

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, APRIL 12, 2016

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

5-28 **Dr. Paul Hasselback, Island Health**, re Annual Presentation to the Board.

MINUTES

29-34 Minutes of the Regular Committee of the Whole meeting held Tuesday, March 8, 2016.

That the minutes of the Regular Committee of the Whole meeting held Tuesday, March 8, 2016, be adopted.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

35-37 **Franz Gigl, Gabriolans Against Freighter Anchorages Society (GAFA)**, re Meeting with Regional Director Marine Security and Safety (Pacific Region).

38-45 **Bruce Jolliffe, Chair, Comox Valley Regional District**, re Asbestos and Asbestos Containing Material (ACM).

46-49 **Lighthouse Community Centre Society**, re Request for Building Upgrade Assistance through Community Works Funds.

50-52 **Correspondence re Island Corridor Foundation Contribution Agreement.**

RECREATION AND PARKS

PARKS

- 53-56 Regional Parks and Trails Select Committee – Amendment to Terms of Reference.
- 57-83 Oakdowne Community Park Adjunct II (Electoral Area ‘H’) – Licence of Occupation Renewal.
- 84-87 Coombs to Parksville E&N Trail – Tender Award and Advance of Construction.

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WASTEWATER

- 88-91 Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06.
- 92-93 Renewal of Agreement for On-Call Electrical Maintenance and Support for Wastewater Services.

STRATEGIC AND COMMUNITY DEVELOPMENT

CURRENT PLANNING

- 94-100 Annual Special EAPC and Town Hall meetings in Electoral Areas.

LONG RANGE PLANNING

- 101-137 2015 Annual Report on Regional Growth Strategy Implementation and Progress.

ENERGY AND SUSTAINABILITY

- 138-146 Asset Management Quarterly Update and Policy.

ADVISORY, SELECT COMMITTEE AND COMMISSION

- 147-150 **Electoral Area ‘E’ Parks and Open Space Advisory Committee**

That the minutes of the Electoral Area ‘E’ Parks and Open Space Advisory Committee meeting held Wednesday, February 10, 2016 be received for information.

151-153 **Electoral Area 'A' Parks, Recreation and Culture Commission**

That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 17, 2016 be received for information.

154-155 **Agricultural Advisory Committee**

That the minutes of the Agricultural Advisory Committee meeting held Friday, February 19, 2016 be received for information.

156-157 **East Wellington/Pleasant Valley Parks and Open Space Advisory Committee**

That the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, February 29, 2016 be received for information.

158-160 **Electoral Area 'H' Parks and Open Space Advisory Committee**

That the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Thursday, February 25, 2016 be received for information.

Phase 2 Water Access Development.

That staff be directed to install water access signage and undertake minor trail improvements at the following MOTI water access sites: #12 Raft Rd, #15 Cochrane Rd, #19 Franksea Rd, #22 Guitar Lane, #25 Hansen Rd or #26 Noonday Rd, #29 McColl Rd, #34 Henry Morgan Dr, #40 Ocean Trail Rd, #41 Oceantrail West, and #48 Deep Bay Dr.

161-163 **Electoral Area 'G' Parks and Open Space Advisory Committee**

That the minutes of the Electoral Area 'G' and Open Space Advisory Committee meeting held Monday, March 7, 2016 be received for information.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Notice of Motion – Rail Corridor Development.

At the March 8, 2016 Committee of the Whole meeting, Director Yoachim noted that the following motion would be brought forward to the April 12, 2016 Committee of the Whole Agenda:

That staff be directed to explore concepts for rail corridor development, i.e. public greenways along the Island Corridor in the Regional District from Area 'A' to Area 'H'.

Notice of Motion – Bus Passes for Adults with Disabilities.

At the March 8, 2016 Committee of the Whole meeting, Director Yoachim noted that the following motion would be brought forward to the April 12, 2016 Committee of the Whole Agenda:

That the Board endorse a letter from the Chair to the Provincial Government indicating that the RDN does not support the changes to the BC Bus Pass Program and the Special Transportation Subsidy for disability assistance clients.

Notice of Motion - Regional Services Review.

At the March 22, 2016 Regular Board meeting, Director Westbroek noted that the following motion would be brought forward to the April 12, 2016 Committee of the Whole Agenda:

That staff prepare a report with regard to conducting a Regional Services Review after the appointment of the Chief Administrative Officer and prior to the next Financial Plan adoption.

Directors' Roundtable

IN CAMERA

That pursuant to Sections 90 (1) (j) of the Community Charter the Committee proceed to an In Camera Meeting, for discussions related to third-party business information.

ADJOURNMENT

Delegation: Dr. Paul Hasselback, Island Health, re Annual Presentation to the Board.

Summary: This year is he doing something different. He will be presenting local data and stats on the following topics:

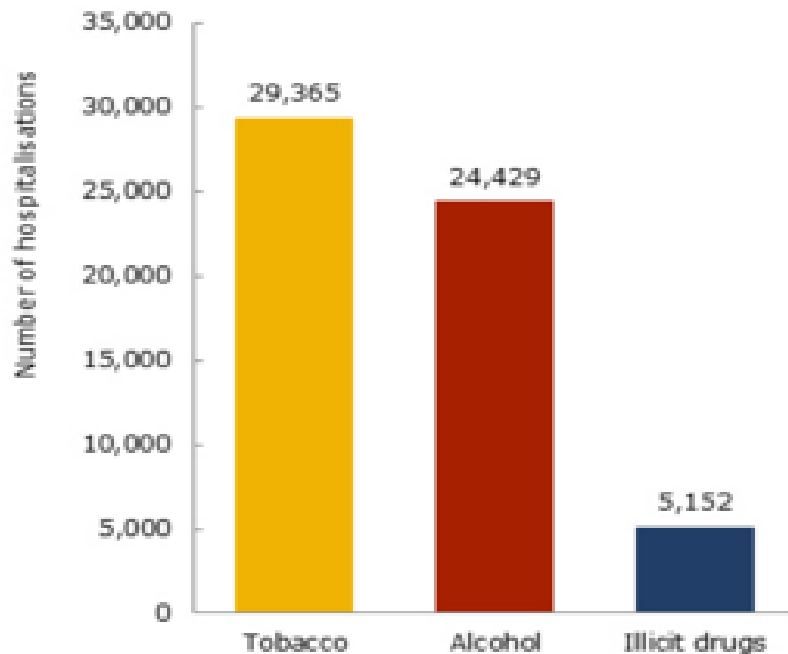
- Rise in tragic outcomes from illicit drugs
- Changing environment for marijuana
- Increasing problem of prescription drug use
- Treatment options
- Role for local government
- Increases in Alcohol consumption

Medical Health Officer Report to
Regional District of Nanaimo
Board – Committee of the Whole
April 12, 2016

Substance Use and Misuse

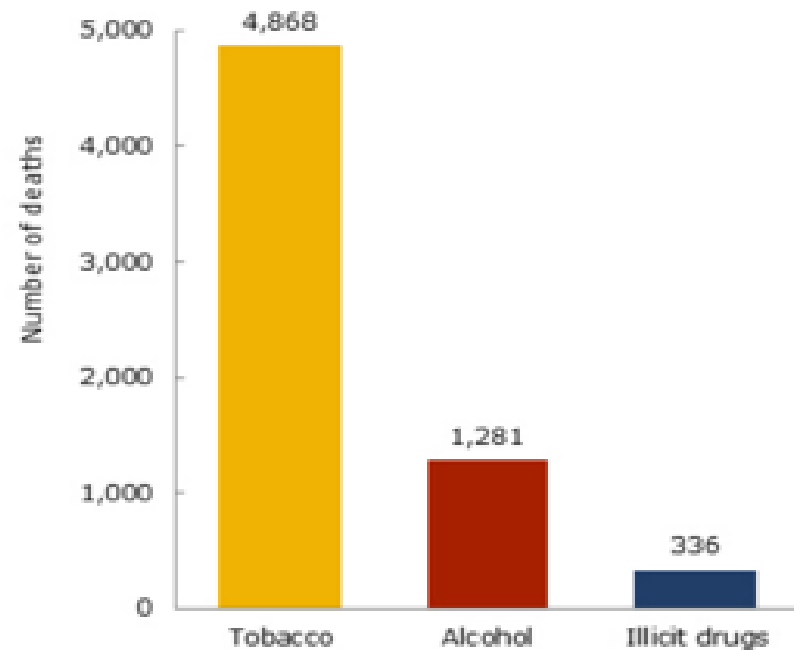
Substance use: Mortality and Morbidity

Number of BC Hospitalizations Related to Substance Use, 2013



Source: BC Alcohol and Other Drugs (AOD) Monitoring Project, Centre for Addictions Research of BC

Number of BC Deaths Related to Substance Use, 2013



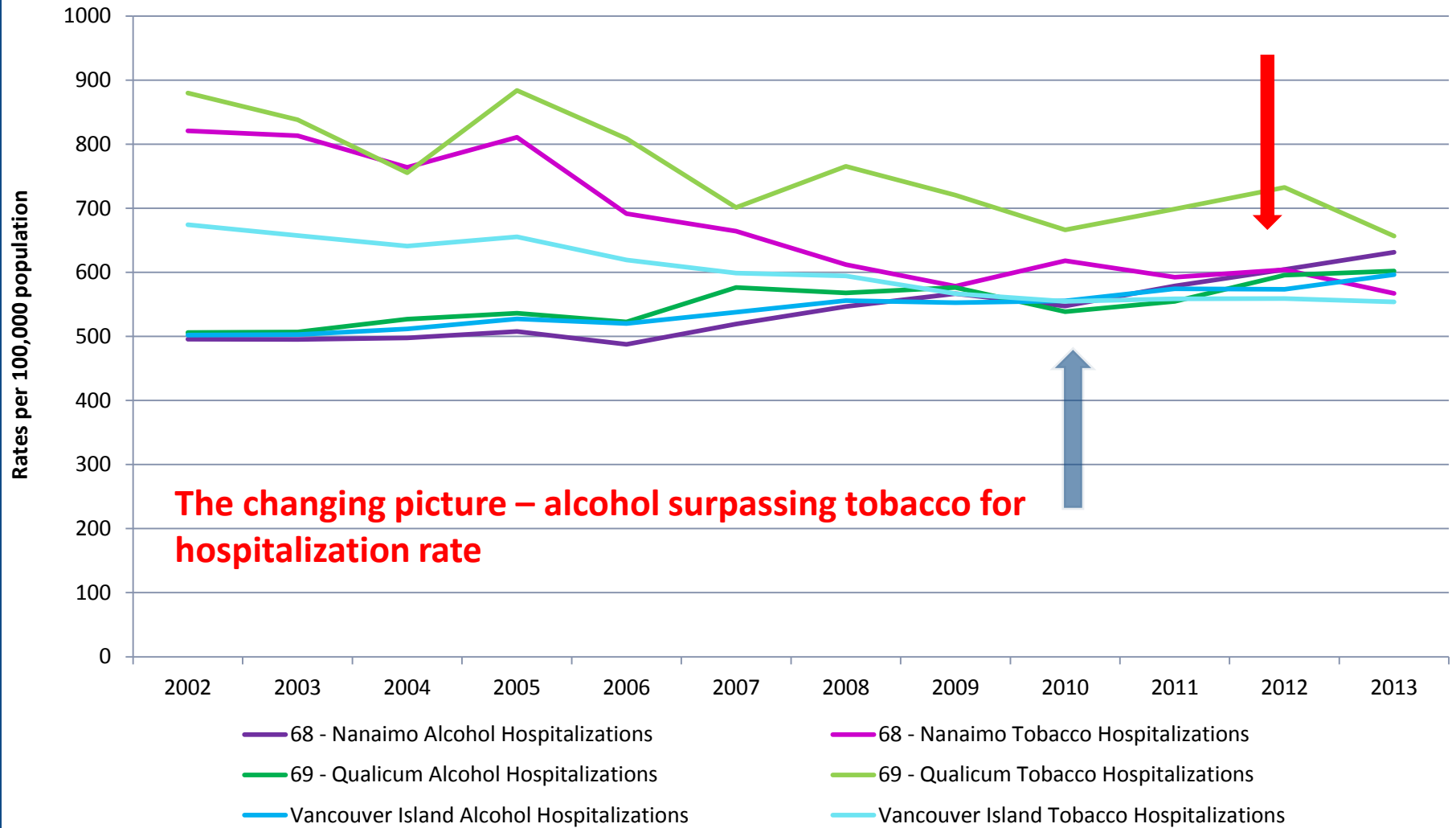
carbc.ca



University of Victoria

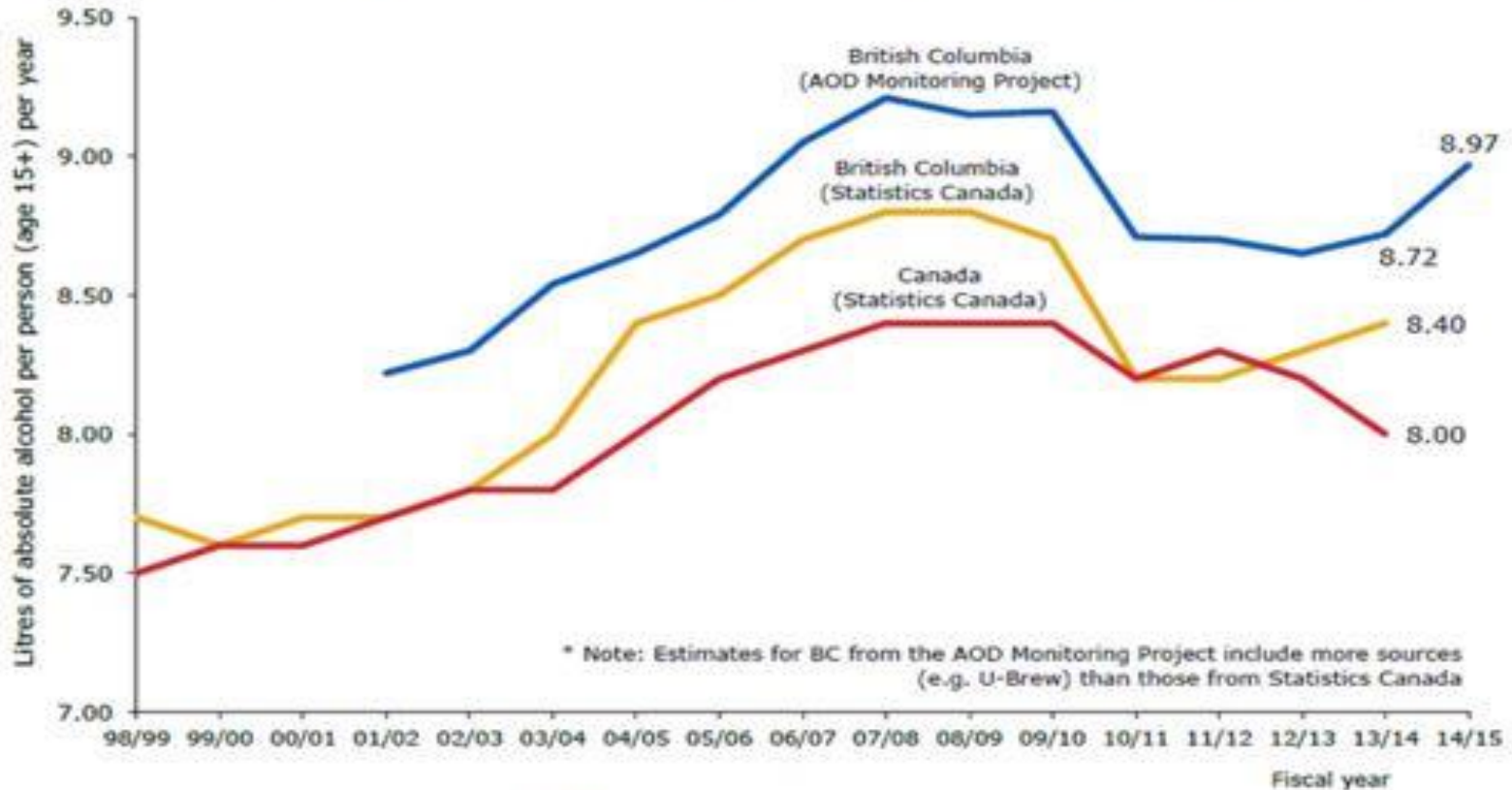
Centre for Addictions Research of BC

Standardized Rate of Alcohol and Tobacco Hospitalizations by LHA and Island - 2002-2013



Alcohol Use

Annual per capita alcohol consumption in British Columbia and Canada



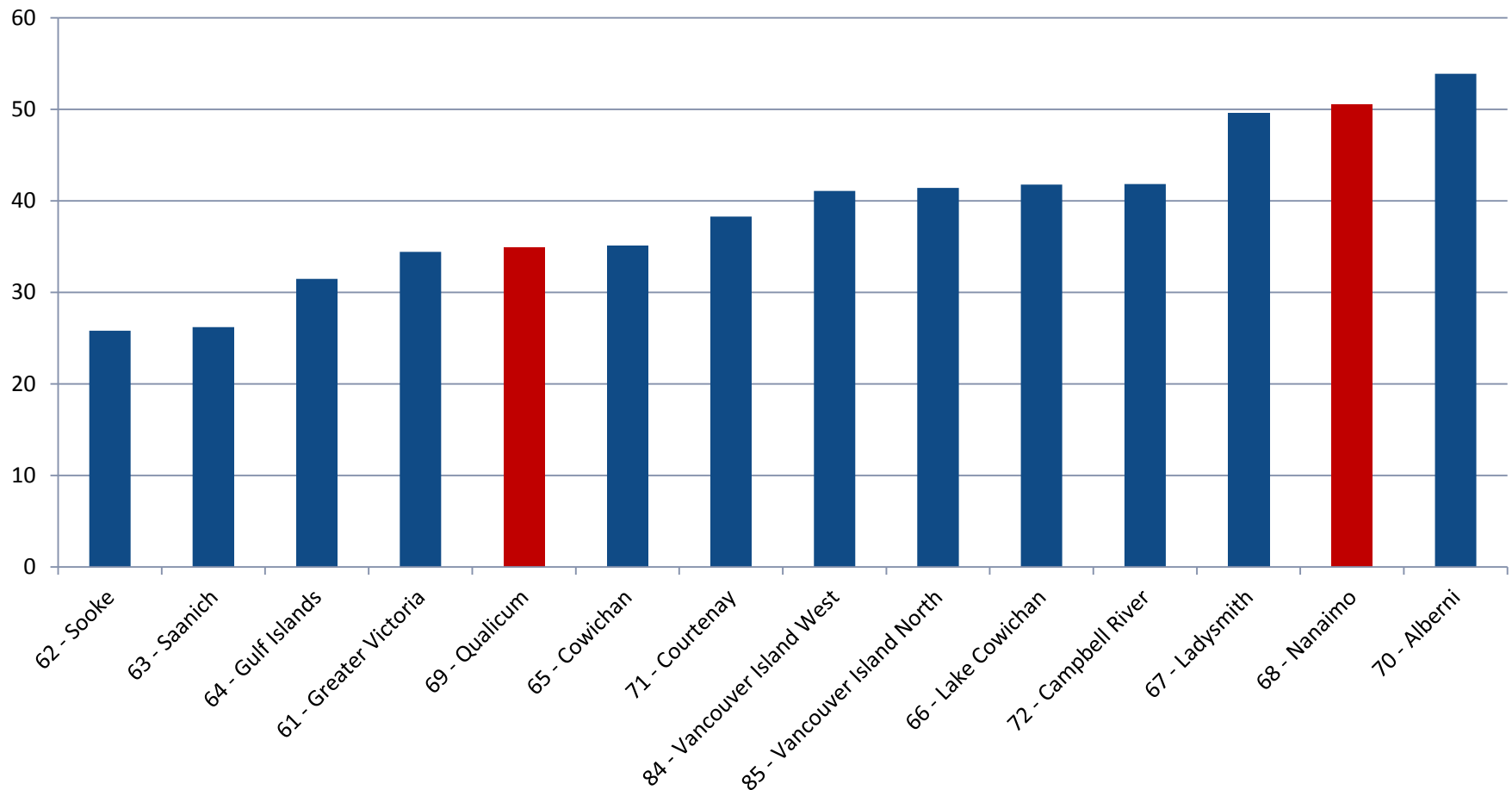
University
of Victoria

Centre for Addictions
Research of BC

carbc.ca | aodmonitoring.ca

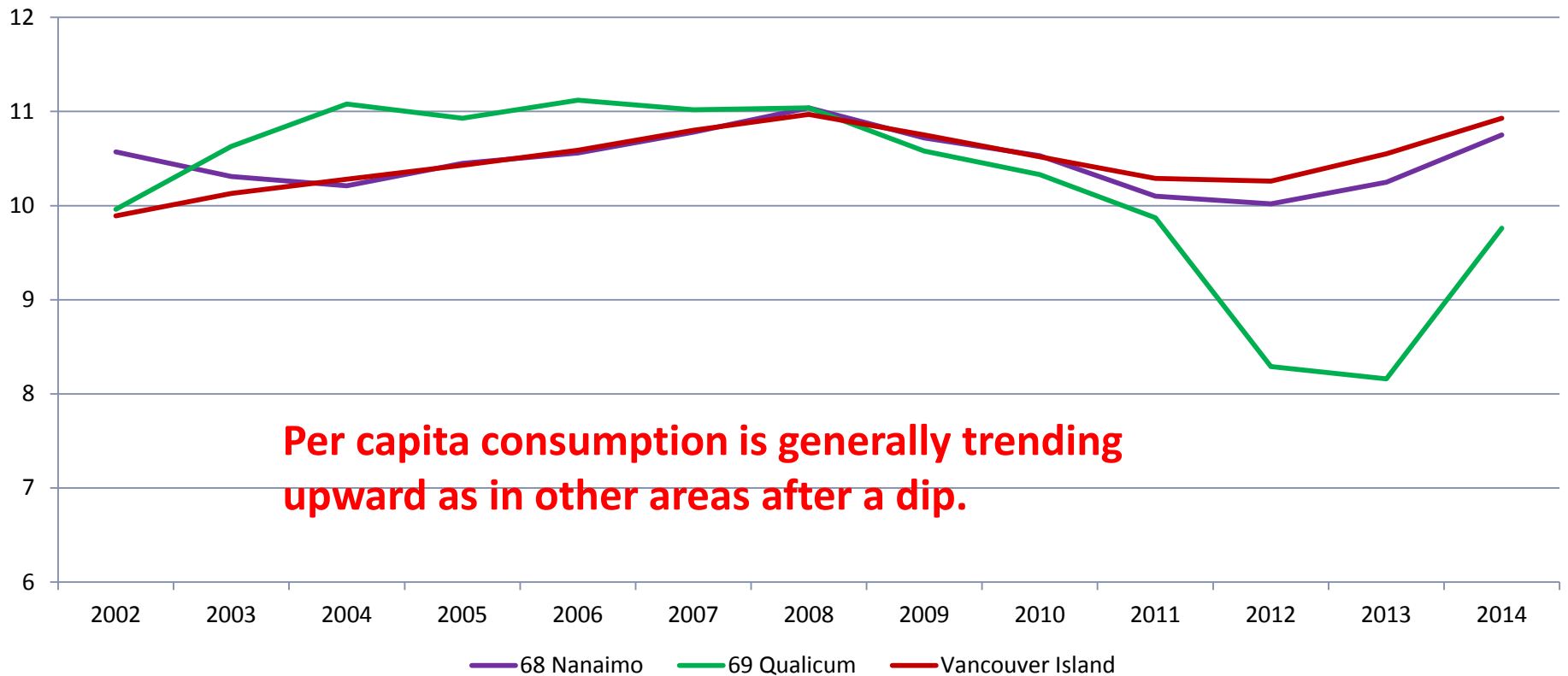
Alcohol Related Mortality

Standardized Rate of Alcohol Deaths, 2013



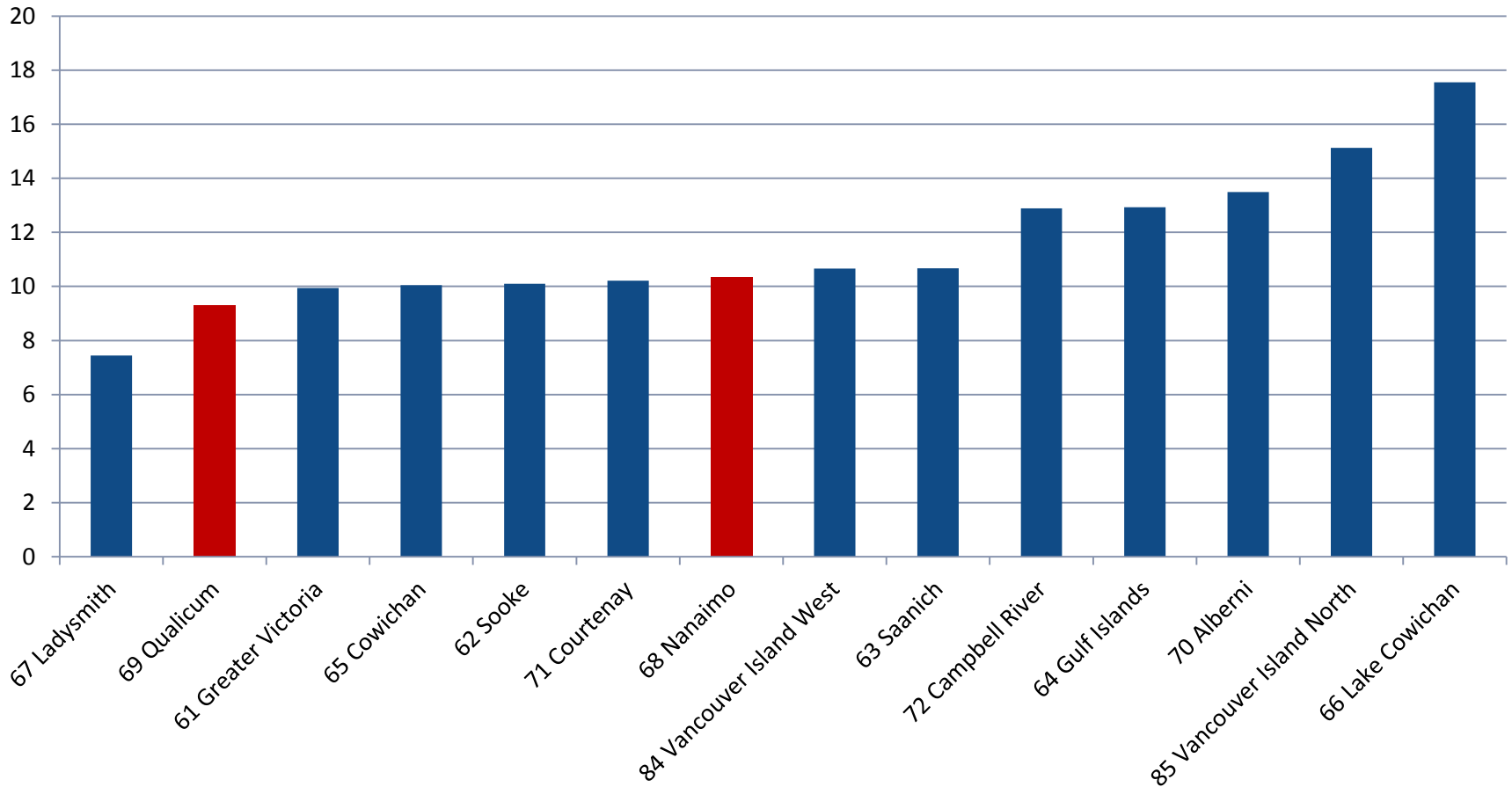
Alcohol consumption per capita is generally increasing

Annual per Capita Alcohol Consumption - 2002 to 2014

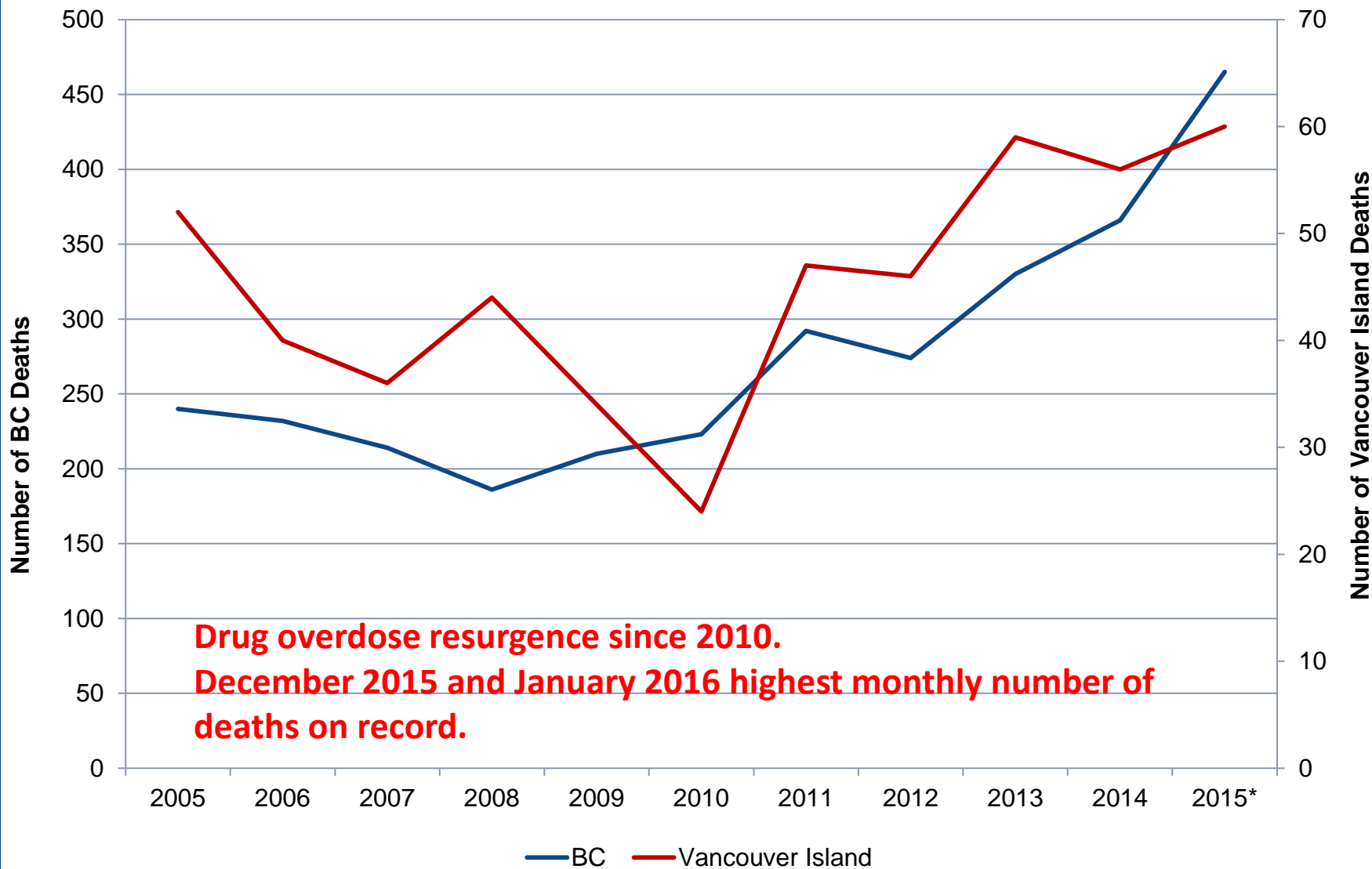


Annual per capita Alcohol Consumption, Island Health - 5 Year Average from 2010 to 2014

Consumption driven by location of purchase



Illicit Drug Overdose Deaths in BC and Vancouver Island, 2005-2015



The Changing Street Environment

- Fentanyl has become more available in last 3 years.
- Effect comparable to heroin - may be longer lasting.
- Most product 'imported' - not medical diversion.
- Higher concentration allows for smaller weights to be smuggled.
- Cheaper.
- Newer molecular "analogues" of fentanyl appearing on island, in province and nationally.
- Added issue: Poly pharmacy with many street supplies including narcotics and stimulants.

Longer Term Needs

- Effective prevention of drug use and addiction.
 - School/university programming
- Early intervention activities
 - Access to peer support/counselling
- Major policy shifts.
 - Address negative impacts of underground economy
 - Access for users to test drug product
- Safer consumption sites.
- Increased access to detox and treatment programs. Treatment effectiveness low and best setting unclear
 - Current 12 detox beds for whole of Central Island 2-3 wk wait (Nanaimo)
 - 500 beds initiative
 - Rehab expensive
- Health professionals with more addiction training.
- Increased access to opiate substitution (methadone).

Marijuana

- Not a special case.
- Special only in regulatory environment changing.
- Many issues that local governments may wish to consider.



Issues

- Few proven health benefits, some health risks. Risk:benefit akin to alcohol.
- “Dispensaries” can be regulated to some extent by local government, but are not authorized by Health Canada – that may change. Product currently not monitored for quality.
- Authorized growers/dispensors need only advise local governments, but are not required to obtain approval.

So What....

- Local governments can impact accessibility and can contribute to worsening or alleviating substance use issues.
- Local governments need to be aware of and involved in decisions related to marijuana – including setting policy direction.
- Substance use impacts have long been problematic, and require community wide solutions.

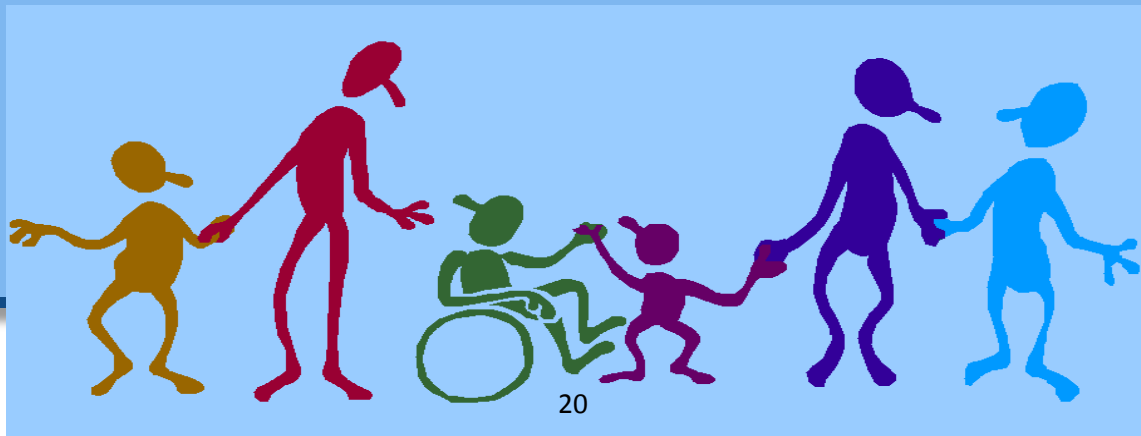
Housing as a Community Solution



- Good evidence of value
 - Local governments have significant influence, RDN has been a leader
 - RDN affordable housing approach
- Need for diverse options
 - Detox, transition housing, collective supported environments
- Zoning and NIMBY issues

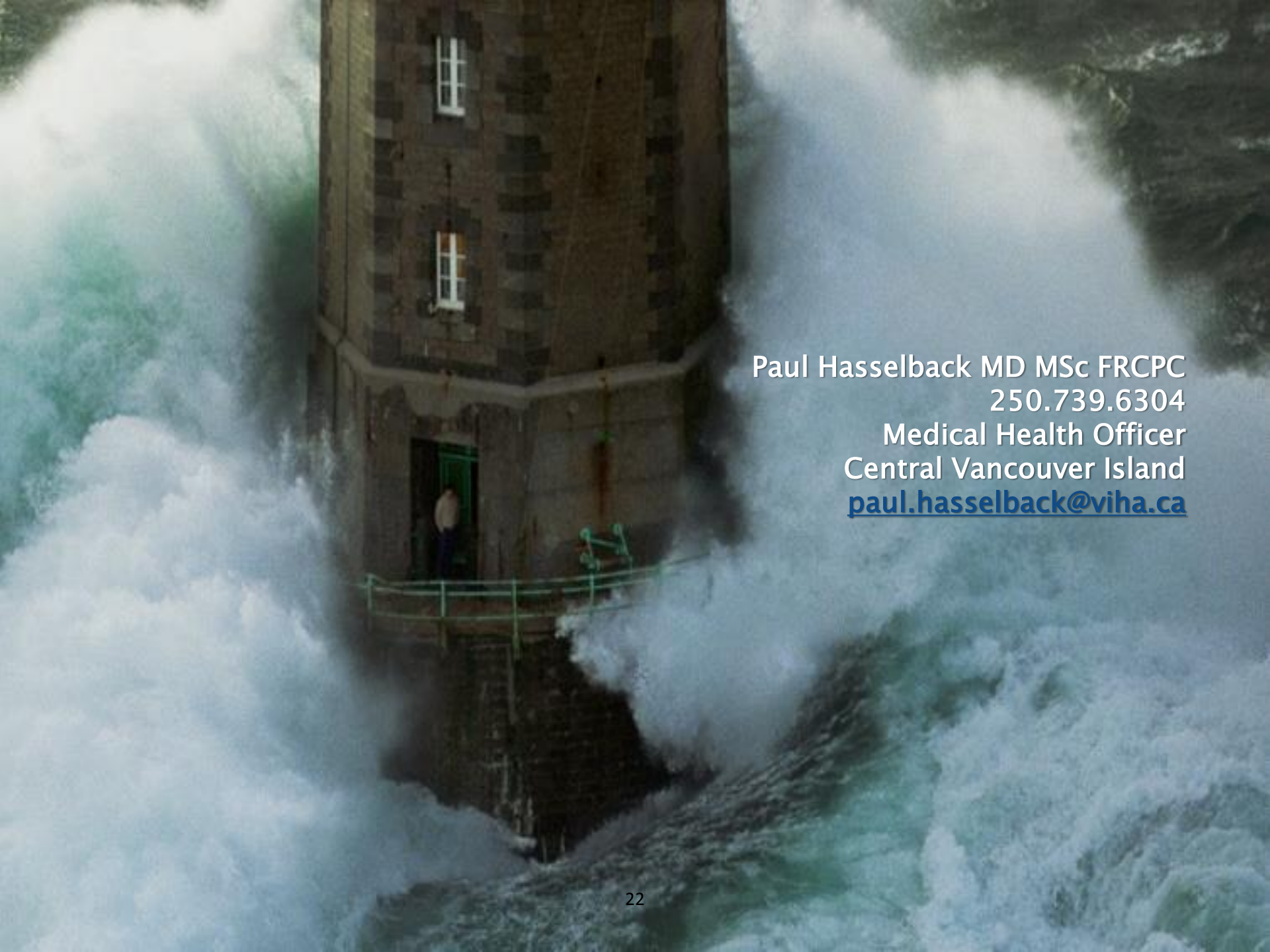
Advocacy Options

- Advocate for effective solutions
- Build hope
 - Treatment and detox options
 - Financial supports for clients
- Municipal Alcohol Policy
<http://bchealthycommunities.ca/map>



Additional Resources

- Centre for Addictions Research BC
<http://www.uvic.ca/research/centres/carbc/>
- Canada's Public Health Officer 2015 report
<http://healthycanadians.gc.ca/publications/department-ministere/state-public-health-alcohol-2015-etat-sante-publique-alcool/index-eng.php>
- Canadian Centre on Substance Abuse
<http://www.ccsa.ca/Eng/Pages/default.aspx>



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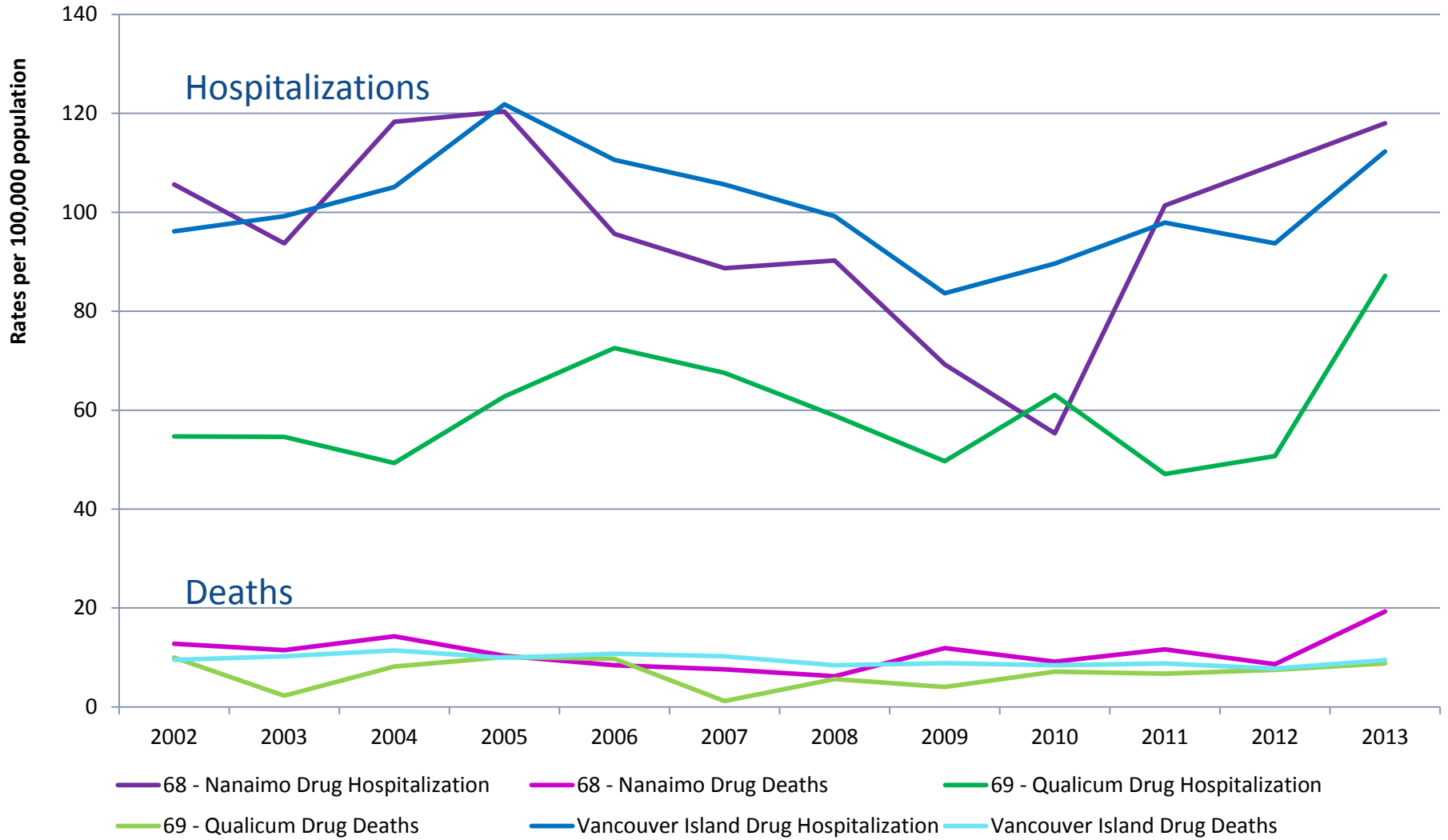
Outline

- Alcohol consumption – increasing.
- Illicit drugs – in midst of a tragedy.
- Marijuana – the Changing environment.
- Prescription drug use – on the horizon.
- Treatment options – limited.
- Role for local government.

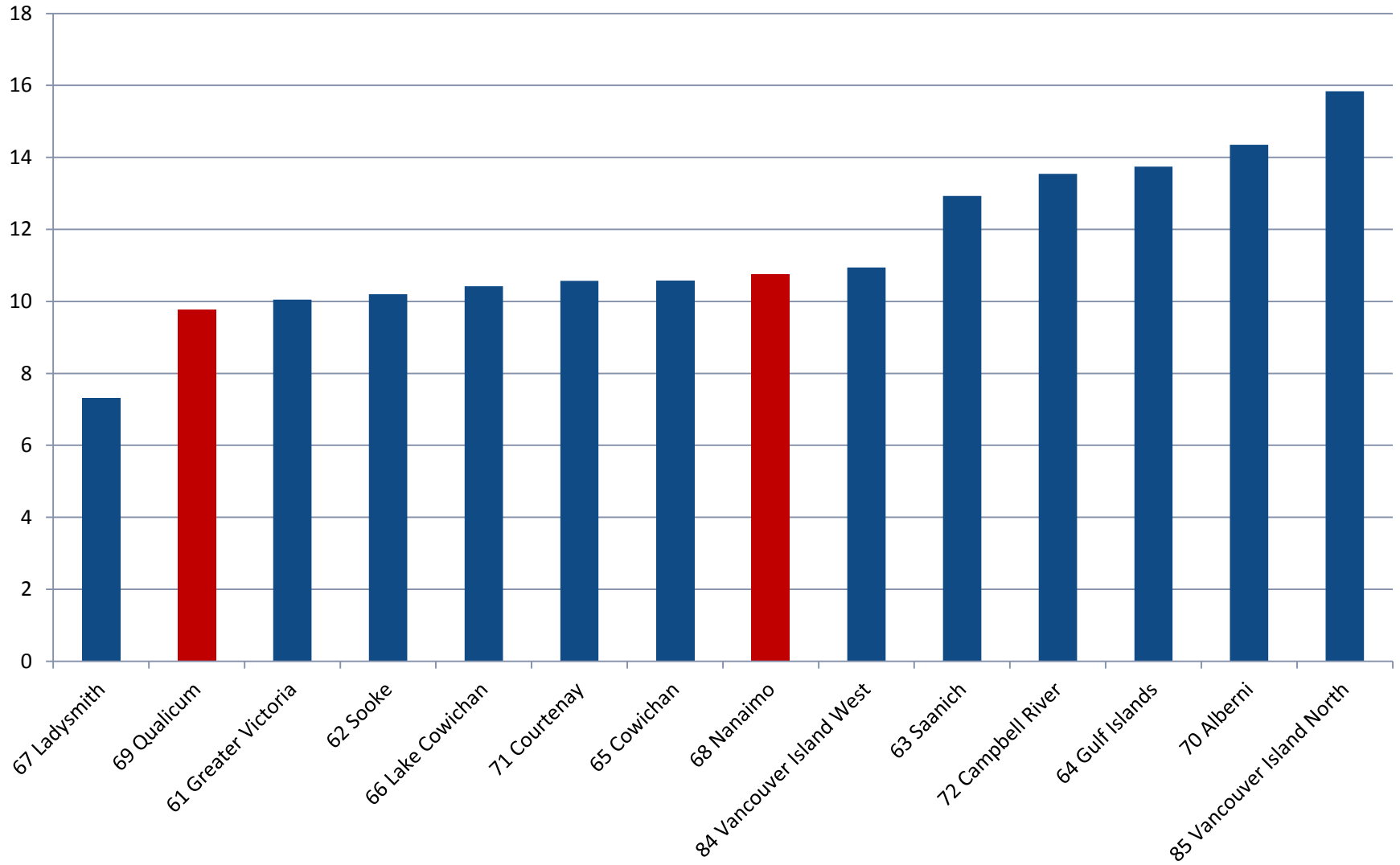
Standardized Rate of Alcohol and Tobacco Deaths by LHA and Island, 2002-2013



Standardized Rate of Drug Hospitalizations and Deaths by LHA and Island, 2002-2013

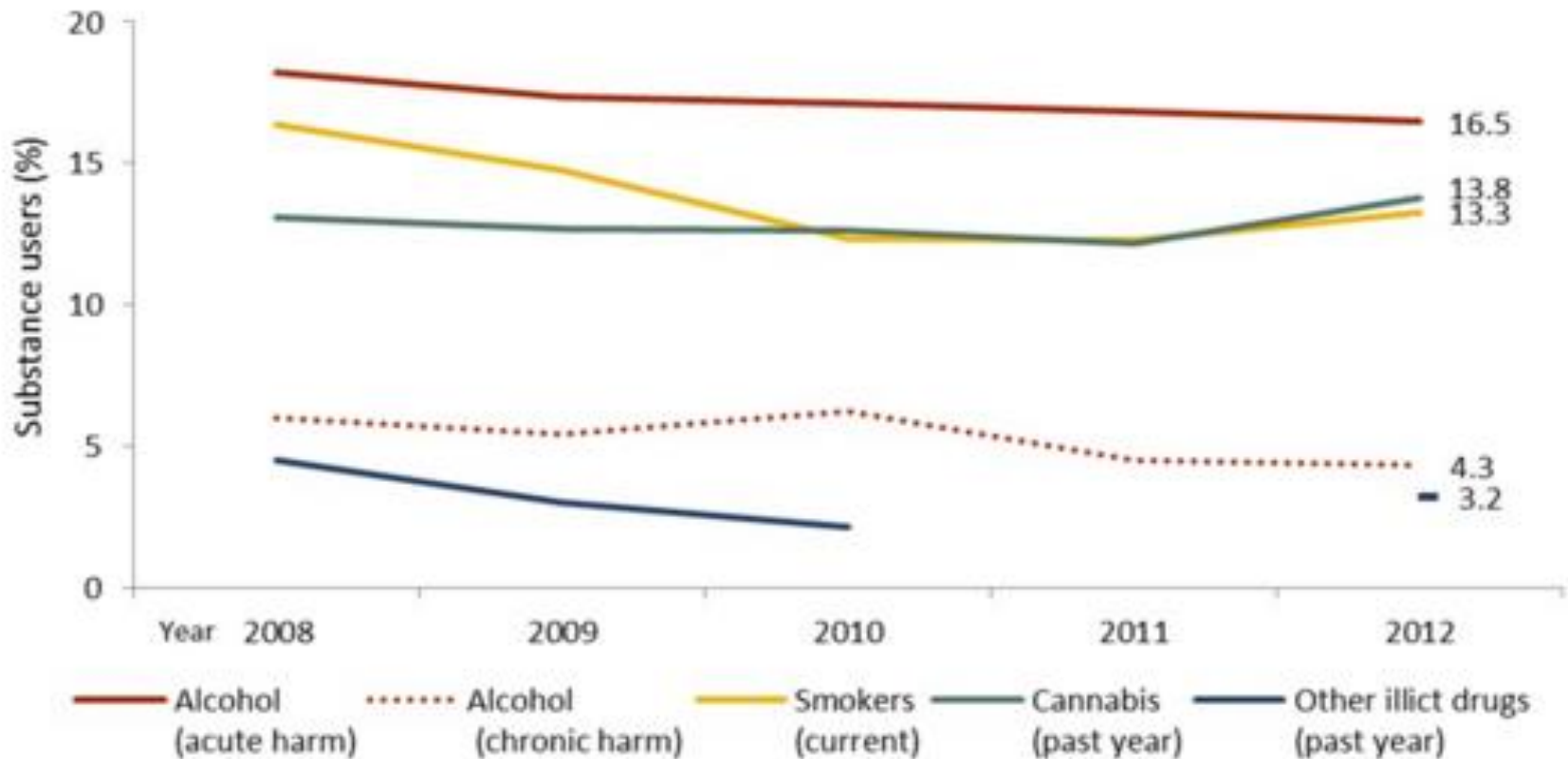


Annual per Capita Alcohol Consumption, 2014



Substance Use Trend

Prevalence of past year substance use in BC, age 15+ 2008-2012



Estimate unstable for other illicit drug use in 2011 and has been suppressed.

Prescription Drug Overdoses

- Increasing.
 - Aging of persons with chronic pain.
 - Misuse
 - More controls in place



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MARCH 8, 2016 AT 7:13 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. 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
Alternate	
Director G. Fuller	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 B. Luchtmeijer	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
Director B. Bestwick	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
D. Pearce	A/Director of Transportation Services
M. O'Halloran	A/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 Fuller and Luchtmeijer to the meeting.

DELEGATIONS

Franz Gigl, re Gabriolans Against Freighter Anchorages.

Franz Gigl voiced his concerns of potential environmental impacts to the sea bed, sea life, and negative impacts to tourism and local businesses if freighter anchorages are established off Gabriola Island's coast, and asked the Board to oppose the implementation of 5 new freighter anchorages off Gabriola's north-east coast.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, February 9, 2016.

MOVED Director Stanhope, SECONDED Director Thorpe, that the minutes of the Committee of the Whole meeting held February 9, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Antoinette O'Keeffe, Island Health, re Community Wellness Grants.

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Antoinette O'Keeffe, Island Health, regarding Community Wellness Grants be received.

CARRIED

W. Byrne, North Island 9-1-1 Corporation, re 2016 North Island 9-1-1 Adopted Budget.

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from W. Byrne, North Island 9-1-1- Corporation, regarding the 2016 North Island 9-1-1 adopted budget be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabriolans Against Freighter Anchorages.

MOVED Director Houle, SECONDED Director Thorpe, that staff be directed to draft a letter for signature of the Chair to Transport Canada, Marine Safety and Security, and The Honourable Marc Garneau, Minister of Transport, House of Commons, as well as to the Ministry of Environment and Department of Fisheries and Oceans, in support of the Gabriolans Against Freighter Anchorages Society to not support proposed designation of new anchorages for freighters or bulk carriers along the north-east coast of Gabriola Island, and to request time for the Regional District to provide comment.

CARRIED

Antoinette O'Keeffe, Island Health, re Community Wellness Grants.

MOVED Director Haime, SECONDED Director Pratt, that staff be directed to process the agreement with Island Health for funding related to the purpose of developing population level interventions that address the five modifiable risk factors and that staff provide a report identifying options for regional allocation of the funds.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

Board Motion Follow-up.

MOVED Director Stanhope, SECONDED Director Pratt, that the Board Motion Follow-up report be received for information.

CARRIED

FINANCE

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

MOVED Director McPherson, SECONDED Director Houle, that "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be introduced and read three times.

CARRIED

MOVED Director McPherson, SECONDED Director Houle, that "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be adopted.

CARRIED

MOVED Director McPherson, SECONDED Director Houle, that "Regional Parks and Trails Service Area Amendment Bylaw 1231.05, 2016" be introduced and read three times.

CARRIED

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

MOVED Director Thorpe, SECONDED Director Pratt, that the summary report of financial results for Regional District of Nanaimo operations to December 31, 2015 be received for information.

CARRIED

New Building Canada Fund – Small Communities Fund 2016 Intake.

MOVED Director Pratt, SECONDED Director Stanhope, 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.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

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

MOVED Director Fell, SECONDED Director McPherson, that "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be adopted.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

Bylaw No. 1655.04 – Water User Rate Amendments 2016.

MOVED Director Rogers, SECONDED Director Young, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016" be introduced and read three times.

CARRIED

Transfer of Parkland to the Nanoose Bay Peninsula Water Service Area.

MOVED Director Rogers, SECONDED Director Thorpe, 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.

CARRIED

RECREATION AND PARKS

PARKS

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

MOVED Director Houle, SECONDED Director Young, that "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016" be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Young, that "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016", be sent to the Inspector of Municipalities for approval.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Amendment to Regional Growth Strategy Bylaw No. 1615.

MOVED Director Rogers, SECONDED Director Hong, that the staff report including the consultation results be received.

CARRIED

MOVED Director Rogers, SECONDED Director Hong, that "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be introduced and read two times.

CARRIED

MOVED Director Rogers, SECONDED Director Hong, 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.

CARRIED

Regional District of Nanaimo Board Strategic Plan 2016 – 2020.

MOVED Director Fell, SECONDED Director Stanhope, that the Board adopt Regional District of Nanaimo Board Strategic Plan 2016 – 2020 with Vision Alternative 1.

CARRIED

BUILDING, BYLAW, AND EMERGENCY PLANNING

2841 Wildberry Road, Electoral Area 'A' – Unsightly Premises.

MOVED Director McPherson, SECONDED Director Young, 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, semitrailers, scaffolding, machinery, barrels, storage tanks, chemical containers, scrap wood, metal, pipes, machinery and assorted household garbage, from the property within sixty (60) days, or the work will be undertaken by the Regional District of Nanaimo (RDN) or its agents at the owner's cost.

CARRIED

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

MOVED Director Rogers, SECONDED Director Thorpe, 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.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

Liquid Waste Management Plan Monitoring Committee.

Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Wednesday, February 3, 2016.

MOVED Director Rogers, SECONDED Director McPherson, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Wednesday, February 3, 2016, be received for information.

CARRIED

Solid Waste Management Select Committee.

Minutes of the Solid Waste Management Select Committee meeting held Tuesday, February 9, 2016.

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Solid Waste Management Select Committee meeting held Tuesday, February 9, 2016, be received for information.

CARRIED

Solid Waste Management Select Committee Revised Terms of Reference.

MOVED Director McPherson, SECONDED Director Houle, that the Board approve the revised Terms of Reference (January 27, 2016) as presented with amendments.

CARRIED

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

MOVED Director McPherson, SECONDED Director Young, that the Board endorse the priority focus areas identified by the AVICC Special Committee on Solid Waste Management, and that this recommendation be forwarded to the Association of Vancouver Island and Coastal Communities in advance of consideration by the Board at their regular meeting on March 22, 2016.

CARRIED

NEW BUSINESS

Notice of Motion – Rail Corridor Development.

Director Yoachim noted that the following motion will be brought forward to the April 12, 2016 Committee of the Whole Agenda:

That staff be directed to explore concepts for rail corridor development, i.e. public greenways along the Island Corridor in the Regional District from Area 'A' to Area 'H'.

Notice of Motion – Bus Passes for Adults with Disabilities.

Director Yoachim noted that the following motion will be brought forward to the April 12, 2016 Committee of the Whole Agenda:

That the Board endorse a letter from the Chair to the Provincial Government indicating that the RDN does not support the changes to the BC Bus Pass Program and the Special Transportation Subsidy for disability assistance clients.

Directors' Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Stanhope, SECONDED Director Young, 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.

CARRIED

TIME: 9:02 PM

ADJOURNMENT

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

CARRIED

TIME: 9:10 PM

CHAIRPERSON

CORPORATE OFFICER

VIA FACSIMILE AND REGISTERED MAIL

The Honourable Marc Garneau
Minister of Transport
House of Commons
Ottawa, Ontario
Canada K1A 0A6

RDN CAO'S OFFICE	
CAO	GM RP
GM SCD	GM TSW
GM RCU	DF
DCS	CPC AGENDA
MAR 22 2016	
BOARD / COW AGENDA	✓
BOARD CORRESPONDENCE	
CHAIR	✓

March 21, 2016

RE: **Gabriolans Against Freighter Anchorages Society (GAFA)**
Meeting with Regional Director Marine Security and Safety (Pacific Region)

Dear Mr. Garneau,

As suggested, GAFA representatives met on March 3, 2016 with Ms. Myers Regional Director, Captain Kevin Obermeyer of the Pacific Pilotage Authority and Ms. Danielle Wensauer, Special Advisor to Ministry of Transport.

Thank you for offering us the opportunity. It was helpful to learn more about your Ministry's involvement in the Gabriola Island anchorages proposal and other Southern Gulf Islands anchorage issues. We appreciated the interest that your representatives showed regarding our concerns. While they were not able to answer some of our questions, they were candid in their responses.

We have serious public interest concerns about the proposed Gabriola anchorages. We question the substantive need for these anchorages and the apparent lack of consideration of other alternatives, particularly in light of the significant adverse environmental, economic and social consequences they will have. There is mounting evidence that these anchorages are not needed (that they are not currently needed was acknowledged at the meeting by Mr. Obermeyer), and that any future need could be adequately addressed by other means that are less intrusive and environmentally harmful.

From the advice we have received from our legal counsel, confirmed during our discussions with the above-noted representatives of your Ministry, it appears that the law with respect to the establishment of anchorages in the Gulf Islands of British Columbia may currently be characterized as vague and uncertain. As such, many questions relating to the appropriate process for the establishment of such anchorages remain unanswered. Included within these questions is the approach taken by the Ministry to potential environmental damage to Gabriola Island and the surrounding seabed and aquatic habitat for myriad species.

In short, there is a growing public concern in this region that this project has a potential for adverse environmental effects, including adverse environmental effects because of its location and environmental setting. In our view these concerns justify

that this project be referred to the Minister of Environment for designation for a formal environmental assessment with independent oversight pursuant to the Canadian Environmental Assessment Act, 2012.

It has also become clear that the location of the proposed anchorages has not received the thorough and detailed study required of such a project. For example, GAFA has received advice from independent environmental consultants who have evaluated the nature and scope of the current environmental evaluation being conducted by Tetrattech pursuant to the Request for Proposals issued by the proponent Pacific Pilotage Authority (PPA). As a result of this evaluation and other available information it is clear that the nature and scope of the Tetrattech evaluation is insufficient to fully and accurately assess relevant resource values, ecosystems and their interdependencies.

Furthermore, the parameters and the scope of work of the environmental study commissioned by PPA fail to take into account other physical activities associated with these anchorages, including the transshipping of coal, grain and other bulk commodities and bunkering operations by vessels while anchored at these proposed anchorages, and the fact that once established these anchorages could be used by vessels carrying any type of cargo, including oil and LNG.

There is a strong public interest in requiring a comprehensive, reviewed, environmental assessment that considers, among other things, the purpose of these anchorages, alternative means of achieving this purpose that are technically and economically feasible, and the environmental effects of accidents and malfunctions that may occur as a result of these anchorages and related physical activities.

We learned at the March 3 meeting that these Gabriola Island anchorages are part of a plan by Nanaimo Port Authority and your Ministry to extend the jurisdiction of the Nanaimo Port Authority to include both the waters of the Northeast coastline of Gabriola Island where these anchorages are proposed, and all of the waters of the Southern Gulf Islands. It appears that this plan, as well as the plan for the Gabriola Island anchorages, has been in the works for some time without public disclosure or consultation. Yet these proposals will seriously and fundamentally undermine the spirit and intent of British Columbia's Islands Trust Act and cause irreparable environmental and economic harm to an area that is recognized as one of the top destinations in the world for marine tourism.

These plans will have a profound effect, not just on Gabriola Island and its residents and businesses, but on an entire region of British Columbia.

Ms. Myers and Mr. Obermeyer acknowledged during our meeting that the heavy use since 2009 of Southern Gulf Islands anchorages, the proposal for the five Gabriola Island anchorages, and the search for a further five anchorages in the Southern Gulf

Islands, are the result of supply chain management problems affecting Port Metro Vancouver. Our research also tells us that ships are being allowed to abuse their anchoring privileges within the Port, and that the existing anchorages in Nanaimo Port are at less than 60% capacity after taking overflow from Port Metro Vancouver.

All of this speaks to an urgent need for a thorough, independent review of Port operations that have resulted in this questionable and ever-increasing demand for satellite anchorages in the legislatively protected southern Gulf Islands.

In the meantime, we ask that you immediately halt any further action on the proposal for anchorages along the NE coast of Gabriola Island.

We look forward to your reply.



Franz Gigl

On behalf of Gabriolans Against Freighter Anchorages Society

www.GabriolaAnchorRage.org

- cc Yvette Myers, Regional Director Marine Safety and Security (Pacific Region)
- cc Regional District of Nanaimo, Attention: Bill Veenhoff
- cc Islands Trust Council, Attention: Peter Luckham
- cc Gabriola Island Local Trust Committees, Attention: Laura Busheikin, Heather O'Sullivan, Melanie Mamoser
- cc Sheila Malcolmson, MP Nanaimo Ladysmith
- cc Pamela Goldsmith Jones, MP West Vancouver-Sunshine Coast-Sea to Sky

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5360-05

March 22, 2016

Chair William Veenhof and Directors
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Sent via email only: bill.veenhof@shaw.ca

RDN CAO'S OFFICE	
CAO	GM RP
GM SCD	GM TSW
GM RCU	DF
DCS	CPC AGENDA
MAR 22 2016	
BOARD (COW) AGENDA	<input checked="" type="checkbox"/>
BOARD CORRESPONDENCE	
CHAIR	

Dear Chair Veenhof and Directors:

Re: Asbestos and asbestos containing material (ACM)

Asbestos and ACM is currently not accepted at the Comox Valley waste management centre. In an effort to alleviate challenges residents and commercial haulers within the Comox Strathcona waste management (CSWM) service area face with the disposal of asbestos and ACM, the Comox Valley Regional District (Comox Strathcona waste management) board approved the following motion at their March 10, 2016 meeting:

“THAT the Comox Valley Regional District (Comox Strathcona waste management) board submit a request to the Regional District of Nanaimo board for the establishment of an agreement whereby specifically asbestos and asbestos-containing materials from the Comox Strathcona waste management service area be accepted for disposal at the Nanaimo regional landfill;

AND THAT the agreement be extended to December 31, 2017 with a one year renewal clause.”

Attached is the February 29, 2016 staff report which was presented at the March 10, 2016 meeting.

As noted in the staff report, CSWM staff are working on a long-term solution to dispose of asbestos and ACM. As an interim measure, our board requests the Regional District of Nanaimo to consider entering into an agreement with the Comox Valley Regional District to accept asbestos and ACM until December 31, 2017 with a one year renewal clause.

Thank you for considering our request, we look forward to hearing from you.

Sincerely,

Bruce Jolliffe
Chair

Enclosure: Staff report dated February 29, 2016

cc: Dennis Trudeau, interim chief administrative officer, Regional District of Nanaimo
Debra Oakman, chief administrative officer, CVRD
Marc Rutten, general manager of engineering services branch, CVRD

DATE: February 29, 2016 **FILE:** 5360-05

TO: Chair and Directors
Comox Valley Regional District (Comox Strathcona waste management) board

FROM: Debra Oakman, CPA, CMA
Chief Administrative Officer

RE: CSWM - hazardous construction debris disposal update

Purpose

The purpose of this report is to provide information and recommendations regarding disposal options for hazardous construction debris (specifically asbestos and asbestos-containing materials) for the Comox Strathcona waste management (CSWM) service area.

Policy analysis

Bylaw No. 170 being the “Solid Waste Fees and Charges Bylaw No. 170, 2011” regulates the municipal solid wastes acceptable for disposal at the Comox Valley and Campbell River waste management centres, and highlights in schedule ‘B’ a list of prohibited waste, including asbestos.

Bylaw No. 284 being the “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 284, 2013” requires that all agreements between organizations or other local governments for the management of direct service delivery must obtain board approval.

At its September 17th, 2015 CSWM board meeting the following recommendation was approved:

THAT staff prepare a report that provides information on accepting hazardous construction debris (such as pre-1990 gypsum and other materials containing asbestos) in order that the CSWM board can provide this public service and divert this material from the landfill, including determining the appropriate fees for this service.

Executive summary

Hazardous construction debris (specifically asbestos and asbestos-containing materials) are currently not accepted for disposal at the Comox Valley waste management center (CVWMC) or the Campbell River waste management centre (CRWMC). In lieu of disposal within the CSWM service area, residents and commercial haulers with asbestos and asbestos-containing materials for disposal are being directed to the Victoria Hartland landfill, the only facility where out-of-region material is currently being accepted. The Nanaimo regional landfill, while also disposing of hazardous construction debris on site, is not accepting out-of-region material without a prior written agreement in place.

In September 2015, the board indicated their intention to provide the public with in-region disposal options for hazardous construction debris, and requested that staff complete an investigation and provide information on accepting hazardous construction debris at the CSWM waste management centers. In order to gain insight into the procedures, challenges and costs associated with on-site hazardous construction debris disposal, staff completed research trips to the Victoria Hartland landfill and the Nanaimo regional landfill in January 2016. A number of considerations regarding the disposal of hazardous construction debris were highlighted during discussions with staff, including:

- The increase in rate of landfill airspace consumption due to increased cover requirements for asbestos-containing material from the Ministry of Environment (MoE), and the inability to compact or grind asbestos waste;
- The additional health, safety, and training requirements, including insuring all asbestos - containing material is bagged and sealed according to MoE requirements, staff and contractors are adequately trained and have appropriate personal protective equipment (PPE) as per WorkSafe BC requirements, and asbestos exposure control plans and decontamination procedures are developed and implemented; and
- The additional staff and equipment requirements, such as staff to escort haulers and residents to the asbestos disposal area, spray down asbestos loads as dumped (if necessary), and operate machinery for the immediate cover of the asbestos and asbestos-containing material.

Due to the number and complexity of issues highlighted, staff feel that further examination into these issues is required before a long-term strategy for the disposal of asbestos and asbestos-containing materials in the CSWM service area can be recommended to the board.

However, from discussions with residents and commercial haulers in the CSWM service area, it is understood that the current disposal option (transporting material to the Victoria Hartland landfill and paying out-of-region tipping fees) is not a desirable interim solution. As such, staff have approached the Regional District of Nanaimo (RDN) to discuss the viability of establishing an agreement between CSWM and the RDN which allows asbestos and asbestos-containing materials from the CSWM service area to be accepted at the Nanaimo regional landfill for disposal. The RDN has expressed willingness to enter into an agreement of this type, with the following understandings:

- CSWM service area residents would be expected to pay out-of-region tipping fees (currently \$300/tonne and expected to double later in 2016).
- Due to landfill airspace concerns, the acceptance of out-of-region waste would be anticipated to begin in early 2017 once the expansion project at the Nanaimo regional landfill has been approved and constructed. It is possible that this date may be moved up into the second half of 2016 based on revised airspace evaluations.
- A written request from the CSWM board to the RDN board would be required, including the expected annual tonnages of asbestos and asbestos-containing materials to be disposed.

Staff recommend that the CSWM board approach the RDN board with a request to establish an agreement for the disposal of asbestos and asbestos-containing materials from the CSWM service area in the Nanaimo regional landfill. As a part of this agreement, staff recommend including a request that the RDN accept asbestos and asbestos-containing material from the CSWM service area on an emergency basis until such time that the Nanaimo regional landfill expansion is completed. This will ensure that the CSWM service area has an alternative plan in place in the event that the Victoria Hartland landfill ceases to accept out-of-region material.

This collaborative approach between CSWM and the RDN is in keeping with the Association of Vancouver Island and Coastal Communities' (AVICC) goal of working towards a cooperative long-term sustainable strategy for solid waste management on Vancouver Island. Additionally, it is believed that it will provide a more economically viable interim disposal option for residents and commercial businesses of the CSWM service area. Reducing the transportation distance required may also help to prevent the illegal dumping of hazardous construction debris (and the health and safety concerns associated with the illegal dumping of hazardous materials) in the CSWM service area.

Moving forward, staff will continue to investigate long-term strategies for the disposal of hazardous construction debris in the CSWM service area, including: CSWM staff-operated on-site disposal, contractor-operated on-site disposal, and contractor-operated off-site disposal.

Recommendation from the chief administrative officer:

THAT the Comox Valley Regional District (Comox Strathcona waste management) board submit a request to the Regional District of Nanaimo board for the establishment of an agreement whereby hazardous construction debris (specifically asbestos and asbestos-containing materials) from the Comox Strathcona waste management service area be accepted for disposal at the Nanaimo regional landfill.

Respectfully:

D. Oakman

Debra Oakman, CPA, CMA
Chief Administrative Officer

Background/current situation

At the present time, the waste management centres in the CSWM service area do not have procedures in place for the receipt and disposal of hazardous construction debris, specifically asbestos and asbestos-containing materials. As such, residents and commercial haulers from the CSWM service area with asbestos and asbestos-containing materials for disposal are being directed to the Victoria Hartland landfill where out-of-region material is being accepted. The Nanaimo regional landfill, while also disposing of hazardous construction debris, is not accepting out-of-region material at this time.

At the September 17, 2015 CSWM board meeting it was requested that staff prepare a report that provides information on accepting hazardous construction debris (such as pre-1990 gypsum and other materials containing asbestos), including determining the appropriate fees, in order for the board to provide this public service to the CSWM service area.

On January 26-27, 2016 staff conducted research trips to the Victoria Hartland landfill and the Nanaimo regional landfill in order to obtain information about the state of practice for landfill disposal of asbestos and asbestos-containing materials on Vancouver Island, and gain insight into operational challenges and costs associated with the disposal. A number of items for consideration were raised during discussions with staff at Victoria Hartland landfill and Nanaimo regional landfill, and are highlighted below.

Airspace Considerations:

MoE regulations require asbestos and asbestos-containing materials be covered immediately after placement in the landfill with a minimum of one half metre (0.5 meter) of cover. This is in contrast to the daily cover requirement of 0.15 meters for regular municipal solid waste disposal. In addition, asbestos and asbestos-containing materials cannot be compacted, grinded, or otherwise altered in order to reduce landfill volume. As a result, the disposal of asbestos and asbestos-containing materials consumes more landfill airspace than an equivalent volume of non-controlled municipal solid waste. Victoria and Nanaimo landfill staff indicated that these requirements and limitations present a number of operational challenges, including:

- Decreased landfill life: Because the disposal of asbestos and asbestos-containing materials consumes more landfill airspace than an equivalent volume of municipal solid waste, it reduces the length of available landfill life more quickly. For landfills approaching capacity or designed to meet only municipal solid waste requirements, this reduction in landfill life must be carefully considered.
- Increased tipping fees: In order to avoid lost revenues, tipping fees for asbestos and asbestos-containing materials must be set such that the price per tonne offsets the additional airspace

consumed. However, there is also a trade-off with maintaining reasonable fees to combat leakage and/or illegal dumping.

- Increased cover material: Sufficient supply of cover material must be available on site to deal with increased cover requirements of asbestos and asbestos-containing materials disposal. In addition, space must be available in the asbestos disposal area to allow for the stockpiling and handling of cover material at all times.

Safety/Training Considerations:

The receipt and disposal of asbestos and asbestos-containing materials requires a number of health, safety and training considerations, as well as the development of a number of plans and procedures, including:

- Storage and transportation requirements: MoE regulations require that asbestos and asbestos-containing materials be confined during handling, storage, and transportation by dry airtight containment techniques, wet containment techniques, or other approved containment techniques. In general, both the Victoria and Nanaimo landfills currently require that materials be confined with dry containment techniques prior to being brought on site; specifically that materials are packed in a six mil plastic bag placed within a second six mil plastic bag and then sealed. In order to ensure these requirements are met, staff must be trained and available to inspect the loads of material being brought to the landfill. Additionally, consideration must be given as to whether or not approved asbestos bags (typically available at safety supply stores) will be provided by the landfill at a cost.
- Awareness training and exposure control plans: All staff and/or contractors on site that will be inspecting loads of asbestos and asbestos-containing materials, directing residents and commercial haulers at the drop-off site, and operating machinery to excavate, move material, and place cover in the asbestos disposal area must have appropriate asbestos safety and awareness training and PPE, as specified by WorkSafe BC. In addition, an asbestos exposure control plan must be developed for and followed by all staff and/or contractors on site.
- Decontamination procedures: Procedures for dealing with decontamination of site equipment and machinery in case of exposure to asbestos, including consideration of potential lost time, must be developed and implemented on site.

Staffing/Equipment Considerations:

Both Victoria and Nanaimo landfills accept asbestos and asbestos-containing materials on an appointment-only basis on certain days of the week. Staff is required on-site during these times/days to direct customers to the disposal area and ensure proper drop-off procedures are followed. In particular, the following staff requirements are associated with the disposal of asbestos and asbestos-containing materials on site:

- One staff member or contractor to escort commercial haulers from the scales to the asbestos disposal area (or to take material from private residents and transport it to asbestos disposal area);
- One staff member or contractor to spray down the load with water as it is dumped to ensure no fibres or dusts are released during the dumping process (could be the same staff member as the escort depending on the size of the load and level of supervision required); and
- One staff member or contractor operating a front-end loader (or other applicable piece of machinery) to place cover material over load immediately after placement in the disposal area.

At the present time, Nanaimo regional landfill is spraying down loads of asbestos and asbestos-containing materials with water during dumping, while Victoria Hartland landfill is not. Therefore, this staff requirement may be optional depending on the location of disposal and other operational considerations.

As illustrated above, a review of the procedures and challenges associated with the disposal of asbestos and asbestos-containing materials at the Victoria Hartland and Nanaimo regional landfills highlighted many issues for consideration. At this time, staff feel that further examination into the issues and related costs of staff and/or contractor managed and operated asbestos disposal procedures in the CSWM service area is needed before a long-term strategy can be recommended to the board.

However, from discussions with residents and commercial haulers in the CSWM service area it is recognized that the current disposal option (transporting material to the Victoria Hartland landfill and paying out-of-region tipping fees) is not a desirable interim solution until such time that a long-term solution can be investigated and implemented. As such, staff have been in contact with the RDN to discuss the viability of developing an agreement between CSWM and the RDN whereby residents and commercial haulers from the CSWM service area could dispose of asbestos and asbestos-containing materials at the Nanaimo regional landfill. The RDN has expressed a willingness to consider this agreement, with the following provisions:

- Residents and commercial haulers from the CSWM service area would be charged out-of-region tipping fees for the disposal of asbestos and asbestos-containing materials, which are currently \$300/tonne (and expected to double by the second quarter of 2016 – see the financial factors section of the report below).
- Due to landfill airspace concerns at the Nanaimo regional landfill, the RDN do not expect to be able to accept out-of-region waste until such time that the proposed landfill expansion project is approved and completed (the first quarter of 2017). It is possible that this date may be moved up into late 2016 based on revised airspace evaluations.
- A written request for the establishment of an agreement between CSWM and the RDN would need to be provided from the CSWM board to the RDN board, outlining the service request. This written request would need to include an approximate annual tonnage of asbestos and asbestos-containing materials expected from the CSWM service area.

Staff recommend that the CSWM board approach the RDN board with a request to establish an agreement for the disposal of asbestos and asbestos-containing materials from the CSWM service area at the Nanaimo regional landfill. As a part of this agreement, staff recommend including a request that the RDN accept asbestos and asbestos-containing material from the CSWM service area on an emergency basis until such time that the Nanaimo regional landfill expansion is completed. This will ensure that the CSWM service area has an alternative plan in place in the event that the Victoria Hartland landfill ceases to accept out-of-region material.

This collaborative approach between CSWM and the RDN is in keeping with the AVICC goal of working towards a cooperative long-term sustainable strategy for solid waste management on Vancouver Island. Additionally, it is believed that the agreement would provide a more economically viable interim disposal option for residents and commercial businesses of the CSWM service area. Reducing the transportation distance required may also serve to prevent the illegal dumping of hazardous construction debris (and the health and safety concerns associated with the illegal dumping of hazardous materials) in the CSWM service area.

Moving forward, staff will continue to investigate long-term strategies for the disposal of hazardous construction debris in the CSWM service area. Options for investigation include the following:

- CSWM staff-operated on-site disposal (including identifying necessary safety and awareness training for CSWM site staff and operators, as well as necessary site safety and operating plans and procedures);

- Contractor-operated on-site disposal (including a request for proposal (RFP) process to select the appropriate contractor to provide disposal services on-site, as well as identifying necessary safety and awareness training for CSWM site staff);
- Contractor-operated off-site disposal (including an RFP process to select the appropriate contractor to provide disposal services off-site).

Options

The board has the following options to consider:

1. Approach the RDN board with a request to establish an agreement between CSWM and the RDN which allows hazardous construction debris (specifically asbestos and asbestos-containing materials) from the CSWM service area to be accepted for disposal at the Nanaimo regional landfill, while further investigation is carried out into long-term disposal options.
2. Continue directing residents and commercial haulers from the CSWM service area to the Victoria Hartland landfill for the disposal of hazardous construction debris (specifically asbestos and asbestos-containing materials), while further investigation is carried out into long-term disposal options.

Establishing an agreement between CSWM and the RDN provides a number of anticipated benefits including: reducing transportation costs for residents and commercial haulers from the CSWM service area, providing an emergency disposal option in the event that Victoria Hartland landfill stops accepting out-of-region materials, and reducing the potential for illegal dumping of hazardous construction debris (and the health and safety concerns associated with the illegal dumping of hazardous materials) in the CSWM service area. As a result of these expected benefits, option 1 above is recommended.

Financial factors

Establishing an agreement between CSWM and the RDN which allows hazardous construction debris from the CSWM service area to be accepted for disposal at the Nanaimo regional landfill does not have any direct financial implications to the CSWM service. However, residents and commercial haulers disposing of asbestos and asbestos-containing materials will likely recognize a financial benefit from the reduction in transportation distance.

Current out-of-region tipping fees for asbestos and asbestos-containing materials at the Victoria Hartland landfill and the Nanaimo regional landfill are provided in Table 1 below. While the fees are comparable between the two facilities, it has been brought to the attention of staff that both the Victoria and Nanaimo landfills are currently reviewing their out-of-region tipping fees for asbestos and asbestos-containing materials, with the aim to raise fees in the upcoming months. It is estimated that the fees will double by the second quarter of 2016.

Table 1. Current out-of-region tipping fees for asbestos and asbestos-containing materials at Victoria Hartland landfill and Nanaimo regional landfill

Asbestos and asbestos-containing materials	Victoria Hartland landfill	Nanaimo regional landfill
Current out-of-region tipping fee (January 2016)	\$311/tonne	\$300/tonne

Legal factors

Establishing an agreement between CSWM and the RDN which allows hazardous construction debris from the CSWM service area to be accepted for disposal at the Nanaimo regional landfill does not have any direct legal implications to the CSWM service.

Bylaw No. 284 being the “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 284, 2013” requires that all agreements between organizations or other local governments for the management of direct service delivery must obtain board approval.

Regional growth strategy implications

The further development of disposal plans and procedures for hazardous construction debris (specifically asbestos and asbestos-containing materials) represents an improvement in municipal solid waste disposal in the region, reducing environmental impacts and providing sustainability improvements leading towards the goals and objectives of the regional growth strategy in the following policy areas:

- Public health and safety: Support a high quality of life through the protection and enhancement of community health, safety and well-being; and
- Ecosystems, natural areas and parks: protect, steward and enhance the natural environment and ecological connections and systems.

Intergovernmental factors

Sending hazardous construction debris from the CSWM service area to the Nanaimo regional landfill for disposal will require the establishment of an agreement between the CSWM board and the RDN board.

Staff is committed to keeping the board informed and updated as the project progresses and will present project status reports regularly.

Interdepartmental involvement

The update to the hazardous construction debris disposal plans and procedures for the CSWM service is being led by the engineering services branch.

Citizen/public relations

The corporate services branch is consulted regularly as to communications plans for the CSWM service, including updates on project progress and improvements made.

A communication plan regarding any changes to the hazardous construction debris disposal plans and procedures for the CSWM service will be created as the project progresses.

Prepared by:

L. Butler

Lisa Butler, EIT
Engineering Analyst

Concurrence:

J. Mathers

James Mathers
Senior Manager of CSWM
Services

Concurrence:

M. Rutten

Marc Rutten, P.Eng
General Manager of
Engineering Services



LIGHTHOUSE COMMUNITY CENTRE SOCIETY
240 LIONS WAY, QUALICUM BEACH, BC
www.communityhall.ca

The Lighthouse Community Centre Society was formed in 1983 to manage the operation of the Community Centre, which officially opened October 1, 1983. The hall has served the Lighthouse Community for everything from a meeting hall, wedding venue, and dance hall to the home of our Lighthouse Community Fall Fair and various other festivals and events.

We have identified three specific upgrades to the building and surrounding parking area which will help to attract rental income, improve safety and reduce ongoing expenses. We are asking the RDN Board for funding through the EAH Community Works Fund.

- A. Front Façade \$45,000
- B. Parking Lot \$15,000
- C. Heat Pump \$25,000

Renovation projects

A. Front Facade

The hall is dependent on income received from rentals to community groups and private functions. In order to attract potential renters, we require an updated exterior to reflect the quality of our facility's recently updated interior, and to reflect the nature of our building and community.

Front Facelift - \$45,000

2013,



proposed facelift.

B. Parking Lot

Our front parking lot is a large, dusty, gravel area, poorly laid out without any indications of where to park, no shade trees, and is irresistible to young hot rodders who enjoy 'doing doughnuts'. We are regularly plagued with pot holes and large puddles. Our elderly demographic finds this very challenging on our rainy west coast days.

Resurfacing and Redesign parking lot c/w 50 wheel curbs, clearly laid out fire lanes and bedding areas for shade trees - \$15,000

Existing Parking Lot



Proposed parking lot



C. Heat Pump

The hall has in floor heating powered by an older oil fuelled boiler. Our heating bills average \$900 per month throughout the year. A new energy efficient heat pump would provide us with 75% of our heat putting the old oil burner into an auxiliary mode. This will also provide us with a cooling system for our community dances in the hot summer months.

Install New Heat Pump \$25,000

From: Carl Olsen
Sent: Wednesday, March 23, 2016 5:34 PM
To: corpsrv
Subject: Is this the right address???

I could not find a simple general enquiry address for the Nanaimo Regional District but if this is not the right part of your bureaucracy to contact, please forward this to the correct destination.

Subject re. Withdrawal of funding from the E&N Corridor – I am greatly disappointed and strongly protest this move. I WANT MY TRAIN BACK!!! It seems that your move was premature because the last I heard on CHEK news the other day was that the Federal Government was slow at coming forward with their share of the funds that had been committed by the Conservative Government. Certainly I would think with the new Liberal Government's new budget there are funds for Infrastructure – doesn't that include the committed funds for the restoration of the railroad on Vancouver Island? I thought that was the only barrier left but now you are creating a new barrier.

I live in Courtenay and I miss having a convenient comfortable passenger train to take me to Victoria at an affordable fare.

I want your assurance that your Regional District will come back on line once the Feds come through with their funding.

Carl Olsen
Courtenay, BC

From: Ron Lychak
Sent: Friday, March 25, 2016 6:53 PM
To: corpsrv
Subject: Island Rail

I would like to thank all concerned for the common sense decision not to give any money to the Island Rail Corridor.

Your sensible decision has saved us taxpayers money. Saved the environment from pollution. As well as injuries to life and property from train collisions.

The coal mines closed and Island rail freight has been dying for years. Passenger rail on Vancouver Island never made a profit and never will.

Get rid of the rail line and make better use of the right of way.

Please forward this to all concerned.

Thank you,
Ron Lychak, native son of Nanaimo.
250-741-1914

From: Ronald Starkie
Sent: Friday, March 25, 2016 12:30 PM
To: corpsrv
Subject: Passenger Rail Service

Dear Members of the Nanaimo Regional District,

Recently the Nanaimo Regional District withdrew financial commitment to the Island Rail Corridor. This is very unfortunate but understandable as many people are becoming frustrated with the lack of progress in restoring Via Rail Service. British Columbia was guaranteed perpetual rail service on Vancouver Island as a condition of joining Canada. It seems all levels of government have made financial commitments to support rail service but nothing is happening. It is disappointing that Ottawa is not taking the leading role in rail restoration, since many eastern rail corridors are heavily subsidized by the federal government. It is evident that civic and the provincial governments have more than done their share; sadly federal money is still not forthcoming.

Rail infrastructure should be a priority for all governments; especially for Ottawa since it reduces greenhouse gas emissions. Restoring passenger rail service on Vancouver Island would be good for the economy, environment, commuters, tourism and provide an alternative to travelling the hazardous Malahat highway.

I encourage you and your colleagues from all governments to demand immediate action of restoration of rail service on Vancouver Island.

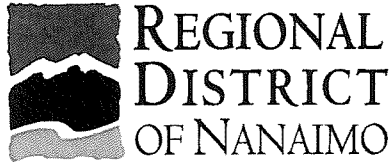
Yours sincerely,

Ronald Starkie

8773 152nd Street,
Surrey, BC
Canada
V3S 3N3

T (604) 597-1044
M (604) 825-7607

ronstarkie@telus.net



RDN REPORT		
CAO APPROVAL		✓
EAP		
CoW	✓	
MAR 29 2016		
RHD		
BOARD		

STAFF REPORT

TO: Dennis Trudeau
Chief Administrative Officer

DATE: March 29, 2016

FROM: Tom Osborne
General Manager Recreation and Parks

MEETING: CoW – April 12, 2016

FILE:

SUBJECT: Regional Parks and Trails Select Committee – Amendment to Terms of Reference

RECOMMENDATION

That the Terms of Reference for the Regional Parks and Trails Select Committee be amended as provided on Appendix I.

PURPOSE

To review the Terms of Reference for the Regional Parks and Trails Select Committee to include members from all participants in the Regional Parks Service Function.

BACKGROUND

At the February 23, 2016 Regional Board Meeting the following resolution was approved:

“That staff be directed to prepare a report on options to amend the Terms of Reference for the Regional Parks and Trails Select Committee to add additional members that reflect those participating areas that have a financial role in the function.”

The membership for the current Terms of Reference for the Regional Parks and Trails Select Committee is comprised of four Directors from Electoral Areas and one Director each from the four municipalities for a total of eight members. The Terms of Reference also notes that where a specific project or initiative was under discussion from a jurisdiction without representation on the committee, a representative of that jurisdiction can attend and contribute as an ‘ex officio’ member of the Committee.

The revised Terms of Reference for the Committee proposes a total of fourteen members comprised of four Directors from the City of Nanaimo and one Director from each of the other participating Municipalities and Electoral Areas. The amendment would allow for all participants in the service to attend and vote at the Select Committee with the acknowledgment that the City of Nanaimo provides the largest financial contribution (54.2%) to the service, therefore additional representation at the Select Committee is being proposed.

As with all other RDN Committees, this Select Committee will continue to make recommendations for the Regional Board’s consideration where the full distribution and related weighting of votes for the service area will continue to take place.

ALTERNATIVES

1. That the Terms of Reference for the Regional Parks and Trail Select Committee be amended as provided on Appendix I.
2. That the Terms of Reference for the Regional Parks and Trail Select Committee not be amended as shown on Appendix I and alternative direction be provided.

FINANCIAL IMPLICATION

Expanding the Committee from eight Directors to fourteen results in compensation being paid to six additional Directors. The Committee typically meets four times per year. The additional cost is estimated at \$1700 annually.

STRATEGIC PLAN IMPLICATIONS

The proposed changes are consistent in the Plan's statements to:

- Develop a governance structure to reflect unique municipal / electoral area demographics.
- Review Board composition as the communities change and grow.
- Seek objectivity in decision-making to equitably represent the Region as a whole.

SUMMARY/CONCLUSIONS

At the February 23, 2016 Regional Board Meeting staff were directed to prepare a report on options to amend the Terms of Reference for the Regional Parks and Trails Select Committee to add additional members that reflect those participating areas that have a financial role in the function.

The revised Terms of Reference for the Committee proposes a total of fourteen members comprised of four Directors from the City of Nanaimo and one Director from each of the other participating Municipalities and Electoral Areas. The proposed changes include all participating areas that have a financial role in the function.



Report Writer



A/ C.A.O. Concurrence

Appendix I

REGIONAL DISTRICT OF NANAIMO REGIONAL PARKS AND TRAILS SELECT COMMITTEE TERMS OF REFERENCE

April 2016

PURPOSE

The Regional Parks and Trails Committee is a Select Committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Parks and Trail System.

MEMBERSHIP

- The Committee is comprised of fourteen Directors, including four Directors from the City of Nanaimo and one Director from each of the other participating Municipalities and Electoral Areas.
- The Committee Chairperson will be appointed annually by the RDN Board Chairperson.

MEETINGS

- The Committee will meet at intervals it determines to be appropriate, in consultation with the General Manager of Recreation and Parks, but will structure its activities to meet approximately four times per year.
- A quorum of seven of the Committee membership is required to conduct Committee business.
- The General Manager of Recreation and Parks Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

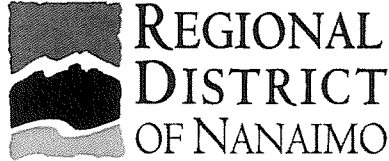
COMMITTEE ROLES AND RESPONSIBILITIES

The Regional Parks and Trails Committee mandate is to provide political oversight for regional parks and trail initiatives. The Committee is the forum to which staff report on regional parks and trails initiatives.

The Committee's responsibilities are:

1. Consider staff reports on the Regional Parks and Trails System and make recommendations to the RDN Board including:
 - the acquisition and tenure of regional parks and trail sites;
 - the development and review of new or updated Regional Park Management Plans;
 - the development and maintenance of regional parks and trail sites; and
 - implementation of recommendations set forth in the Regional Parks and Trails Plan.

2. Consider comments and recommendations from other Advisory Committees as appropriate and make recommendations to the RDN Board;
3. At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations.
4. Pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously, as required.



RDN REPORT	
CAO APPROVAL	DC
EAP	
CoW	✓
MAR 22 2016	
RHD	
BOARD	

STAFF REPORT

TO: Wendy Marshall
 Manager of Parks Services

DATE: March 18, 2016

FROM: Joan Michel
 Parks and Trails Coordinator

MEETING: CoW – April 12, 2016

SUBJECT: Oakdowne Community Park Adjunct II (Electoral Area H)
 Licence of Occupation Renewal

FILE:

RECOMMENDATION

That the Regional District accept the Province of B.C.’s offer of a 30-year Licence of Occupation for community trail situated on parts of Lots B, H and I, District Lot 89, Newcastle District, and adjacent to Oakdowne Community Park in Electoral Area H.

PURPOSE

To review the tenure status of Oakdowne Community Park Adjunct II and obtain approval to renew the community trail licence for another 30 years.

BACKGROUND

In 2005, the Province of B.C. considered sale of all the Oakdowne area Crown lands including Oakdowne Community Park. In the end, the Province decided to retain some of the lands and offered to renew the RDN’s Licence of Occupation for the Community Park. At the same time, the Province granted the RDN a statutory right of way over a large wetland on a parcel near the Park (called Oakdowne Community Park Adjunct I) in addition to a 10-year Licence of Occupation for the purpose of community trail over parts of three other parcels adjacent to or near the Park (called Oakdowne Community Park Adjunct II).

The Oakdowne Community Park Adjunct II Licence of Occupation has expired and the Province is offering to renew it for a term of 30 years (see Appendix I). Aside from length of term, the 30-year licence being offered is essentially the same as the 2005-15 version. Oakdowne Community Park and the Adjunct II lands represent valuable forested parkland within the lower reaches of the Little Qualicum River watershed. Further to community and Board direction, staff will be initiating a Licence of Occupation application process to encompass all the available Crown lands in the Oakdowne area in their entirety. If successful, this would see the creation of one Licence of Occupation for a land base about three times that of the existing Community Park, and the termination of existing licences for parts of that large land base.

ALTERNATIVES

1. That the Regional District accept the Province of B.C.'s 30-year Licence of Occupation for Oakdowne Community Park Adjunct II in Electoral Area H.
2. That the Licence of Occupation for Oakdowne Community Park Adjunct II not be executed and alternate direction be provided.

FINANCIAL IMPLICATIONS

The cost of the 30-year Licence of Occupation for Oakdowne Community Park Adjunct II is \$200 plus GST. This will be covered by the 2016 Electoral Area H community park budget. Trail maintenance will be covered by the same budget. No significant development is planned for the Adjunct II trails at this time.

STRATEGIC PLAN IMPLICATIONS

Renewal of the Oakdowne Community Park Adjunct II Licence of Occupation confirms the value placed by the Regional Board on outdoor spaces that provide for recreation while at the same time helping to protect natural habitat. By supporting a 30-year licence for community trail adjacent to Oakdowne Community Park, the Board is able to offer residents of Electoral Area H the surety of knowing that these trails will continue to be protected for another generation.

SUMMARY/CONCLUSIONS

The 10-year Oakdowne Community Park Adjunct II Licence of Occupation with the Province of B.C. has expired and the RDN has been offered a 30-year renewal. The cost of renewal is \$200 plus GST. Maintained by RDN Parks staff in collaboration with area residents, Oakdowne Adjunct II trails provide much valued access to the forested Crown lands in the lower Little Qualicum River watershed.



Report Writer



Manager Concurrence



G.M. Concurrence



C.A.O. Concurrence

Appendix I

Province of B.C.
Oakdowne Community Park Adjunct II
Licence of Occupation



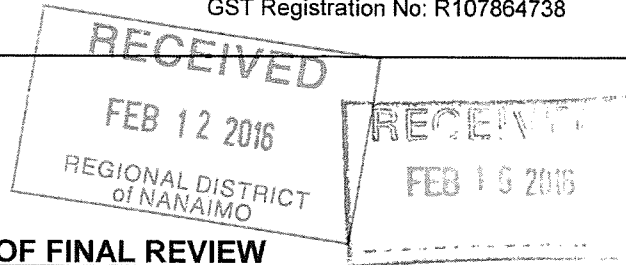
Ministry of Forests, Lands and
Natural Resource Operations
Suite 142 - 2080 Labieux Road
Nanaimo, BC V9T 6J9

Telephone No: 250 751-7256
Facsimile No: 250 751-7224

GST Registration No: R107864738

Your contact is: Barbara Biss

Our file: 1412669



NOTICE OF FINAL REVIEW

February 9, 2016

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd
Nanaimo, BC V9T 6N2

Dear Sir/Madam:

Re: Your Application for a Tenure over Crown Land

The review of your application for a licence for community trail purposes over:

Those parts of Lots B, H and I, District Lot 89, Newcastle District, shown outlined as Sites 1 and 2 on sketch below, containing 0.369 hectares, more or less.

(the "Land") has reached the stage where we anticipate making our final decision once the various matters described in this letter have been completed.

This is to replace Licence No. 112001 which expired November 1, 2015.

1. Deadline for Completion of Requirements

We ask that you complete the requirements described below by April 8, 2016.

Please complete the Response to Notice of Final Review page attached, indicating whether you will **or** will not proceed with the application and sign and return that page to us for our records.

2. Requirements

Signing and Return of Tenure Documents

You must sign and deliver to us two copies of the licence document which are enclosed with this letter. You are responsible for ensuring that this is properly

- 2 -

completed including, if applicable, obtaining any appropriate corporate authorizations and having any Land Title Act form C or D witnessed by a solicitor, notary or commissioner.

Monies Payable

You must deliver to us the following amounts:

Licence Fee	*\$	1.00
Replacement Fee	*\$	200.00
GST Total	\$	<u>10.05</u>
Total Fees Payable	\$	<u>211.05</u>

* denotes GST payable

Your cheque or money order must be payable to the Minister of Finance and be delivered to Suite 142 - 2080 Labieux Road Nanaimo, BC V9T 6J9. Please quote our file number when sending us your payment.

If we disallow your application and do not grant a Crown land tenure to you, the Licence Fee and associated GST payment made by you as set out in section 2 will be returned to you.

Insurance

We confirm receipt from you of evidence of self-insurance. Upon request, you must submit to our office proof of continuation of your self-insurance.

Additional Requirements

You must submit to us a new management plan that shows the location and dimensions of the trails. Please see attached a copy of the old management plan that was submitted with original application.

3. Process following completion of Requirements

If the requirements set out above are completed within the required time we expect to make our decision and advise you of that decision within 30 days.

Please note however that this letter does not constitute an offer by us and we reserve all our rights in connection with the decision making process, including, if appropriate, to disallow your application, to extend the decision making process and to establish additional requirements not set out in this letter.

Upon decision to issue the licence to you we will sign and return one copy of the licence to you.

4. Acknowledgments of the Applicant

You represent, acknowledge and agree that:

- (a) Your application for a Crown land tenure cannot be transferred to another person.
- (b) This Letter does not obligate us to issue the licence to you and does not give you any right to use or occupy the Land for any purpose.
- (c) You are responsible for, and encouraged to seek, your own legal advice with respect to:
 - (i) any laws, bylaws, orders, directions, ordinances and regulations associated with your use of the Land,
 - (ii) the terms and conditions set out in this Letter, and
 - (iii) the terms and conditions of, and your rights and obligations that will arise under, the licence.
- (d) You are responsible for the costs and expenses incurred by you in pursuing your application, including any cost you incur in connection with satisfying the requirements set out in this letter.
- (e) If you sign and return the licence to us that will constitute your offer to us to enter into the licence.



Ministry of Forests, Lands and
Natural Resource Operations
Suite 142 - 2080 Labieux Road
Nanaimo, BC V9T 6J9

Telephone No: 250 751-7256
Facsimile No: 250 751-7224

GST Registration No: R107864738

Freedom of Information

Personal information is collected under the *Land Act* for the purpose of administering Crown land. Information on your application, and if issued, your tenure, will become part of the Crown Land Registry, from which information is routinely made available to the public under Freedom of Information and Protection of Privacy legislation.

Yours truly,

Authorized Representative

Response to Notice of Final Review

File No. 1412669

Ministry of Forests, Lands and Natural Resource Operations
Suite 142 - 2080 Labieux Road
Nanaimo, BC V9T 6J9

Dear Barbara Biss:

Re: Application for licence

- I/We wish to proceed to obtain a licence in accordance with the letter dated February 9, 2016 from the Ministry of Forests, Lands and Natural Resource Operations and enclose all copies of the licence which I/We have signed.
- I/We do not wish to proceed to obtain a licence in accordance with the letter dated February 9, 2016 from the Ministry of Forests, Lands and Natural Resource Operations.

DATED the ____ of _____, ____.

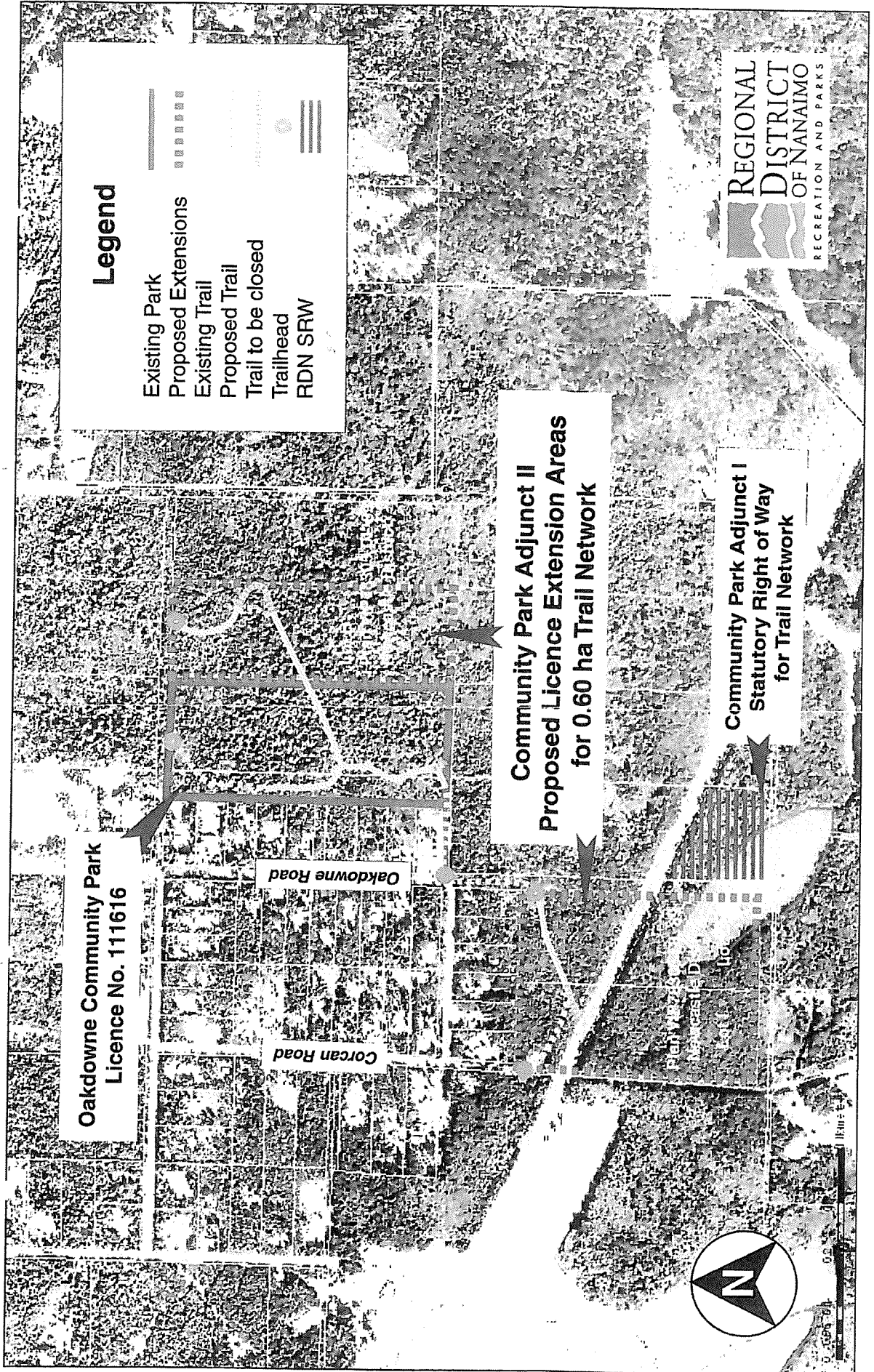
Applicant's signature/Applicant's
representative's signature

Applicant's signature/Applicant's
representative's signature

Print name of person signing

Print name of person signing

example





LICENCE OF OCCUPATION

Licence No.:

File No.: 1412669

Disposition No.: 921442

THIS AGREEMENT is dated for reference November 1, 2015 and is made under the *Land Act*.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

AND:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd
Nanaimo, BC V9T 6N2

(the "Licensee")

The parties agree as follows:

ARTICLE 1 - INTERPRETATION

1.1 In this Agreement,

"**Agreement**" means this licence of occupation;

"**Commencement Date**" means November 1, 2015;

"**disposition**" has the meaning given to it in the *Land Act* and includes a licence of occupation;

"**Fees**" means the fees set out in Article 3;

"**Hazardous Substances**" means any substance which is hazardous to persons, property or the environment, including without limitation

(a) waste, as that term is defined in the *Environmental Management Act*; and

- (b) any other hazardous, toxic or other dangerous substance, the use, transportation or release into the environment of which, is now or from time to time prohibited, controlled or regulated under any laws or by any governmental authority, applicable to, or having jurisdiction in relation to, the Land;

“Improvements” includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

“Land” means that part or those parts of the Crown land either described in, or shown outlined by bold line on, the schedule attached to this Agreement entitled “Legal Description Schedule” except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water;

“Management Plan” means the most recent management plan prepared by you in a form approved by us, signed and dated by the parties, and held on file by us;

“Realty Taxes” means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any government authority having jurisdiction which relate to the Land, the Improvements or both of them and which you are liable to pay under applicable laws;

“Security” means the security referred to in section 6.1 or 6.2, as replaced or supplemented in accordance with section 6.5;

“Term” means the period of time set out in section 2.2;

“we”, “us” or “our” refers to the Province alone and never refers to the combination of the Province and the Licensee: that combination is referred to as **“the parties”**; and

“you” or “your” refers to the Licensee.

- 1.2 In this Agreement, “person” includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.

- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.
- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 1.7 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 1.8 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.9 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.10 Any liabilities or obligations of either party arising, or to be performed, before or as a result of the termination of this Agreement, and which have not been satisfied or remain unperformed at the termination of this Agreement, any indemnity and any release in our favour and any other provision which specifically states that it will survive the termination of this Agreement, shall survive and not be affected by the expiration of the Term or the termination of this Agreement.
- 1.11 Time is of the essence of this Agreement.
- 1.12 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made, then you or we, as the case may be, will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that you or we have sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.
- 1.13 Any requirement under this Agreement for us to act reasonably shall not require us to act in a manner that is contrary to or inconsistent with any legislation, regulations, Treasury Board directives or other enactments or any policy, directive, executive direction or other such guideline of general application.

ARTICLE 2 - GRANT AND TERM

- 2.1 On the terms and conditions set out in this Agreement, we grant you a licence of occupation of the Land for community trail purposes, and you acknowledge this licence of occupation does not grant you exclusive use and occupancy of the Land.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on the 30th anniversary of that date, or such earlier date provided for in this Agreement. We reserve the right to terminate this Agreement in certain circumstances as expressly provided in this Agreement.

ARTICLE 3 - FEES

- 3.1 The Fee for the Term is \$1.00, the receipt of which we acknowledge.

ARTICLE 4 - COVENANTS

- 4.1 You must
- (a) pay, when due,
 - (i) the Fees to us at the address set out in Article 10,
 - (ii) the Realty Taxes, and
 - (iii) all charges for electricity, gas, water and other utilities supplied to the Land for use by you or on your behalf or with your permission;
 - (b) deliver to us, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by you under this Agreement;
 - (c) observe, abide by and comply with
 - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety, and
 - (ii) the provisions of this Agreement;

- (d) in respect of the use of the Land by you or by any person who enters upon or uses the Land as a result of your use of the Land under this Agreement, keep the Land and the Improvements in a safe, clean and sanitary condition satisfactory to us, and at our written request, rectify any failure to comply with such a covenant by making the Land and the Improvements safe, clean and sanitary;
- (e) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance to an owner or occupier of land in the vicinity of the Land;
- (f) use and occupy the Land only in accordance with and for the purposes set out in section 2.1;
- (g) not construct, place or affix any Improvement on or to the Land except as necessary for the purposes set out in section 2.1;
- (h) pay all accounts and expenses as they become due for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, except for money that you are required to hold back under the *Builders Lien Act*;
- (i) if any claim of lien over the Land is made under the *Builders Lien Act* for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by you and you have taken the steps necessary to ensure that the claim of lien will not subject the Land or any interest of yours under this Agreement to sale or forfeiture;
- (j) not cut or remove timber on or from the Land without being granted the right under the *Forest Act* to harvest Crown timber on the Land;
- (k) not alter, repair or add to any Improvement that was, or may be, placed on or made to the Land under another disposition or in connection with the use of Land apart from this Agreement, unless you obtain our prior written approval;
- (l) not fence the perimeter of the Land nor erect fencing on the Land unless you obtain our prior written approval;
- (m) at our request and at your expense, have a British Columbia Land Surveyor conduct a survey of the Land within 90 days;
- (n) take all reasonable precautions to avoid disturbing or damaging any archaeological material found on or under the Land and, upon discovering any archaeological material on or under the Land, you must immediately notify the ministry responsible for administering the *Heritage Conservation Act*;

- (o) permit us, or our authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements, including without limitation to test and remove soil, groundwater and other materials and substances, where the inspection may be necessary or advisable for us to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances, provided that we take reasonable steps to minimize any disruption of your operations;
- (p) indemnify and save us and our servants, employees and agents harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors, arising out of one or more of the following:
- (i) any breach, violation or non-performance of a provision of this Agreement,
 - (ii) any conflict between your use of the Land under this Agreement and the lawful use of the Land by any other person, and
 - (iii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of your entry upon, use or occupation of the Land,

and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand; and

- (q) on the termination of this Agreement,
- (i) peaceably quit and deliver to us possession of the Land and, subject to paragraphs (ii), (iii) and (iv), the Improvements in a safe, clean and sanitary condition,
 - (ii) within 90 days, remove from the Land any Improvement you want to remove, if the Improvement was placed on or made to the Land by you, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building (other than as a tenant's fixture) or part of the Land and you are not in default of this Agreement,
 - (iii) not remove any Improvement from the Land if you are in default of this Agreement, unless we direct or permit you to do so under paragraph (iv),
 - (iv) remove from the Land any Improvement that we, in writing, direct or permit you to remove, other than any Improvement permitted to be placed on or made to the Land under another disposition, and
 - (v) restore the surface of the Land as nearly as may reasonably be possible, to the

condition that the Land was in at the time it originally began to be used for the purposes described in this Agreement, but if you are not directed or permitted to remove an Improvement under paragraph (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of your right, interest and estate in the Land will be absolutely forfeited to us, and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 You will not permit any person who enters upon or uses the Land as a result of your use of the Land under this Agreement to do anything you are restricted from doing under this Article.

4.3 You must not use all or any part of the Land

- (a) for the storage or disposal of any Hazardous Substances; or
- (b) in any other manner whatsoever which causes or contributes to any Hazardous Substances being added or released on, to or under the Land or into the environment from the Land;

unless

- (c) such storage, disposal, release or other use does not result in your breach of any other provision of this Agreement, including without limitation, your obligation to comply with all laws relating in any way to Hazardous Substances, the environment and human health and safety; and
- (d) we have given our prior written approval to such storage, disposal, release or other use and for certainty any such consent operates only as a consent for the purposes of this section and does not bind, limit, or otherwise affect any other governmental authority from whom any consent, permit or approval may be required.

4.4 Despite any other provision of this Agreement you must:

- (a) on the expiry or earlier termination of this Agreement; and
- (b) at any time if we request and if you are in breach of your obligations under this Agreement relating to Hazardous Substances;

promptly remove from the Land all Hazardous Substances stored, or disposed of, on the Land, or which have otherwise been added or released on, to or under the Land:

- (c) by you; or

(d) as a result of the use of the Land under this Agreement;

save and except only to the extent that we have given a prior written approval expressly allowing specified Hazardous Substances to remain on the Land following the expiry of the Term.

4.5 We may from time to time

- (a) in the event of the expiry or earlier termination of this Agreement;
- (b) as a condition of our consideration of any request for consent to an assignment of this Agreement; or
- (c) if we have a reasonable basis for believing that you are in breach of your obligations under this Agreement relating to Hazardous Substances;

provide you with a written request to investigate the environmental condition of the Land and upon any such request you must promptly obtain, at your cost, and provide us with, a report from a qualified and independent professional who has been approved by us, as to the environmental condition of the Land, the scope of which must be satisfactory to us and which may include all such tests and investigations that such professional may consider to be necessary or advisable to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances.

4.6 You must at our request from time to time, but not more frequently than annually, provide us with your certificate (and if you are a corporation such certificate must be given by a senior officer) certifying that you are in compliance with all of your obligations under this Agreement pertaining to Hazardous Substances, and that no adverse environmental occurrences have taken place on the Land, other than as disclosed in writing to us.

ARTICLE 5 - LIMITATIONS

5.1 You agree with us that

- (a) in addition to the other reservations and exceptions expressly provided in this Agreement this Agreement is subject to the exceptions and reservations of interests, rights, privileges and titles referred to in section 50 of the *Land Act*;
- (b) other persons may hold or acquire rights to use the Land in accordance with enactments other than the *Land Act* or the *Ministry of Lands, Parks and Housing Act*, including rights held or acquired under the *Coal Act*, *Forest Act*, *Geothermal Resources Act*, *Mineral Tenure Act*, *Petroleum and Natural Gas Act*, *Range Act*, *Water Act* or *Wildlife Act* (or any prior or subsequent enactment of the Province of British Columbia of like

- effect); such rights may exist as of the Commencement Date and may be granted or acquired subsequent to the Commencement Date and may affect your use of the Land;
- (c) other persons may hold or acquire interests in or over the Land granted under the *Land Act* or the *Ministry of Lands, Parks and Housing Act*; such interests may exist as of the Commencement Date; following the Commencement Date we may grant such interests (including fee simple interests, leases, statutory rights of way and licences); you acknowledge that your use of the Land may be affected by such interests and the area or boundaries of the Land may change as a result of the granting of such interests;
 - (d) you have no right to compensation from us and you release us from all claims, actions, causes of action, suits, debts and demands that you now have or may at any time in the future have against us arising out of any conflict between your use of the Land under this Agreement and any use of, or impact on the Land arising from the exercise, or operation of the interests, rights, privileges and titles described in subsections (a), (b), and (c);
 - (e) this Agreement does not limit any right to notice, compensation or any other benefit that you may be entitled to from time to time under the enactments described in subsection (b), or any other applicable enactment;
 - (f) you will not commence or maintain proceedings under section 65 of the *Land Act* in respect of any interference with your use of the Land as permitted under this Agreement that arises as a result of the lawful exercise or operation of the interests, rights, privileges and titles described in subsections (a), (b) and (c);
 - (g) you will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;
 - (h) any interest you may have in the Improvements ceases to exist and becomes our property upon the termination of this Agreement, except where an Improvement may be removed under paragraph 4.1(q)(ii), (iii) or (iv) in which case any interest you may have in that Improvement ceases to exist and becomes our property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1(q)(ii) or the time period provided for in the direction or permission given under paragraph 4.1(q)(iii); and
 - (i) if, after the termination of this Agreement, we permit you to remain in possession of the Land and we accept money from you in respect of such possession, a tenancy from year to year will not be created by implication of law and you will be deemed to be a monthly occupier only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

ARTICLE 6 - SECURITY AND INSURANCE

- 6.1 On the Commencement Date, you will deliver to us Security in the amount of \$0.00 which will
- (a) guarantee the performance of your obligations under this Agreement;
 - (b) be in the form required by us; and
 - (c) remain in effect until we certify, in writing, that you have fully performed your obligations under this Agreement.
- 6.2 Despite section 6.1, your obligations under that section are suspended for so long as you maintain in good standing other security acceptable to us to guarantee the performance of your obligations under this Agreement and all other dispositions held by you.
- 6.3 We may use the Security for the payment of any costs and expenses associated with any of your obligations under this Agreement that are not performed by you or to pay any overdue Fees and, if such event occurs, you will, within 30 days of that event, deliver further Security to us in an amount equal to the amount drawn down by us.
- 6.4 After we certify, in writing, that you have fully performed your obligations under this Agreement, we will return to you the Security maintained under section 6.1, less all amounts drawn down by us under section 6.3.
- 6.5 You acknowledge that we may, from time to time, notify you to
- (a) change the form or amount of the Security; and
 - (b) provide and maintain another form of Security in replacement of or in addition to the Security posted by you under this Agreement;
- and you will, within 60 days of receiving such notice, deliver to us written confirmation that the change has been made or the replacement or additional form of Security has been provided by you.
- 6.6 You must
- (a) without limiting your obligations or liabilities under this Agreement, at your expense, purchase and maintain during the Term the following insurance with insurers licensed to do business in Canada:
 - (i) Commercial General Liability insurance in an amount of not less than \$2,000,000.00 inclusive per occurrence insuring against liability for personal injury, bodily injury (including death) and property damage, including coverage

for all accidents or occurrences on the Land or the Improvements. Such policy will include cross liability, liability assumed under contract, provision to provide 30 days advance notice to us of material change or cancellation, and include us as additional insured;

- (b) ensure that all insurance required to be maintained by you under this Agreement is primary and does not require the sharing of any loss by any of our insurers;
- (c) within 10 working days of Commencement Date of this Agreement, provide to us evidence of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (d) if the required insurance policy or policies expire or are cancelled before the end of the Term of this Agreement, provide within 10 working days of the cancellation or expiration, evidence of new or renewal policy or policies of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (e) notwithstanding subsection (c) or (d) above, if requested by us, provide to us certified copies of the required insurance policies.

6.7 We may, acting reasonably, from time to time, require you to

- (a) change the amount of insurance set out in subsection 6.6(a); and
- (b) provide and maintain another type or types of insurance in replacement of or in addition to the insurance previously required to be maintained by you under this Agreement;

and you will, within 60 days of receiving such notice, cause the amounts and types to be changed and deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance then required to be maintained by you under this Agreement.

6.8 You shall provide, maintain, and pay for any additional insurance which you are required by law to carry, or which you consider necessary to insure risks not otherwise covered by the insurance specified in this Agreement in your sole discretion.

6.9 You waive all rights of recourse against us with regard to damage to your own property.

6.10 Despite sections 6.6 and 6.7, your obligations under those sections are suspended for so long as we in our sole discretion acknowledge our acceptance to you in writing your alternative risk financing program in respect of the matters covered by those sections.

If, in our sole discretion, your alternative risk financing program in respect of the matters covered by sections 6.6 and 6.7 is no longer acceptable to us, we will provide written notice to you and you must, within 60 days of such notice, obtain and provide to us evidence of

compliance with section 6.6 of this Agreement.

ARTICLE 7 - ASSIGNMENT

- 7.1 You must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold.
- 7.2 Prior to considering a request for our consent under section 7.1, we may require you to meet certain conditions, including without limitation, that you provide us with a report as to the environmental condition of the Land as provided in section 4.5.

ARTICLE 8 - TERMINATION

- 8.1 You agree with us that
- (a) if you
 - (i) default in the payment of any money payable by you under this Agreement, or
 - (ii) fail to observe, abide by and comply with the provisions of this Agreement (other than the payment of any money payable by you under this Agreement),and your default or failure continues for 60 days after we give written notice of the default or failure to you,
 - (b) if, in our opinion, you fail to make diligent use of the Land for the purposes set out in this Agreement, and your failure continues for 60 days after we give written notice of the failure to you;
 - (c) if you
 - (i) become insolvent or make an assignment for the general benefit of your creditors,
 - (ii) commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankruptcy petition is filed or presented against you or you consent to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging you bankrupt under any law relating to bankruptcy or insolvency, or
 - (iii) voluntarily enter into an arrangement with your creditors;

- (d) if you are a corporation,
 - (i) a receiver or receiver-manager is appointed to administer or carry on your business, or
 - (ii) an order is made, a resolution passed or a petition filed for your liquidation or winding up;
- (e) if you are a society, you convert into a company in accordance with the *Society Act* without our prior written consent;
- (f) if this Agreement is taken in execution or attachment by any person; or
- (g) if we require the Land for our own use or, in our opinion, it is in the public interest to cancel this Agreement and we have given you 60 days' written notice of such requirement or opinion;

this Agreement will, at our option and with or without entry, terminate and your right to use and occupy the Land will cease.

8.2 If the condition complained of (other than the payment of any money payable by you under this Agreement) reasonably requires more time to cure than 60 days, you will be deemed to have complied with the remedying of it if you commence remedying or curing the condition within 60 days and diligently complete the same.

8.3 You agree with us that

- (a) you will make no claim against us for compensation, in damages or otherwise, upon the lawful termination of this Agreement under section 8.1; and
- (b) our remedies under this Article are in addition to those available to us under the *Land Act*.

ARTICLE 9 - DISPUTE RESOLUTION

9.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.

9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, we or you may refer the dispute to arbitration conducted by a sole arbitrator appointed pursuant to the *Commercial Arbitration Act*.

- 9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the arbitration will be governed by the laws of the Province of British Columbia.
- 9.4 The arbitration will be conducted at our offices (or the offices of our authorized representative) in Nanaimo, British Columbia, and if we or our authorized representative have no office in Nanaimo, British Columbia, then our offices (or the offices of our authorized representative) that are closest to Nanaimo, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within our sole discretion cannot, unless we agree, be referred to arbitration as set out in section 9.2.

ARTICLE 10 - NOTICE

- 10.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to us

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS
Suite 142 - 2080 Labieux Road
Nanaimo, BC V9T 6J9;

to you

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd
Nanaimo, BC V9T 6N2;

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice required to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.
- 10.3 The delivery of all money payable to us under this Agreement will be effected by hand, courier or prepaid regular mail to the address specified above, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.

ARTICLE 11 - MISCELLANEOUS

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to us under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublicense, assignment or transfer of this Agreement does not release you from your obligation to observe and perform all the provisions of this Agreement on your part to be observed and performed unless we specifically release you from such obligation in our consent to the sublicense, assignment or transfer of this Agreement.
- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and permitted assigns.
- 11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond your reasonable control, other than normal weather conditions, you are delayed in performing any of your obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as
- (a) you give notice to us within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of your obligation; and
 - (b) you diligently attempt to remove the delay.
- 11.6 You acknowledge and agree with us that
- (a) this Agreement has been granted to you on the basis that you accept the Land on an “as is” basis;
 - (b) without limitation we have not made, and you have not relied upon, any representation or warranty from us as to

- (i) the suitability of the Land for any particular use, including the use permitted by this Agreement;
 - (ii) the condition of the Land (including surface and groundwater), environmental or otherwise, including the presence of or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and the current and past uses of the Land and any surrounding land and whether or not the Land is susceptible to erosion or flooding;
 - (iii) the general condition and state of all utilities or other systems on or under the Land or which serve the Land;
 - (iv) the zoning of the Land and the bylaws of any government authority which relate to the development, use and occupation of the Land; and
 - (v) the application of any federal or Provincial enactment or law to the Land;
- (c) you have been afforded a reasonable opportunity to inspect the Land or to carry out such other audits, investigations, tests and surveys as you consider necessary to investigate those matters set out in subsection (b) to your satisfaction before entering into this Agreement;
 - (d) you waive, to the extent permitted by law, the requirement if any, for us to provide you with a “site profile” under the *Environmental Management Act* or any regulations made under that act;
 - (e) we are under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and you are solely responsible for all costs and expenses associated with your use of the Land and the Improvements for the purposes set out in this Agreement; and
 - (f) we are under no obligation to provide access or services to the Land or to maintain or improve existing access roads.
- 11.7 You agree with us that nothing in this Agreement constitutes you as our agent, joint venturer or partner or gives you any authority or power to bind us in any way.
- 11.8 This Agreement does not override or affect any powers, privileges or immunities to which you are entitled under any enactment of the Province of British Columbia.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED on behalf of **HER MAJESTY
THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA**
by the minister responsible for the *Land Act*
or the minister's authorized representative

Minister responsible for the *Land Act*
or the minister's authorized representative

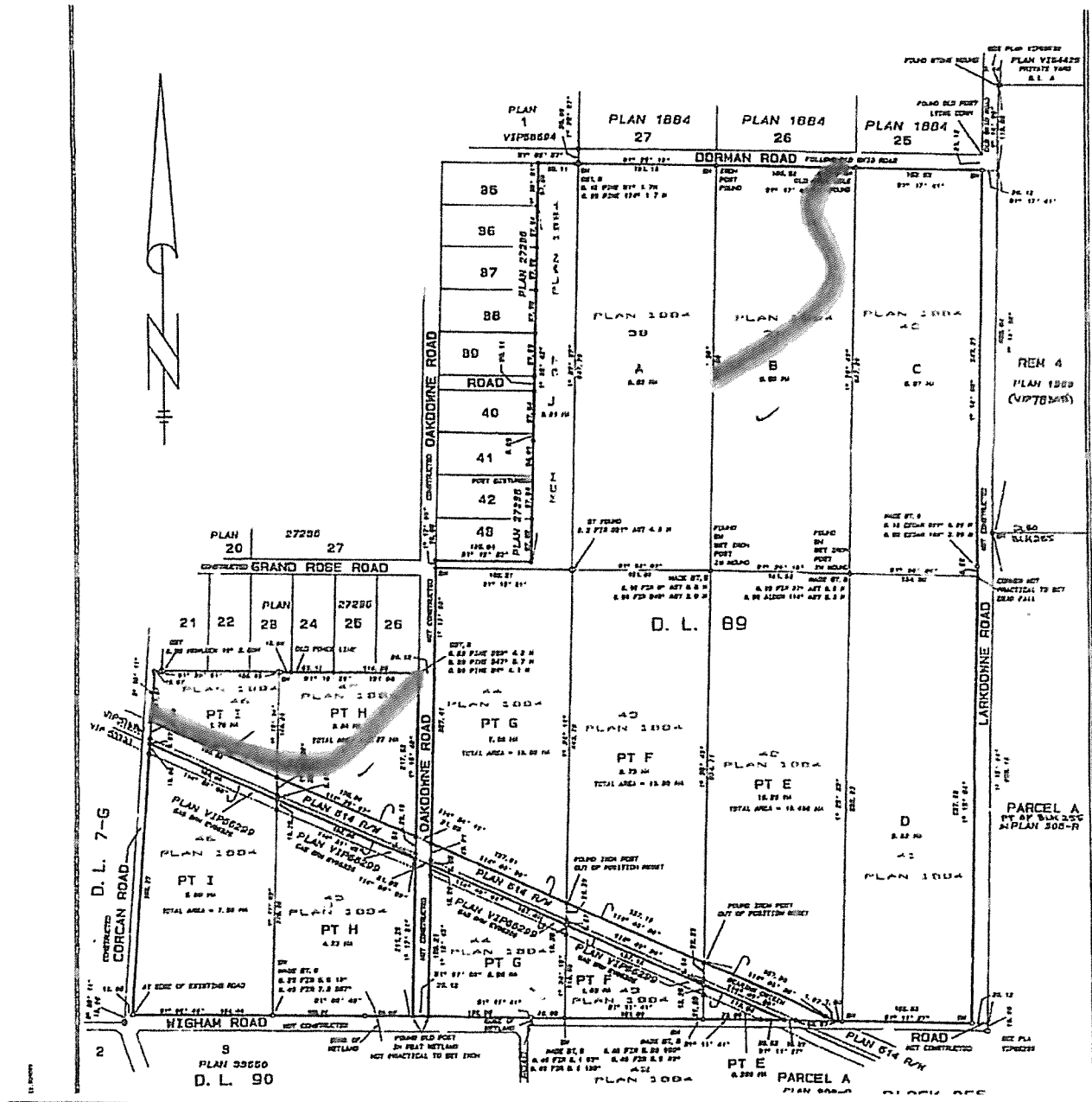
SIGNED on behalf of
REGIONAL DISTRICT OF NANAIMO
By its authorized signatories

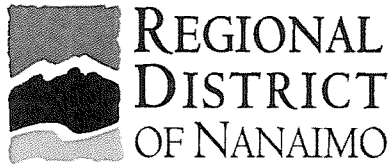
Authorized Signatory

Authorized Signatory

LEGAL DESCRIPTION SCHEDULE

LEGAL DESCRIPTION: Those parts of Lots B, H and I, District Lot 89, Newcastle District, shown outlined as Sites 1 and 2 on sketch below, containing 0.369 hectares, more or less.





RDN REPORT	
CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	
COW	<input checked="" type="checkbox"/>
APR 04 2016	
RHD	
BOARD	
DATE: March 31, 2016	

STAFF REPORT

TO: Wendy Marshall
Manager of Parks Services

MEETING: CoW – April 12, 2016

FROM: Joan Michel
Parks and Trails Coordinator

FILE:

SUBJECT: Coombs to Parksville E & N Rail Trail - Tender Award and Advance of Construction

RECOMMENDATIONS

1. That the Regional District issue a Notice of Award to David Stalker Excavating Ltd. for the construction of approximately 7 km of Coombs to Parksville Rail Trail for a total bid price of \$2,692,024 (excluding GST).
2. That staff be directed to conclude associated arrangements with Southern Vancouver Island Railway, the City of Parksville and Koers & Associates Engineering Ltd. for the balance of works involved with the 2016 construction of the Coombs to Parksville Rail Trail project.

PURPOSE

To review Coombs to Parksville Rail Trail tender results and other significant project development costs, confirm the availability of project funds and authorizations to proceed, and recommend advancing to construction.

BACKGROUND

In September 2011, the RDN along with its constituent municipalities concluded a Licence of Occupation with the Island Corridor Foundation to enable trail development beside the rail on the E&N corridor lands. In 2013, the RDN applied to UBCM for \$2.6M in regionally significant gas tax funds to be used to plan and develop the Region’s first rail trail project with works to be completed by the fall of 2016. Approval was received from UBCM in early 2014. Since 2013, significant funds and staff time have been spent on the project, with the following achieved:

- a project design RFP was issued with Koers & Associates Engineering Ltd. the successful proponent,
- a public open house was undertaken,
- project scope was investigated, refined and ultimately reduced,
- detailed civil and geo-technical engineered design work was completed,
- lengthy permitting processes with a half dozen authorities were successfully navigated,
- consultations were carried out with a number of landowners adjacent to the rail corridor,
- a small statutory right of way was negotiated with neighbours at the junction of the two rail lines by Coldwater Rd,
- a workable plan for the Rail Trail project trailhead at the City of Parksville’s Springwood Park was established,
- a request for qualifications process was concluded prior to tendering.

In February 2016, the Regional Board reviewed the status of the Coombs to Parksville Rail Trail project including the source of available project planning and construction funds totaling \$3.8M. The Board then approved staff inviting five pre-qualified firms to submit tenders for the construction of the Station Rd to Church Rd phase of the Rail Trail project with a tender upgrade for the Church Rd to City of Parksville phase. The overall tendered construction works consist of approximately 7,000 lineal meters of gravel trail with a 3 m wide tread-surface, a gabion basket retaining wall at Romney Creek, paved approaches at two pedestrian rail crossings (crossings to be installed under separate contract by Southern Vancouver Island Railway (SVI)), signage, bollards, railings, drainage improvements and various related appurtenances.

All five pre-qualified firms responded to the invitation to tender, with bids revealed at a public opening on March 17, 2016. Tender results are provided below in Table 1. The low compliant tender as well as tender upgrade submissions were offered by David Stalker Excavating Ltd. with a total tender and tender upgrade bid of \$2,692,024.00 (excluding GST). Calendar days to completion are expected to be 150, meaning that work should be finished by the end of 2016.

Table 1: Coombs to Parksville Rail Trail Tender Results March 17, 2016

Tenderer	Calendar Days to Complete	Tender* (no GST)	Tender** Upgrade (no GST)	Total Tender (no GST)
David Stalker Excavating Ltd.	150	\$1,806,952.50	\$ 885,071.50	\$2,692,024.00
Copcan Civil Ltd.	200	\$2,043,540.00	\$1,040,758.50	\$3,084,298.50
Windley Contracting Ltd.	241	\$2,111,767.00	\$1,071,017.00	\$3,182,784.00
Bowerman Excavating Ltd.	260	\$2,243,970.00	\$1,287,335.00	\$3,531,305.00
Knappett Industries (2006) Ltd.	365	\$2,533,405.00	\$1,206,345.00	\$3,739,750.00

* Station Rd in Coombs to Church Rd

** Church Rd to City of Parksville boundary

In addition to tendered works, completion of the Coombs to Parksville Rail Trail will involve i) installation of two pedestrian rail crossings under contract with SVI (\$150,000 estimate), (ii) approximately 0.2 km of trail from the railway through Parksville's Springwood Park to the project trailhead under contract with the City (\$75,000 estimate), and (iii) construction management services by Koers & Associates Engineering Ltd. to year-end 2016 which includes geo-technical and environmental oversight sub-contractor services (\$229,290 estimate).

Detailed project design plans have been approved as required by all permitting agencies (Ministry of Transportation and Infrastructure, Agricultural Land Commission, Island Corridor Foundation, Southern Vancouver Island Railway, RDN Current Planning, and Ministry of Forests, Lands and Natural Resource Operations). Final design and contract arrangements with SVI and the City of Parksville will be concluded given Board approval to advance with the construction of the Coombs to Parksville Rail Trail project.

ALTERNATIVES

1. That the Regional District issue a Notice of Award to David Stalker Excavating Ltd. for the construction of approximately 7 km of Coombs to Parksville Rail Trail for a total bid price of \$2,692,024 (excluding GST), and conclude associated arrangements with Southern Vancouver Island Railway, the City of Parksville and Koers & Associates Engineering Ltd. for the balance of works involved with the 2016 construction of the Coombs to Parksville Rail Trail project.

2. That the Regional District not issue a Notice of Award to David Stalker Excavating Ltd. for the construction of approximately 7 km of Coombs to Parksville Rail Trail and alternate direction be provided.

FINANCIAL IMPLICATIONS

As presented to the Regional Board in February 2016, available Rail Trail project funding sources are: \$2.6M in Regionally Significant Projects Funds (Federal Gas Tax), \$400,000 in Electoral Area F Community Works Funds, \$125,000 in Electoral Area G Community Works Funds, and \$672,000 in Regional Parks capital funds for a total available project budget of \$3.797M. Total estimated project costs for planning and construction are estimated to total \$3.453M as shown below in Table 2.

Table 2: Coombs to Parksville Rail Trail Project Costs

		Expended	Per cent of Total Budget
Planning			
Open House, application fees, land consultant, and SRW	\$69,000	\$69,000	2%
Engineering Services Design to Tender	\$237,880	\$237,880	7%
Engineering Services Construction Mgt (estimate)	\$229,290		7%
Planning Total	\$536,170	\$306,880	16%
Building			
Tendered Construction (Electoral Areas F and G)	\$2,692,024		78%
Two rail crossings by SVI (estimate)	\$150,000		4%
Trail in City of Parksville (estimate)	\$75,000		2%
Building Total	\$2,917,024		84%
Total Estimated Project Costs	\$3,453,194	\$306,880	100%

The tendered component of construction costs includes \$225,000 in contingency allowance; a further \$300,000 in additional funds remains in the available budget to address unforeseen costs should they arise.

Maintenance of the Rail Trail, including annual spot repair of gravel surfacing, redressing every 10 – 15 years (estimated at \$150,000 in current dollars) and, should the Alberni Line become active, compliant road crossing infrastructure, will be covered through annual Regional Parks budgets and long-term asset management planning.

Should the Coombs to Parksville Rail Trail project not be advanced, the RDN would need to return to UBCM to discuss alternate use of the \$2.6M in regional gas tax funds. Planning expenditures on the aborted project would need to be covered entirely through the Regional Parks budget.

STRATEGIC PLAN IMPLICATIONS

Community mobility and recreational amenities have been deemed core services of the RDN and active transportation a focus to be supported. Eco-tourism is seen as a key economic opportunity in the RDN. A Regional Trail connecting urban Oceanside with the famous Coombs tourist hub will provide a viable well-situated active transportation and recreation corridor for Regional residents and visitors alike.

The demand for places to walk, cycle and run is high, and the pay-off in terms of reduced emissions will be commensurate. Integration of the Coombs to Parksville Rail Trail project with the City of Parksville’s proposed Top Bridge to Springwood Rail Trail combined with the existing Top Bridge Regional Trail represents effective multi-jurisdictional planning based on a clear long term vision. This 20 km corridor of multi-use trail from the ocean at Rathrevor Beach to the goats on the roof in Coombs can be in place by 2019.

SUMMARY/CONCLUSIONS

The Coombs to Parksville Rail Trail project is ready to advance to construction stage. Two years of consultation, planning and engineered design, including negotiation of a SRW to obtain trail access by the junction of the two railway lines, have produced a robust development plan at a cost of \$306,880. All required authorizations and permits have been obtained.

A competitive tender process, with David Stalker Excavating Ltd. as low compliant bidder at \$2,692,024 (excluding GST), has established a construction cost for the bulk of the building operation. This tendered amount includes approximately \$225,000 in contingency allowance. Costs to complete untendered works (two rail crossings and trail within the City of Parksville) are estimated at \$225,000. Construction management to year-end 2016 is estimated at \$229,290. Total estimated Coombs to Parksville Rail Trail project costs 2013-2016 are \$3,453,194. Total available project funding, as presented to the Regional Board in February 2016, is \$3,796,717.

Integration of the Coombs to Parksville Rail Trail project with the City of Parksville’s proposed Top Bridge to Springwood Rail Trail combined with the existing Top Bridge Regional Trail represents effective multi-jurisdictional planning based on a clear long term vision. This 20 km corridor of multi-use trail from the ocean at Rathrevor Beach Provincial Park to the goats on the roof in Coombs can be in place by 2019.



Report Writer



Manager Concurrence



G.M. Concurrence



C.A.O. Concurrence



RDN REPORT	
CAO APPROVAL	RD
EAP	
CoW	✓
MAR 22 2016	
RHD	
BOARD	

STAFF REPORT

TO: Maurice Mauch
A/Manager, Wastewater Services

DATE: March 16, 2016

FROM: Jolene Jackson
Special Projects Coordinator,
Wastewater Services

MEETING: CoW, April 12, 2016

FILE: 5340-04

SUBJECT: To Introduce Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06

RECOMMENDATION

That “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be introduced and read three times.

That “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be adopted.

PURPOSE

To introduce a Bylaw to amend “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418, 2005” for the purpose of adjusting fines for the contravention of “Regional Sewage Source Control Bylaw No. 1730, 2015”.

BACKGROUND

On November 24, 2015, the Regional Board adopted “Regional Sewage Source Control Bylaw No. 1730, 2015”, which regulates the discharge of non-domestic waste to the sewerage system. This Bylaw is one of the primary tools used in the Regional District of Nanaimo’s (RDN) Source Control Program – a Liquid Waste Management Plan commitment designed to keep pollutants and hazardous wastes out of the sewer systems, treatment plants, and receiving environments.

An amendment to the Municipal Ticketing Information bylaw, Bylaw No. 1418, was made alongside the adoption of Bylaw No. 1730 to include fines for the contravention of Bylaw No. 1730. It was since noted that one of the fine amounts exceeds the legislated limit of \$1,000. Therefore, the proposed amendment adjusts two of the fine amounts; the fine for the illegal discharge of prohibited waste to the sewerage system was reduced from \$2,500 to \$1,000, and the fine for the illegal discharge of restricted waste was reduced from \$1,000 to \$750.

ALTERNATIVES

1. Adopt "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016".
2. Do not amend the Bylaw and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications for adopting Bylaw No. 1418.06.

STRATEGIC PLAN IMPLICATIONS

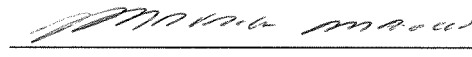
The RDN's Strategic Plan is currently being revised. The adoption of Bylaw No. 1418.06 supports the overall goals of protecting infrastructure and protecting the environment by imposing fines for the contravention of Bylaw No. 1730, which regulates the discharge of non-domestic waste to the sewerage system.

SUMMARY/CONCLUSIONS

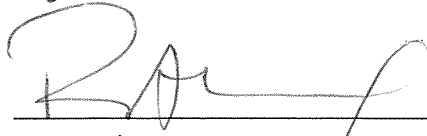
The proposed amendment, Bylaw No. 1418.06, reduces two fine amounts pertaining to the discharge of non-domestic waste to the sewerage system. One of the current fine amounts exceeds the legislated limit of \$1,000. The fine for the illegal discharge of prohibited waste to the sewerage system was reduced from \$2,500 to \$1,000, and the fine for the illegal discharge of restricted waste was reduced from \$1,000 to \$750.



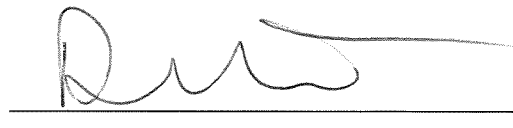
Report Writer



A/Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1418.06

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO BYLAW
ENFORCEMENT TICKET REGULATION BYLAW NO. 1418, 2005

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005" for the purpose of adjusting fines for the contravention of "Regional Sewage Source Control Bylaw No. 1730, 2015";

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

1. Citation

This Bylaw may be cited as "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016."

2. Amendments

"Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005" is amended as follows:

- (1) By replacing the words "Schedules 2-21" in section 4 to "Schedules 2-22";
- (2) By replacing the words "Schedules 2-21" in section 5 to "Schedules 2-22";
- (3) By replacing the words "Schedules 1-21" in section 6 to "Schedules 1-22";
- (4) By deleting Schedule 22, and replacing it with Schedule 22 attached to and forming part of this Bylaw.

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

Adopted this ____ day of _____, _____.

CHAIRPERSON

CORPORATE OFFICER

Schedule 22 to accompany Regional District of
Nanaimo Bylaw Enforcement Ticket Regulation
Amendment Bylaw No. 1418.06, 2016

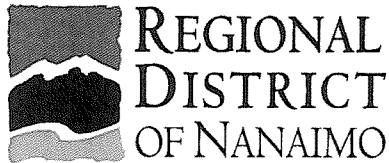
CHAIRPERSON

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 22

Column I	Column II	Column III
Regional Sewage Source Control Bylaw No. 1730, 2015	Section of Bylaw 1730	Amount of Fine
1. Discharge of prohibited waste w/o permit	5(1)	\$1,000.00
2. Discharge of restricted waste w/o permit	5(2)	\$750.00
3. High volume discharge w/o permit	5(3)	\$500.00
4. Discharge of uncontaminated water over 2.0m ³ /day w/o permit	5(4)	\$250.00
5. Discharge of storm water or ground water w/o permit	5(5)	\$250.00
6. Discharge of trucked liquid waste w/o permit	5(6)	\$250.00
7. Discharge of recreational vehicle waste w/o permit	5(7)	\$100.00
8. Discharge of substance for dilution w/o permit	5(8)	\$250.00
9. Failure to meet term or condition of permit	10	\$500.00
10. Failure to install control works	26(1)	\$250.00



RDN REPORT		
CAO APPROVAL		<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>	<input type="checkbox"/>
COW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APR 04 2016		
RHD	<input type="checkbox"/>	<input type="checkbox"/>
BOARD	<input type="checkbox"/>	<input type="checkbox"/>

STAFF REPORT

TO: Sean De Pol
Manager, Wastewater Services

DATE: March 30, 2016

MEETING: CoW, April 12, 2016

FROM: Adrian Limpus
Engineering Technologist,
Wastewater Services

FILE: 2240-20-SHAW

SUBJECT: Renewal of Agreement for On-Call Electrical Maintenance and Support for Wastewater Services

RECOMMENDATION

That the Board authorize staff to renew an agreement for on-call electrical maintenance and repair for Wastewater Services to Shaw Electrical Services from June 1, 2016 to May 31, 2017, for a total financial authorization of \$240,000.

PURPOSE

To consider authorizing staff to renew an agreement for on-call electrical maintenance and repair for wastewater facilities.

BACKGROUND

The Regional District of Nanaimo (RDN) has a regular need for on-call electrical maintenance and repair services to support the operation of its wastewater facilities.

To meet Purchasing Policy requirements, in April 2015, the RDN Wastewater Services department issued a Request for Proposals (RFP) on BC Bid to select a qualified electrical firm. Evaluation criteria were based on company profile and experience, qualifications of key personnel, financial and technical considerations, and value added criteria. The evaluation also considered labour rates, equipment mark-up, warranty, response time, and references. Despite the fact that this bid was widely advertised, only one proposal was received.

Wastewater Services awarded the contract to Shaw Electrical Services as their submission was competitive based on the RFP criteria. Shaw Electrical Services were also experienced with the electrical systems at our wastewater facilities, and have worked with operational staff in the past. The term was from June 1, 2015 to May 31, 2016 with possibility of extension for an additional 2 one year terms.

Shaw Electrical Services has provided a high level of service to the RDN over the initial term of the agreement. Wastewater Services is interested in extending the agreement for an additional year.

ALTERNATIVES

1. Authorize staff to renew an agreement with Shaw Electrical Services for on-call electrical maintenance and repair for wastewater facilities from June 1, 2016 to May 31, 2017. The total financial authorization requested is \$240,000.
2. Do not authorize renewal of the agreement and specify alternative direction for staff.

FINANCIAL IMPLICATIONS

Shaw Electrical Services has agreed to the proposed extension. There would be an increase of 3.75% to the labour rate portion of their invoices starting June 1, 2016. All other terms and conditions including equipment mark-up, travel costs, and warranty will remain the same.

The total financial authorization requested to renew this agreement from June 1, 2016 to May 31, 2017 is \$240,000.

STRATEGIC PLAN IMPLICATIONS

Electrical maintenance and repair services are important for the efficient operation of wastewater facilities including helping operational staff achieve the Strategic Priority of preparing for and mitigating the impact of environmental events.

SUMMARY/CONCLUSIONS

Shaw Electrical Services are experienced and knowledgeable with the electrical systems at our wastewater facilities, and have experience working with operational staff.

Wastewater Services requests that the Board provide \$240,000 in financial authorization to support renewal of an agreement for on-call electrical maintenance and repair services for wastewater facilities.

Adrian Limpan

Report Writer

[Signature]

General Manager Concurrence

[Signature]

Manager Concurrence

[Signature]

CAO Concurrence



FINANCIAL REPORT	
DATE	✓
PREPARED BY	
CHECKED BY	✓
DATE	2016-05-2016
RDN	
BOARD	

STAFF REPORT

TO: Dennis Trudeau
Chief Administrative Officer

DATE: April 4, 2016

FROM: Geoff Garbutt
General Manager of Strategic &
Community Development

MEETING: COW – April 12, 2016

SUBJECT: Annual Special EAPC and Town Hall meetings in Electoral Areas

RECOMMENDATIONS

1. That a joint Special Electoral Area Planning Committee and Town Hall meeting be held annually in each Electoral Area that participates in the Community Planning Function (all Electoral Areas except for 'B') and that a Town Hall meeting be held annually in Electoral Area 'B'.
2. That staff be directed to schedule Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas for 2016 - 2017 as outlined in Appendix 2.

PURPOSE

To consider scheduling Special Electoral Area Planning Committee meetings once annually in each Electoral Area, with the exception of Electoral Area 'B' and scheduling an open Town Hall meeting in each Electoral Area once annually.

BACKGROUND

The following motion was approved by the Board of the Regional District of Nanaimo (RDN) at its February 24, 2015 regular meeting:

That the Regional District of Nanaimo consider that an Electoral Area Planning Committee meeting be held once annually in each Electoral Area, and that the meeting be followed by a town hall session. Regional District of Nanaimo staff are to report back on the financial implications and recommendations for additional funding to the Electoral Area Administration budget to support these meetings which are to commence in 2015.

The Electoral Area Planning Committee (EAPC) is comprised of Electoral Area Directors, with the exception of Electoral Area 'B', since Community Planning Services for Electoral Area 'B' are provided by the Islands Trust. In accordance with its Terms of Reference, as established by "Regional District of

Nanaimo Board Procedure Bylaw No. 1512, 2006", the EAPC provides recommendations to the Board on matters pertaining to Electoral Area Planning under Part 14 of the *Local Government Act*. The Committee's business typically includes providing recommendations on development applications and community planning projects that are specific to the Electoral Areas and related to Board approvals under Part 14 of the *Local Government Act*.

EAPC meetings are regularly scheduled ten times annually and typically commence at 6:30 pm in the Board Chambers prior to the Committee of the Whole meetings on the second Tuesday of the month. The approved Regional District of Nanaimo 2016 Board and Standing Committee Regular meeting Schedule is attached to this report as Appendix 1.

As it currently stands, no general meeting is held in the Electoral Areas as a public forum to interact with Electoral Area residents, property owners and the business community. Development related information meetings are held (Public Information Meetings and Public Hearings) but other than project focused meetings there is no opportunity for the general public to interact with the Electoral Area Directors. In addition to the motion in February of 2015, the idea of providing a forum to discuss public issues was highlighted by Electoral Area Directors at the recently completed sessions by the Board related to the RDN Strategic Plan.

DISCUSSION

Special Electoral Area Planning Committee/Town Hall Meetings

Currently, the regular schedule of EAPC two weeks prior to the Board meeting allows for efficient processing of development applications, particularly when notification is required. The current EAPC and RDN Board schedule allows staff to provide notification within the established statutory timeline between the EAPC scheduled on the second Tuesday of the month and RDN Board meeting scheduled on the fourth Tuesday of the month.

As above, the Board has directed staff to develop and schedule an EAPC meeting in each of the Electoral Areas that participate in the community planning function (all Electoral Areas except for Electoral Area B) as well as direction to hold a general public forum or Town Hall style meeting to receive input from area residents in all Electoral Areas.

Given the resources required to hold a Town Hall meeting, staff recommend that annual EAPC meetings in Electoral Areas be scheduled as Special EAPCs in conjunction with the Town Hall meetings and be held in addition to regularly scheduled EAPC meetings. This will provide six additional 'business meetings' where any planning application that is ready to be considered for approval can be sent to this Special EAPC and go forward for consideration at that same month's RDN Board meeting. In the event that there are no applications ready to be considered at the Special EAPC, the Town Hall portion of the meeting would go ahead as scheduled.

In accordance with the Board motion, a proposed schedule of Special EAPC/Town Hall meetings in Electoral Areas is attached to this report as Appendix 2. Given the timing of this report and factors which limit the availability of Electoral Area Directors such as AVICC, UBCM and FCM conferences and the Inaugural Board Meeting in November, the annual Special EAPC/Town Hall meetings cannot be accommodated within 2016 and will stretch into early 2017.

The proposed Special EAPC meeting schedule provides four Special EAPC meetings in Electoral Areas for the remainder of 2016 in the months of June, July, September and November. In order to address notification requirements and to ensure that the Committee's recommendations are able to proceed to the next scheduled Board meeting, Special EAPCs are generally proposed to occur on the first Tuesday of the month, prior to the Board meeting date and preceding the regularly scheduled EAPC where possible. Because of logistics and resources required to schedule and deliver meetings, staff are not recommending that the regular EAPC meeting be changed from the second Tuesday of the month or decoupling it from the Committee of the Whole meeting date.

The recommendation is to schedule Special EAPC/Town Hall meetings in alphabetical order starting with Electoral Area 'A', followed by EA 'B' (no Special EAPC just Town Hall) and so on. Pending Board direction, the location of meetings has not been determined but the first Special EAPC/Town Hall meeting would be scheduled for June 7, 2016 and the first round of annual meetings would be completed in May 2017, subject to the 2017 Board approved meeting schedule.

The EAPC format and regular schedule provides for efficient development application processing, it may be that development application processing will be enhanced by holding additional Special EAPC meetings in Electoral Areas. Staff will report back to the directors following the first round of these annual Electoral Area meetings on the implications for applications.

At this time, the format for the Town Hall component of the annual electoral area meetings has not been contemplated however; Administrative Services staff will work with the Directors to consider the structure/outline for these meetings which will provide an opportunity for discussion concerning the broad range of issues and initiatives relevant to Electoral Areas.

ALTERNATIVES

1. To approve scheduling a Special Electoral Area Planning Committee meeting once annually in each Electoral Area, with the exception of Electoral Area 'B', and to approve holding a Town Hall meeting in each Electoral Area once annually.
2. To provide additional direction to staff.

INTERDEPARTMENTAL/INTERGOVERNMENTAL IMPLICATIONS

As is the case with the Electoral Area Planning Committee, reports will be prepared by Community Planning Services staff and the Special EAPC/Town Hall meetings will be scheduled and agendas will be prepared by Administrative Services Department. Based on discussion during the recent Board strategic planning sessions, it is envisioned that all RDN Board members will be invited to attend the Special EAPC/Town Hall meetings and encouraged to listen to/participate in the discussions during the Town Hall portion of the meeting as a way to foster a broader understanding of issues in the Electoral Areas of the Regional District of Nanaimo by municipal members of the RDN.

FINANCIAL IMPLICATIONS

Holding a Special EAPC and Town Hall meeting in each Electoral Area once annually will result in additional expense which has been accommodated in the 2016 RDN Financial Plan. Such expenses include travel costs, facility rental, advertising and administrative staff wages. The cost of each meeting would vary depending on travel distances and facility rental costs. Holding the Special EAPC meeting on the same date and location as a Town Hall meeting in the Electoral Area (with the exception of Electoral Area 'B') will reduce costs as no additional travel and remuneration costs would be incurred as both meetings are covered as one within the base remuneration.

Total cost of holding the Special EAPC/Town Hall meetings in each Electoral Area has been estimated to cost between \$10,000 and \$12,000 per year. The 2016 budget, approved by the Board at its meeting of March 22, 2016 includes funds within the Electoral Area Administration budget to cover the cost of holding Special EAPC and Town Hall meetings in all Electoral Areas in 2016 - 2017. The estimated cost of these meetings is also reflected in the Board 2016 – 2020 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed hosting Special EAPC and Town Hall meetings once annually in Electoral Areas in consideration of the 2016 – 2020 Board Strategic Plan and have identified that the meetings support the Board's governing principles of transparency and accountability and collaboration and communication by providing improved two-way communication with Electoral Area residents.

SUMMARY/CONCLUSIONS

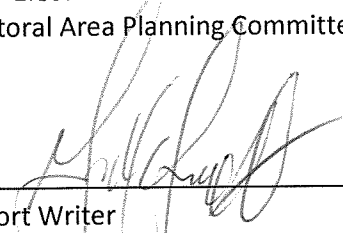
At their February 2015 regular meeting, the Board of the Regional District directed staff to develop an approach to hold EAPC meetings annually in the Electoral Areas as well as an open Town Hall style meeting to provide opportunities for general discussion of Electoral Area issues with residents and property owners.

In accordance with the Board motion, a proposed schedule of Special EAPC/Town Hall meetings in Electoral Areas is attached to this report as Appendix 2. Given the timing of this report and factors which limit the availability of Electoral Area Directors such as AVICC, UBCM and FCM conferences and the Inaugural Board Meeting in November, the annual Special EAPC/Town Hall meetings cannot be accommodated within 2016 and will stretch into early 2017.

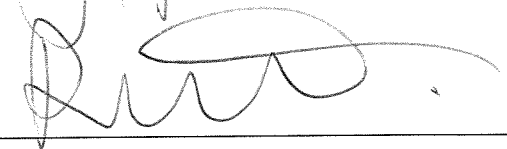
Given the resources required to hold a Town Hall meeting, staff recommend that annual EAPC meetings in Electoral Areas be scheduled as Special EAPCs in conjunction with the Town Hall meetings and be held in addition to regularly scheduled EAPC meetings. This will provide six additional 'business meetings' where any application that is ready to be considered for approval can be sent to this Special EAPC and go forward for consideration at that same month's RDN Board meeting. If there are no applications ready to be considered at the Special EAPC, the Town Hall portion of the meeting would go ahead as scheduled. The format for the Town Hall meetings will be developed in consultation with Directors, following approval of the recommended approach and schedule.

The 2016 budget, approved by the Board at its meeting of March 22, 2016, includes funds within the Electoral Area administration budget to cover the cost of holding Special EAPC and Town Hall meetings in all Electoral Areas in 2016 - 2017.

Holding Special Electoral Area Planning Committee and Town Hall meetings once annually in Electoral Areas would support the 2016 – 2020 Board Strategic Plan governing principles of transparency and accountability and collaboration and communication by providing improved two-way communication with Electoral Area residents. Staff recommend approval of the proposed additional annual Special Electoral Area Planning Committee/Town Hall meetings as outlined in Appendix 2.



Report Writer



CAO Concurrence

APPENDIX I

Regional District of Nanaimo 2016 Board and Standing Committee Regular meeting Schedule

Meeting Location: RDN Board Chambers, 6300 Hammond Bay Rd, Nanaimo.
Meeting Times: Electoral Area Planning Committee (EAPC) - 6:30 pm
Committee of the Whole — 7:00 pm
Board meeting — 7:00 pm

January 12	EAPC/Committee of the Whole
January 26	Board meeting
February 9	EAPC/Committee of the Whole
February 23	Board meeting
March 8	EAPC/Committee of the Whole
March 22	Board meeting
April 12	EAPC/Committee of the Whole
April 26	Board meeting
May 10	EAPC/Committee of the Whole
May 24	Board meeting
June 14	EAPC/Committee of the Whole
June 28	Board meeting
July 12	EAPC/Committee of the Whole
July 26	Board meeting
August 23	Board meeting
September 13	EAPC/Committee of the Whole
October 4	Board meeting
October 11	EAPC/Committee of the Whole
October 25	Board meeting
November 8	Inaugural Board meeting
November 22	EAPC/Committee of the Whole
December 6	Board meeting

2016 Conferences:

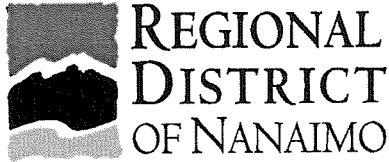
AVICC Convention - April 8-10 (Nanaimo)
FCM Conference — June 3-5 (Winnipeg)
UBCM Convention — September 26-30 (Victoria)

APPENDIX 2

**Proposed 2016/17 Board/Committee Meeting
Schedule with Special EAPC/EA Town Hall Meeting**

May 10	EAPC/Committee of the Whole
May 24	Board meeting
June 7	Special EAPC/Town Hall meeting – EA A
June 14	EAPC/Committee of the Whole
June 28	Board meeting
July 5	Town Hall meeting – EA B
July 12	EAPC/Committee of the Whole
July 26	Board meeting
August 23	Board meeting
September 13	EAPC/Committee of the Whole
September 20	Special EAPC/Town Hall meeting – EA C
October 4	Board meeting
October 11	EAPC/Committee of the Whole
October 25	Board meeting
November 8	Inaugural Board meeting
November 15	Special EAPC/Town Hall meeting – EA E
November 22	EAPC/Committee of the Whole
December 6	Board meeting
January/February 2017	Special EAPC/Town Hall meeting – EA F* EAPC/Committee of the Whole Board Meeting
February/March 2017	Special EAPC/Town Hall meeting – EA G* EAPC/Committee of the Whole Board Meeting
March/April 2017	Special EAPC/Town Hall meeting – EA H* EAPC/Committee of the Whole Board Meeting

* Date of 2017 Special EAPC/Town Hall Meetings will be determined by Administrative Services along with the annual Board and Standing Committee scheduling.



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

STAFF REPORT

TO: Paul Thompson
 Manager of Long Range Planning

DATE: March 30, 2016

MEETING: COW – April 12, 2016

FROM: Stephen Boogaards
 Planner

FILE: 6780 30 ANN2015

SUBJECT: 2015 Annual Report on Regional Growth Strategy Implementation and Progress

RECOMMENDATION

That the Regional Growth Strategy 2015 Annual Report, be received.

PURPOSE

To present the 2015 Annual Report on implementation and monitoring of the Regional Growth Strategy (RGS) goals since it was updated on November 22, 2011.

BACKGROUND

On November 22, 2011, the Regional District of Nanaimo (RDN) Board adopted an updated RGS following the completion of the second major review since it was first adopted in 1997. The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region.

Reporting annually on the actions taken to make progress towards RGS goals fulfills a requirement under the *Local Government Act* and meets a commitment to implementation reflected in RGS Policy 5.2.1. Annual progress reports are also consistent with the direction provided in both the current and previous Board Strategic Plans.

The 2015 Annual Report fulfills these reporting requirements and commitments. First, the report accounts for the actual actions and accomplishments of the RDN and member municipalities that implement or help achieve the goals of the RGS. Second, the report incorporates the indicators from the ‘Monitoring the RGS’ program (RGS Monitoring) to show how the region is progressing towards the goals of the RGS.

ALTERNATIVES

1. To receive the Regional Growth Strategy 2015 Annual Report as presented.
2. To not receive the Regional Growth Strategy 2015 Annual Report and provide staff with alternate direction.

LAND USE IMPLICATIONS

Land Use and Sustainability Implications

The aim of the RGS is to influence and guide regional development in order to create more sustainable communities. The 2015 Annual Report shows the actions undertaken by the RDN and its member municipalities to achieve the RGS goals, including addressing climate change, environmental protection and enhancing economic resiliency. For this report, indicators from the RGS Monitoring program are also included for each goal of the RGS.

RGS Monitoring (www.rdn.bc.ca/rgsmonitoring) is the formal web based monitoring program of the RGS that was initiated following the approval of a list of 22 indicators and targets by the RDN Board on January 27, 2015. Instead of prescribing specific actions, the monitoring program measures certain characteristics of the RGS goals, such as greenhouse gas emissions, amount of land in protected areas, transit ridership, or number of parcels with farm status. These characteristics are called indicators. The indicators are compared with performance targets to confirm if the RDN and member municipalities are working towards or away from RGS goals.

FINANCIAL IMPLICATIONS

Staff have reviewed the proposed annual report and note that there are no implications related to the Board 2015 – 2019 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The RGS Annual Report and RGS Monitoring are supportive of the 2016 - 2020 Board Strategic Plan. The report outlines how the RDN and the member municipalities are contributing to all five of the RDN Strategic Priorities and the Governing Principles. As well, the report itself is consistent with the governing principles of Be Transparent and Accountable, Collaborate and Communicate and Work Effectively as a Team.

Monitoring and reporting can be used to demonstrate which regional actions are most successful and adjust actions that show little progress. Another intention of monitoring is to be transparent about RDN projects and the results that are achieved. A specific application of the 2015 Annual Report may be as a communication tool, such as by distribution using RDN web media.

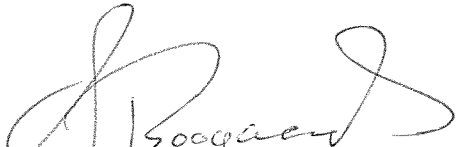
INTER-GOVERNMENTAL IMPLICATIONS

The drafting of the attached report reflects information sharing and collaboration between the RDN and member municipalities to include information on their actions to implement the RGS and data to prepare the indicators.


Sharing and distributing the 2015 Annual Report to neighbouring jurisdictions will support ongoing transparent communication about RDN activities. This is an important part of maintaining and strengthening relationships with neighbouring regional, municipal and First Nations governments.

SUMMARY/CONCLUSIONS

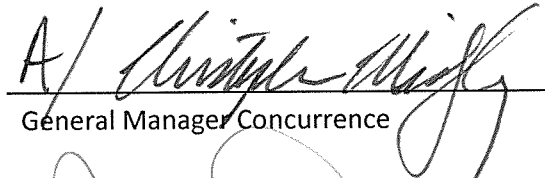
The attached 2015 Annual Report meets the requirements of the *Local Government Act* to prepare an annual report showing progress towards reaching the goals of the RGS. The report describes and lists actions taken by the RDN and its member municipalities that contributed to achieving the goals of the RGS during 2015. The report also incorporates performance indicators from RGS Monitoring to track trends over time to achieve the goals of the RGS.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1

Regional Growth Strategy 2015 Annual Report Implementation and Progress



2015 Annual Report Implementation & Progress

March 30, 2016



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1 OVERVIEW

The Regional Growth Strategy (RGS)¹ is a strategic plan adopted by the Regional District of Nanaimo (RDN) Board that aims to establish a more sustainable pattern of population growth and development in the region over a 25 year period. The RGS encourages and directs most new development in the region within designated Growth Containment Boundaries, thereby keeping urban settlement compact, protecting the integrity of rural and resource areas, protecting the environment, increasing servicing efficiency, and retaining mobility within the region.

The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region. Part of this commitment involves being accountable to residents about how the RGS is being implemented and the level of progress being made towards reaching the goals of the RGS.

The 2011 RGS addresses implementation in Section 5, stating that: *“Being accountable for progress towards achieving the goals of this RGS requires a commitment to implementation, target-setting, establishing indicators, and monitoring”*. Reporting on annual progress shows a commitment to implementation and fulfills a requirement under the Local Government Act *“to prepare an annual report on implementation and progress towards the goals and objectives of the RGS”* (RGS Policy 5.2.1).

This Annual Progress Report briefly describes the RGS purpose, vision and goals in order to set the stage for documenting actions taken in 2015 that showed progress towards implementing the RGS. Appendix 1 of this report also provides a summary of all actions taken to implement the RGS since it was updated in late 2011.

The 2015 Annual Progress Report is the first monitoring report to incorporate performance indicators and targets to monitor and evaluate the implementation of the RGS. The indicators and targets are useful to measure and evaluate the effectiveness of RGS policies in working towards the goals and vision of the RGS. Over time, the indicators may gauge the efficiency of RGS policies in achieving the regional goals.

¹ On November 22, 2011, the Regional District of Nanaimo (RDN) Board adopted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615". This document replaced the 2003 Regional Growth Strategy (RGS) and represents the second time that the RGS has been fully reviewed and updated since it was first adopted in 1997.

2 RGS ROLE & PURPOSE

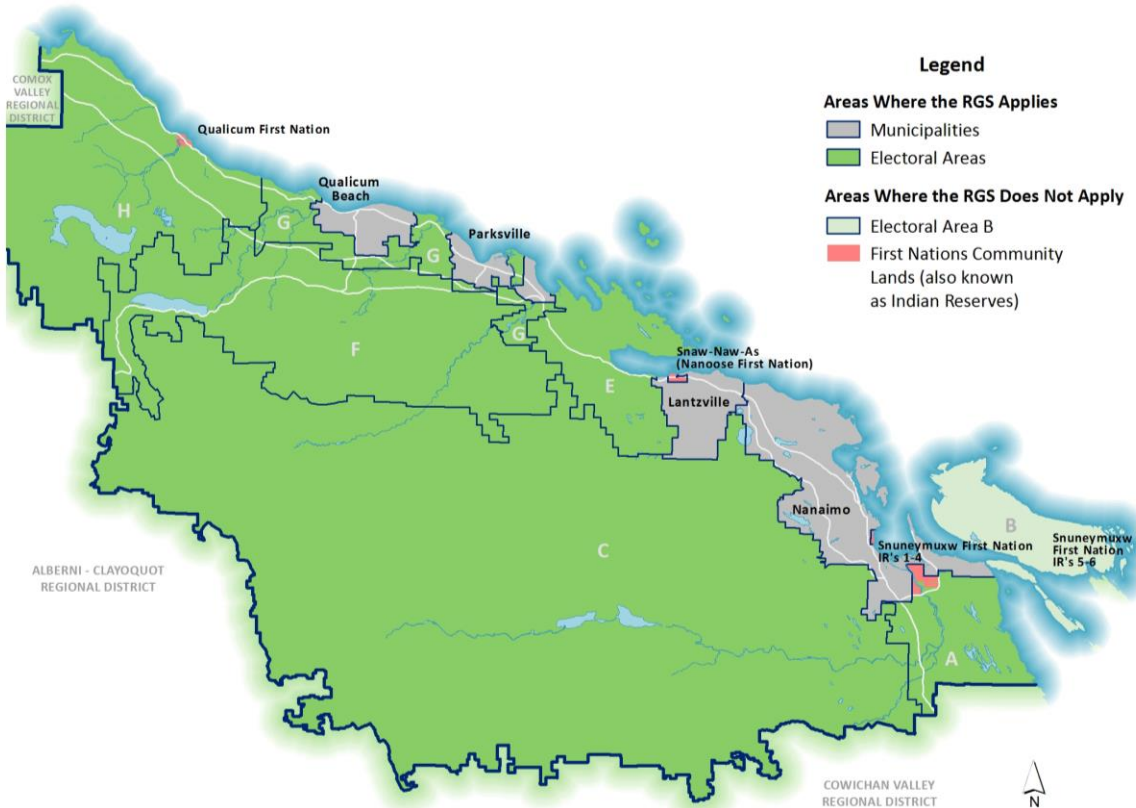
The purpose of the RGS is to "promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources". Ultimately, it is a coordinated plan to manage growth in the region in a sustainable manner.

The first RGS was adopted in 1997 in response to residents' concerns about the impacts of rapid population growth and development in the late 1980s and early 1990s. Given that the impacts of growth cross jurisdictional boundaries, it was recognized that a coordinated approach to community planning was necessary to effectively address growth management issues.

The RGS provides a framework for member municipalities and the RDN to coordinate growth management issues that cross local government boundaries. The RGS also provides a mechanism to connect with provincial ministries and agencies who have jurisdiction in areas that impact land use and community planning and whose resources are needed to implement projects and programs. Inter-jurisdictional coordination is essential to protecting our environment and achieving a high quality of life for present and future residents in the region.

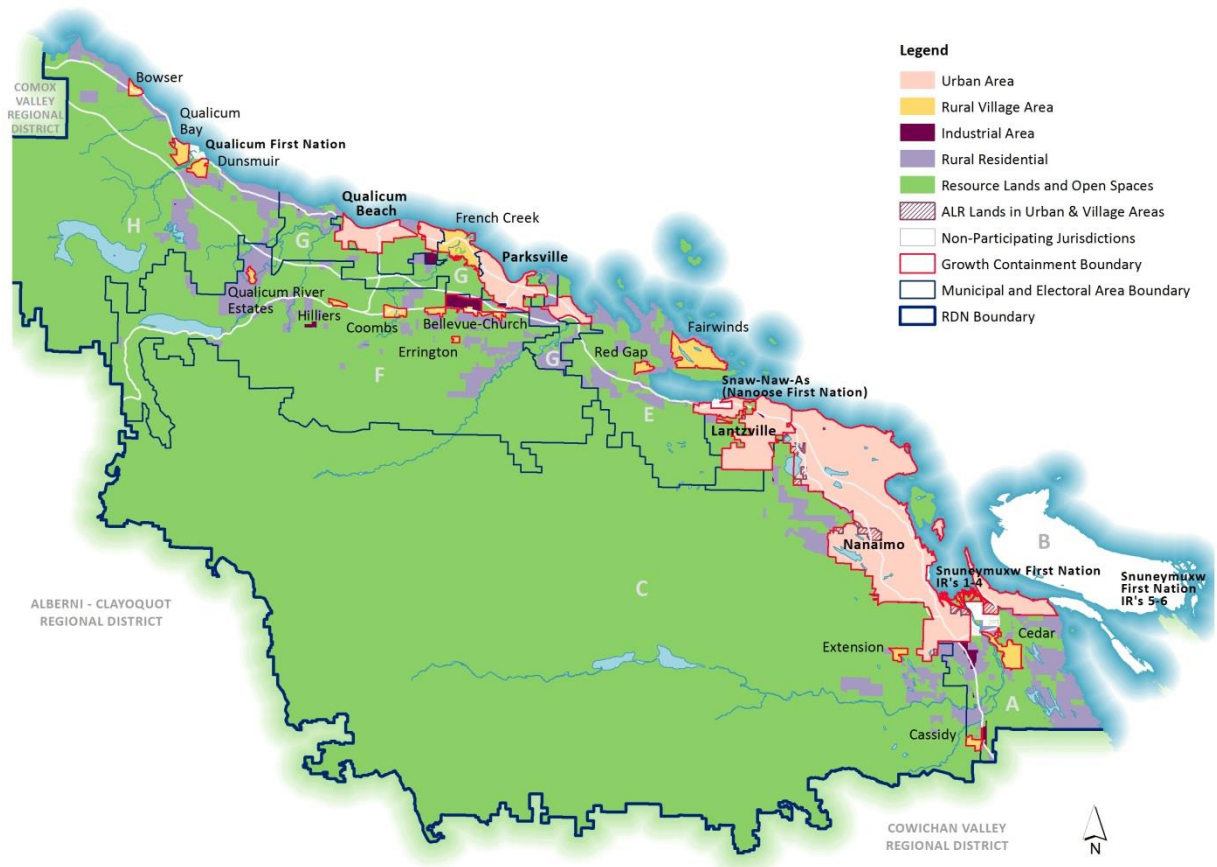
The RGS applies to six electoral areas and four municipalities within the region as shown by the map below. The RGS does not apply to Gabriola, Decourcy and Mudge Islands (Electoral Area B) as they fall under the jurisdiction of the Islands Trust. It also does not apply to lands under the jurisdiction of First Nations (Qualicum First Nation, Snaw-Naw-As (Nanoose First Nation) and Snuneymuxw First Nation).

Map 1: RGS Application



The RGS uses a line on a map called a Growth Containment Boundary (GCB) to separate areas designated for future growth from other areas where environmental protection and resource values are a priority. Lands designated as Urban Area within municipalities are intended to absorb the majority of the region’s future growth. In the RDN’s electoral areas, land designated as Rural Village Areas are intended to accommodate lower levels of growth more compatible with their rural settings. Development within the GCB (Urban and Rural Village Areas) is intended to be diverse and provide places for people to live, work, learn, shop and play. This may also include lands to be conserved to support ecosystem functions or other green space purposes. Land outside of the GCB is intended to support ecosystem functions and rural uses that require only limited infrastructure and services to be viable.

Map 2: RGS Growth Containment Boundary and Land Use Designations



3 RGS VISION

The vision of the RGS is documented below and represents the foundation for the goals and policies in the RGS.

The region will be recognized for an outstanding quality of urban and rural life that is grounded in a strong commitment to protecting the natural environment and minimizing harm to life-sustaining ecological systems. Working in partnership with interested organizations, the RDN and its member municipalities are committed to achieving:

- High standards of environmental protection that preserve habitat, enhance ecological diversity, and maintain air and water quality;
- Enhanced food security in the region;
- Urban development that is contained and distinct in form and character from rural development;
- Complete, compact communities designed to provide housing that meets the needs of all households, and that provide excellent access to nearby workplaces, goods and services, learning institutions, recreation opportunities, and natural areas;
- Expansion and enhancement of mobility options that reduce automobile dependency;
- A strong and resilient economy based on agriculture, natural resource assets, tourism, and information age industries and services, such as health and education; and
- Efficient, state-of-the-art servicing, infrastructure and resource utilization.

4 RGS PRINCIPLES

The goals and policies of this RGS are grounded in the following sustainability principles that are intended to guide how decisions are made regarding the future life of the region:

- Decisions and actions have regard for local and global consequences;
- The interconnectedness and interdependence of natural and human systems are recognized and respected;
- The healthy functioning of ecological systems is nurtured;
- The qualities of place that create pride and a sense of community are nurtured;
- Efficiency, including the concept of zero-waste, is optimized;
- Equity amongst all citizens and across generations, including future generations is ensured;
- Decision-making processes are based on participation, collaboration and co-operation with citizens, other authorities and organizations; and
- We are accountable for our decisions and actions.

5 RGS GOALS

The RGS is based upon 11 goals (listed below) that work towards achieving the collective vision of regional sustainability. Policies in the RGS provide the direction to take specific actions to implement the RGS goals.

1. **Prepare for Climate Change and Reduce Energy Consumption** – Reduce Greenhouse Gas (GHG) emissions and energy consumption and promote adaptive measures to prepare for climate change impacts.
2. **Protect the Environment** – Protect and enhance the environment and avoid ecological damage related to human activity.
3. **Coordinate Land Use and Mobility** – Ensure land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency and provide for efficient goods movement.
4. **Concentrate Housing and Jobs in Rural Village and Urban Growth Centres** – Establish distinctive activity centres and corridors within growth containment boundaries that provide ready access to places to live, work, play and learn.
5. **Enhance Rural Integrity** – Protect and strengthen the region’s rural economy and lifestyle.
6. **Facilitate the Provision of Affordable Housing** – Support and facilitate the provision of appropriate, adequate, attainable, affordable and adaptable housing.
7. **Enhance Economic Resiliency** – Support strategic economic development and link commercial and industrial strategies to the land use and rural and environmental protection priorities of the region.
8. **Enhance Food Security** – Protect and enhance the capacity of the region to produce and process food.
9. **Celebrate Pride of Place** – Celebrate the unique natural beauty, culture, history, and arts of the region.
10. **Provide Services Efficiently** – Provide efficient, cost-effective services and infrastructure.
11. **Enhance Cooperation Among Jurisdictions** – Facilitate an understanding of and commitment to the goals of growth management among all levels of government, the public, and key private and voluntary sector partners.

6 IMPLEMENTATION – 2015

Section 5.2 of the RGS addresses implementation and identifies specific projects that are intended to work towards achieving RGS goals. Implementation is an important part of being accountable to RDN residents about what is being done to achieve the goals they identified as important.

6.1 Actions Supporting Education and Awareness

The RGS states that *“a public that is well-informed is more likely to participate in decision-making processes and to work with others to achieve common goals”*.

Throughout 2015, the RDN Long Range Planning Department took a continuous approach to education and raising awareness about the RGS and its implementation. This included regularly updating and providing information via website materials, RDN newsletters (Electoral Area Updates and RDN Perspectives), news releases and mail-outs.

Education and awareness of the RGS has also been included into all public engagement activities for the RGS Targets and Indicators project listed later in this report. Furthermore, the public engagement initiatives of a variety of RDN departments have also served to raise awareness of the RGS.

6.2 Monitoring the RGS

In January 2015, the RDN Board approved a final list of 22 indicators and targets to be used in the Monitoring the RGS program (RGS Monitoring). The RGS Monitoring website (www.rdn.bc.ca/rgsmonitoring) was created in August 2015 to report and track changes to these indicators. This annual report incorporates the progress on these 22 indicators and targets to help gauge the effectiveness of RGS policies and implementation to achieve the goals of the RGS.

Complete information is reported on the website for the City of Nanaimo (Nanaimo) and RDN Electoral Areas. However, information for the District of Lantzville, Town of Qualicum Beach and the City of Parksville is not yet available for select indicators. Complete information for all member municipalities will be added in future versions of RGS Monitoring.

6.3 RGS Minor Amendment Process

On October 27, the RDN Board decided to proceed with an amendment to the RGS to revise the criteria for minor amendments in Section 1.5.1. The proposed change to the RGS Minor Amendment process is intended to clarify when a change to the RGS should follow the regular amendment process or when it can be considered under the minor amendment process. The minor amendment process is simpler and faster and requires fewer approvals than the regular process. One type of minor amendment is a change resulting from a full Official Community Plan (OCP) review process. However, due to the way in which the provision is currently worded, there is some uncertainty as to what is

meant by a full OCP review process. The proposed changes to the RGS are intended to address this uncertainty.

7 PROGRESS TOWARDS ACHIEVING THE RGS GOALS

In addition to specific implementation projects of the RGS, the RDN and the member municipalities actively make decisions and take actions that affect the goals of the RGS. The following summaries, grouped by each RGS goal, report on the RDN and member municipality actions to achieve the goals of the RGS. The summaries also report on progress on measurable social, economic or environmental characteristics that indicate progress towards the RGS goals. These measurable characteristics are referred to as indicators. The indicators reported below were reported as part of the RGS Monitoring website, launched in August 2015.

7.1 Goal 1 – Prepare for Climate Change and Reduce Energy Consumption

Regional Actions

Green Building Incentives

The RDN and the member municipalities delivered green building incentives to residents who improved the performance of their homes. In 2015 the RDN programs delivered \$43,950 in green building incentives and rebates. The Green Building Incentive Program includes rebates for wood stove exchanges, renewable energy systems, home energy assessments and clothes washer rebates; as well as rainwater harvesting and well upgrade rebates through the Drinking Water and Watershed Protection (DWWP) program.

Climate Change Actions and Energy Efficiency Measures

During 2015, to achieve climate change and energy efficiency goals, the RDN:

- Conducted the 2015 Green Building Open House and Workshop series, featuring four homes and four green building workshop sessions.
- Led a Real Estate Energy Efficiency Project in partnership with Nanaimo, training local realtors in home energy efficiency.
- Secured \$138,000 in funding for corporate energy efficiency initiatives, including rural fire hall efficiency assessments and upgrades, comprehensive energy study for Ravensong Aquatic Centre, and a heat recovery system at Oceanside Place Arena.
- Gained ownership of 17,500 tonnes CO₂e emission reduction offsets arising from landfill gas capture. This regional emission reduction project will enable the RDN to achieve carbon neutral operations for five to ten years.

RDN Electoral Areas

Green Bylaw Amendments

The RDN completed a project to review the electoral area land use bylaws and regulations to identify barriers to green building features, systems and technologies with the adoption of zoning amendments on February 24, 2015 to accommodate renewable energy systems or more efficient building envelopes. Through the project, the RDN identified bylaw amendments to remove barriers to renewable energy systems, passive design features and rainwater harvesting equipment. The bylaw amendments include higher permitted heights for solar energy systems and micro wind turbines, as well as changes to the definition of floor area to allow thicker insulation without restricting livable floor area.

Town of Qualicum Beach

Qualicum Beach Fire Hall

Construction was completed on a new fire hall that will use 73% less energy than a fire hall built to modern building code. A number of other green building features are also incorporated into the design, such as use of onsite timber, onsite stormwater management and water conservation. It is being built to post-disaster standards and can function as an emergency operations centre.

Qualicum Beach Waterfront Master Plan

The Town completed the first phase of a Waterfront Master Plan that will provide a long-term strategy of climate adaptation for the waterfront. The second phase will begin in January 2016.

District of Lantzville

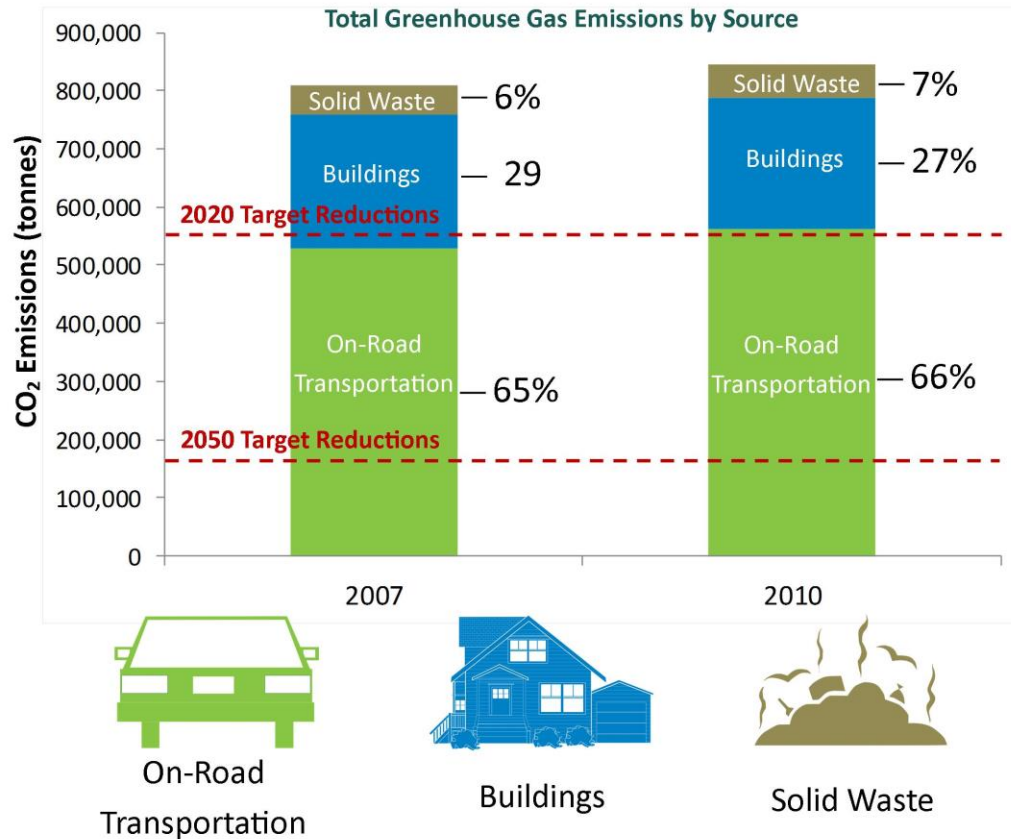
Water and Energy Efficiency Rebates

Lantzville continued to participate in the provision of green building incentives through the RDN, including incentives for rainwater harvesting, wood stove exchanges, solar hot water, home energy assessments, and residential vehicle charging stations. These actions are consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption, Goal 2: Protect the Environment and Goal 10: Provide Services Efficiently.

Indicator: Total Community GHG Emissions

The Community Energy and Emission Inventory for 2010 estimates that the region produced 845,695 tonnes of carbon dioxide, based on road transportation, buildings, and solid waste disposal. The transportation sector emitted the greatest volume of emissions in 2010, with 66% of total community emissions. The building sector produced 27% of emissions and the solid waste sector produced 7% of emissions,

respectively. Overall, emissions have increased from 810,054 CO₂ tonnes in 2007, which is the base year for the target. This change represents a 4% increase in emissions in the region.



7.2 Goal 2 – Protect the Environment

Regional Actions

Watershed Protection Measures

During 2015, to achieve watershed and environmental protection goals, the RDN:

- Developed a map-based website for drinking water and watershed program information by Water Region, including information on streams, aquifers, water supply, First Nations significance, community programs and land use.
- Expanded the BC Water Use Reporting Centre, a web-based data tracking and reporting tool for the RDN and municipalities, to the improvement districts and EPCOR to assist with building a regional data repository for water demand information.
- Distributed State of our Streams publications to residents, which profile key streams that have been monitored in the Community Watershed Monitoring program.

- Completed the Team WaterSmart education outreach program including workshops, community events and school visits.
- Continued the rainwater cistern and rural water quality rebates as part of the RDN Green Building Incentive program.
- Continued collecting groundwater level data through the Volunteer Observation Well Network in 22 wells.

City of Parksville

Goose Management Strategy

Parksville Council adopted recommendations contained in the Goose Management Strategy for the Mount Arrowsmith Biosphere Region as prepared by the Guardians of Mid-Island Estuaries Society. A key recommendation of the goose management strategy is to humanely reduce non-migratory resident Canada Goose populations to a level which prevents conflicts between geese and human activities and reduces the ecological damage to local estuaries.

Actions to Reduce Water Use

Parksville offered rebates to replace existing toilets with low flush models to encourage residents to reduce water use.

District of Lantzville

Actions to Protect the Environment

- Provided educational information to residents concerning water conservation and implemented water restrictions consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption, Goal 2: Protect the Environment and Goal 10: Provide Services Efficiently.
- Participated in the RDN's Drinking Water Watershed Protection Function consistent with RGS Goal 2: Protect the Environment and Goal 11: Enhance Cooperation Among Jurisdictions.
- Provided information to residents concerning outdoor burning consistent with RGS Goal 2: Protect the Environment.

Indicator: Surface Water Quality (Community Watershed Monitoring)

Between 2011 and 2014, the Community Watershed Monitoring Network reported that 28 out of 40 sites sampled met the BC Water Quality Guidelines for more than one parameter in multiple monitoring periods. Conversely, 17 out of 45 sites monitored exceeded more than one parameter in multiple reporting periods. All of these exceedances were observed at sites in more urban areas.



Monitored Streams that Meet the BC Water Quality Guidelines 2011-2014		
Turbidity	Temperature*	Dissolved Oxygen
32 sites met guidelines out of 45 sites that were monitored	16 sites met guidelines out of 45 sites that were monitored	32 sites met guidelines out of 45 sites that were monitored

7.3 Goal 3 – Coordinate Land Use and Mobility

Regional Actions

Regional Transit

During 2015, to achieve regional transportation goals, the RDN:

- Expanded the conventional transit system by 5,000 hours.
- Implemented weekday and evening handyDART service.
- Distributed an updated ‘Z-card’ bike/transit route map in conjunction with Nanaimo.
- Procured 24 compressed natural gas buses to be delivered in November 2016.
- Implemented a transit Google transit trip planner.

City of Nanaimo

Linley Valley West Access

Nanaimo is in the process of consulting residents on options to improve access for vehicles, pedestrians and cyclists on Rutherford Road, adjacent to the Linley Valley West development.

Pedestrian Upgrades in Old City Quarter

Nanaimo made upgrades to sidewalks in the Old City Quarter to create a safe environment for pedestrians by increasing visibility.

Improvements to Departure Bay Beachfront

Nanaimo began upgrades to the existing Departure Bay beachfront to improve accessibility and ensure safe use of the recreational area. The project includes flattening the grade along the seawall walkway, installing pedestrian access ramps, installing new street lights, and improvements to parking.

Hospital Area Project

Nanaimo has initiated improvements to the transportation network in the hospital area, as envisioned in Nanaimo's Transportation Master Plan to create a "mobility hub" with a concentration of population, employment and services that support multiple modes of transportation. The project includes upgrades to sidewalks, cycling facilities, underground utilities and crosswalks in the area.

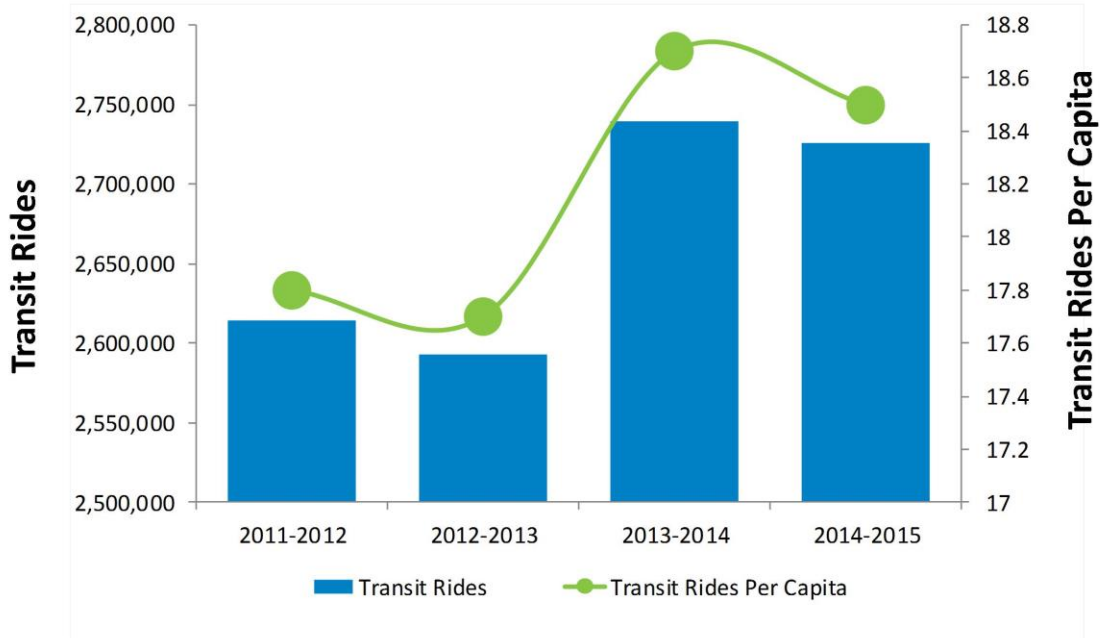
City of Parksville

Transportation Upgrades

Parksville completed the first phase of upgrades to Temple Street in 2015, including replacement of the roadway, separated sidewalks, grassed boulevards, LED streetlights and bike lanes. Upgrades will provide safe pedestrian and cycling corridor for residents and visitors looking for an alternative to Highway 19A. Parksville also completed a Stormwater Master Plan.

Indicator: Per Capita Transit Use

Since 2011, the number of bus rides has increased in the region. In 2011, there were 2,614,421 rides taken in the RDN, while in 2015 the number increased to 2,725,378 rides, including Gabriola Island's Community Bus Services GERTIE (Gabriola Island's Environmentally Responsible Trans-Island Express). Per capita, the number of transit rides has increased from 17.8 rides in 2011 to 18.6 rides in 2015. The change represents a 4% increase.



7.4 Goal 4 – Concentrate Housing and Jobs in Growth Centres

RDN Electoral Areas

Electoral Area ‘H’ Official Community Plan Review

The RDN initiated a targeted review of the OCP, focusing on those portions of the OCP in need of updates. The OCP describes the long term vision for Electoral Area ‘H’, including objectives and policies to guide land use, servicing, and social and economic changes within a community. Preliminary topics identified for the review include the economy, housing, natural environment, transportation, Deep Bay, and Horne Lake.

City of Nanaimo

Redevelopment of Waterfront Lands

Nanaimo completed environmental studies on a 26.7 acre waterfront parcel located at 1 Port Drive, adjacent to the downtown. Nanaimo acquired the waterfront land adjacent to downtown in 2013 for enhancement of the waterfront consistent with strategic plan priorities. Nanaimo also has a memorandum of understanding to provide up to three acres of land to the RDN for a transportation hub.

Growth Management

Nanaimo continued to develop within the Growth Containment Boundary (GCB), and advised potential applicants of Plan Nanaimo goals and policies regarding multi-family developments and mixed use corridor zoning. In this regard, Nanaimo encourages infill development at higher densities.

City of Parksville

Growth Management

The majority of Parksville is within the GCB and new OCP policies support directing growth to the city and offering a range of densities throughout Parksville. Also, directing growth to municipal areas within the GCB helps to promote and preserve rural integrity. Parksville has received a rezoning application for an 18 unit multifamily development in downtown Parksville on a presently undeveloped site. The application supports the objectives of infill, densification, additional housing options, and walkability.

New Sign Bylaw

Parksville Council adopted a consolidated Zoning Bylaw incorporating parcels previously within the Regional District of Nanaimo. This provides additional land use guidance and consistency among properties within Parksville. Parksville Council also adopted a new Sign Bylaw, providing additional signage alternatives.

Town of Qualicum Beach

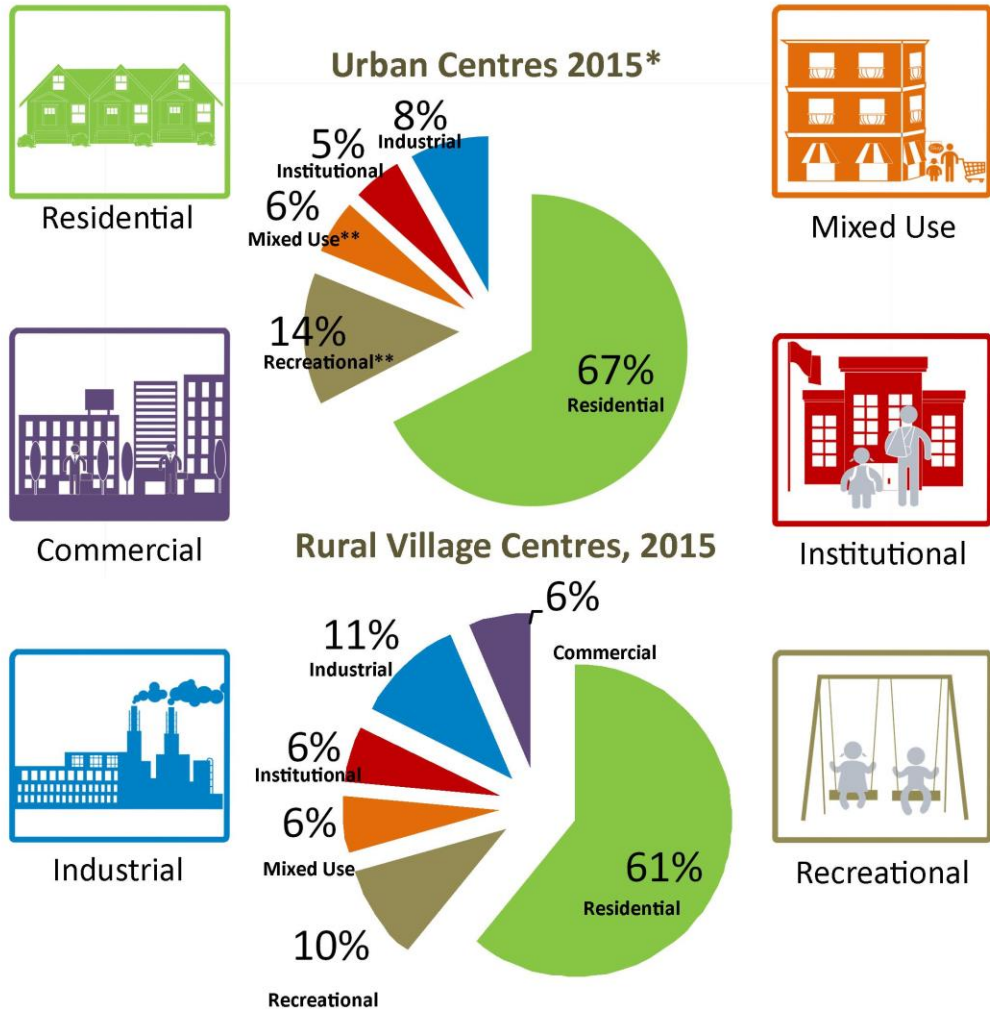
Review of Town-owned Land

The Town of Qualicum Beach (the Town) began a review of Town-owned land in the Village Neighbourhood of Qualicum Beach, including the old fire hall on Harlech Road, to explore the possible use of these sites for initiatives that will advance the Town's long-term goals.

Indicator: Diversity of Land Use (Ratio) Inside the Growth Containment Boundary

This indicator consists of a ratio of land use categories based on zoning designations. These categories summarize zoning designations within the GCB into residential zones, commercial zones, industrial zones, mixed-use and public zones. Within Nanaimo's urban centre, 67% of land is used for residential purposes, 18% for industrial, 14% for recreational, 5% for institutional, and 6% for mixed use (includes commercial). Within Rural Village Centres, 61% of land is used for residential purposes, 11% for industrial, 10% for recreational, 6% commercial, 6% for institutional, and 6% for mixed use. The ideal land use mix, identified in the Rural Village Centre Study in 2013, is 10-15% public uses, 10-40% commercial and employment uses, and 50-80% for residential uses.

Land Uses within the RDN



*Urban Areas currently only include City of Nanaimo information
 ** May include data for other land uses

7.5 Goal 5 – Enhance Rural Integrity

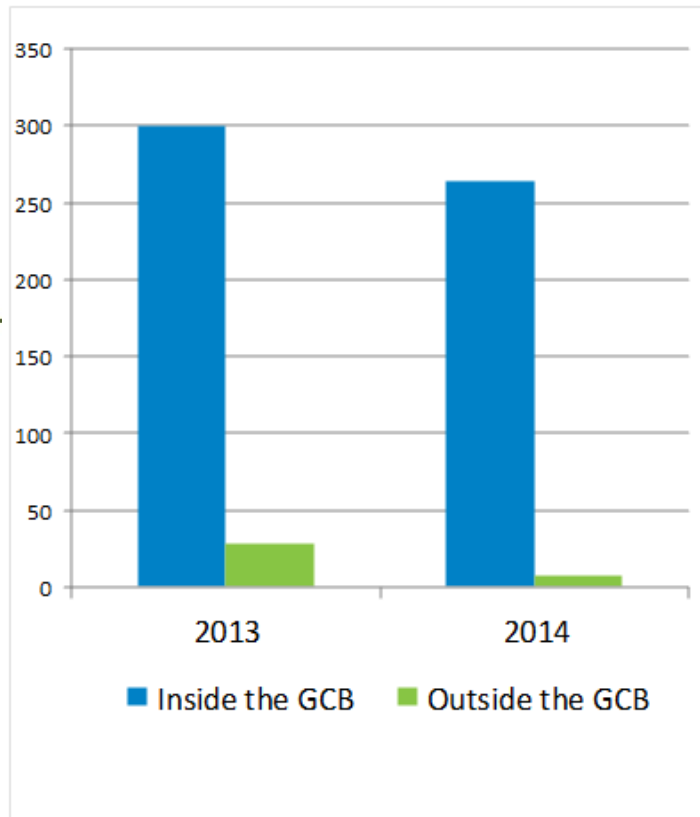
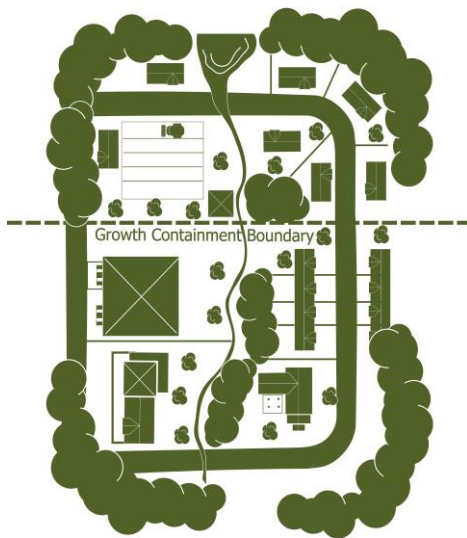
RDN Electoral Areas

Electoral Area ‘H’ Official Community Plan Review

The RDN initiated a targeted review of the OCP, focusing on those portions of the OCP in need of updates. The OCP describes the long term vision for Electoral Area ‘H’, including objectives and policies to guide land use, servicing, and social and economic changes within a community. Preliminary topics identified for the review include the economy, housing, natural environment, transportation, Deep Bay, and Horne Lake, which have implications for Goal 5 – Enhance Rural Integrity.

Indicator: The number of new lots / units created through subdivision inside and outside the Growth Containment Boundary

This indicator includes the total number of residential lots created between 2013 and 2014 that are located within and outside the GCB. The form of lots considered in the indicator includes fee simple lots, bare land strata lots and building strata units. In comparison with exclusive ownership of the property in a fee simple subdivision, strata owners have their individual lot/unit and together own the common property and assets as a strata corporation. Between 2013 and 2014, 600 lots were created in the City of Nanaimo, District of Lantzville and RDN Electoral Areas, either through subdivision or strata. Within this time period 564 lots were created inside the GCB and 36 lots were created outside the GCB.



7.6 Goal 6 – Facilitate the Provision of Affordable Housing

Regional Actions

2015 Affordable Housing Online Resources

The web-based resource guide on affordable housing for renters, homeowners and housing providers was updated during 2015 (www.rdnhousing.ca). The website provides access to a comprehensive list of contacts for a wide range of housing topics targeting

different needs. This includes information on market rental, supportive and emergency housing. This is the only resource of this type in the region, and complements other online resources maintained by Nanaimo Affordable Housing and Vancouver Island Crisis Society.

Emergency Shelter and Food Materials

The RDN updated a brochure and poster to be carried on RDN buses to direct people in need to emergency shelter and food resources. The brochure gives information for emergency shelters, extreme weather shelters, hot meal programs and food banks in the region. The brochure also provides bus route information to find the services. The poster, displayed at the front of all RDN buses during times of cold and wet weather, provides information for emergency and extreme weather shelters in the region.

Oceanside Health and Wellness Network Coordinator

The Oceanside Health and Wellness Network (OHWN) was created in 2013 to address social issues within the Oceanside area (School District 69), with top priorities being affordable housing, transportation, and hungry kids. In partnership with Island Health, the RDN agreed to a contract for an OHWN coordinator position in 2015. The OHWN coordinator contract will be awarded in 2016.

City of Nanaimo

Supported Housing Projects

Upland Walk, supportive housing located at 6025 Uplands Drive, opened to tenants in 2015. The project houses 33 previously homeless individuals who face multiple barriers to accessing and retaining housing. Another supportive housing project at 1597 Boundary Crescent proceeded to the construction phase. The affordable housing projects are two of five sites for supported housing under a Memorandum of Understanding between BC Housing and Nanaimo.

Town of Qualicum Beach

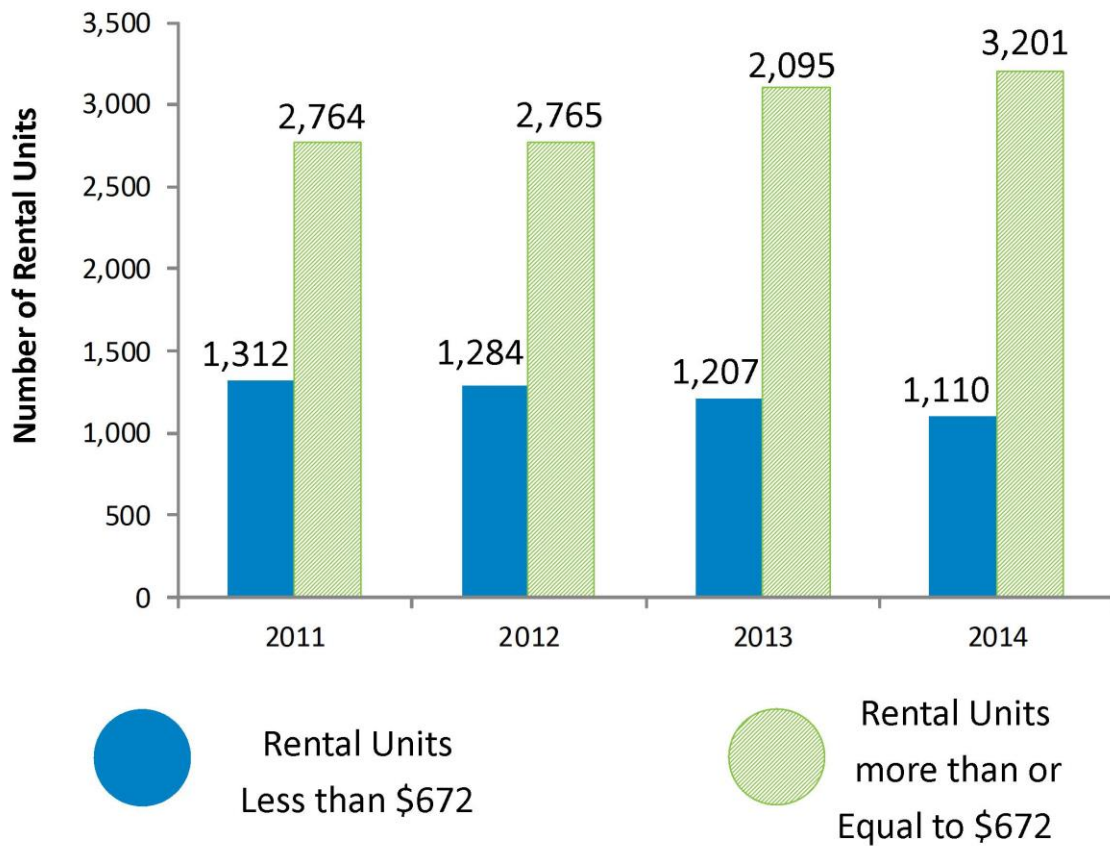
Qualicum Park Village

In collaboration with the Qualicum – Parksville Affordable Housing Society, construction was completed on 34 units of affordable housing next to downtown Qualicum Beach.

Indicator: The total number of rental units affordable to households with income below 50% of the median income for the region

The Canadian Mortgage and Housing Corporation estimates that rental units affordable to households with lower incomes has decreased within the Nanaimo and Parksville Census Agglomeration. Between 2011 and 2014, the number of affordable units decreased from 1,312 to 1,100. This represents a 15% decrease in the number of

affordable units. During this time the number of units with a rent more than or equal to \$672 increased from 2,764 to 3,201. This represents a 16% increase in the number of units that are not affordable to lower income households.



7.7 Goal 7 – Enhance Economic Resiliency

Regional Actions

Northern Community Economic Development Service

To further RGS Goal 7 - Enhance Economic Resiliency, the RDN continued to deliver programs in 2015 relating to the Northern Community Economic Development Service in order to provide support for economic development initiatives in Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H'. The program allows the RDN Board of Directors to contribute to eligible projects that advance the Board's vision for a resilient, thriving and creative local economy. In 2015, the function disbursed over \$63,000 in economic development grants in District 69 communities.

RDN Electoral Areas

Nanoose Bay Community Identification Signage

The RDN completed the Nanoose Bay Community Identification and Wayfinding signage program that saw the installation of three signs in the Nanoose Bay area. The signs are part of a pilot community identification program for RDN Electoral Areas to strengthen community identify and attract economic activity to the area.

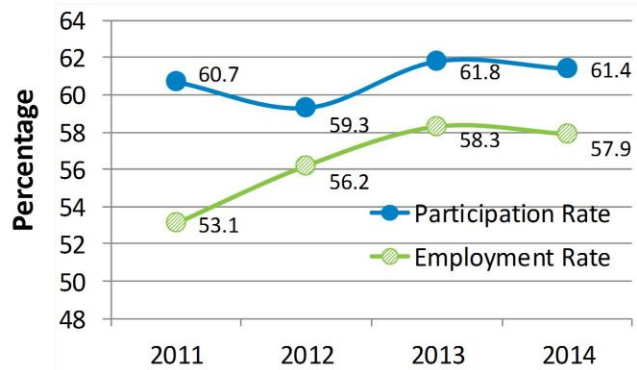
Indicator: [Unemployment] Employment Rate and Labour Participation

The Unemployment Rate for the Nanaimo Census Agglomeration dropped from 12.6% in 2011 to 5.8% in 2014. Comparatively, the Employment Rate and Labour Force Participation Rate both increased over the same period. The Labour Force Participation Rate increased from 60.7% in 2011 to 61.4% in 2014. The decline in the unemployment rate and increase in the Labour Force Participation Rate indicate that more people are employed in a growing workforce.

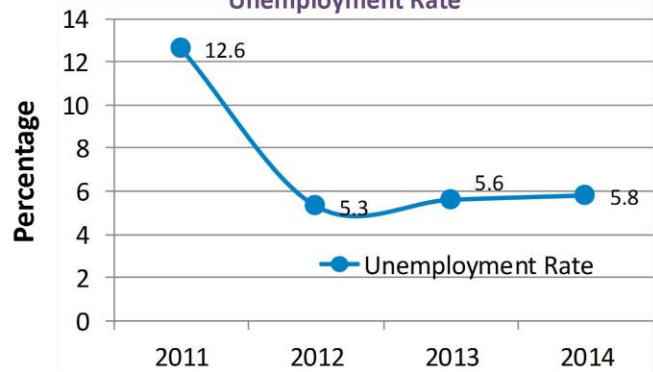


* Data is only for the [Nanaimo Census Agglomeration](#), which includes the City of Nanaimo, District of Lantzville, Electoral Area A, Electoral Area C, Snuneymuxw First Nations Lands, and Snaw-Naw-As First Nations Lands.

Participation and Employment Rate



Unemployment Rate



7.8 Goal 8 – Food Security

Regional Actions

Agriculture Area Plan Website

The RDN website for agricultural resources and activities within the region was updated in 2015. The website provides access to the comprehensive information for farming within the RDN, including links to RDN initiatives, provincial agency information, statistics and mapping.

RDN Electoral Areas

Agriculture Area Plan Bylaw and Policy Update Project

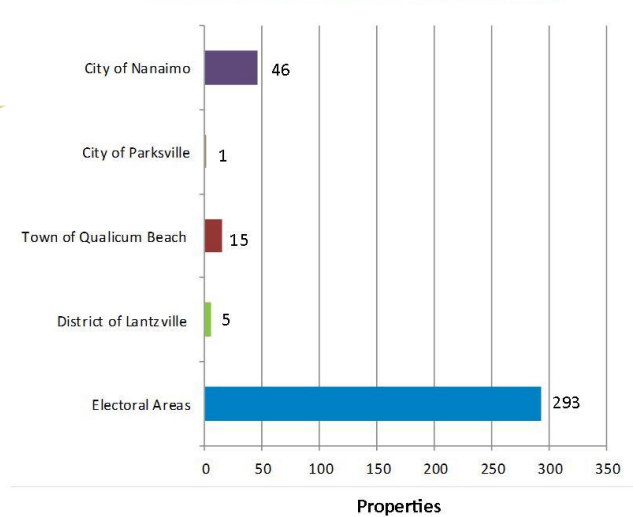
The RDN continued with the Bylaw and Policy Update Project intended to remove regulatory barriers and obstacles that hinder agriculture and aquaculture in the region. During the summer and fall 2015, the RDN prepared proposed changes to its zoning bylaws to remove obstacles to agriculture, and sought feedback from the public on these changes. Based on the consultation, the proposed changes will be incorporated into a new zoning bylaw amendment to be considered by the RDN Board in 2016.

Indicator: Number of parcels with Farm Class

Properties that are classed as farm land have been determined to be practicing commercial agriculture by BC Assessment. In 2015, the region had a total of 360 properties with Farm Class. The majority of properties (293) are within the RDN Electoral Areas. Properties with Farm Class are also within the City of Nanaimo (46), District of Lantzville (5), the Town of Qualicum Beach (15), and the City of Parksville (1).



Number of Properties with Farm Class, 2015



7.9 Goal 9 – Pride of Place

Regional Actions

Regional and Community Parks

The RDN completed projects to create or undertake improvements to existing trails and other park amenities throughout all regional and community parks. Examples include completion of the design for Blueback Community Park, opening of Meadowood Community Park, and a concept plan for improvements at Huxley Park.

Recreation Programs and Facilities

The RDN’s recreation programs and facilities play an ongoing role in furthering RGS cultural goals by providing sports and cultural amenities that boost the attractiveness of the region as a place to live and visit. These include ongoing delivery of recreation programs and maintenance of facilities throughout the RDN. Through 2015, the RDN expanded existing recreation programs and continued to attract sports tournaments for youth, adults and seniors. Recreation programs achieved 5,172 registrations during 2015.

RDN Electoral Areas

Nanoose Bay Community Identification Signage

The RDN completed the Nanoose Bay Community Identification and Wayfinding signage program that saw the installation of three signs in the Nanoose Bay area. The signs are part of a pilot community identification program for RDN Electoral Areas to strengthen community identity and attract economic activity to the area.

City of Nanaimo

Partners in Parks Program

Nanaimo continued with the Partners in Parks (PIP) program, intended to improve neighbourhood parks with the involvement of residents through input, fundraising, design, and installation.

Colliery Dam Upgrades

Work continued on the construction of an auxiliary spillway in Colliery Dams Park. The construction is part of a project to ensure the lower and middle dams located in Colliery Dam Park meet required provincial dam safety standards.

Heritage Conservation Program

A review of the Heritage Conservation Program by Nanaimo was initiated in 2015 to better align the program with the Cultural Plan. The consultation seeks input from residents and stakeholders to improve heritage values within Nanaimo.

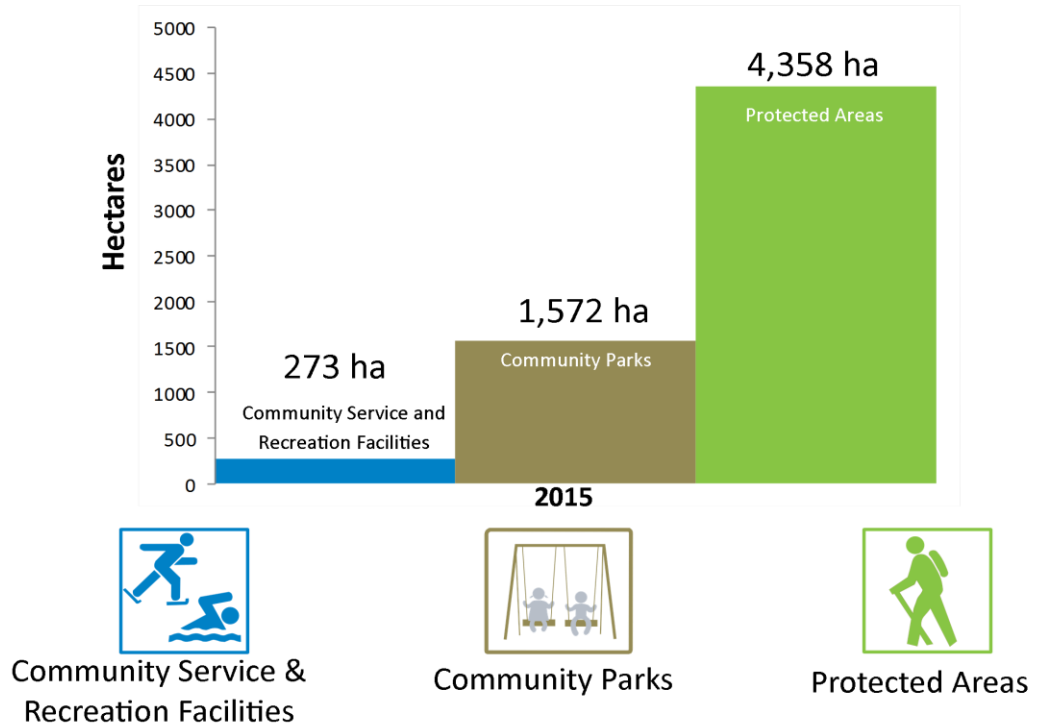
City of Parksville

Park Upgrades

Parksville made some upgrades to both the Community Park and Foster Park Playground. Upgrades to the Community Park include the repair of drainage along roadways, upgrades to washroom facilities, and the construction of food truck pads. The upgrades to the Foster Park Playground include resurfacing and the installation of new equipment. Also, a recent subdivision at Church Road and Renz Road provided residents with a park in the form of a linear pathway expanding connectivity within Parksville.

Indicator: The amount of publicly owned land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks, etc.)

Amount of park and community use land



This indicator measures the cumulative amount, in hectares, of publicly owned recreational facilities and parkland. In 2015, the region has a total of 6,203 ha of publicly owned lands within the Nanaimo, District of Lantzville, and RDN Electoral Areas that is designated for park and community use. Parks and community use facilities consist of Community Service and Recreational Facilities (273 ha), protected areas (4,358 ha), and community parks (1,572 ha).

7.10 Goal 10 – Efficient Services

Regional Actions

Solid Waste

RDN Solid Waste continued to achieve the RGS goal to Provide Efficient Services by pursuing an approach to eliminate the need for waste disposal. Consistent with the RGS direction to achieve ‘zero waste’, the RDN has a region-wide diversion rate of 68% and the second lowest provincial annual per capita disposal rate of 347 kg. During 2015, RDN Solid Waste also continued with its review of the Regional Solid Waste Management Plan.

Water Services

RDN Water Services continued to achieve the RGS goal to Provide Efficient Services by providing community water to lands located within the GCB. Actions in 2015 included the continuation of development of the Englishman River Water Service intake and treatment project along with Parksville.

Wastewater Services

RDN Wastewater Services continued to achieve the RGS goal to Provide Efficient Services by providing community wastewater to lands located within the GCB. Actions in 2015 included the commencement of designs for a collection and treatment system for community sewer within the Bowser Village Centre, and the commencement of the Duke Point Pollution Control Centre capacity review to assess the ability to service the Cedar Village and surrounding areas. Also, approximately 790,000 kWh of electricity was produced at the Greater Nanaimo Pollution Control Centre in 2015 through cogeneration, which is the conversion of waste gas into electricity.

RDN Electoral Areas

Emergency Planning and Disaster Resiliency

RDN action for emergency planning and preparedness in 2015 has been consistent with RGS direction to integrate and coordinate on a regional basis among the RDN and member municipalities. In particular, the RDN continued to hold events to improve emergency awareness, such as through community outreach and the Neighbourhood Emergency Preparedness (NEP) program.

City of Nanaimo

New Water Treatment Plant

The New Water Treatment Plant for Nanaimo was completed in 2015. The new treatment plant produces high quality water consistent with RGS goals to provide cost efficient and cost effective services to meet the needs of the residents.

City of Parksville

Englishman River Water Service

Parksville and the RDN continued with a project to upgrade the Englishman River Water Service, including water intake, water treatment, and aquifer storage. In November, residents voted in favour of borrowing \$5.6 million for the upgrades. Construction of the new intake is scheduled for June 2016, followed by the design and installation of the water treatment facility in the summer of 2018.

Expedited Building Permits

The Building Department expanded the level of efficiency for the building permit process by offering customers the option of applying for an expedited building permit which has a shorter processing time.

Public Education

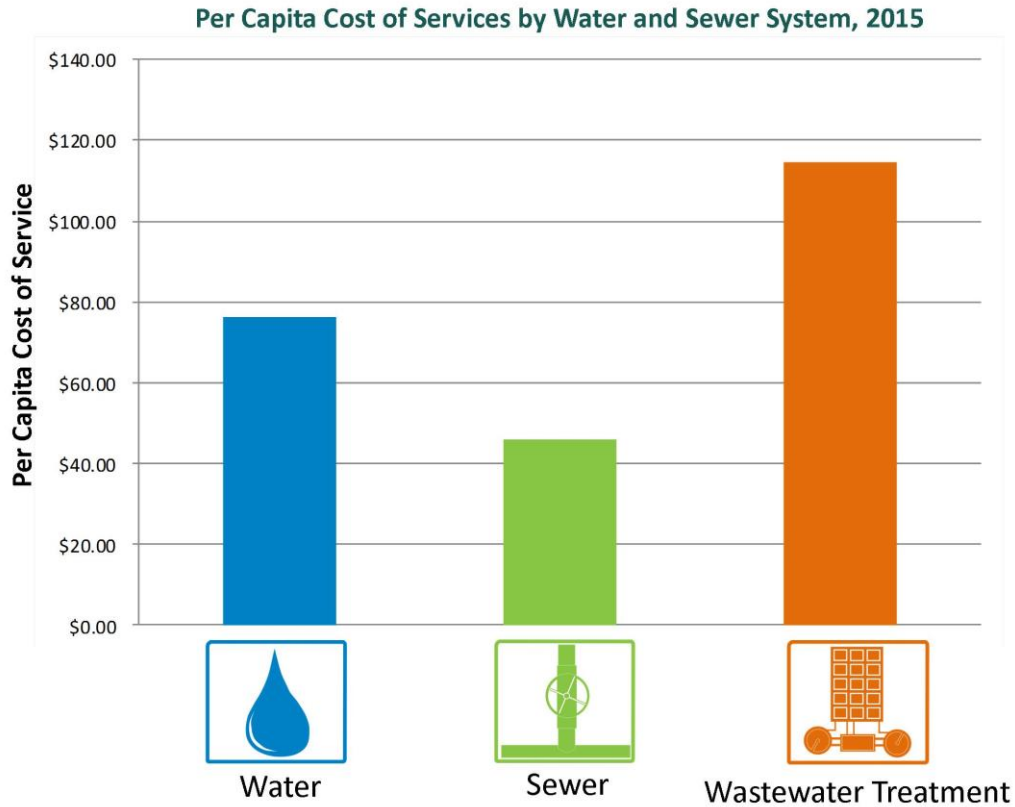
Parksville's Planning Department produced a series of public brochures addressing various aspects of development to provide readily available information to the public regarding Parksville processes and bylaws.

Mapping

Parksville released updated mapping software available to the public from the City's website. The expanded map includes several user-layers and provides more accurate information pertaining to Parksville's land use and infrastructure.

Indicator: Per capita cost to provide water and sewer systems

This indicator includes the operational costs of providing water services, sewer services and wastewater treatment within the RDN and member municipalities. The 2014 per capita cost of water and sewer systems provided below is a baseline cost estimate, and will be used to establish a trend for future updates to this indicator. In 2014, the cost of water systems is \$76.36 per capita, based on a population of 105,216 people. The cost of sewer systems is \$46.10 per capita, based on a population of 94,416. Both water and sewer systems are for Nanaimo and RDN Electoral Areas only. The cost of wastewater treatment is \$114.79 per capita, based on a population of 119,509. The cost of wastewater treatment is for all parts of the RDN served by a community sewer system.



7.11 Goal 11 – Cooperation Among Jurisdictions

Regional Actions

First Nations

Throughout 2015, RDN staff and elected officials met with staff and elected officials from First Nations with existing village sites within the region (Qualicum, Snaw-Naw-As and Snuneymuxw). Discussions involved various planning and implementation projects related to regional growth, development applications, parks, transit, emergency planning and utilities. While some meetings were to address specific matters related to land use planning, development, and servicing agreements, others were focused on strengthening relationships in order to facilitate stronger collaboration on issues of mutual concern.

Adjacent Regional Districts and Municipalities

The RDN continued to host and participate in meetings to network and liaise with staff at adjacent regional districts and staff at member municipalities. On an ongoing basis, outside of these meetings, RDN staff maintains professional relationships that enable effective communication and collaboration. This allows for the RDN to share information on RGS implementation activities in order to support adjacent jurisdictions having long term plans and taking actions consistent with the direction of the RGS.

Redevelopment of Waterfront Lands

Nanaimo and the RDN have a Memorandum of Understanding for Nanaimo to transfer up to 3 acres of land along the waterfront to the RDN for a transit exchange. The transfer exchange is part of the waterfront enhancement of the 1 Port Drive property, which is a downtown waterfront property acquired by Nanaimo in 2013.

8 IMPLEMENTATION - 2016

For 2016 the RDN will continue to make progress on the following implementation items:

1. Continue to monitor, evaluate and periodically report on regional economic, population, social and environmental trends and progress towards achieving RGS goals through RGS Monitoring, as set out in Policy 4.
2. Adopt the revisions to the RGS minor amendment criteria, initiated in 2015.
3. Continue with the Electoral Area H Official Community Plan review, and prepare a draft plan.
4. Complete the Agricultural Area Plan Bylaw and Policy Updates Project with the adoption of changes to the electoral area zoning bylaws intended to remove obstacles to farming in the region.
5. Continue to build strong relationships and pursue protocol agreements with First Nations.
6. Strengthen relationships with major institutions such as Island Health, Vancouver Island University, School Districts 68 and 69 and organizations key to furthering RGS goals (e.g. Chambers of Commerce, Economic Development Groups, non-governmental/community organizations).

APPENDIX: SUMMARY OF RGS IMPLEMENTATION ACTIONS

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2016
Section 5.0	Establish Targets & Indicators to monitor progress.	The RDN created a website for the Monitoring the RGS project at www.rdn.bc.ca/rgsmonitoring . Monitoring of the RGS will be ongoing.
Section 5.0	Corporate Implementation Strategy to show how RDN activities are consistent with RGS.	To be initiated
1. Climate Change	Complete Community Energy & Emissions Plan.	Completed 2013
2. Environmental Protection	Advocate for provincial and federal government support to update and maintain SEI databases.	Ongoing
	Encourage the Province to regulate groundwater, require reporting on water use and protect water resources on a watershed basis.	Ongoing – New Water Sustainability Act includes provisions to create regulations that “require reporting, measuring and testing”, which will come in a later phase of implementation. The RDN will continue to advocate for regulations that come out of the Act to protect water resources on a watershed basis.
3. Coordinate land use & mobility	Initiate discussions with provincial and federal transportation authorities to share data collection and analysis and prepare mobility strategy.	Participated in the City of Nanaimo’s Transportation Master Plan. Adopted in 2014
	Prepare industrial land supply and demand study and strategy (also applies to Goal 7).	Industrial Lands Study completed Spring 2013.
4. Concentrate housing & jobs	Prepare region-wide study of Rural Village Centres.	Rural Village Centres Study completed Spring 2013.
5. Rural integrity	Policy 5.13: Implementation - Study of options for more sustainable forms of subdivision -	Completed October 2012

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2016
	to limit sprawl and fragmentation on rural residential land.	
6. Affordable housing	Identify next steps to addressing affordable housing issues.	<p>Housing Action Plan Completed 2011.</p> <p>Secondary Suites Bylaw Amendments completed in Spring 2014.</p>
7. Vibrant, resilient economy	7.2 Support and encourage economic development.	<p>Northern Community Economic Development Program Established 2012 with ongoing implementation.</p> <p>Southern Community Economic Development Service Agreement completed 2012 with ongoing implementation.</p>
	7.6 Collaborate in the preparation of a regional industrial land supply strategy and ensure that the region remains competitive in its ability to attract industrial development.	Industrial Lands Study completed Spring 2013.
	7.9 Collaborate in the preparation of a commercial (retail and office) land strategy to ensure that the supply, location, distribution, form and type of commercial development is consistent with sustainability and growth management objectives of the RGS and supports the continued vitality of the sector.	To be initiated.
8. Food security	Prepare study of agriculture in the region to identify issues and present and future needs of the agricultural sector.	Agricultural Area Plan (AAP) completed in 2012.

		<p>Agricultural Area Plan 2014-2016 Action Plan completed November 2013.</p> <p>Committee established in 2013 to oversee carrying out the Action Plan during 2014-2016.</p> <p>Bylaw and Policy Update project to remove obstacles to zoning bylaw to agriculture is in draft form and will be considered by the RDN Board in 2016.</p> <p>Emergency Livestock Evacuation Plan approved in 2013.</p>
9. Pride of Place	Ongoing activities through implementation and development of parks plans and OCPs.	<p>Cedar Main Street Plan adopted 2013.</p> <p>Nanaimo Cultural Plan, adopted in 2014 and now being implemented.</p> <p>RDN Community Parks and Trails Guidelines approved 2014.</p> <p>RDN Community Parks and Trails Strategy for Electoral Areas 'E', 'F', 'G' and 'H' approved 2014</p> <p>Qualicum Beach Cultural Plan completed 2012 with ongoing implementation.</p>
10. Efficient services	Prepare strategy for servicing Rural Village Centres (See Goal 4).	Will be pursued for different Rural Village Centres as funding permits. Designs for a treatment system are currently being considered for Bowser Village Centre and capacity analysis for Duke Point.

11. Cooperation among jurisdictions

Continue outreach initiatives to First Nations including signing of protocol agreements.

Ongoing outreach initiatives and discussions on areas of mutual interest.

First handyDART servicing agreement signed between Snaw-Naw-As and RDN in 2013.



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW	✓	
APR 06 2016		
RHD		
BOARD		

STAFF REPORT

TO: Wendy Idema
Director, Finance

DATE: April 5, 2016

FROM: Chris Midgley
Manager, Energy and Sustainability

MEETING: COW - April 12, 2016

FILE: 1025 01 AMP

SUBJECT: Asset Management Quarterly Update and Policy

RECOMMENDATIONS

That the Asset Management Quarterly Update be received for information.

That the Asset Management Policy be adopted and incorporated into the Regional District of Nanaimo policy manual.

PURPOSE

The purpose of this report is to provide a quarterly update to the Board of Directors on progress implementing the Regional District of Nanaimo (RDN) Asset Management Program (the Program) as described in the 2016 - 2017 Asset Management Resource Plan (the Resource Plan), and to provide a new organization-wide Asset Management Policy (the Policy) for Board consideration.

BACKGROUND

At the Regular Board Meeting held November 24, 2015, the Board received the Resource Plan, and authorized the release of funds to implement that plan.

The first activity identified in the Resource Plan is Policy Development. The actions outlined under Policy Development are to analyze policy requirements and to develop an asset management policy. This reflects the importance of establishing a corporate asset management policy that formalizes a commitment to undertake asset management at the organizational level, and to ensure that asset management activities are aligned with the Board Strategic Plan and coordinated across the organization as a whole.

The proposed Policy (provided as Appendix 1) defines ‘assets’ and ‘asset management’ for the RDN; sets out the principles by which the organization intends to apply asset management practices across departments within the RDN; and states in general terms the types of activities associated with good asset management practices.

For the purpose of the Policy, the definition of ‘assets’ is very broad, building on the definition provided in the International Standards Organization (ISO) 55000 series on Asset Management, which defines

assets as any “thing, item or entity that that has potential or actual value to an organization.” The full definition in the Policy is:

Assets

For the purpose of this policy ‘Assets’ are defined broadly as any item, thing or entity that has actual or potential value to the Regional District of Nanaimo (RDN), where value can be tangible or intangible, financial or non-financial, and includes consideration of risks and liabilities.

Under this definition, ‘Assets’ includes Tangible Capital Assets, including equipment, buildings, properties and other physical assets owned by RDN; natural assets within the region not owned by the RDN including watersheds, aquifers, and other natural assets that support delivery of RDN services or contribute to the well-being of RDN residents; and non-physical assets including leases, brands, digital assets and information, licences, intellectual property rights, reputation, agreements, and other non-physical assets that contribute to the delivery of services by the RDN.

Asset management is defined in the Policy as “the coordinated application of sound technical, social and economic principles to organizational activities in order to realize the optimal value of assets for present and future users.”

Completion and adoption of the Policy is an important milestone for the RDN Asset Management Program achieved in the first quarter of 2016, and is a foundational element for the implementation of the Resource Plan.

Considerable other work has also progressed over the first quarter of 2016, largely oriented around two successful Union of British Columbia Municipalities (UBCM) grant applications.

UBCM Grant Application Update: *Implementation Plan*

The activities underway for the Implementation Plan grant include reviewing and consolidating departmental asset datasets; assessing the completeness and accuracy of information captured in existing departmental asset datasets; developing an improvement plan to update existing information; and collating the best available information for all assets into one consolidated asset dataset.

The most significant issues relating to asset data uncovered to date relate to inconsistent naming conventions for assets across the organization, which must be rectified in order to develop a consolidated asset data set for the RDN; and a lack of updated replacement cost information. Current replacement cost is a metric that should be updated annually in order to provide an accurate reflection of the organization’s financial position as it relates to asset renewal and replacement.

These issues are the result of gathering and recording asset data at the individual departmental level, which has produced variability in the completeness and accuracy of asset information across the organization. The work associated with this grant is identifying gaps in asset information and proposing methods to close those gaps in the immediate term; and is working toward processes that regularize capturing and maintaining essential asset information over the long term. The final report for this grant is to be completed in May 2016, and will be provided at a subsequent quarterly update to the Board.

UBCM Grant Application Update: *Building a Strategic Asset Risk Register*

The activities proposed for this grant include a series of departmental workshops on asset risk to be facilitated by a qualified professional, and the completion of a Comprehensive Risk Register for the RDN.

The proposed workshops have a twofold purpose. Firstly, the workshops serve the practical purpose of identifying actual asset risks and proposing potential treatments and mitigation measures to reduce the likelihood and severity of those risks. The second purpose of the workshops is to provide capacity building within the organization. Through the workshops, participating staff will develop a better understanding of the purpose and benefits of focusing on risk management within the overall context of asset management. This aligns the 'line-of-sight' for asset management within the organization from senior management to front line staff.

At present, a facilitator has been contracted for the workshops, and the workshops themselves have been scheduled for late April 2016. The final deliverable is a Strategic Risk Register, which will be completed by the end of July 2016. The final report for this grant is to be completed by December 2016, and any available information will also be provided at a subsequent quarterly update to the Board.

Asset Management Coordinator

The Resource Plan approved in November of 2015 included establishing a two year temporary Asset Management Coordinator position. The role of the Asset Management Coordinator will be to assist in interdepartmental delivery and coordination of the Program. It is anticipated that the Asset Management Coordinator will be in place in May 2016. The term for the position will remain a two year term beginning from the actual start date.

ALTERNATIVES

1. That the Asset Management Quarterly Update be received for information.
2. That the Asset Management Policy be adopted and incorporated into the RDN Policy Manual.
3. That the Asset Management Policy not be adopted and alternate direction be given to staff.

FINANCIAL IMPLICATIONS

All work undertaken to date is outlined in the Resource Plan, which has as its over-riding objective to deliver the first two years of the Asset Management Program at no incremental additional cost to taxpayers. Consistent with that objective, there are no financial implications associated with this quarterly update or the adoption of the Asset Management Policy. For Alternative 3, if the Policy is not adopted, the ability for the RDN to access future Provincial or Federal grants that require demonstrating progress on implementing asset management will likely be compromised.

The work associated with two UBCM grant applications are well underway and should result in timely payment of the grants. Each grant will contribute \$10,000 to the RDN once the final reports are completed, submitted, reviewed and accepted. These two grants, as well as potential future funds from senior governments are essential for the RDN to implement organization-wide asset management.

The delay in hiring an Asset Management Coordinator has no financial implications. The position will be funded out of existing reserves, and the term for the position will be two-years from the actual start date, thus extending through the first quarter of 2018.

STRATEGIC PLAN IMPLICATIONS

At the regular Board Meeting held March 22, 2016, the Board of Directors carried the following motion:

MOVED Director Young, SECONDED Director Pratt, that the Board adopt Regional District of Nanaimo Board Strategic Plan 2016 – 2020 with Vision Alternative 1.

Included in the 2016 - 2020 Board Strategic Plan is the Strategic Priority to Focus on Organizational Excellence. That Strategic Priority commits the RDN to deliver efficient, effective and economically viable services that meet the needs of the Region; and to focus on organizational excellence in all aspects of our daily actions and service delivery to our customers. One of the elements identified in the Strategic Plan to achieve this priority is to “fund infrastructure in support of our core services employing an asset management focus.” Adopting the attached Policy, and committing the RDN to an organization-wide approach to asset management represents strong action in support of this Board Strategic Priority.

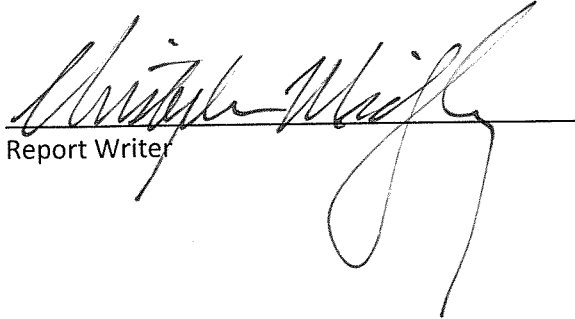
Other work undertaken over the first quarter of 2016, particularly in relation to completing work on approved UBCM grants, also advances the Board Strategic Priority to Focus on Service and Organizational Excellence.

SUMMARY/CONCLUSIONS

With the conclusion of the first quarter of 2016, it is timely to provide an update to the Board on implementation of the Resource Plan for asset management. The first activity identified in the Resource Plan is Policy Development, which includes the actions to analyze policy requirements and to develop an Asset Management Policy. Attached to this report is an Asset Management Policy which, if adopted as recommended, commits the RDN to undertake asset management at the organizational level and ensures asset management activities are aligned with the Board Strategic Plan and coordinated across the organization as a whole. This is an important milestone to serve as a capstone to the first quarter of 2016, and positions the RDN to be successful in future funding programs that require demonstrated progress on organizational asset management practices.

In addition to completing an Asset Management Policy, significant advancements have also been made in reviewing and consolidating departmental asset datasets, and identifying issues relating to data accuracy and completeness. This represents progress on work relating to a grant application awarded to the RDN by the UBCM in 2015. The RDN was also successful in applying for a second UBCM grant to conduct a series of asset risk workshops and produce a Strategic Asset Risk Register. Work related to this grant is well underway, with the workshops scheduled for late April 2016, and final project completion anticipated for July.

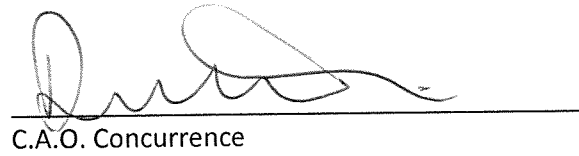
These efforts initiated in 2016, represent progress implementing the 2016 - 2017 Resource Plan for the RDN Asset Management Program, and advance the Board Strategic Priority to Focus on Service and Organizational Excellence.



Report Writer



GM Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT:	<i>Asset Management</i>	POLICY NO:	A2.XX
		CROSS REF.:	A2.5 A2.9 A2.12
EFFECTIVE DATE:	Month XX, 2016	APPROVED BY:	Board
REVISION DATE:	New Policy	PAGE:	1 OF X

PURPOSE

To establish an organization-wide approach to managing assets to ensure that the delivery of regional services is sustained at levels expected by current and future residents; that the optimal service lives of assets are reached; and that mechanisms are in place to enable asset renewal and replacement.

DEFINITIONS

Assets

For the purpose of this policy 'Assets' are defined broadly as any item, thing or entity that has actual or potential value to the Regional District of Nanaimo (RDN), where value can be tangible or intangible, financial or non-financial, and includes consideration of risks and liabilities.

Under this definition, 'Assets' includes Tangible capital assets, including equipment, buildings, properties and other physical assets owned by RDN; natural assets within the region not owned by the RDN including watersheds, aquifers, and other natural assets that support delivery of RDN services or contribute to the wellbeing of RDN residents; and non-physical assets including leases, brands, digital assets and information, licenses, intellectual property rights, reputation, agreements, and other non-physical assets that contribute to the delivery of services by the RDN.

Asset Management

The coordinated application of sound technical, social and economic principles to organizational activities in order to realize the optimal value of assets for present and future users.

Appendix 1**Corporate Planning Committee**

A committee comprised of the senior management group of the RDN, convened and chaired by the RDN Chief Administrative Officer.

POLICY

The RDN will implement an organization-wide asset management program that promotes the application of key principles and essential asset management activities across all RDN departments. This will assist departments to follow consistent processes for the creation, operation, maintenance and disposal of assets, including recording and updating asset information. The RDN Asset Management Program (the Program) will be designed for continuous quality improvement, following the ongoing cycle of Plan, Do, Check, Act. To assist with the implementation of organization-wide asset management and for internal capacity building, the RDN will formalize an interdepartmental Asset Management Working Group (Working Group) comprised of staff tasked with representing all relevant departments in the RDN.

Key asset management principles include:

Alignment – The asset management system complements the strategic objectives of the RDN organization, conforms to relevant legislation and regulations, and is understood by staff at all levels in the organization.

Integrated – Asset planning and decision-making integrates corporate, financial, business, technical, budgetary and environmental factors.

Comprehensive - Asset planning and management examines and involves the organization as a whole, its functional interdependencies and contributions of assets within asset systems, and the management of assets across all life-cycle phases.

Systematic – Asset management follows a methodical approach that is formalized, consistent and repeatable across departments.

Risk-Based – Asset risks will be managed in consideration of attaining desired levels of service and focusing resources, expenditures and priorities based on risk, cost and benefit.

Optimal – Asset investment decisions are based on trade-offs between the competing factors of service level (including asset performance), risk and cost, measured over asset life-cycles.

Informed – Asset related decision making will be based on a full understanding of revenues and costs for acquisition, operations, maintenance, replacement, and disposal. Tradeoffs should be articulated and evaluated, and the basis for decisions recorded.

Essential Asset Management Activities include:

- Maintaining and managing assets at defined levels to support public safety, community well-being and community goals, and to fulfil Board Strategic Priorities;
- Monitoring standards and service levels to ensure that community expectations and Board goals and objectives are met;
- Reviewing business practices as they relate to asset management and adapting processes as necessary to achieve consistency in how assets are managed, and to improve overall operational effectiveness and efficiency;
- Developing and maintaining asset inventories that include a record of current replacement cost, depreciated value, replacement year and remaining useful life for all recorded assets;
- Establishing infrastructure replacement strategies based on full life-cycle costing principles;
- Planning financially for the appropriate maintenance levels of assets to deliver service levels and extend the useful life of assets;
- Planning for and providing stable long-term funding to replace, renew and dispose of assets as necessary;
- Considering and incorporating asset management into other corporate plans;
- Building capacity within the organization to ensure ongoing understanding and application of essential asset management activities and key principles;
- Consulting with stakeholders on a periodic basis, where appropriate and necessary; and
- Reporting publicly on the status and performance of work related to the implementation of the Program.

ACCOUNTABILITY

1. The RND Board of Directors is responsible for adopting the Asset Management Policy, allocating resources as required, providing high level oversight of the delivery of the organization's asset management strategy and plans, and maintaining the accountability mechanisms to ensure that organizational resources are appropriately used to address the Board's Strategic Plan and Priorities.
2. The Chief Administrative Officer (CAO) has overall responsibility for directing the development of an asset management strategy, plans and procedures, reporting on the status and effectiveness of the Program to the Board of Directors, and initiating reviews and amendments to this policy.
3. The Corporate Planning Committee has the responsibility and authority to ensure that the Program is implemented as an organizational-wide asset management program; that the

Appendix 1

Program is consistent with legislative requirements; and to review, update and amend the Working Group Terms of Reference as necessary.

4. The Working Group has the responsibility to ensure that the Program is implemented at the departmental level, providing effective communication to staff in representative departments, and to provide updates concerning issues, concerns and priorities including recommendations for staff capacity building to the Corporate Planning Committee.
5. A Manager, appointed by the CAO is responsible for the day-to-day coordination of the Program, including promotion of the Program, providing support to departmental managers to develop asset management plans and strategies, implement required changes in organizational practices, and facilitate the continuous improvement of asset management activities.

DRAFT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY, FEBRUARY 10, 2016
6:30PM
(NANOOSE PLACE)**

Attendance: Director Bob Rogers - Chair
Peter Law – Secretary
Gordon Wiebe
Vicki Voros
Debbie Mitchell
Diana Young
Marlene Caskey

Staff: Lesya Fesiak, Parks Planner
Wendy Marshall, RDN Parks Manager

CALL TO ORDER

Director Rogers called the meeting to order at 6:35pm

ADOPTION OF AGENDA

Request to add an item to the agenda under New Business – illegal tree cutting in Community Parks.

MOVED P. Law, SECONDED D. Mitchell that the agenda be adopted as amended.

CARRIED

WELCOME NEW MEMBERS/INTRODUCTION

Marlene Caskey is the new member appointed for a 2 year term.

Debbie Mitchell has been re-appointed to a 2 year term.

ELECTION OF SECRETARY

Peter Law was acclaimed as secretary. P. Law has acted in this capacity for the past year.

DELEGATIONS

No delegations

MINUTES

MOVED G. Wiebe, SECONDED D. Mitchell that the Minutes of the Regular Meeting of the Nanoose Bay (Area E) POSAC held May 21, 2015 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Ms. Fesiak presented an excel spreadsheet that she compiled from the excellent work done by the Area E (2015) Park Planning Sub Committee.

Director Rogers had a number of suggested amendments to the spreadsheet:

- I. High Priority Projects: Remove the "Community Works" notation associated with Oakleaf CP. Add \$5K from the RDN Parks budget to Oakleaf CP.
- II. Set some rankings to the list of projects for High and Medium Priority Projects:
 1. Blueback CP construction
 2. Claudet Road additional upgrades
 3. Oakleaf CP
 4. Davenham Community Trail
 5. Rowland Place park restoration and FN interpretation.
 6. Ted's Rd Road End beach access
- III. Director Rogers indicated that FN treaty discussions (over next few years) will have some impact on how these projects move forward.

REPORTS

Monthly Update Regional and Community Parks and Trails Projects (October 2015 to December 2015)

MOVED G. Wiebe, SECONDED V. Voros that the Monthly Update Regional and Community Parks and Trails Projects (October 2015 to December 2015) be received.

CARRIED

Blueback Community Park – Verbal Update

Ms. Marshall provided members with an update on this project. The project remains on hold, as the site is too wet to complete. A new drainage plan has yet to be installed. The funds allocated to complete the project include - \$113k RDN Parks funding and \$77K from Community Works (total estimate to completion = \$188K). Ms. Marshall noted that there is a question about whether \$12K for an irrigation system is needed. A concrete vault toilet will be installed at the site.

D. Mitchell asked whether the proposed swale is still going to be built and P.Law asked about the proposed drainage plan and where the water will drain to. Ms. Marshall stated that the grading and trails are as planned and the water will drain towards the small runoff channel located on the northwest side of property. The drainage plan has added \$40K to the original projected costs for the project.

Claudette Community Park –Verbal Update

Director Rogers provided a brief summary about work that has been undertaken in this park over the past few months. Funding (\$75K) has been through the Community Works Fund and not the Area E Community Parks budget. Future work includes:

- Building of a fence to discourage trespass onto adjacent properties.
- Gravel placement on some wet areas of the existing trail.

Director Rogers asked members whether they would support spending on the following park enhancements:

1. Picnic table - \$400.00
2. Concrete Vault toilet - \$8K to \$10K

The committee members expressed their support for these two additions.

District 69 Recreation Commission Report – Verbal Update

G. Wiebe indicated that the Commission will meet in the coming weeks, so nothing to report.

Community Works Fund – Verbal Update

Director Rogers indicated that this fund is assisting in the delivery of two park projects already discussed (Claudet CP and Blueback CP).

Directors Report – Verbal Update

Director Rogers indicated that there is a Regional Parks and Trails meeting next week. He is also engaged in the development of the annual budget for the RDN. The Fairwinds Regional Park Plan has not been “finalized” yet, as there is a report outstanding: the Enos Lake Protection and Monitoring Plan. Director Rogers indicated this has yet to be completed by the new owners of Fairwinds.

MOVED D. Mitchell, SECONDED D. Young that the Verbal Updates be received.

CARRIED

NEW BUSINESS

Oakleaf Community Park

Ms. Fesiak provided an update on this new park’s planning. She indicated that the subdivision is nearing final “approvals”. The proposed park will be subject to an assessment by an Archeologist and a Biologist in the coming months.

D. Mitchell asked whether the proposed washroom for the park will be hooked up to the strata’s sewage system and the NPWS. Staff will look into this and report back.

Director Rogers asked whether the Committee would like to visit the park to review the proposed amenities and ecological sensitive areas. Committee members agreed. Director Rogers will coordinate an onsite visit.

Illegal Tree Cutting in Community Parks

P. Law provided his observations on a local Community Park in the Fairwinds area, that has been subject to an active tree cutting campaign over the past several years. He has noted that the majority of Park was dominated by second growth fir and maple trees. Somebody has been cutting individual trees at the base, removing the tree and branches, then leaving the site for weeks/months, before removing another tree. Today, most of the trees in the Park have been removed. He speculates that the reason the trees were removed (methodically) is to provide a better view corridor from the street to the golf course.

P. Law asked whether there is a digital file kept of Community Parks for reference on their condition over time. Staff responded that there is no digital file although the RDN map can be used to monitor tree coverage.

Ms. Marshall indicated that illegal tree removal in Community Parks is a Bylaw Enforcement file.

COMMITTEE ROUNDTABLE

V. Voros – Has observed that the Notch (Fairwinds) has seen (what she described) as significant increase in public use over the past several years.

M. Caskey – asked about how she can “get up to speed” with the POSAC. A Binder will be delivered to assist in this regard.

P. Law – asked whether RDN Parks staff have any communications with BC Crown Lands staff about the DL 137 “Douglas Fir Moratorium” properties.

Director Rogers - requested that POSAC members prepare for a review of Area E trails, as this is the focus of the upcoming May meeting.

ADJOURNMENT

| MOVED M. Caskey, SECONDED G. Wiebe that the meeting be adjourned at 8:30pm.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, FEBRUARY 17, 2016
7:00PM

(CEDAR HERITAGE CENTRE)

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Patti Grand
John O'Connor
Bernard White
Angela Davies
Andrew Thornton

Staff: Hannah King, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Kerri-Lynne Wilson
Graham Gidden

CALL TO ORDER

Chair McPherson called the meeting to order at 7:07pm.

ELECTION OF DEPUTY CHAIR

Commissioner White nominated Commissioner O'Connor for Deputy Chair.

There being no further nominations, Chair McPherson declared Commissioner O'Connor Deputy Chairperson of the EA 'A' Parks, Recreation and Culture Commission for 2016.

ELECTION OF GRANT SUB-COMMITTEE

Commissioners White, O'Connor volunteered to serve as the EA 'A' Grants Sub-Committee for 2016. An email will be sent Commissioner Gidden to ask him to continue on the Sub-Committee for 2016.

DELEGATIONS/PRESENTATION

None

MINUTES

MOVED Commissioner White, SECONDED Commissioner O'Connor that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 18, 2015 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

NONE

COMMUNICATIONS/CORRESPONDENCE

NONE

REPORTS

PARKS

Monthly Update of Regional and Community Parks and Trail Projects

Ms. McCulloch took questions about the reports from Commissioners.

MOVED Commissioner O'Connor, SECONDED Commissioner Davies that the Monthly Updates be received.

RECREATION

Sport Court Update

Director McPherson updated that when the newly elected Snuneymuxw council is place the agreement process for the sport court will continue to be developed.

2016 Budget Timeline and Process (handout)

Chair McPherson reviewed the budget handouts. Ms. McCulloch noted the parks projects set for 2016.

MOVED Commissioner White, SECONDED Commissioner O'Connor that the Recreation and Budget reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NONE

NEW BUSINESS

BCRPA Symposium – April 2016

The commissioners discussed attending the BCRPA Symposium and decided that Commissioner Thornton and Commissioner O'Connor would attend on behalf of the Commission.

Canada 150 – Sub- Committee Terms of Reference

Commissioner Grand and O'Connor volunteered to sit on the Canada 150 Sub-Committee. Ms. King will email Commissioners Wilson and Gidden to ask if they would like to sit on this committee.

COMMISSIONER ROUND TABLE

Commissioner Davies – She had her baby in October and is enjoying her time off in the community. She noticed the horse trail sign at Hemer Park was missing.

Commissioner White - Fire department has a building that will be burned down in a couple of months. He noted the Rainwater Harvesting book that the RDN provides and pointed out the resource publications that are available from the RDN and other sources that are good tools. Looking forward to gardening season.

Chair McPherson – He provided some information about Rainwater Harvesting and Emergency preparedness in response to Bernie's comments. He noted the need for Emergency Services volunteers in the area.

Commissioner O'Connor – He enjoyed a trip to Budapest and Vienna and was amazed by the giant festivals in the parks and wondered how something similar would happen here.

Commissioner Grand – Asked about the possibility of the committee meeting socially. She noted that the Canada 150 could be the start of what John was speaking about for a festival.

Commissioner Thornton – He told the Commission that he is transitioning his career and pursuing social work. He will be completing a program this year.

Commissioner Fiddick – He is trying to organize a Farm/Rural safety information session with Tom Armet, fire department and Forest Services in the spring at the Cedar Hall.

There has been a new group formed called the Cedar Trail Stewards to look at all the trails in the Cedar area and access. They have a meeting on March 10th at the Cedar Community Hall. Boat Harbour area is their main concern.

Commissioner Fiddick mentioned the vandalism, dumping and gun shooting happening at the end of Spruston Rd. It has been reported to the Nanaimo RCMP. Chair McPherson suggested reporting to the Ladysmith RCMP as it would be their jurisdiction.

ADJOURNMENT

MOVED Commissioner Fiddick that the meeting be adjourned at 8:15pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY, FEBRUARY 19, 2016 at 2:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

H. Houle	Chairperson
J. McLean (Alternate)	Director, Electoral Area F
M. Ryn	Regional Agricultural Organization
J. Thony	Regional Agricultural Organization
K. Reid	Shellfish Aquaculture Organizations
K. Wilson	Representative District 68
G. Laird	Representative District 68
R. Thompson	Representative District 69
C. Watson	Representative District 69

Regrets

G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Fell	Director, Electoral Area F
C. Haime	District of Lantzville
D. Trudeau	Interim Chief Administrative Officer
T. Armet	Mgr. Building, Bylaw Services & Emergency Planning Services, Bylaw Enforcement

Also in Attendance:

W. Haddow	BC Ministry of Agriculture
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
K. Marks	Senior Planner - Long Range, Planning
B. Ritter	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.

MINUTES

MOVED K. Wilson, SECONDED M. Ryn, that the minutes of the Agricultural Advisory Committee meeting held on October 23, 2015, be adopted.

CARRIED

REPORTS

MOVED Director McLean, SECONDED J. Thony, that ALR Application No. PL2015-160 - Huntbatch – 2116 Alberni Highway, Electoral Area 'F' be approved by the Agricultural Land Commission as submitted.

NOT CARRIED

MOVED Director McLean, SECONDED K. Reid, that ALR Application No. PL2015-177 - Fowler – Part of Lot 1, Plan 2273, Virginia Road, Electoral Area 'F' ' be approved by the Agricultural Land Commission as submitted.

NOT CARRIED

MOVED M. Ryn, SECONDED J. Thony, that Bylaw & Policy Update Project verbal report be accepted.

CARRIED

NEW BUSINESS

Island Agriculture Show Overview (J. Thony)

Coombs Farmers' Institute Growers Guide NCED potential funding (J. Thony)

Minister's Agri-Food Advisory Committee (K. Reid)

AAC May Aquaculture Tour (K. Reid)

ADJOURNMENT

MOVED Director Houle, SECONDED K. Reid, that this meeting be adjourned.

CARRIED

Time: 3:05 pm

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR COMMITTEE MEETING HELD
MONDAY, FEBRUARY 29, 2016
6:00pm

(East Wellington Fire Hall, 3269 Jingle Pot Road)

Attendance: Director Maureen Young, Chair
Judith Wilson
Rick Heikkila
Bruce Erickson
Doug Cawthorne

Staff: Lesya Fesiak, Park Planner

Others: Charles Pinker, Alternate Director, RDN
Bernice Lind, Resident

Regrets: Leo Boon

CALL TO ORDER

Chair Young called the meeting to order at 6:01 p.m.

ELECTION OF SECRETARY

Bruce Erickson was elected as secretary.

DELEGATIONS

None

MINUTES

MOVED R. Heikkila, SECONDED J. Wilson that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee regular meeting held October 26, 2015 be adopted.

CARRIED

REPORTS

Monthly Updates of Community Parks and Regional Parks and Trails Projects - Oct 2015 – Jan 2016

Horticultural crews will continue maintenance on beds at Anders and Dorrit's Community Park.

Meadow Drive Community Park Upgrades

The Committee was updated on the contract for the picnic shelter which was awarded to Pickles Timber Frame. Also discussed was whether the picnic tables should have a barbecue addition on one end. Both the toilet and a bench have been ordered. The bench will be placed on a cement pad.

MOVED J. Wilson, SECONDED R. Heikkila that the reports to be received for information.

CARRIED

NEW BUSINESS

Anders and Dorrit's Community Park planning and design (verbal)

L.Fesiak provided a summary of the conceptual design and plant inventory work completed in the park to date. Committee members were encouraged to visit the park before the next POSAC meeting when the next stages of park design and development will be discussed.

ADJOURNMENT

MOVED R. Heikkila, SECONDED J. Wilson that the meeting be adjourned at 7:15 p.m.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
THURSDAY, FEBRUARY 25, 2016
10:00 AM
(Lighthouse Community Centre, Qualicum Bay)

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
David Wiwchar
Nancy Robertson
Valerie Weismiller

STAFF: Elaine McCulloch, Parks Planner

REGRETS: Barry Ellis
Dagmar Sedel

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:10am.

ELECTION OF SECRETARY

No secretary was elected. This item needs to appear on the next meeting's agenda. E. McCulloch will take the minutes for this meeting.

DELEGATIONS

K. Mohr, Bowser Elementary RE: Outdoor Learning Space Funding Request

Kayla Mohr is a representative of a group of Student Teachers who are working with Bowser Elementary school teachers and the PAC on the construction of an Outdoor Learning Space at the school. The estimated project cost is \$30,000 and includes a covered area, fire ring and an irrigated native plant garden. The School District has agreed to look after the maintenance of the space especially over the summer months. The intention is to use community in-kind donations and labour to off-set some of the construction costs. The organizing committee and the student teachers are working on fund raising and grant writing. The projected construction start date is this spring. The group is asking for partial funding from Electoral Area 'H' Community Parks; no specific funding amount was requested as the group would be happy to receive any amount towards the project.

MINUTES

MOVED D. Wiwchar, SECONDED N. Robertson that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held September 16th, 2015 be approved.

CARRIED

UNFINISHED BUSINESS

Phase 2 Water Access Development

MOVED V. Weismiller, SECONDED N. Robertson that staff be directed to install water access signage and undertake minor trail improvements at the following MOTI water access sites: #12 Raft Rd, #15 Cochrane Rd, #19 Franksea Rd, #22 Guitar Lane, #25 Hansen Rd or #26 Noonday Rd, #29 McColl Rd, #34 Henry Morgan Dr, #40 Ocean Trail Rd, #41 Oceantrail West, and #48 Deep Bay Dr.

CARRIED

A subcommittee of the POSAC will review the sites and provide further direction at the next POSAC meeting.

CORRESPONDANCE / COMMUNICATIONS

There was no correspondence / Communications

REPORTS

Monthly Update Regional and Community Parks and Trail Projects – October 2015 – January 2016

Ms. McCulloch provided a summary of the Regional and Community Parks and Trail Projects reports and answered questions. Nine Water Access signs have been installed as per the 2015 work plan. The directional signage at the Big Qualicum Hatchery is currently being installed by a private contractor.

Dunsmuir CP – Summary of Open House Feedback

Ms. McCulloch presented a summary of the Dunsmuir CP open house community feedback.

Dunsmuir CP – Master Plan Design Direction

The POSAC provided the following design direction for the Dunsmuir CP concept plan:

- Development will concentrate on Dunsmuir CP, not an alternative park location.
- Trails – develop a bike-only trail around the perimeter of the park with a separate walking trail route.
- Tennis Court – clean-up and repair / resurface. Look into logistics of a retractable net.
- Sport Court – provide a backstop and low perimeter fence for basketball and street hockey; paint lines.
- Parking – provide an off-road parking lot for 5-10 cars; use the existing driveway off Horne Lake Rd.
- Playground – Not a natural playground. Start small with area to expand if there is demand for a larger playground.
- Washrooms – provide an outhouse with surround.
- Picnic Area – provide tables; no covered area.
- Skatepark – Elaine to speak with Joel (formerly worked with New Line Skateparks) to see what possibilities there might be for the site.
- Potential Budget for improvements: \$200,000, though need to encourage the community to provide at least \$50,000 of in-kind donations for the project.

A bubble concept plan with order of magnitude cost estimates will be presented at the next POSAC meeting followed by a site visit to the park.

MOVED V. Weismiller, SECONDED N. Robertson that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATION

The Committee members discussed the request of the Bowser Elementary School to fund the Outdoor Learning Space. More information is needed before the Committee can make a decision regarding funding support for the project. The group will be invited to attend a future POSAC meeting with more information. Concern was raised regarding whether the location of the proposed Learning Space is easily accessible for the general public as it tucked away across the fields from the School, near the Inland Island Highway.

E. McCulloch was asked to look into the whether the proposed project is eligible for Community Works Funding. Director Veenhof will contact Laura Bonner, the teacher who is spearheading the project, to find out more about the project and to provide feedback to the POSAC.

NEW BUSINESS

None

DIRECTOR'S UPDATE

B. Veenhof provided an update on the trail mapping project. Volunteers are not currently able to see this project through. An alternative avenue for producing the maps is required; Director Veenhof is looking into the possibility of the RDN taking on the map development project.

COMMITTEE ROUND TABLE

D. Wiwchar – Question: Can the Shoreline stairs be altered to reduce the riser height?

ADJOURNMENT

MOVED N. Robertson that the meeting be adjourned at 11:45 am.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, MARCH 7, 2016
4:30 PM
(Oceanside Place, Meeting Room)

Attendance: Joe Stanhope, Director
Ted Malyk
Rick Horte
Elaine Peterson
Catherine Watson
Michael Foster

Regrets: Brian Coath

Staff: Lesya Fesiak, Parks Planner

Also in Attendance: Helen Simms, Simms Associates
Michael Jessen, French Creek Residents' Association

CALL TO ORDER

Director Stanhope called the meeting to order at 4:30 p.m.

ADOPTION OF AGENDA

MOVED M. Foster, SECONDED R. Horte to adopt the agenda for the March 7, 2016 Regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting.

CARRIED

WELCOME NEW MEMBERS / INTRODUCTION

Director Stanhope welcomed new committee member Catherine Watson. Committee members and staff introduced themselves to Ms. Watson.

ELECTION OF SECRETARY

There was no interest from committee members to fill the role of Secretary.

DELEGATIONS

MINUTES

MOVED R. Horte, SECONDED T. Malyk to adopt the Minutes of the Regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held November 4, 2015.

CARRIED

BUSINESS ARISING FROM MINUTES

None

CORRESPONDENCE / COMMUNICATIONS

None

UNFINISHED BUSINESS

REPORTS

Monthly update Regional and Community Parks and Trail Projects – October 2015-Jan 2016

Bluewater Community Park Planting

L. Fesiak provided a verbal update on the tree work and future planting in Bluewater Community Park.

T. Malyk noted that Bluewater Community Park is in need up upgrades and not currently up to RDN Park standards. He suggested that tree stumps be removed and that site work, including stump removal, be the responsibility of the developer.

Proposed Park Dedication in Conjunction with Subdivision Application No. PL2015-137

Helen Simms (Sims Associates) provided an overview of the subdivision application and parkland dedication between Lowry's and Wembley Roads on behalf of the developer.

The committee was generally in favour of the proposed parkland dedication.

Individual comments, suggestions and questions were posed as follows:

- R. Horte requested that the developer clear trails in the future park during the first phase of subdivision development to encourage public use and monitoring and to discourage the type of dumping that has occurred in undeveloped parks.
- H. Simms noted that the developer has provided \$5000 towards trail development in the park, and that the developer will not be able to clear trails in the adjacent exciting park because it is RDN-owned land.
- T. Malyk requested that roadside trails be included within the subdivision, and not merely through the proposed parkland connecting the subdivision with Wembley Road. He referenced the recent pedestrian fatality on Robertson Boulevard and noted an additional off-road trail opportunity along an undeveloped ROW connecting Lowry's Road and Osprey Way.
- R. Horte supported Mr. Malyk's request further noting the opportunity for trail development within unpaved road shoulders – approximately 20' beyond the paved road area.
- Director Stanhope explained that road ROWs, including the unpaved road shoulder, are under the jurisdiction of the Ministry of Transportation and Infrastructure (MOTI) and that the RDN does not have the authority to build or maintain sidewalks. Director Stanhope will be meeting with MOTI to discuss general road safety and traffic calming measures for Area G.
- E. Peterson noted the public consultation process regarding the subdivision and parkland dedication and the benefits of adding parkland to the exiting park for a trail connect from the future subdivision to Windridge Place and Wembley Road.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

None

NEW BUSINESS

None

COMMITTEE ROUND TABLE

Director Stanhope invited committee members to a round table discussion:

C. Watson expressed support for a gravel road-side trail along Robertson to Wembley Road.

E. Peterson requested the budget for Area G.

M. Foster noted his frustration with the lack of development on the Dashwood Hall restoration project. The Parks Department was to complete a report based on a building assessment and it continues to be delayed. Mr. Foster requested a project timeline from RDN Parks.

R. Horte was interested in the E&N Trail development from Parksville to Coombs and requested staff provide a project timeline.

R. Horte requested an update on the progress of Stanhope Trail.

L. Fesiak reported that trail planning has begun and that a project start-up meeting is scheduled later in March between park planning and operation staff.

T. Malyk reiterated his support for neighborhood sidewalks and roadside gravel trails and his position that these need to be managed by the RDN.

M. Jessen commended RDN Parks on the installation of regulatory signage in parks and trails. Mr. Jessen also noted the recent installation of dog on-leash signage at Area G beach accesses and that the French Creek Residents Association will be requesting that these signs be removed.

H. Simms informed the committee of a future intersection redo at Robertson and Wembley.

ADJOURNEMENT

MOVED E. Peterson, SECONDED T. Malyk that the meeting be adjourned at 5:30pm.

CARRIED

Chairperson