde	Public (District 69)
Daniel Hooper	Public (District 68)		

Also in Attendance:

Randy Alexander	GM, Regional and Community Utilities, RDN
Rebecca Graves	Recording Secretary, RDN
Sean De Pol	Manager Wastewater Services, RDN
Shelley Norum	Wastewater Program Coordinator, RDN
Jolene Jackson	Special Projects Coordinator, RDN

Regrets:

Doug Muir	Snuneymuxw First Nation	Ian Thorpe	Director (Nanaimo)
Glenn Gibson	Island Health	Marc Lefebvre	Director (Parksville)

CALL TO ORDER

Chairperson B. Rogers called the meeting to order at 12:30 PM.

DELEGATES

MINUTES

MOVED F. Van Eynde, SECONDED A. McPherson, that the minutes from the Liquid Waste Management Plan Monitoring Committee meeting held on October 16, 2016, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

During the October 16, 2015 meeting, B. Medlar asked if the secondary treatment upgrades at GNPCC would open up any shellfish harvesting areas. S. Norum provided further information to this query after having a brief discussion with Tim Wenman at Environment Canada. Environment Canada indicated that after secondary treatment is in place, they could potentially perform a detailed assessment on the collection system, treatment system and outfall as well as influences from local non-point source discharges. Depending on the results of the assessment, they may be able to alter the boundaries of Sanitary closure 17.41.

J. Rogers added that many other jurisdictions are hoping to do the same thing. She further explained that, after a potential Environment Canada assessment, closure 17.41 would likely remain because of non-point sources of pollution in the area. However, the boundaries could shrink because of improvements to effluent quality.

The RDN committed to retain this topic (add to Intellex database) for future discussion with Environment Canada once secondary upgrades are complete.

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Report on W3C Activities (S. Norum)

Wastewater and Water Collaborative (W3C) meetings of RDN and member municipality staff occur twice a year to discuss LWMP implementation and other initiatives. The next W3C is scheduled for March 4, 2016. No W3C meetings occurred since the last LWMP MC meeting in October 2015. However, a number of subcommittee meetings occurred in the meantime.

- Inflow and Infiltration Management subcommittee meetings took place on November 10, 2015 and February 2, 2016
- A Rainwater Management subcommittee meeting took place on November 26, 2016. This group is scheduled to meet again on February 15, 2016.

SepticSmart Update (S. Norum)

S. Norum updated the Committee with information on the SepticSmart program. She mentioned that 2015 was the second of a two-year partnership with the Western Canada Onsite Wastewater Management Association of BC (WCOWMA-BC). Over 2014 and 2015, WCOWMA-BC contributed \$17,000 to boost the SepticSmart public education program. As a result, the RDN was able to expand public participation in the SepticSmart program and launch a successful rebate program. To date, the rebate program has provided over \$50,000 to help RDN residents maintain their septic systems. While WCOWMA-BC is not contributing funds in 2016, the RDN will continue to offer the Septic Maintenance Rebate and four SepticSmart workshops this year.

The Septic Maintenance Rebate is available starting in March, until the end of the year or until funds are exhausted. This year there are changes to the Maintenance Assessment category and a new \$100 rebate “bonus” for workshop participants for an added incentive to attend. The rebate and spring workshops were advertised in a newsletter that went out to 15,000 residents last week. Two more workshops will be planned for fall 2016.

B. Medlar asked if the RDN tracks septic system pump-outs occurring in the region. S. Norum replied that the RDN does not track pump-outs but is able to collect some information at the trucked waste (septage) receiving stations. S. De Pol added that an automated meter will be installed at the FCPC receiving station this year. RDN staff will look into the potential to use the system for tracking and report back to the committee.

B. Rogers questioned which committee meeting could a discussion on rainwater collection rebates occur. R. Alexander replied that a discussion could happen at the LWMPMC meeting if the DWWP Coordinator was present. Discussion could also take place at the Drinking Water and Watershed Protection Technical Advisory Committee. A. McPherson responded that a discussion could also be held at the Sustainability Select Committee meetings.

GNPCC Outfall Update (S. De Pol)

S. De Pol gave an update on the progress of the GNPCC outfall project. The contractor is using the winter fisheries window (December 15 to February 15) to complete an eelgrass salvage, dredging and blasting. They will be requesting a week extension to the winter work window to complete blasting. The outfall pipe will be assembled in Nanoose and installed in the summer fisheries window (June 1 to September 1). Staff will give the committee advance notice of the scheduled installation dates.

GNPCC Secondary Treatment Update (S. De Pol)

S. De Pol provided an update on the secondary treatment upgrade project. Geotechnical investigations, some site preparation works, and 60% engineering design are complete for the GNPCC Secondary Treatment Project. At this milestone, our engineers have provided an updated project schedule and cost estimate.

The revised schedule anticipates project completion in 2019. The schedule change is largely a result of the geotechnical investigations that identified liquefiable soils in the secondary treatment project area. As a result, up to six months of ground improvements (pile driving) are necessary.

Our engineers' revised cost estimate is greater than the \$62 million (Class C cost estimate) estimated in the 2014 LWMP Amendment. The increase is due to several factors including inflation, a decrease in value of the Canadian dollar, costs of the additional ground improvements, and scope refinements.

The RDN recently met with the MOE to ask if an LWMP amendment would be necessary to address the revised schedule and cost estimate. The MOE recommended that the RDN write a letter, providing updated cost and schedule information, and requesting a determination as to whether or not a minor amendment would be required. The MOE further advised that a minor amendment, if recommended, would require notification of the public and First Nations.

Receiving Environment Monitoring (S. Norum)

The RDN recently awarded the contract to define the scope of a receiving environment monitoring (REM) program to GreatPacific Engineering and Environment. The REM program will be based on the outline described in the Five Fingers Outfall Replacement Environmental Impact Study. The RDN intends to engage with First Nations and the LWMP Monitoring Committee to refine the scope of this project.

Bowser Village Wastewater Servicing Study and DPPCC Cost Capacity Review / Cedar Sewer Servicing (J. Jackson)

J. Jackson provided an update on the "Rural Village Centre Sewer Servicing Studies". In 2014, the RDN received \$350,000 Federal Gas Tax grant funding to complete sewer servicing studies in Bowser and Cedar.

The Bowser Village Wastewater Servicing Study was allocated \$300,000 of the Federal Gas Tax grant funds. This project will provide the engineering design and cost estimates for a potential community sewer system in Bowser. The study will provide detailed design and cost estimates for the tertiary treatment and collection systems, as well as preliminary engineering design and cost estimates for both marine and ground treated effluent disposal options. It was noted that this is not a design-build project – it is more of a "design-consult" project. There are many interests and stakeholders in the region, and the results from this study will be used to inform discussions with First Nations, commercial stakeholders, residents, and regulators. A webpage for this project was

posted in December 2015 (www.rdn.bc.ca/bowser). Consultation events will be held at both preliminary and detailed design stages (expected for Spring and Summer 2016).

The Duke Point Pollution Control Centre Capacity Review / Cedar Sewer Servicing Study was allocated \$50,000 of the Federal Gas Tax grant funds. The first stage of this project involves completing an engineering cost and capacity review of the Duke Point plant. The review is near completion, and staff will present the results in more detail to Director McPherson in coming weeks. The existing agreements between the RDN and the City of Nanaimo are the key limiting factors to allowing connections from Cedar. Once the engineering review is complete, RDN staff will look to work with City of Nanaimo staff on amending or otherwise changing the agreements – and eventually taking the agreements to the Board and Nanaimo Council. If and when these agreements can be re-negotiated, staff will be able to take amended bylaws to the Board to allow new sewer connections in Cedar.

Future Meetings of the LWMPMC (S. Norum)

Future LWMPMC meetings are tentatively scheduled for:

- April 1, 2016 [the date is now March 29, 2016, due to a request made after the meeting]
- May 10, 2016
- September 9, 2016
- November/December, 2016

There may be more meetings if an LWMP Amendment is required.

If committee members cannot attend, they are welcome to send their alternates if they have one.

S. Norum asked the committee members if the current meeting notification methods (primarily MS Outlook invites, emails and Board Calendar) were sufficient or if any members had recommendations to improve communication. Members were in general agreement that the current methods worked well.

ADDENDUM

NEW BUSINESS

ADJOURNMENT

MOVED A. McPherson, SECONDED T. Malyk that this meeting be adjourned.

TIME: 2:08 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 9, 2016 AT 12:00 PM
RDN COMMITTEE ROOM**

Present:

Director A. McPherson	Chairperson
Director H. Houle	Electoral Area 'B'
Director M. Young	Electoral Area 'C'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Director J. Hong	City of Nanaimo
Director B. McKay	City of Nanaimo
Director B. Luchtmeijer	Town of Qualicum Beach
Director S. Powell	City of Parksville

Also in Attendance:

D. Trudeau	CAO, RDN
L. Gardner	Manager of Solid Waste, RDN
S. Horsburgh	Senior Solid Waste Planner, RDN
R. Graves	Recording Secretary, RDN

Regrets:

Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbrook	Town of Qualicum Beach

CALL TO ORDER

The meeting was called to order at 12:03pm by the Chairperson.

MINUTES

MOVED Director Stanhope SECONDED Director McKay that the minutes from the Solid Waste Select Committee meeting held December 2, 2015 be received. CARRIED

BUSINESS ARISING FROM THE MINUTES

Solid Waste Select Committee Revised Terms of Reference (January 27, 2016).

MOVED Director Houle, SECONDED Director Young, that the Solid Waste Select Committee approve the revised Terms of Reference (January 27, 2016) as presented with amendments. CARRIED

COMMUNICATIONS/CORRESPONDENCE

Progressive Waste Solutions Merger with Waste Connections.

MOVED Director Powell, SECONDED Director Houle, that the correspondence from Progressive Waste Solutions Merger with Waste Connections be received. CARRIED

UNFINISHED BUSINESS

ADVISORY COMMITTEE

MOVED Director Houle, SECONDED Director McKay, that the minutes from the Regional Solid Waste Advisory Committee meeting held November 26, 2015 be received for information only.

CARRIED

MOVED Director Houle, SECONDED Director Young, that the minutes from the Regional Solid Waste Advisory Committee meeting held January 14, 2016 be received for information only.

CARRIED

REPORTS

AVICC Special Committee on Solid Waste Management – Support for Priorities.

The Regional District of Nanaimo has been an active participant on the AVICC Special Committee on Solid Waste Management. The Committee was formed in 2015 with the objective of finding a long-term sustainable strategy for solid waste management on Vancouver Island and the coastal communities. A set of priorities to guide the ongoing work of the Committee has been identified. The Board's support for those priorities has been requested by the Special Committee's Chair.

MOVED Director Luchtmeijer, SECONDED Director McKay, that the Select Committee endorses the priority focus areas identified by the AVICC Special Committee on Solid Waste Management.

CARRIED

Curbside Recycling Collection – Resident Education and Outreach.

RDN staff have been actively promoting MMBC's residential curbside recycling Packaging and Printed Paper product stewardship program. A variety of outreach and education activities have been funded through monies received from MMBC. These activities commenced in advance of the May 2014 launch of the changes, and have continued through 2015.

MOVED Director Stanhope, SECONDED Director McKay, that the Curbside Recycling Collection – Resident Education and Outreach report be received for information only.

CARRIED

PRESENTATION

Status Update on SWMP Review Process.

L. Gardner provided an update on the Solid Waste Management Plan (SWMP) review process which included the SWMP timeline, options and multi-family and IC&I (industrial, commercial & institutional) sectors. The options evaluated included:

- Non-deposit glass at curbside
- Yard and Garden Waste at Curbside
- Compliance and Enforcement at Curbside
- Share Sheds at Regional Facilities
- EPR Stewardship Depots at Regional Facilities
- Zero Waste Policy
- ICI and Multi-Family Diversion

Multi-family recycling rates are currently at 16-18% compared to 30% for single-family and approximately 44% of garbage is compostable. Within the IC&I sector approximately 30% of the waste is recyclable and 42% compostable. Within these two sector there are two potential diversion strategies

for increasing diversion: Scenario 1 being increased education/enforcement at regional facilities with a diversion potential of 3%; and, Scenario 2 being additional regulatory authority with a diversion potential of 7.9-11%.

MOVED Director Stanhope, SECONDED Director Young, that the Status Update on SWMP Review Process be received.

CARRIED

NEW BUSINESS

ADJOURNMENT

Moved Director Houle SECONDED Director Young that the meeting be adjourned.

NEXT MEETING

Next SWMSC meeting to be announced.

CHAIRPERSON

TO: Larry Gardner
Manager, Solid Waste Services

DATE: January 29, 2016

FROM: Jeff Ainge
Zero Waste Coordinator,
Solid Waste Services

MEETING: SWMSC, February 9, 2016

FILE: 0360-20-SWMSC

SUBJECT: Solid Waste Management Select Committee – Revised Terms of Reference

RECOMMENDATION

That the Select Committee approves the Solid Waste Management Select Committee (SWMSC) revised Terms of Reference (January 27, 2016).

PURPOSE

To provide the SWMSC with a revised Terms of Reference for approval.

BACKGROUND

As part of the Solid Waste Management Plan (SWMP) review process, the SWMSC was established in 2014 to act as a liaison between the Board and the combined public and technical advisory committee (the Regional Solid Waste Advisory Committee). The original intent was for the SWMSC to exist during the SWMP review noting that it may continue for purposes of oversight during the plan implementation.

The SWMSC, at its December 2, 2015 meeting discussed the complexity and importance to the community of the solid waste function and the relationship between planning for future program delivery and on-going operations. As a consequence, the SWMSC passed the following motion:

That staff be directed to prepare a report recommending amendments to the Terms of Reference of the Solid Waste Management Select Committee to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to its current role as it relates to the Solid Waste Management Plan review process.

In response to that motion a revised Terms of Reference has been prepared for the SWMSC's consideration. The Terms now clearly state the purpose of the SWMSC is to provide oversight for the SWMP update, Plan implementation and delivery of the Solid Waste Services function. The revised Terms of Reference (January 27, 2016) are attached.

ALTERNATIVES

1. Approve the Solid Waste Management Select Committee revised Terms of Reference (January 27, 2016) as presented.

2. Approve the Solid Waste Management Select Committee revised Terms of Reference (January 27, 2016) as presented with amendments.

FINANCIAL IMPLICATIONS

There are no financial implications associated with approving the revised Terms of Reference as the change only increases the scope of the Select Committee’s oversight.

STRATEGIC PLAN IMPLICATIONS

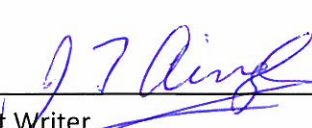
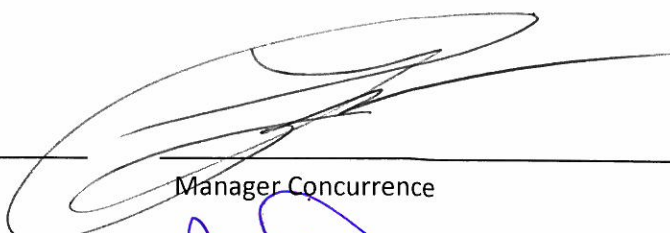


The current RDN Strategic Plan includes statements and action items recognizing the need to plan and consider future options for waste management, disposal and facility development to meet the needs of a growing population.

SUMMARY

The SWMSC was established in 2014 to act as a liaison between the Board and the combined public and technical advisory committee appointed to assist with the SWMP review. At its December 2, 2015 meeting the SWMSC discussed amending the Terms of Reference to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to its current role with the SWMP review process. A revised Terms of Reference reflecting those changes has been prepared.

RECOMMENDATION

That the SWMSC approves the SWMSC revised Terms of Reference (January 27, 2016).

 _____ Report Writer	 _____ Manager Concurrence
 _____ General Manager Concurrence	 _____ CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

SOLID WASTE MANAGEMENT SELECT COMMITTEE TERMS OF REFERENCE

January 27, 2016

1.0 BACKGROUND

The Province of BC requires all Regional Districts to have a Solid Waste Management Plan (SWMP). The Regional District of Nanaimo's (RDN) first SWMP was prepared in 1988 and was subsequently updated in 1996 and 2004. The current update of the SWMP that is underway began in December 2013 and is expected to be completed by the end of 2016.

As part of the plan review process, the Solid Waste Management Select Committee (SWMSC) was established in 2014 to act as a liaison between the Board and the combined public and technical advisory committee which is named the Regional Solid Waste Advisory Committee (RSWAC). The original intent was for the SWMSC to exist during the SWMP review noting that it may continue for purposes of oversight during the plan implementation.

In December 2015, the SWMSC discussed the complexity and importance to the community of the solid waste function and the relationship between planning for future program delivery and on-going operations. As a consequence, a motion was passed to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to that of the Solid Waste Management Plan review process.

2.0 PURPOSE

The purpose of the Solid Waste Management Select Committee is to:

- Provide political oversight of the SWMP review and act as a liaison between the RSWAC and the Regional Board; and,
- Provide political oversight on delivery of the of solid waste function and monitor implementation of the SWMP.

3.0 RESPONSIBILITIES

The SWMSC's responsibilities are:

- To liaise with and make recommendations on behalf the RSWAC to the Regional Board;
- To pursue matters referred to the SWMSC by the RSWAC and ensure the effective exchange of information with the Regional Board; and,
- To identify problems, issues and opportunities and ensure that the Solid Waste Services function meets the community needs, and, provide advice and recommendations to the Regional Board in this regard.

4.0 COMPOSITION

- The Committee is comprised of a minimum of seven RDN Directors with a mix of municipal and electoral area representation; and,
- The Board Chair will appoint committee members and Chair.

5.0 MEETINGS

- The Committee meets approximately every second month; and,
- The General Manager responsible for Solid Waste Services will assign staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

6.0 TERM

The SWMSC is ongoing and will provide oversight for the SWMP update, Plan implementation and delivery of the Solid Waste Services function.

TO: Larry Gardner
Manager, Solid Waste Services

DATE: January 21, 2016

FROM: Jeff Ainge
Zero Waste Coordinator
Solid Waste Services

MEETING: SWMSC, February 9, 2016

FILE: 0360-20-SWMSC

SUBJECT: AVICC Special Committee on Solid Waste Management – Support for Priorities

RECOMMENDATION

That the Select Committee endorses the priority focus areas identified by the AVICC Special Committee on Solid Waste Management.

PURPOSE

To provide the Solid Waste Management Select Committee with a summary of the work prepared through the Association of Vancouver Island Coastal Communities Special Committee on Solid Waste Management, and to seek endorsement of the AVICC Special Committee’s priority focus areas.

BACKGROUND

The AVICC Special Committee on solid waste management was formed in 2015 with the objective of finding a long-term sustainable strategy for solid waste management on Vancouver Island and the coastal communities. The nine regional districts within the AVICC region are committed participants.

Over the course of 2015 the Committee has convened several times both by teleconference and in person. One of the Committee’s first tasks was to retain Tetra Tech EBA consultants to assist in summarizing the array of solid waste management programs, practices, facilities and trends found throughout the AVICC catchment area. A workshop to present this information was facilitated by the consultant on June 19, 2015. Following the presentation, the participants were invited to identify and prioritize issues and challenges along with potential solutions.

An in-depth report titled “The State of Waste Management”, authored by the consultant, was submitted to the Committee at a workshop held September 11, 2015. The report (attached for reference) included:

- An overview of solid waste trends seen across Canada;
- An overview of facilities, solid waste plans, disposal and diversion metrics and financial models of the AVICC communities;
- In-depth profiles of the AVICC communities;
- A review of relevant policies and bylaws in place throughout the area;
- A Strength-Weakness-Opportunity-Threat (SWOT) analysis; and
- Twenty-one Recommendations and Options for AVICC Solid Waste Collaboration identified by the participants through the previous meetings (see Appendix 3).

At their October 16, 2015 meeting, the Committee members participated in a facilitated session to assign priorities and achieve consensus on identifying the top three recommendations, with the purpose of building a long-term strategy for solid waste management around the agreed to items. The facilitated discussion resulted in consensus on the 21 recommendations being broken into three priority timeframes – Immediate, Short-Term, and Long-Term.

The Immediate Priorities (items 1, 2, & 21) focus on the AVICC Partnership and Advocacy. Action items include developing a vision and goals; continuing to meet regularly; and advocating for the review and expansion of waste reduction and diversion policies.

The Short-Term Priorities (items 3 & 17) focus on Long-term disposal and Regulations and Enforcement. Action items include conducting an assessment of future disposal demand over 20/40/60 year timeframes; and seeking consistency across the AVICC area in the development and application of disposal bans and bylaws.

The Long-Term Priorities (items 4-16 & 18-20) covers a range of items which can be addressed as part of an evolving approach over time. These include organics waste reduction strategies, recycling programs, solid waste management financials, and diverting waste from the commercial sectors.

At this time, the Chair of the AVICC Special Committee on Solid Waste Management is seeking endorsement of the Immediate and Short-Term Priorities from the participating Regional District Boards by March 4, 2016. A letter from the Special Committee Chair, dated November 20, 2015 along with minutes of the October 16, 2015 meeting are both appended to this report for reference (Appendices 1 & 2).

ALTERNATIVES

1. Endorse the Immediate and Short-term priority focus areas identified by the AVICC Special Committee on Solid Waste Management.
2. Receive the report for information and provide an alternate response to the AVICC Special Committee on Solid Waste Management.

FINANCIAL IMPLICATIONS

At this time there are no financial implications associated with endorsing the priority focus areas as identified by AVICC Special Committee on Solid Waste Management.

STRATEGIC PLAN IMPLICATIONS


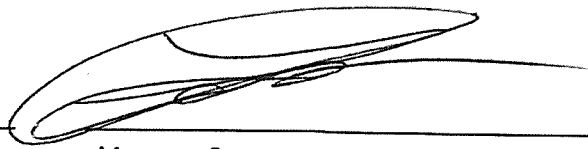
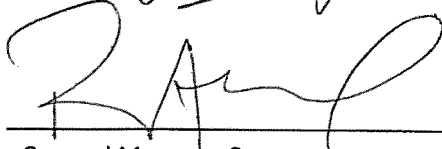
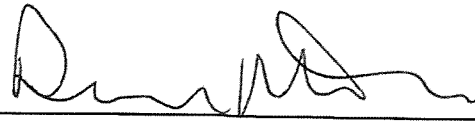
The current RDN Strategic Plan includes statements and action items which support involvement with the AVICC Special Committee. These include promoting collaboration with Vancouver Island regional districts and the Lower Mainland in their waste management efforts, and recognizing the need to plan and consider future options for waste management, disposal and facility development to meet the needs of a growing population.

SUMMARY

The Regional District of Nanaimo has been an active participant on the AVICC Special Committee on Solid Waste Management. The Committee was formed in 2015 with the objective of finding a long-term sustainable strategy for solid waste management on Vancouver Island and the coastal communities. A set of priorities to guide the ongoing work of the Committee has been identified. The Board's support for those priorities has been requested by the Special Committee's Chair.

RECOMMENDATION

That the Select Committee endorses the priority focus areas identified by the AVICC Special Committee on Solid Waste Management.

 _____ Report Writer	 _____ Manager Concurrence
 _____ General Manager Concurrence	 _____ CAO Concurrence

Appendix 1
Letter from AVICCC Special Committee Chair



November 20, 2015

Attention: Regional District Boards participating on AVICC Special Committee on Solid Waste

Re: AVICC Special Committee on Solid Waste Management

The AVICC Special Committee on Solid Waste Management would like to report back and seek support for a long-term strategy from the 9 Regional Districts participating on the Committee. Please find attached a report prepared by Tetra Tech EBA consultants for the Committee; a report from Jerry Berry Consultants Inc. prioritizing recommendations from the Tetra Tech EBA report; and minutes from a workshop and committee meeting held on October 16, 2015.

Below is a status report of the special committee’s work on solid waste management pursuant to the terms of reference.

Task	Action	Status
prepare a report to summarize AVICC regional district solid waste management plans;	Report titled “The State of Waste Management” dated September 2015 prepared by Tetra Tech EBA Consultants	Completed
conduct the required analysis and review including the provincial legislative framework to inform AVICC-wide joint solutions (or sub-AVICC solutions, as appropriate, between partnering jurisdictions) on the topic of solid waste management;	Report titled “The State of Waste Management” dated September 2015 prepared by Tetra Tech EBA Consultants; Ministry of Environment review of legislation – Solid Waste Management Plan	Ongoing depending on specific action required for each priority.
develop a long-term strategy for solid waste management ensuring that the affected local governments have reached consensus;	Facilitated special committee session October 16 th , 2015 to prioritize recommendations by Tetra Tech EBA. Session outcomes report	Pending review and feedback from participating regional districts with deadline of March 4, 2016.

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 Email: avicc@ubcm.ca • Tel: 250-356-5922 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

	prepared by Jerry Berry Consultants Inc. dated October 2015.	
present the findings and recommendations of the analysis as requested by AVICC;	AVICC special committee Chair Edwin Grieve, provides status update to AVICC executive committee.	Briefed at November 6, 2015 Executive Committee meeting, and ongoing.
report out on work of the special committee at the 2016 AVICC Annual General Meeting and Convention; and		Timeline: April 2016
present a briefing to the Province of BC.		To be determined following AVICC Convention April 2016

The Committee is seeking support from the Regional District members to adopt the long-term strategy for solid waste management as attached. As Chair, I am available to come and present on the reports and recommended strategy at a Board meeting. Please contact me directly at edwingrieve@shaw.ca

Please provide your response to avicc@ubcm.ca by Friday, March 4, 2016.

Sincerely,



Director Edwin Grieve, Chair, Special Committee on Solid Waste Management
AVICC 2nd Vice President



**MINUTES OF THE AVICC
SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT
HELD AT THE REGIONAL DISTRICT OF NANAIMO
FRIDAY, October 16, 2015**

REPRESENTATIVES:

AVICC 2nd Vice President Edwin Grieve, Committee Chair
Director John McNabb, Alberni Clayoquot
Director Judy Brownoff, Capital
Director Rod Nichol, Comox Valley
Director Ian Morrison, Cowichan Valley
Director Alec McPherson, Nanaimo
Director CaroleAnn Leishman, Powell River
Director Larry Samson, Strathcona

ALTERNATES AS OBSERVERS:

1st Vice President Mary Marcotte, AVICC

STAFF IN ATTENDANCE:

Russ Smith, Capital Regional District
Debra Oakman, CAO, Comox Valley
James Mathers, Sr. Manager, Comox-Strathcona Waste Mgt Services
Brian Carruthers, CAO, Cowichan Valley
Paul Thorkelsson, CAO, Nanaimo
Dennis Trudeau, Gen Manager, Trans & Solid Waste, Nanaimo
Russ Hotsenpiller, CAO, Strathcona
Glen Brown, GM Victoria Operations, UBCM
Liz Cookson, AVICC Executive Coordinator (Recorder)

UNAVAILABLE PRIMARY REPS:

Director Dennis Dugas, Mount Waddington
Director Stan Gisborne, Powell River
Director Ian Winn, Sunshine Coast

ALSO:

AVICC President Barbara Price, Ex-officio
Jerry Berry, Consultant, Jerry Berry Consultants

Chair AVICC 2nd Vice President Edwin Grieve called the meeting to order at 11:15 am, welcoming all of those in attendance, and thanking attendees for making the time to participate in today's meeting and workshop.

MINUTES OF SEPTEMBER 11, 2015 MEETING

On motion by Comox Valley Director Nichol, seconded by Capital Director Brownoff,
That the minutes of the September 11, 2015 meeting be amended to correct the title for AVICC 1st Vice
President Marcotte and for Tetra Tech was CARRIED

On motion by Cowichan Valley Director Morrison, seconded by Powell River Director Leishman,
That the minutes of the September 11, 2015 meeting be adopted was CARRIED

RECEIPT OF DOCUMENTS

(1) CVRD, October 8, 2015: Tetra Tech State of Waste Management Report

Debra Oakman spoke to Tetra Tech EBA's State of Waste Management report, and noted that Jerry Berry would be facilitating a prioritization of report recommendations later in the meeting. She noted that the last bullet on page 83 is adjusted to "joint emerging technologies". Alberni Clayoquot Director John McNabb questioned discrepancies in reported landfill capacity in years between Table 2 and Figure 7. Debra Oakman to review with Tetra Tech EBA.

On motion by Comox Valley Director Nichol, seconded by Powell River Director Leishman, That the October 8, 2015 report from the CVRD and the September 2015 "The State of Waste Management" report from Tetra Tech be received.

CARRIED

(2) CVRD, October 8, 2015: AVICC Grant Application for Capacity Building

On motion by Powell River Director Leishman, seconded by Cowichan Valley Director Morrison, That the CVRD report dated October 8, 2015 on AVICC Grant Application for Capacity Building be received.

CARRIED

(3) Comox Valley Director Rod Nichol, September 2, 2015: Reducing Volumes of Municipal Solid Waste to Landfills

Director Nichol spoke to his report and circulated a sample of material. The CVRD staff will be undertaking research in this area, and will share the report with Committee members once completed.

On motion by AVICC 2nd Vice President Grieve, seconded by Capital Director Brownoff, That the September 2, 2015 report on Reducing Volumes of Municipal Solid Waste to Landfills be received.

CARRIED

PRIORITIZATION OF REPORT RECOMMENDATIONS

Jerry Berry, Consultant with Jerry Berry Consulting facilitated a review of priorities for implementing the recommendations and options for Solid Waste Collaboration that are set out as twenty-one items in Table 14 of the Tetra Tech EBA report. Participants from each RD indicated first, second and third working priorities. There was support for items 1 and 2 together as the first priority (AVICC partnership), and item 21 (Advocacy) as the second priority. Each RD reviewed and then advised again of respective third priorities from the remaining items. There was support for 3 (Long-term disposal demand forecast), 5 (Organics waste reduction strategy), 8 & 9 (Recycling collection and drop-off programs) and 17 (Disposal Bans and bylaw consistency). Items 3 and 17 were selected by consensus as short-term work priorities.

Jerry Berry will prepare a briefing report with the immediate, short-term and long-term priorities recommended to go back to each RD. He noted that no items are being removed from consideration, it is a matter of prioritization and time frames.

The session wrapped up at 2:15 pm with AVICC 2nd VP Grieve thanking Jerry Berry for facilitating today's workshop; elected and staff in attendance allowing for face-to-face networking, and the Regional District of Nanaimo for providing the meeting space.

Minutes of the October 16, 2015 Meeting
AVICC Special Committee on Solid Waste Management

2

On motion by Strathcona Director Samson, seconded by Cowichan Valley Director Morrison,
That the AVICC: State of Waste Management (produced by Tetra Tech EBA dated September 2015)
be sent to AVICC member regional districts seeking support for the AVICC special committee on solid
waste management to continue working on the following recommendations from Table 14:

1. Immediate: AVICC partnership (items 1 & 2)
2. Immediate: Advocacy (item 21)
3. Short-term: Long-term disposal (item 3)
4. Short-term: Regulations and enforcement (item 17)

CARRIED

On motion by Strathcona Director Samson, seconded by Nanaimo Director McPherson,
That the AVICC special committee on solid waste management apply for grant programs to assist
with organizational capacity building;

AND FURTHER THAT the Comox Valley Regional District support the AVICC in its application efforts.

CARRIED

NEXT STEPS

On motion by Powell River Director Leishman, seconded by Alberni Clayoquot Director McNabb,
That the next meeting be confirmed for 9:00-10:00 am, Friday, November 20, 2015 via
teleconference, and that the current meeting be adjourned at 2:20 pm.

CARRIED

AVICC 2nd VP Edwin Grieve
Chair

Liz Cookson, AVICC Staff
Meeting Recorder

Appendix 3

Recommendations and Options for AVICC Solid Waste Collaboration

Area of Work	Item #	Recommendation and/or Option Description	Key Driver
AVICC partnership	1.	Develop a vision and goals for the AVICC including: <ul style="list-style-type: none"> ▪ A communication strategy ▪ A unified education program 	<ul style="list-style-type: none"> ▪ Establish a platform for effective collaboration ▪ Develop clarity of all recycling efforts across the AVICC
	2.	Continue to meet regularly – identify one solid waste challenge or opportunity to investigate at each meeting. <ul style="list-style-type: none"> ▪ Establish a 3 to 5 year process to maintain and update the 2015 baseline report information 	<ul style="list-style-type: none"> ▪ Establish a platform for effective collaboration ▪ Build understanding of priorities
Long-term disposal	3.	Conduct an assessment to forecast future solid waste disposal demand of AVICC member populations in 20, 40, and 60 years' time.	<ul style="list-style-type: none"> ▪ Ensure accurate data and assumptions for making long-term investment decisions
	4.	Review the mid and long-term business case for a WTE energy facility with all AVICC members giving waste as a feedstock.	<ul style="list-style-type: none"> ▪ Need to effectively manage residual waste
Organics waste reduction strategies	5.	Develop a comprehensive AVICC organics strategy that engages the residential and ICI sectors. Build on existing organics systems in place in RDN and CoVRD.	<ul style="list-style-type: none"> ▪ Reduce per capita garbage generation
	6.	Conduct an assessment of organic feed stock and analysis of capacity needs along with a review of combined existing and planned organics infrastructure to ensure sufficient processing capacity is in place, either in the private and/or the public sector.	<ul style="list-style-type: none"> ▪ Increase diversion rate ▪ Ensure regional processing capacity aligns with organics diversion strategies (e.g., curbside programs and disposal bans)
	7.	Standardize organics curbside collection to provide consistency for materials collected, including food scraps and food-soiled paper.	
Recycling collection and drop-off programs	8.	Establish consistency in materials collected in curbside recycling programs and accepted at depots.	<ul style="list-style-type: none"> ▪ Increase diversion
	9.	Implement common promotion and education programs throughout the AVICC. Focus on standardizing messaging, colours and system types.	<ul style="list-style-type: none"> ▪ Optimize services and program efficiency ▪ Maximize participation
Financially sustainable model	10.	Explore implications of establishing unified tipping fee: <ul style="list-style-type: none"> ▪ Impact on revenue; ▪ Impact on tonnages disposed; ▪ Impact on leakage; and ▪ Impact on illegal dumping. 	<ul style="list-style-type: none"> ▪ Establish a sustainable financial model
	11.	Assess leakage and export of waste by private haulers and private landfills. Explore opportunities for government control of waste collection systems (flow control/franchising).	
ICI sector strategy	12.	Engage the ICI sector in constructive dialogue to identify opportunities for collaboration to address waste diversion issues. Establish an initial network of ICI contacts and use to educate and promote goals (e.g., organics and other disposal bans).	<ul style="list-style-type: none"> ▪ Increase diversion
Area of Work	Item #	Recommendation and/or Option Description	Key Driver

C&D sector strategy	13.	Track all C&D waste generated including what is disposed in the region and what is exported.	
	14.	Expand or add areas to existing landfills to sort and separate recyclable C&D materials while other materials are stockpiled to be used for cover at the landfill or shipped out of region for recycling or beneficial reuse or energy recovery.	<ul style="list-style-type: none"> ▪ Increase diversion
	15.	Develop permit process that requires contractors to assess waste materials generated and develop a diversion strategy, and provide contractors with tools to support them.	<ul style="list-style-type: none"> ▪ Increase longevity of existing landfill capacity
	16.	Ensure all regional districts have requirements that all C&D waste must be disposed of at a licensed facility, and have similar rules regarding the requirement of disposal and diversion.	
	17.	Ensure that disposal bans and bylaws are consistent across regions to reduce leakage across borders.	
Regulations and enforcement	18.	Ensure that accurate and consistent metrics and statistics are taken for all materials (MSW, C&D, Recycling, Organics, Etc.) and receiving facilities (including private) are documented in terms of meeting standards and providing accurate data.	<ul style="list-style-type: none"> ▪ Track material generation and movement ▪ Increase diversion ▪ Ensure program costs are efficient
	19.	Develop a consistent enforcement strategy to support regulations.	
	20.	Develop standards for odour levels for organic processing	
Advocacy	21.	Advocate British Columbia MOE and industry groups to review and expand waste reduction and diversion polices.	<ul style="list-style-type: none"> ▪ Adopt and implement new EPR programs ▪ Refine and improve existing EPR programs