

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JULY 12, 2016

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

5-14 Minutes of the Regular Committee of the Whole meeting held Tuesday, June 14, 2016.

That the Minutes of the Regular Committee of the Whole meeting held Tuesday, June 14, 2016 be adopted.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

15-16 **Joe Murphy, Island Health**, re RDN's endorsement of social procurement and request regarding local food procurement.

17-18 **Chair Al Richmond, President, UBCM**, re Provincial Response to 2015 Resolution – Land Title Fees.

19-21 **Chair Al Richmond, President, UBCM**, re Provincial Response to 2015 Resolution – Regional District Charter.

22 **Eve Flynn, Board Chair, Board of Education, School District No. 69 (Qualicum)**, re Application for Community Works Funds.

UNFINISHED BUSINESS

Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas.

At the June 28, 2016 Board Meeting, the following motion was carried:

That consideration of annual Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas be deferred until the July 12, 2016 Committee of the Whole meeting.

CORPORATE SERVICES

23-27 Electoral Area Caucus.

ADMINISTRATIVE SERVICES

28-39 A Bylaw to Secure Long Term Debt for the City of Parksville Water Intake and Treatment Plant Construction Project.

FINANCE

40-45 Southern Community Wastewater Marine Outfall Replacement – Security Issuing Bylaw No. 1742.

46-56 Coombs-Hilliers Fire Services Operational Bylaw No. 1744.

57-62 Report on use of Development Cost Charges in 2015 and to Authorize Expenditure of Development Cost Charge Funds in 2016.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

63-77 Regional Growth Strategy Bylaw 1615.01, 2016 – Minor Amendment Criteria.

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WATER SERVICES AND ASSET MANAGEMENT

78-80 Schirra-McDivitt Watermain Replacement – Construction Tender Award.

81-115 Asset Management Quarterly Update: Q2 2016.

ADVISORY, SELECT COMMITTEE AND COMMISSION

116-118 **Electoral Area 'A' Parks, Recreation, and Culture Commission**

That the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, June 15, 2016 be received for information.

Cedar Plaza

That the Board direct staff to provide the North Cedar Improvement District with a history of the Cedar Plaza project and the Improvement District be requested to reconsider providing a water connection to the Cedar Plaza so that irrigation can be provided to the newly planted vegetation.

119-122 **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, May 11, 2016 be received for information.

Illegal Tree Cutting in the Fairwinds Community

That the Board direct staff to send a letter to Fairwinds Community Association, to request they inform their membership of this recent Bylaw investigation and action regarding illegal tree cutting at Carmichael Road Community Park.

123-125 **Electoral Area 'F' Parks and Open Space Advisory Committee**

That the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, June 8, 2016 be received for information.

126-129 **Liquid Waste Management Plan Monitoring Committee**

That the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, June 21, 2016 be received for information.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Directors' Roundtable

IN CAMERA

That pursuant to Sections 90 (1)(c), (e) and (i) of the Community Charter the Committee proceed to an In Camera Meeting, for discussions related to labour relations or other employee relations, land acquisition and solicitor-client privilege.

ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JUNE 14, 2016 AT 7:04 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 |
| Director B. McKay | City of Nanaimo |
| Director B. Bestwick | City of Nanaimo |
| Director J. Hong | City of Nanaimo |
| Director J. Kipp | City of Nanaimo |
| Director W. Pratt | City of Nanaimo |
| Alternate | |
| Director D. Brennan | City of Nanaimo |
| Alternate | |
| Director G. Fuller | City of Nanaimo |
| Director M. Lefebvre | City of Parksville |
| Director T. Westbroek | Town of Qualicum Beach |

Regrets:

| | |
|---------------------|-----------------|
| Director I. Thorpe | City of Nanaimo |
| Director B. Yoachim | City of Nanaimo |

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 and Emergency Planning |
| J. Hill | Mgr. Administrative Services |
| C. Golding | Recording Secretary |

CALL TO ORDER

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

DELEGATIONS

Rob Williams and Bill Campbell, French Creek Residents' Association, re Support for Purchase of Epcor French Creek Water Services.

Rob Williams and Bill Campbell provided information on the benefit of public ownership of water utilities, results of the survey sent by the French Creek Residents' Association to Epcor customers and asked for the Board's support in pursuing the purchase of Epcor Water services in French Creek.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, May 10, 2016.

MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the Committee of the Whole meeting held May 10, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Ladies Auxiliary, Royal Canadian Legion Branch #211, re Funding Request – Community Works Fund.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from the Ladies Auxiliary, Royal Canadian Legion Branch #211, regarding a funding request from the Community Works Fund be received.

CARRIED

Leigh Campbell, Qualicum Bay-Horne Lake Waterworks District, re Infrastructure Planning Grant Program.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Leigh Campbell, Qualicum Bay-Horne Lake Waterworks District, regarding the Infrastructure Planning Grant Program be received.

CARRIED

Danyta Welch, UBCM, re 2016/17 (Spring) Regional Community to Community Forum with Snaw-Naw-As First Nation - Approval in Principle.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Danyta Welch, Union of BC Municipalities, regarding the 2016/17 (Spring) Regional Community to Community Forum with Snaw-Naw-As First Nation - Approval in Principle be received.

CARRIED

Danyta Welch, UBCM, re 2016/17 (Spring) Regional Community to Community Forum with Snuneymuxw First Nation - Approval in Principle.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Danyta Welch, Union of BC Municipalities, regarding the 2016/17 (Spring) Regional Community to Community Forum with Snuneymuxw First Nation - Approval in Principle be received.

CARRIED

Lynne W. Brookes, Arrowsmith Naturalists, re Preservation of Hamilton Marsh for our Watershed, Wildlife and Community.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Lynne Brookes, Arrowsmith Naturalists, regarding the preservation of Hamilton Marsh for our watershed, wildlife and community be received.

CARRIED

Peter Fassbender, Minister of Community, Sport and Cultural Development, re Meeting requests for the 2016 UBCM Convention in Victoria.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Peter Fassbender, Minister of Community, Sport and Cultural Development, regarding meeting requests for the 2016 Union of BC Municipalities Convention in Victoria be received.

CARRIED

Mary Polak, Minister of Environment, re Changes now in effect for *Water Sustainability Act*.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Mary Polak, Minister of Environment, regarding changes now in effect for the *Water Sustainability Act* be received.

CARRIED

Doug Anastos, TELUS, re Radiocommunication Antenna Facility, 1421 Sunrise Drive, Electoral Area 'G'.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Doug Anastos, TELUS, regarding a radiocommunication antenna facility at 1421 Sunrise Drive, in Electoral Area 'G' be received.

CARRIED

James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund Contribution Agreement (NBARS:RDN) – Phase 2.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from James Lettic, Nanoose Bay Activities & Recreation Society, regarding a Community Works Fund Contribution Agreement (NBARS:RDN) – Phase 2 be received.

CARRIED

UNFINISHED BUSINESS

Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas.

MOVED Director McPherson, SECONDED Director Young, that consideration of annual Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas be deferred until the July 12, 2016 Committee of the Whole meeting.

CARRIED

CORPORATE SERVICES

INFORMATION TECHNOLOGY

Crown Land GPS Trail Data Collection.

Staff provided a presentation on the GPS collection of trail data on Crown Land within the Regional District of Nanaimo.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the Board approve the reallocation of GIS Department staff resources to collect and publish on-line GPS trail information for recreational use trails on Crown Land in Regional District of Nanaimo Electoral Areas.

CARRIED

FINANCE

2015 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information.

MOVED Director Stanhope, SECONDED Director Rogers, that the 2015 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.

CARRIED

Fire Department Radio Repeater System Improvements.

MOVED Director Houle, SECONDED Director Stanhope, that the Board provide a letter of endorsement for the plan from Island Communications Ltd. to install a repeater on Mount Benson and back-up equipment on Cottle Hill to improve radio coverage for fire departments located within Regional District of Nanaimo boundaries.

CARRIED

MOVED Director Houle, SECONDED Director Stanhope, that the Board approve the release of \$20,000 of funds held in the District 68 E911 Service Reserve Fund.

CARRIED

Operating Results for the Period Ending March 31, 2016.

MOVED Director McPherson, SECONDED Director Pratt, that the summary report of financial results from operations to March 31, 2016 be received for information.

CARRIED

A Bylaw to Amend the Requisition Limit for the Southern Community Search and Rescue Contribution Service – Bylaw No. 1552.

MOVED Director Houle, SECONDED Director Lefebvre, that "Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.02, 2016" be introduced and read three times.

CARRIED

Bow Horn Bay Fire Services Operational Bylaw No. 1743.

MOVED Director Stanhope, SECONDED Director Young, that "Bow Horn Bay Fire Protection Service Operations Bylaw No. 1743, 2016" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that "Bow Horn Bay Fire Protection Service Operations Bylaw No. 1743, 2016" be adopted.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING AND BYLAW

Large Scale Open Burning in the Regional District of Nanaimo.

MOVED Director Hong, SECONDED Director Kipp, that the report on large scale open burning in the Regional District of Nanaimo (RDN) be received for information.

CARRIED

RECREATION AND PARKS

RECREATION

Ravensong Aquatic Centre Lease Amendment and Renewal.

MOVED Director Stanhope, SECONDED Director Westbroek, that the Board approve the Ravensong Aquatic Centre Lease Amendment and Renewal document as attached as Appendix II.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND ASSET MANAGEMENT

Arrowsmith Water Service (AWS) & Englishman River Water Service (ERWS) Joint Venture Agreement Renewal.

MOVED Director Lefebvre, SECONDED Director Stanhope, that the Board approve the Arrowsmith Water Service (AWS) Joint Venture Agreement and authorize the Regional District of Nanaimo Board Chair and Corporate Officer to sign the agreement on behalf of the Regional District of Nanaimo.

CARRIED

MOVED Director Lefebvre, SECONDED Director Stanhope, that the Board approve the Englishman River Water Service (ERWS) Joint Venture Agreement and authorize the Regional District of Nanaimo Board Chair and Corporate Officer to sign the agreement on behalf of the Regional District of Nanaimo.

CARRIED

Support Letter – Georgia Basin Inter-Regional Education Initiative.

MOVED Director McPherson, SECONDED Director Rogers, that the Board direct staff to provide a letter supporting the Partnership for Water Sustainability in BC in their request to the Province for a 5-year funding commitment towards the Georgia Basin Inter-Regional Education Initiative.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, May 18, 2016.

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, May 18, 2016 be received for information.

CARRIED

Community Works Fund for Snuneymuxw Sport Court.

MOVED Director McPherson, SECONDED Director Young, that the Regional District of Nanaimo enter into the Contribution Agreement as provided in Attachment I that provides up to \$300,000 in Electoral Area 'A' Community Works Funds to Snuneymuxw First Nation for use in the capital upgrade of the lacrosse box (sport court) located on Nanaimo River I.R. #4 in exchange for community use access as per the terms of the Agreement.

CARRIED

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission meeting held Thursday, May 19, 2016.

MOVED Director Fell, SECONDED Director Young, that the minutes of the District 69 Recreation Commission meeting held Thursday, May 19, 2016 be received for information.

CARRIED

GRANTS

MOVED Director Fell, SECONDED Director Young, that the Board approve the following District 69 Youth Recreation Grant applications:

Youth Organization

| | |
|---|----------------|
| Bard to Broadway - Performing Arts Education Series | 1,590 |
| Bard to Broadway - Summer Youth Theatre Workshop | 380 |
| Errington War Memorial Hall Association - World Music Youth Camp | 1,050 |
| District 69 Family Resource Association - youth sports/music program | 2,400 |
| District 69 Family Resource Association - 4-days summer camp activity | 563 |
| Kwalikum Secondary School - Dry Grad | 1,200 |
| Ravensong Breakers Aquatic Club - equipment | 2,200 |
| Total | \$9,383 |

CARRIED

MOVED Director Fell, SECONDED Director Houle, that the Board approve the following District 69 Community Recreation Grant applications:

Community Organization

| | |
|---|-----------------|
| Arrowsmith Community Recreation Association - Coombs Candy Walk | 1,000 |
| Bow Horne Bay Community Club - Fall Fair children's activity | 1,200 |
| Corcan Meadowood Residents' Association - Halloween event | 1,200 |
| Corcan Meadowood Residents' Association - Canada Day event | 800 |
| Family Resource Association - Special Needs Family Retreat | 1,200 |
| Kidfest Society - event rentals | 1,200 |
| Nanoose Bay Activities and Recreation Society and Arrowsmith Community Recreation Association – pickle ball equipment | 576 |
| Parksville Qualicum Pickle Ball Club - equipment | 1,000 |
| Qualicum Beach Community Education and Wellness Society - Root Bag program | 800 |
| Qualicum Beach Elementary School PAC - play space | 1,200 |
| Tri-Athletics Society - pool rental | 1,200 |
| Vancouver Island Opera | 1,500 |
| Total | \$12,876 |

CARRIED

Ravensong Aquatic Centre Expansion Update Report.

MOVED Director Fell, SECONDED Director Westbroek, that the Ravensong Aquatic Centre Expansion Update report be received for information and that the Board direct staff to develop a timeline, budget and process that includes stakeholder input, public consultation, facility amenity refinements, and District 69 Recreation Commission review for the potential expansion of the aquatic facility.

CARRIED

Recreation Services 2016 Master Plan for the Oceanside Area (District 69) Report.

MOVED Director Fell, SECONDED Director Westbroek, that the Board approve the terms of reference to undertake a Recreation Services Master Plan for the Oceanside Area (District 69) shown in Appendix I and a Request for Proposals be issued for project consultant services.

CARRIED

Grants-in-Aid Advisory Committee.

Minutes of the Grants-in-Aid Advisory Committee meeting held Thursday, May 19, 2016.

MOVED Director Young, SECONDED Director Lefebvre, that the minutes of the Grants-in-Aid Advisory Committee meeting held Thursday, May 19, 2016 be received for information.

CARRIED

District 68 Grant Approvals.

MOVED Director Young, SECONDED Director Lefebvre, that the Board award District 68 Grants-in-Aid funds as follows:

| | |
|---|------------------|
| Gabriola Arts Council – rental of a tent, theatre lighting, sound equipment, port-a-potties, marketing, distribution and advertising for the Gabriola Theatre Festival. | \$0.00 |
| Gabriola Community Hall Association – to purchase 2 sets of Carpet Bowling equipment. | \$0.00 |
| Gabriola Rod, Gun and Conservation Club – sound abatement materials for the Club’s Tait Road Range. | \$2,398.46 |
| Scouts Canada Camp Caillet – purchase of an Automatic Defibrillator (AED) and mounting case. | \$2,280.54 |
| Total | \$4679.00 |

CARRIED

District 69 Grant Approvals.

MOVED Director Young, SECONDED Director Lefebvre, that the Board award District 69 Grants-in-Aid funds as follows:

| | |
|---|--------------------|
| Corcan-Meadowood Residents Association – four sets of 8 solar / battery powered walkway lights and 4 solar / battery / hand crank operated lanterns. | \$761.52 |
| Errington Co-operative Preschool – outdoor equipment. | \$950.00 |
| Lighthouse Community Centre Society – interior hall lighting, 10 tables and 60 chairs for the hall, dolly’s for chair storage, photocell and lamps for exterior lighting. | \$4,900.00 |
| Oceanside Stroke Recovery Society – aphasia software upgrade for 4 computers. | \$2,000.00 |
| Royal Canadian Legion, Branch 211 Ladies Auxiliary – replacement of dishwasher in Legion kitchen. | \$4,726.48 |
| Total | \$13,338.00 |

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Rob Williams and Bill Campbell, French Creek Residents' Association, re Support for Purchase of Epcor French Creek Water Services.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the Board direct staff to prepare a report regarding the options and implications related to potential acquisition of the Epcor Water System.

CARRIED

Ladies Auxiliary, Royal Canadian Legion Branch #211, re Funding Request – Community Works Funds.

MOVED Director Houle, SECONDED Director Lefebvre, that staff be directed to develop an agreement with the Ladies Auxiliary, Royal Canadian Legion Branch #211, to provide for the transfer of up to \$50,000 of Electoral Area 'H' Community Works Funds for kitchen upgrades at the Bowser Legion.

CARRIED

Qualicum Bay-Horne Lake Waterworks District re Infrastructure Planning Grant Program.

MOVED Director Houle, SECONDED Director Kipp, that the Board direct staff to apply for an Infrastructure Planning Grant, on behalf of the Qualicum Bay-Horne Lake Waterworks District, to request funding of up to \$10,000 for the creation of a Well and Aquifer Protection Plan.

CARRIED

Correspondence from Danyta Welch, UBCM, re 2016/17 (Spring) Regional Community to Community Forums with Snaw-Naw-As First Nation and Snuneymuxw First Nation - Approvals in Principle.

MOVED Director Houle, SECONDED Director Kipp, that staff be directed to engage with Snaw-Naw-As First Nation and Snuneymuxw First Nation with regard to organizing a Community-to-Community Forum with each First Nation to discuss topics of mutual interest.

CARRIED

TELUS, re Radiocommunication Antenna Facility, 1421 Sunrise Drive, Electoral Area 'G'.

MOVED Director Stanhope, SECONDED Director Fell, that the Regional District of Nanaimo send correspondence to Innovation, Science and Economic Development Canada reaffirming that concurrence has been rescinded for the telecommunication antenna system proposed for 1421 Sunrise Drive and that it is the expectation of the Regional District of Nanaimo, for reasons cited in previous correspondence, that Innovation, Science and Economic Development Canada will consider the process at impasse.

CARRIED

James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund Contribution Agreement (NBARS:RDN) – Phase 2.

MOVED Director Rogers, SECONDED Director Young, that staff be directed to develop an agreement with the Nanoose Bay Activities & Recreation Society to provide for the transfer of up to \$107,500 of Electoral Area 'E' Community Works Funds to complete parking lot paving and related work, and signage projects as identified in the correspondence from the society.

CARRIED

NEW BUSINESS

2016 UBCM Convention Meeting Requests.

MOVED Director Houle, SECONDED Director Young, that staff be directed to make appointments at the upcoming 2016 Union of BC Municipalities Convention with the Minister of Transportation and Infrastructure and the Minister of Community, Sport and Cultural Development in regard to Bylaw No. 799.09 request for Inspector of Municipalities approval for the Regional District of Nanaimo to construct and maintain paths, trails and sidewalks within road allowances that are secured by way of permit, licence or lease from the Province of British Columbia.

CARRIED

Director's Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Stanhope, SECONDED Director Kipp, that pursuant to Sections 90 (1)(a) (e) and (f), and Section 90 (2)(b), of the *Community Charter* the Committee proceed to an In Camera Meeting, for discussions related to Board appointments, land acquisition, law enforcement, and negotiations with the federal government.

CARRIED

TIME: 8:36 PM

ADJOURNMENT

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

CARRIED

TIME: 8:58 PM

CHAIRPERSON

CORPORATE OFFICER

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



June 30, 2016

Ref #17618

Mr. William Veenhof
Chair
Regional District of Nanaimo
6300 Hammond Road
Nanaimo, BC V9T 6N2

Dear Mr. Veenhof:

Thank you for your letter of May 31, 2016 to Dr. Brendan Carr regarding the Regional District of Nanaimo's endorsement of social procurement and your specific request regarding local food procurement. Dr. Carr has asked that I reply on his behalf.

A number of years ago, the Government of BC created Health Shared Services (HSSBC). Recently HSSBC transformed into BC Clinical and Support Services (BCCSS). BCCSS is a not-for-profit society created to promote health in British Columbia by coordinating, managing and/or providing clinical, diagnostic and support services to British Columbia's health care system. In this role, BCCSS handles procurement services for all health authorities.

Currently, BCCSS does not have a social procurement policy. When establishing policy BCCSS did look into this at the request of their Management Board. The result of this analysis was the development and approval of the Fair and Competitive Bidding Policy. This HSSBC policy has recently been updated and adopted by BCCSS. In the analysis for the HSSBC Management Board two elements were examined. The first element was latitude within interprovincial trade agreements as well as international trade agreements to pursue social procurement. The second element was an assessment of the economics of social procurement. Their findings were:

Trade Agreements

The Agreement on International Trade (AIT) and the New West Partnership Trade Agreement (NWPTA), by which BC Government Procurement Guidelines on health must be compliant, specifically prevents BCCSS, except in exceptional cases, from favouring local suppliers. Currently, the international trade agreements do not impose any restrictions, as healthcare is a provincial accountability and is exempt. However, European and the Pacific trade agreements may place restrictions similar to AIT and NWPTA when they are brought into effect.

.../2

Executive Office

Located at: 2101 Richmond Road | Victoria, BC V8R 1J8 Canada
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250-370-8699 | Fax: 250-370-8750
vaha.ca

Economics

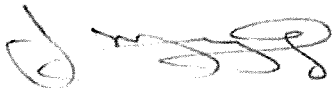
BCCSS also looked at the mix of product and services that healthcare buys every year and compared it to the "healthcare" businesses that operate in BC. This revealed that "BC" businesses that do make products or provide services that are utilized by BC healthcare are part of BCCSS's supplier mix as they can be the most competitive. That said, the vast majority of products purchased by healthcare are made elsewhere from a variety of large multinational organizations. Recognizing that BC is a small marketplace (within the context of the North American and International healthcare market), BC's cost of labour, logistic costs and other factors, it did not appear to make economic sense to require these suppliers, even if possible, to set up shop in BC. Over the years, BCCSS has been approached with unsolicited proposals from several suppliers to set up shop in BC. These companies have been looking for BC Healthcare to pay a significant premium and to sign long-term "take or pay" contracts. Pursuing such a proposal would put BCCSS off side of the trade agreements.

The one area identified as being an "opportunity" was with small to medium enterprises (SME) that are starting up in BC. To allow BCCSS the latitude to support these businesses they have a practice of always reserving a portion of BC's healthcare spend for innovative products and new entrants. Over the years, BC Healthcare has worked with local SMEs to introduce their products into their product and service mix.

Island Health has recently modified its most recent food wholesale contract to allow us to source locally should the opportunity arise. The contract is a provincial one written to include this specific clause for just this purpose. That said, this approach has to make sense business wise, both in terms of availability of product/services and cost, and it must follow Island Health's Fair Business Practice policy.

I appreciate your special interest in this issue and the time you have taken to convey your suggestions.

Sincerely,



Joe Murphy
Vice-President, Planning and Operations Support

cc: Premier Christie Clark
The Honourable Terry Lake, Minister of Health
The Honourable Michelle Stilwell, Minister of Social Development and Social Innovation
Union of British Columbia Municipalities
Associate of Vancouver Island and Coastal Communities

June 16, 2016

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

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

Dear Chair Veenhof:

Re: 2015 Resolutions

Please find attached the provincial response to the 2015 resolution(s) put forward by your Board and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,



Chair Al Richmond
 President

Enclosure

WHEREAS local governments rely on land title records and survey plans from the Land Title and Survey Authority of BC (LTSA) in their day to day operations beyond those searches conducted for assessment or taxation purposes;

AND WHEREAS the Land Title Act limits the fee exemption to land title register searches conducted for taxation and assessment purposes only, resulting in significant additional costs to local governments:

Therefore be it resolved that UBCM urge the Province to amend the Land Title Act to expand the purposes under which a local government can search the records of the land title office without charge.

Convention Decision: Endorsed

Provincial Response

Ministry of Forests, Lands and Natural Resource Operations

As an independent, not-for-profit statutory corporation, the LTSA operates on a fee-for-service basis. The service fees fully offset the costs associated with delivering the services and continue to support BC's highly sophisticated and reliable land title and survey system. Enabling broad exemptions and unrestricted access for customers to access the LTSA's services is inconsistent with this model. If fees are reduced for one stakeholder, they must be unfairly increased for other clients to ensure revenue neutrality.

The Land Title Act authorizes certain exemptions for entities like First Nations, Crown corporations, local governments and improvement districts for the purpose of assessment or taxation and incidental matters. In May 2015, the fee schedule for land title products was simplified, and fees were rebalanced so that they reflect actual costs of delivering services.

June 17, 2016

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

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

Dear Chair Veenhof:

Re: 2015 Resolutions

At the 2015 UBCM Convention, your community sponsored a resolution that was grouped with the Section C – Part 2 resolutions (resolutions referred to other resolutions within the *Resolutions Book*).

Please find enclosed a copy of your resolution, the resolution to which your resolution was referred, as well as the provincial response to the latter.

I trust this information will be of assistance to you.

Please feel free to contact Reiko Tagami, Information and Resolutions Coordinator with any questions about this process.

Tel: 604 270 8226 ext. 115 E-mail: rtagami@ubcm.ca

Sincerely,



Chair Al Richmond
 President

Enclosure

Whereas the Final Report from the Regional District Task Force entitled “Enhancing the Tools for Problem Solving in Regions” was presented to the members of the Union of BC Municipalities (UBCM) and to the Province in January 2010;

And whereas one of the recommendations of the Task Force was “that the Province consider the Task Force consultation finding that a number of RD elected officials are requesting an “RD Charter””:

Therefore be it resolved that the Province be urged to continue the work started with the enactment of the Community Charter and proceed with a full review of regional district legislation with a goal to enact a Regional District Charter or incorporate regional district legislation fully within the Community Charter.

Convention Decision: Not Admitted for Debate

Resolutions Committee Comments

Refer to resolution B1.

Whereas enactment of the Community Charter in 2003 has created an imbalance of powers and authorities between municipalities and the regional districts in which they participate;

And whereas many of the regional district powers and authorities provided by the Local Government Act do not adequately address the current realities and complexities of regional governance in BC:

Therefore be it resolved that UBCM strongly encourage the Province to act upon its commitment to modernize and harmonize the legislation governing regional districts.

Convention Decision: Endorsed

Provincial Response

Ministry of Community, Sport and Cultural Development

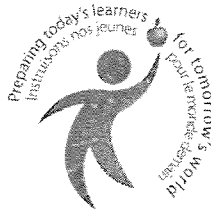
The Ministry recognizes that regional districts are diverse and can face unique challenges that may require customized solutions.

The Regional District Task Force (Task Force) was created by UBCM in 2008 to consider issues and challenges facing regional districts and to identify possible solutions and strategies. The Task Force’s 2010 recommendations led to a program of both legislation and non-legislative incremental change focused on practical problems.

Legislative measures have included the Spring 2014 amendments to the Local Government Act which helped streamline and modernize government regulations by removing Ministry approval for some local government bylaws, including those that apply to Regional District Official Community Plans (OCP), zoning bylaws and subdivision servicing bylaws. Additionally, the recent revision of the Local Government Act has brought all regional district provisions together into a regional district “package” to establish a coherent order. To the extent that it is possible, the organization of regional district provisions in the revised Local Government Act parallels the organization of municipal provisions in the Community Charter.

Non-legislative initiatives have included supporting the development of regional district political leadership through the Local Government Leadership Academy, assisting regional districts in resolving service disputes and working in partnership with UBCM and LGMA to increase the dispute resolution capacity of senior staff and elected officials through training.

The Ministry recognizes the important role that regional districts play in efficient, economic and effective service delivery. The Ministry will continue to seek to refine legislation for regional districts as issues arise and as legislative priorities warrant.



SCHOOL DISTRICT No.69 (QUALICUM)

June 28, 2016

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

Dear Board of Directors:

Re: Application for Community Works Fund

I am writing on behalf of the Board of Education of School District 69 (Qualicum), to convey our support for the application from Bowser Elementary School to the Regional District of Nanaimo for \$30,000.00 from the Community Works Fund to assist with the expansion of the newly created outdoor *Tulnuxkw Lelum - Bowser Cultural Learning Space* located at the school.

The District values its partnership with the local First Nations and has committed to providing the space for the outdoor *Tulnuxkw Lelum - Bowser Cultural Learning Space* for a period of at least five (5) years. The addition of an all-weather shelter built to reflect the original structures used by the First Peoples of the area would provide year-round access to, and use of, the space both by students and members of the surrounding community.

Collaboration with our First Nations partners is valued in our district and community and we view the *Tulnuxkw Lelum - Bowser Cultural Learning Space* as a project that is well placed as locally representative, responsive to new curriculum, and respectful of reconciliation awareness. We look forward to the educational opportunities that will take place at the space.

Sincerely,

Eve Flynn, Board Chair
 Board of Education

c: Brian Nikula, Principal, Bowser Elementary School
 Rollie Koop, Superintendent of Schools
 Bill Veenhof, Director, Electoral Area H

File: 0530-01
 0810-20-02

| RDN CAO'S OFFICE | | |
|----------------------|-------------------------------------|-------------------------------------|
| CAO | <input checked="" type="checkbox"/> | GM RP |
| GM SCD | | GM TSW |
| GM RCU | | DF |
| DCS | | CPC AGENDA |
| JUL 04 2016 | | |
| BOARD / COW AGENDA | | <input checked="" type="checkbox"/> |
| BOARD CORRESPONDENCE | | |
| CHAIR | | |
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|--------------|---|---|
| CAO APPROVAL | | ✓ |
| EAP | | |
| COW | ✓ | |
| JUL 04 2016 | | |
| RHD | | |
| BOARD | | |

STAFF REPORT

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: June 20, 2016

FROM: Joan Harrison
Director, Corporate Services

MEETING: COW – July 12, 2016

SUBJECT: Electoral Area Caucus

FILE:

RECOMMENDATIONS

1. That Electoral Area Directors meet for an informal supper with the CAO on a monthly basis or as determined by the Chair.
2. That an Electoral Area Services Committee be established as a Standing Committee of the Board.
3. That the topics of discussion at the “Electoral Area Services Committee” include:
 - Current Planning Approvals and Long Range Planning
 - Community Parks
 - Emergency Preparedness
 - Fire Protection
 - Bylaw Enforcement
 - Building Inspection
4. That staff be directed to prepare a report on the options for delegation of authority to the Electoral Area Services Committee.

PURPOSE

To present options to the Board for the establishment of an Electoral Area caucus.

BACKGROUND

The following motion was adopted at the regular Board meeting held April 26, 2016:

That staff be directed to prepare a report on options for moving forward on the Strategic Priority to “create an Electoral Area caucus to enhance regional governance”.

In order to provide the Board members with an opportunity to fully discuss the various aspects of this proposed caucus, staff have structured this report to present specific questions for debate followed by discussion and one or more recommendations for each question. While staff have provided recommendations to the Board with regard to each of the questions, discussion at the Board table could take the results in a different direction and change or eliminate the subsequent questions.

Will this be a formally constituted meeting?

In drafting this report, staff have determined that the answer to this question does not have to be simply “yes” or “no”. It is possible to structure two separate gatherings of the Electoral Area Directors to provide opportunities for open dialogue on the various topics of choice. However, it is important to note that the type of discussion possible will depend on the structure of the gathering.

The legislation found in the *Local Government Act* and the *Community Charter* restricts the ability for Board members to meet outside of an open meeting. The Ombudsperson has published a helpful document titled “The Legal Framework for Open and Closed Meetings” that may provide some guidance here. Of particular note is the following excerpt “a gathering is more likely a meeting if: the attendees are discussing matters that would normally form the basis of the council’s (*Board’s*) business and dealing with the matters in a way that moves them toward the possible application of the council’s (*Board’s*) authority.”

Should the Electoral Area Directors wish to meet outside of an open meeting, discussion must be restricted to items that would not come before the Board for a decision. If there is a desire to set a regular time and place for these gathering, the Electoral Area Directors could meet at the RDN for supper on a monthly basis. Staff suggest that the CAO be included and that other staff be invited as appropriate to the specific topics of discussion. The role of the CAO would be to assist in any way possible with any concerns raised by the Electoral Area Directors and also to guide the Electoral Area Directors away from topics that should be discussed at a formally constituted meeting.

In addition to the above, staff see value in establishing a formal setting for the Electoral Area Directors to meet and discuss matters relating to RDN services within the Electoral Areas. Many Regional Districts have established Electoral Area Services Committees (EASC) for this purpose. Staff suggest that such a committee be established as a Standing Committee of the Board.

As Electoral Area Directors have expressed a desire for opportunities for fulsome debate, staff suggest that the EASC meetings be held in the afternoon, perhaps starting at 2:00 p.m. with the CAO supper to follow at 5:00 p.m. One benefit of a 2:00 p.m. start is the increased availability of front line staff for Planning or other matters.

Recommendation 1:

That Electoral Area Directors meet for an informal supper with the CAO on a monthly basis or as determined by the Chair.

Recommendation 2:

That an Electoral Area Services Committee be established as a Standing Committee of the Board.

What items would be discussed at an Electoral Area Services Committee?

Should Recommendation 2 be accepted by the Board, the next decision to be made is with regard to the specific topics that would be appropriate for discussion by the EASC.

The following list of services are those in which only Electoral Areas are participants and is presented as an opportunity for the Board to select relevant topics for discussion:

- D68 Restorative Justice – grants to Victim Services & the John Howard Society (A, B, C)
- Northern Community Marine Search and Rescue Contribution (H)
- Vancouver Island Regional Library - not including Capital Financing (All EAs)
- Current Planning Approvals and Long Range Planning - (A, C, E, F, G, H)
- Southern Economic Development – funds to Nanaimo EDC (A, B, C)
- Building Inspection (All EAs)
- Emergency Preparedness Coordination (All EAs)
- Animal Control (A, B, C, E, F, G, H)
- Noise Control (A, B, C, E, G)
- Hazardous Properties (A, B, C, E, G, H)
- Unsightly Premises (A, B, C, E, G, H)
- Community Parks (A, B, C, E, F, G, H)
- Gabriola Island Recreation (B)
- Area A Recreation & Culture (A)
- Port Theatre Contribution (A, B, C, E)
- Gabriola Taxi Saver (B)
- Gabriola Island Transit Contribution (B)
- Descanso Bay Emergency Wharf (B)
- Fire Protection (A, C, E, F, G, H)
- Pump & Haul – Horne Lake (H)
- Water Supply (A, E, F, G)
- Rural Streetlighting (A, C, E, F, G)
- Cedar Sewer Stormwater (A)
- Englishman River Community Stormwater (G)

The Board may wish to build on the current Electoral Area Planning Committee, adding such additional topics as Community Parks, Emergency Preparedness, Bylaw Enforcement, Building Inspection and Fire Services given that these particular services are specific to one or more Electoral Areas and do not include municipalities as participants.

Community Parks, while established as a separate service in each Electoral Area, could benefit from joint discussion by the Electoral Area Directors as the services share the same pool of resources, and setting priorities within one Electoral Area will likely impact the others. Routing Parks and Open Space Committee minutes through the EASC will provide such an opportunity for discussion. Including Community Parks on the EASC may also provide an opportunity to streamline the POSACs in the future.

The Emergency Management Select Committee (EMSC) includes all Electoral Area Directors. The items currently included on the EMSC agenda could, if desired by the Board, be included within the mandate of an EASC. Likewise, fire services would be an appropriate topic for an EASC.

Including Bylaw Enforcement and Building Inspection in the topics for an EASC could provide for greater opportunities for discussion and awareness of concerns that are common to all Electoral Areas.

The Board may wish to start with a shorter list of topics initially, such as those recommended by staff, and add topics relating to other Electoral Area services in the future.

Recommendation 3:

That the topics of discussion at the “Electoral Area Services Committee” include:

- **Current Planning Approvals and Long Range Planning**
- **Community Parks**
- **Emergency Preparedness**
- **Fire Protection**
- **Bylaw Enforcement**
- **Building Inspection**

Will the committee have delegated authority?

Again, this item is subject to the Board wishing to proceed with the establishment of an EASC. Under the *Local Government Act* and subject to the specific limitations and conditions established by that and other Acts, a Board may delegate its powers, duties and functions to a Board committee.

Due to the voting provisions of the *Local Government Act*, the delegation of authority by a Regional District is quite complicated and staff would need to do additional research on the ability and process to delegate based on the wishes of the Board. While items relating to the operation and administration of a service can likely be delegated, it is important to note that readings and adoption of bylaws cannot be delegated and must be dealt with by the Board.

In discussing delegation to the committee, the Board may wish to also discuss delegation of land use items to Planning staff. This was one of the recommendations stemming from the Operational and Efficiency Review and would assist with streamlining processes for Development Permits and potentially speeding up the issuance of Building Permits.

Recommendation 4:

That staff be directed to prepare a report on the options for delegation of authority to an Electoral Area Services Committee.

ALTERNATIVES

1. To adopt the recommendations as presented.
2. To adopt the recommendations with amendments.
3. To provide alternate direction to staff.

FINANCIAL IMPLICATIONS

If the Electoral Area Planning Committee is absorbed into a new EASC, no additional meetings will be added and no additional per meeting costs will be generated. Should the Emergency Management Select Committee also be absorbed into this new committee, there is a potential for per meeting cost savings of up to \$2,000 per year.

If the EASC meeting is held in the afternoon on the same day as the Committee of the Whole with the “supper with the CAO” taking place between the two meetings, staff estimate the meal costs to be less than \$3,000 per year.

Combining the decrease due to eliminating one Select Committee and adding in the cost for supper, the overall increase in costs would be approximately \$1,000 per year. Assuming suppers may have been required for other reasons, the overall increase will likely be negligible.

STRATEGIC PLAN IMPLICATIONS

This report has been prepared in direct response to the Strategic Priority under Governance – “We will create an Electoral Area caucus to enhance regional governance.”

SUMMARY/CONCLUSIONS

As per Board direction, this report provides options for moving forward on the Strategic Priority to “create an Electoral Area caucus to enhance regional governance”.


In order to assist with the decision making process, staff have divided the report into the following questions for discussion:

- Will this be a formally constituted meeting?
- What items would be discussed at an Electoral Area Services Committee?
- Will the committee have delegated authority?

Whether or not all questions will be relevant during discussion by the Board will depend on the direction provided to staff as the meeting progresses. However, staff have provided a full list of questions and recommendations rather than attempting to predict the outcome of debate.



Report Writer



C.A.O. Concurrence



| | | |
|--------------|---|--------------------|
| RDN REPORT | | |
| CAC APPROVAL | | <i>[Signature]</i> |
| EAP | | |
| COW | ✓ | |
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STAFF REPORT

TO: J. Harrison
Director, Corporate Services

DATE: July 5, 2016

FROM: J. Hill
Manager, Administrative Services

MEETING: COW – July 12, 2016

SUBJECT: A Bylaw to Secure Long Term Debt for the City of Parksville Water Intake and Treatment Plant Construction Project

RECOMMENDATIONS:

1. That the Board consent to the borrowing of \$5,600,000 from the Municipal Finance Authority of British Columbia over a 25 year term for the purpose of funding construction of the City of Parksville’s water intake and treatment plant, related equipment and ancillary services.
2. That “Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016” be introduced and read three times.
3. That “Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016” be adopted.

PURPOSE:

To introduce “Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016” for three readings and adoption.

BACKGROUND:

City of Parksville Bylaw No. 1519 authorizes the borrowing of \$5,600,000 for the construction of the Englishman River Water Service intake and treatment plant, related equipment and ancillary services. The Council of the City of Parksville adopted a resolution at its June 6, 2016 regular Council meeting requesting that the Regional District consent to the City of Parksville borrowing over a 25 year period and authorized the Regional District to secure \$5,600,000 in borrowing for this project (see correspondence - Attachment 1). On the basis of the resolution, staff have prepared a security issuing bylaw for the Board’s consideration which can be adopted by the Board without further assents or approvals (Attachment 2).

ALTERNATIVES:

1. Give “Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016” three readings and adopt the bylaw as presented.
2. Take no action on the request.

FINANCIAL IMPLICATIONS:

Alternative 1

Under the terms of the bylaw the Regional District and its member municipalities are responsible for repayment of the debt; however, the City of Parksville is obligated to raise sufficient funds annually to make the estimated \$290,000 yearly debt payments. The City of Parksville has accounted for the debt in its five year plan so that this request is consistent with their budget documents.

Alternative 2


The Regional District could determine that it is not in the best interests of the region to secure these borrowings. Staff are not aware of any reason to do so and recommend proceeding to adopt the bylaw.

STRATEGIC PLAN IMPLICATIONS:

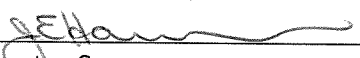
Providing consent to the City of Parksville's borrowing over 25 years and including the borrowing in a Regional District security issuing bylaw supports the Board's governing principle to *Work Effectively as a Team* by cooperating and collaborating across jurisdictions to achieve a common vision.

SUMMARY/CONCLUSIONS:

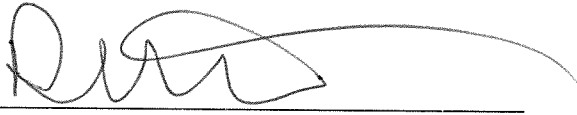
Following the procedures for securing long term debt, the City of Parksville has adopted a resolution authorizing the Regional District to prepare a bylaw to secure \$5,600,000 for the purpose of construction of the Englishman River Water Service intake and treatment plant, related equipment and ancillary services. Bylaw No. 1745 is introduced for this purpose and may be adopted without further assents or approvals. Staff recommend proceeding with the bylaw as presented.



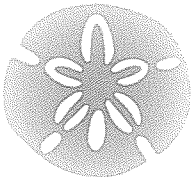
Report Writer



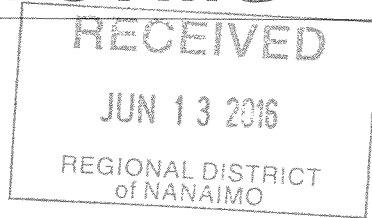
Director Concurrence



C.A.O. Concurrence



City of
Parksville



June 7, 2016

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

Attention: Joan Harrison, Director
Corporate Services

Dear Ms. Harrison:

Re: Authorization to Proceed - City of Parksville Loan Authorization Bylaw

The City of Parksville is requesting the attached 'Loan Authorization (ERWS) Bylaw, 2015, No. 1519' be approved by the Regional District of Nanaimo in the form of a security issuing bylaw as per section 411 of the *Local Government Act*. Bylaw No. 1519 has been approved by the majority of City electors and the Inspector of Municipalities, therefore is ready for approval by the Board of the Regional District of Nanaimo.

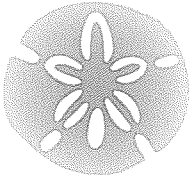
The following motion was passed by Council at the June 6, 2016, regular meeting of Council:

16-143 "THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the fall borrowing session, in an amount not to exceed \$5,600,000 as authorized through 'Loan Authorization (ERWS) Bylaw, 2015, No. 1519' and that the Board of the Regional District of Nanaimo be requested to consent to the City of Parksville's borrowing over a twenty-five (25) year term and include the borrowing in their security issuing bylaw"

Loan Authorization (ERWS) Bylaw, 2015, No. 1519 in the amount not to exceed \$5,600,000 is to undertake and carry out or cause to be carried out the construction of a water intake, treatment plant, water transmission lines and related equipment at or near the City works yard (1116 Herring Gull Way) and water transmission lines to the Springwood water plant.

Yours truly,

KEEVA KEHLER
Corporate Officer



CANADA

PROVINCE OF BRITISH COLUMBIA

CERTIFIED RESOLUTION #16-143

The following resolution was adopted by Council at its regular meeting held June 6, 2016.

"THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the fall borrowing session, in an amount not to exceed \$5,600,000 as authorized through 'Loan Authorization (ERWS) Bylaw, 2015, No. 1519' and that the Board of the Regional District of Nanaimo be requested to consent to the City of Parksville's borrowing over a twenty-five (25) year term and include the borrowing in their security issuing bylaw."

I hereby certify the above to be a true copy of resolution 16-143 adopted by the Council of the City of Parksville on the 6th day of June, 2016.

Dated at Parksville, British Columbia, this 7th day of June, 2016.

AMANDA WEEKS

Deputy Corporate Officer

THE CITY OF PARKSVILLE

BYLAW NO. 1519

A BYLAW TO AUTHORIZE THE BORROWING OF THE ESTIMATED COST OF CONSTRUCTING THE ENGLISHMAN RIVER WATER SERVICE (ERWS) INTAKE AND TREATMENT PLANT, RELATED EQUIPMENT AND ANCILLARY SERVICES

WHEREAS Island Health requires the City of Parksville to construct a water intake, treatment plant and ancillary services in order to supply potable drinking water to the City of Parksville and surrounding areas;

AND WHEREAS Section 179 of the *Community Charter Act of BC* requires approval of the Inspector of Municipalities in order to adopt a loan authorization bylaw;

AND WHEREAS Section 180 of the *Community Charter Act of BC* requires the approval of the electors in order to adopt a loan authorization bylaw;

AND WHEREAS the estimated cost of completing the proposed water intake, treatment plant, related equipment and ancillary services is estimated to cost \$20,800,000;

NOW THEREFORE the Council of the City of Parksville hereby enacts as follows:

1. This bylaw may be cited as "City of Parksville Loan Authorization (ERWS) Bylaw, 2015, No. 1519"
2. Parksville City Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of a water intake, treatment plant, water transmission lines and related equipment at or near the City works yard (1116 Herring Gull Way) and water transmission lines to the Springwood water plant and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - (a) To borrow upon the credit of the City for the purpose described above, and
 - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the water intake, treatment plant and ancillary services.
3. The total amount to be borrowed under this bylaw is a sum not exceeding \$5,600,000.
4. The purpose of the debt to be incurred under this bylaw is to pay the costs of the construction of the water intake, treatment plant, required equipment and ancillary services including the acquisition of land and all such real property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the said water services.

5. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five (25) years.

READ A FIRST TIME this 17th day of August, 2015

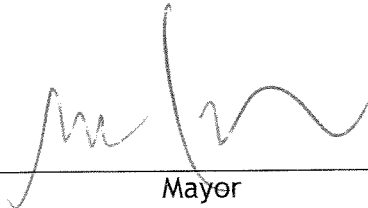
READ A SECOND TIME this 17th day of August, 2015

READ A THIRD TIME this 17th day of August, 2015

RECEIVED THE APPROVAL of the Inspector of Municipalities this 18th day of September, 2015

RECEIVED THE ASSENT of a majority of the electors this 21st day of November, 2015


RECONSIDERED AND FINALLY ADOPTED this 7th day of December, 2015



Mayor



Corporate Officer

CERTIFIED A TRUE COPY
OF BYLAW NO. 1519


Deputy Corporate Officer



Statutory Approval

Under the provisions of section _____ 179 _____

of the _____ *Community Charter* _____

I hereby approve Bylaw No. _____ 1519 _____

of the _____ *City of Parksville* _____ ,

a copy of which is attached hereto.

Dated this 18 *day*

of SEPT , 2015

Deputy Inspector of Municipalities



Certificate of Approval

Under the authority of the *Local Government Act*, I certify that Bylaw No. 1519, cited as the "City of Parksville Loan Authorization (ERWS) Bylaw, 2015, No. 1519" of the City of Parksville has been lawfully and validly made and enacted, and that its validity is not open to question on any ground in any court of British Columbia.

Dated this 01 day
of FEBRUARY, 2016

Deputy Inspector of Municipalities of British Columbia

Attachment 2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1745

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY") ON BEHALF OF THE CITY OF PARKSVILLE

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the City of Parksville is a member municipality of the Regional District of Nanaimo (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 410 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw;

| Municipality | L/A Bylaw No. | Purpose | Amount Borrowing Authorized | Amount Already Borrowed | Borrowing Authority Remaining | Term of Issue (Yrs.) | Amount of Issue |
|---|------------------------------|--|--|--|--|-------------------------------------|--------------------------------|
| City of Parksville | 1519 | Water intake and treatment plant, related equipment and ancillary services | \$5,600,000 | nil | \$5,600,000 | 25 | \$5,600,000 |
| Total Financing pursuant to Section 410 | | | | | | | <u>\$5,600,000</u> |

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of the City of Parksville in the amount of Five Million Six Hundred Thousand Dollars (\$5,600,000) in accordance with the following terms.
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Five Million Six Hundred Thousand Dollars (\$5,600,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$5,600,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the Director of Finance of the Regional District, on behalf of the Regional District and under its seal, shall at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chairperson and the Director of Finance of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.

8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of City of Parksville Bylaw No. 1519, there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as “Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016”.

Introduced and read three times this xx day of xxx, 2016

Adopted this xx day of xxx, 2015

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016"

Chairperson

Corporate Officer

C A N A D A
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ Dollars (\$_____) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the ____ day of _____, 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____, British Columbia, this ____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1745 cited as "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016". This Agreement is sealed with the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Director of Finance thereof.

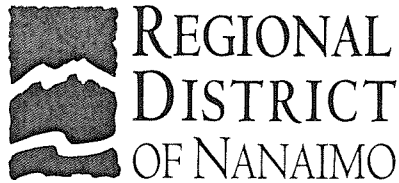
Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated this ____ day of _____, 20__.

Inspector of Municipalities of British Columbia



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| BOARD | | |

MEMORANDUM

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: June 16, 2016

FROM: Wendy Idema
Director of Finance

MEETING: CoW - July 12, 2016

FILE:

SUBJECT: Southern Community Wastewater Marine Outfall Replacement – Security Issuing Bylaw No. 1742

RECOMMENDATIONS:

1. That Regional District of Nanaimo “Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016”, be introduced and read three times.
2. That Regional District of Nanaimo “Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016”, be adopted.

PURPOSE:

To obtain approval to proceed with borrowing for funding of the Marine Outfall Replacement project at the Greater Nanaimo Pollution Control Centre.

BACKGROUND:

The Board adopted Southern Community Sewer Local Service Capital Improvements Loan Authorization Bylaw No. 1741, 2016 at the June 14, 2016 Special Board Meeting to ensure borrowing authority is provided for the Greater Nanaimo Pollution Control Centre (GNPCC) Marine Outfall project in accordance with the 2016 – 2020 Financial Plan. In order to proceed to borrowing, the next step requires approval of Security Issuing Bylaw No. 1742, attached.

Although the loan authorization bylaw was issued for \$11 million, since that time the Regional District of Nanaimo has been awarded \$6 million in grant funding from the Strategic Priorities Fund under the Gas Tax Agreement. This reduces the borrowing requirement to \$5 million at this time. The total budget for the project is \$15.5 million.

Current 10 year rates with Municipal Finance Authority are indicated at 2.61% and it would be expected that the actual borrowing rate for the first 10 years of this debt would be at approximately this rate.

ALTERNATIVES

- That the Board approve Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016, and proceed with first, second and third readings and adoption of the bylaw.
- That the Board provide alternative direction.

FINANCIAL IMPLICATIONS:

Alternative 1

Borrowing in 2016 to fund the Outfall Replacement is included in the 2016 to 2020 Financial Plan and the repayment of the debt is also included in the plan. The City of Nanaimo and the District of Lantzville are the participants in the Southern Community Wastewater Service with an estimated respective cost of \$35.30 per \$100,000 and \$8.30 per \$100,000 in 2016.

The Financial Plan anticipates an interest rate of 4%; however, it is likely that the Municipal Finance Authority will be able to borrow at a lower rate given the current interest rate climate. Assuming an actual interest rate of 3%, annual debt servicing payments would be \$326,800 combined for interest and principal. Because of the grant funding from the Gas Tax program, the \$6 million reduction in required borrowing reduces annual debt servicing costs by \$392,000 at a 3% interest rate. The 2017 to 2021 Financial Plan will incorporate this reduced cost of borrowing.

Alternative 2

The financial impacts of alternative direction would need to be determined based on the direction provided.

STRATEGIC PLAN IMPLICATIONS:


The 2016 to 2020 Strategic Plan includes a focus on the environment and the replacement of the outfall will result in the elimination of leaks from the outfall which had become a more common problem over the last few years. As well undertaking borrowing now at a time of reduced interest rates reflects the governing principle to “Show Fiscal Restraint” through financial planning to provide services to the community in as cost effective manner as possible.

SUMMARY/CONCLUSIONS:

The Board adopted Southern Community Sewer Local Service Capital Improvements Loan Authorization Bylaw No. 1741, 2016 at the June 14, 2016 Special Board Meeting to ensure borrowing authority is provided for the Greater Nanaimo Pollution Control Centre (GNPCC) Marine Outfall project in accordance with the 2016 – 2020 Financial Plan. In order to proceed to borrowing, the next step requires approval of Security Issuing Bylaw No. 1742, attached.

Although the loan authorization bylaw was issued for \$11 million, since that time the Regional District of Nanaimo has been awarded \$6 million in grant funding from the Strategic Priorities Fund under the Gas Tax Agreement. This reduces the borrowing requirement to \$5 million at this time.


for Report Writer


CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1742

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

| Regional District | L/A Bylaw No. | Purpose | Amount Borrowing Authorized | Amount Already Borrowed | Borrowing Authority Remaining | Term of Issue (Yrs.) | Amount of Issue |
|-------------------|---------------|---|-----------------------------|-------------------------|-------------------------------|----------------------|-----------------|
| Nanaimo | 1741 | Southern Community Sewer Local Service Capital Improvements | \$11,000,000 | Nil | \$11,000,000 | 20 | \$5,000,000 |

Total Financing pursuant to Section 411 \$5,000,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Five Million Dollars (\$5,000,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Southern Community Sewer Local Service Capital Improvements Loan Authorization Bylaw No. 1741, the anticipated revenues accruing to the Regional District from the operation of the said Southern Community Sewer Local Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016".

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

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016".

Chairperson

Corporate Officer

C A N A D A
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1742 cited as "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

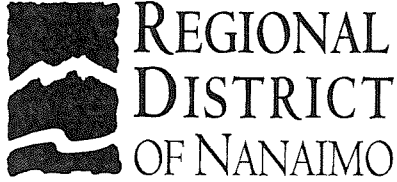
Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia



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STAFF REPORT

TO: Dennis Trudeau
Chief Administrative Officer

DATE: July 4, 2016

FROM: Wendy Idema, Director of Finance

MEETING: COW July 12, 2016

FILE:

SUBJECT: Coombs-Hilliers Fire Services Operational Bylaw 1744

RECOMMENDATION:

1. That "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be introduced and read three times.
2. That "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be adopted.

PURPOSE:

To introduce an operational and administrative bylaw for the Coombs-Hilliers Fire Service area.

BACKGROUND:

The Dave Mitchell and Associates review of rural fire services identified that the Coombs-Hilliers Fire Service does not have an operational bylaw which could create difficulties for that department in relation to responding to fire events and in undertaking fire prevention initiatives. Regional District staff previously worked with a group of fire services Chiefs and representatives to develop an updated operational bylaw that could be applied to any fire service area. The Board of the Coombs-Hilliers Fire Department has indicated support for establishment of this operational bylaw in their area.

Pending the hiring of a Fire Service Coordinator for the Regional District, who will be responsible for working with the fire services to update all bylaws, staff are recommending this bylaw be adopted. The work of the Fire Services Coordinator will take some time and given the dry summers being experienced, the adoption of this bylaw will provide some support to the fire department as it will assist with prevention measures.

ALTERNATIVES:

1. Approve the bylaw as presented.
2. Amend the bylaw and provide alternative direction to staff.

FINANCIAL IMPLICATIONS:

Alternative 1

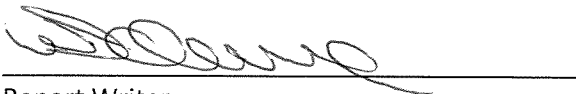
There are no financial implications to the adoption of this bylaw. It serves to provide the fire department with current measures for the operation and administration of the fire service.

Alternative 2

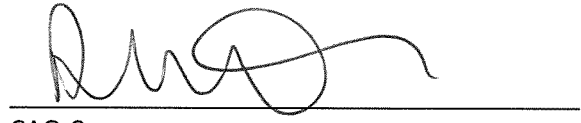
Any financial implications of an amended bylaw would need to be determined based on the alternative direction.

SUMMARY/CONCLUSIONS:

The Dave Mitchell and Associates review of rural fire services identified that the Coombs-Hilliers Fire Service does not have an operational bylaw which could create difficulties for that department in relation to responding to fire events and in undertaking fire prevention initiatives. Regional District staff previously worked with a group of fire services Chiefs and representatives to develop an updated operational bylaw that could be applied to any fire service area. The Board of the Coombs-Hilliers Fire Department has indicated support for establishment of this operational bylaw in their area. When the Fire Services Coordinator position is filled, that person will have responsibility for undertaking work with all fire departments to update additional bylaws as necessary.



Report Writer



CAO Concurrency

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1744**

**A BYLAW TO ESTABLISH RULES
FOR THE ADMINISTRATION AND REGULATION
OF FIRE PROTECTION WITHIN THE
COOMBS-HILLIERS FIRE PROTECTION SERVICE**

WHEREAS by Section 294 of the *Local Government Act*, the Board has all necessary powers to do anything incidental or conducive to the exercise or performance of any power, duty or function conferred on a board or regional district;

AND WHEREAS under Section 303 of the *Local Government Act* a Board may by bylaw, make rules respecting the authority of the fire chief and deal with any matter within the scope of the *Fire Services Act* in a manner not contrary to that Act or the regulations under it;

AND WHEREAS the Board of the Regional District of Nanaimo deems it necessary to make rules for the provision, operation and administration of the service established for fire protection, prevention and suppression and the provision of assistance in response to other classes of circumstances that may cause harm;

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

1. **Citation**

This bylaw may be cited as the "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016".

2. **Interpretation**

In this bylaw unless the context otherwise requires:

"Apparatus" means any vehicle provided with machinery, devices, equipment or materials for the purpose of fire protection and assistance response as well as vehicles used to transport fire fighters or supplies.

"Building Code" means the Building Regulations of British Columbia as amended from time to time.

"Equipment" includes any hoses, tools, contrivances, devices or materials used by the fire department to combat an Incident.

"Fire Chief" means the Fire Chief of the Fire Department or his/her authorized agent.

"Fire Code" means the National Fire Code of Canada 2005 adopted as the British Columbia Fire Code or such other code as may be from time to time designated as the British Columbia Fire Code pursuant to the *Fire Services Act*).

“Fire Protection” means all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-planning, fire investigation, public education and information, training or other staff development and advising and response to Incidents.

“Fire Department” means a fire department operating within the Service Area under the direction of a Society that by contract with the Regional District provides Fire Protection within the Service Area.

“Incident” includes fire prevention and suppression and attending fires for the purpose of containment and extinguishment of a fire and to provide assistance to persons and animals; and other classes of emergency as follows:

- (a) explosion or risk of explosion;
- (b) flood, tempest, earthquake, landslide, tidal wave or other natural event;
- (c) building collapse
- (d) motor vehicle or other accident;
- (e) spill, release or leak or risk of spill, release or leak of a substance capable of injuring property or the health and safety of a person;
- (f) an emergency declared by the Regional District under Section 295 of the *Local Government Act* or as otherwise declared under the *Emergency Program Act*;
- (g) first response to medical emergencies;
- (h) rescue operations;
- (i) responses under authorized mutual aid agreements

“Member” means a person that is so designated in accordance with the rules established for the selection and appointment of Members by an operating Society providing Fire Protection services under contract to the Regional District.

“Mutual Aid Services” means assistance response pursuant to an agreement between the Regional District and another public authority.

“Occupier” includes a person having a right to use land or a building under a license or permit.

“Officer” means a Member that is so designated in accordance with the rules established for the selection and appointment of Officers by a Society providing Fire Protection services under contract to the Regional District and who is given specific authority to assist the Fire Chief in his/her duties.

“Public Fire Hydrant” means a fire hydrant operated and maintained by the Province, a regional district, a municipality, an improvement district or a Society or a fire hydrant located on:

- (a) a public highway or right of way;
- (b) provincial, regional district, municipal or improvement district property; or

- (c) an easement or statutory right of way in favour of the Province, a regional district, municipality or improvement district for the purpose of installing and maintaining the water distribution system.

“Regional District” means the Board of the Regional District of Nanaimo or any committee or commission established by the Board of the Regional District of Nanaimo with responsibility for fire services matters.

“Service” means the service of fire protection and assistance response established by Regional District of Nanaimo Bylaw No. 1022 and all subsequent amendments.

“Service Area” means the boundaries of the Service(s) established under Regional District of Nanaimo Bylaw(s) No. 1022 and all subsequent amendments.

“Society Board” means a society incorporated under the laws of British Columbia and in good standing, having as its purposes fire protection and suppression and response to other classes of incidents.

3. **Jurisdiction**

(1) A Fire Department shall not respond beyond the boundaries of the Service Area:

- (a) without the express authorization of a written contract or agreement providing for the supply of fire fighting and assistance response services outside the boundaries of the Service Area; or
- (b) without the express authorization of the Regional District; or
- (c) unless an emergency is declared under Section 295 of the *Local Government Act* or under the *Emergency Program Act*.

4. **False Representation**

(1) No person who is not a Member shall represent himself or herself as being a Member.

5. **Authority of Fire Department Members**

(1) Officers and Members shall carry out duties and responsibilities assigned by the Society Board in accordance with its agreement with the Regional District.

6. **Fire Chief**

(1) The Fire Chief is authorized to:

- (a) administer this bylaw;
- (b) act as the Local Assistant to the Fire Commissioner, if so approved by the Fire Commissioner and be responsible for the enforcement of the Fire Code.

- (c) organize or establish programs and policies designed to inform the public or specified classes of the public, on matters regarding fire safety, use of flammable materials, prevention, containment or suppression of fires or other circumstances that may cause harm to persons or property and escape from fires or other classes of circumstances that may cause harm to persons or property;
- (d) enter onto any land or premises during normal business hours or at any other reasonable time to inspect conditions which may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire subject to (e) below;
- (e) the right of entry under 7(3)(i) with respect to private property is subject to the provisions of Section 16 (5) of the Community Charter which requires any of the following:
 - (a) the Occupier of private property consents;
 - (b) the Fire Chief or the Regional District has given the Occupier at least 24 hours written notice of the entry and the reasons for it;
 - (c) the entry is made under the authority of a warrant under this or another Act;
 - (d) the person exercising the authority has reasonable grounds for believing that failure to enter may result in a significant risk to the health or safety of the Occupier or other persons;
 - (e) the entry is for the purpose to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to this bylaw.
- (f) make orders or take measures to ensure that flammable material is:
 - (a) removed from land or premises;
 - (b) removed to another part of land or premises;
 - (c) rendered harmless or suitably safeguarded against fire by requiring the placement and maintenance of barricades or the posting of "No Admittance" signs or the placement of locks on doors or windows or any combination of these;
- (g) order the demolition of buildings, structures or improvements or the destruction and clearing of materials, vegetation or debris to prevent the spreading of fire.

7. **Conduct at Incidents**

- (1) The Fire Chief or in his or her absence, the senior ranking Officer or Member present, shall have control, direction and management of all Fire Department apparatus, equipment or personnel assigned to an Incident and where the Member is in charge, he/she shall continue to act until relieved by a senior Officer.
- (2) No person shall in any way obstruct or interfere with any Member of the Fire Department or any other person assisting or acting under the direction of the Fire Chief or Member in charge at any Incident.

- (3) Where the Fire Chief or Member in charge at an Incident is of the opinion that there is imminent and serious danger to life or property, or that panic is imminent in an emergency arising from an Incident, he or she is authorized to do one or more of the following:
- (a) order or cause people to be removed from a building or an area;
 - (b) order or cause the evacuation of a building or area;
 - (c) call upon a peace officer to assist and to provide security to an evacuated area;
 - (d) obtain assistance from other persons as he or she considers necessary or advisable in order to discharge his or her duties and responsibilities under this bylaw
 - (e) make one or more orders or take one or more steps he or she considers necessary or advisable to remove a hazard or risk;
 - (f) establish lines marked by tape, rope, guards, barricade or similar means;
 - (g) request persons who are not Members to assist in whatever manner he or she considers necessary to deal with the Incident, including removing furniture, goods and merchandise from any building on fire or in danger of catching fire and in guarding and securing a building, in demolishing a building structure at or near the fire or other Incident;
 - (h) assume control of privately owned equipment that he/she considers necessary to deal with an Incident without the consent of the owner;
 - (i) enter onto or order Fire Department Members to enter onto any property or into any premises and damage, break up, remove or destroy any part or parts of any premises including any buildings, structures, improvements or vegetation on any premises, when the Fire Chief or Member in charge at an Incident is of the opinion that there is imminent and serious danger to life or property arising from a fire, fire hazard or risk of explosion;
- (4) The Fire Chief or the Member in charge at an Incident is authorized during the Incident to enter, pass through or over buildings or property adjacent to an Incident and to cause Members of the Fire Department, Apparatus or Equipment of the Fire Department to enter or pass through or over buildings or property, where he or she considers it necessary or advisable to gain access to the Incident or to protect any person or property.
- (5) No person shall, except with the permission of the Fire Chief or the Member in charge at an Incident, be permitted to enter any burning building or structure, or within the lines established by the Fire Chief or the Member in charge which are marked by tape, rope, guards, barricades or similar means .
- (6) No person shall drive, push or pull a vehicle of any kind over Fire Department Equipment without the permission of the Fire Chief or the Member in charge at an Incident.
- (7) No person shall damage, destroy, obstruct or interfere with, impede or obstruct or interfere with the operation of any Fire Department Apparatus or Equipment.

- (8) No person shall place or maintain any object or matter on a sidewalk or highway which interferes with free access or approach to any Public Fire Hydrant, or Stand Pipe or cistern or body of water required for designated for firefighting purposes, for a distance of 7.6 metres (25 feet) on either side of the hydrant, standpipe, cistern or body of water.

8. **Parking Prohibited**

No person shall park or leave a vehicle within 7.6 meters (25 feet) of a Public Fire Hydrant or Standpipe.

9. **Open Flames Prohibited**

- (1) Where, in the opinion of the Fire Chief, open flames may create a fire, risk of fire or explosion hazard, the Fire Chief may prohibit open flames in a building used for public assembly purposes including but not limited to a theatre, public hall, assembly hall, dance hall, school auditorium, skating rink, arena, or place used for public amusement, sport or public assembly or any structure or open space in which combustible materials are handled, stored, manufactured or sold.
- (2) Where, in the opinion of the Fire Chief, open flames should be prohibited to prevent a fire, risk of fire or explosion hazard, he or she may give notice in writing to require the owner or Occupier as the case may be, of premises identified in 9(1) to post suitable signs that open flames are prohibited in or about such premises or buildings and the owner or Occupier of the premises as the case may be shall prohibit open flames as ordered.
- (3) For the purposes of this section an open flame shall include the flame from a lighter, candle, sparkler, lighted stick or flame of any kind which is not enclosed in a shade or other non-combustible guard.

10. **Maintenance of Premises**

- (1) An owner or Occupier of real property in the Service Area shall remove any matter or thing in or about any building or structure, which, in the opinion of the Fire Chief, is a fire hazard or increases the danger of fire.
- (2) An owner or Occupier of real property which is an unoccupied or abandoned building or structure shall secure the building against entry by unauthorized persons.
- (3) No owner or Occupier of any building or structure shall allow any paper, wood, debris or other combustible rubbish or material to accumulate within or around a building or structure or upon the roof of the building or structure, which could contribute to or cause a fire or a risk of fire to buildings or other property.
- (4) Subsection 3 does not apply to:
 - (a) firewood in reasonable amounts having regard to the firewood needs of the owner or Occupier of the building or structure

- (5) Any person who makes, uses or has charge of shavings, paper bags, litter or other combustible material shall, at the close of each day, ensure that they are safely stored or disposed of so as to be safe from fire.
- (6) No person, in that part of any building where there is an accumulation of hay, straw, shavings or other readily flammable material, or liquids, shall smoke, or have in their possession any lighted pipe, cigar or cigarette, shall not light or carry any open flame or light not enclosed in a shade or other non-combustible guard.
- (7) No person shall deposit any ashes or allow any ashes to be deposited or remain:
 - (a) in any combustible container;
 - (b) on the floor of any building; or
 - (c) in any metallic container which is within 300 mm (12 inches) of any woodwork or any other combustible material.
- (8) No person shall deposit, or allow or cause to be deposited, any paper, straw, hay, shavings or other combustible or flammable material or thing, in or among any ashes or other materials or things taken from any stove, furnace, or fireplace.
- (9) No person shall keep any waste, rags, papers, or other substance liable by spontaneous combustion to cause fire, except in a container made of metal or other non-combustible material and with an air-tight top or lid of the same type of material.

11. **Public Fire Hydrants**

An owner of a Public Fire Hydrant or Standpipe shall keep the Hydrant or Standpipe in good working order, clearly identify the location of the Hydrant or Standpipe, and keep the Hydrant or Standpipe clear of ice, snow, shrubs, trees, structures and other obstructions. If said Hydrant or Standpipe is out of service for repair or not yet in service, it shall be wrapped in coloured plastic and taped closed to prevent access.

12. **Chimneys, Stovepipes, Flues, Furnaces**

- (1) No owner or Occupier of any building shall permit any chimney, stovepipe or flue to remain in any condition which may cause or create a fire hazard.
- (2) Every owner or Occupier of any building shall keep all openings in any chimney in such buildings, while such openings are not in use, closed by a proper stopper of metal or other non-combustible material.
- (3) Where he or she considers it necessary or advisable, the Fire Chief or his or her designate may examine any chimney, flue, fireplace, hearth, oven, furnace, heater, boiler, stove, stem-pipe, funnel or any other equipment deemed to be a fire hazard.

- (4) Where any chimney, flue, fireplace, hearth, oven, furnace, heater, boiler, stove, steam pipe, funnel or any other equipment is found to be a fire hazard or increases the danger of fire, the Fire Chief shall notify the owner or Occupier of the building of the condition and indicate the remedy and the time within which the condition shall be remedied.

13. **Fire Escapes**

- (1) Each storey above the ground floor of any building used as a school, hotel, duplex, multi dwelling unit building, personal care or care services building, resort condominium development or place of public assembly as those are defined in Bylaws No. 500 or Bylaw No. 1285 as amended from time to time and as the case may be, shall be provided by the owner with an adequate fire escape or adequate fire escapes, and the owner, and the Occupier, if any, shall maintain the same in good repair and condition.
- (2) No door to any exit leading to a fire escape in any building shall be closed or fastened except with a standard panic or exit bolt, which may be readily opened without the aid of a key or other device.

14. **Flammable Liquids**

- (1) Except as authorized in writing by the Fire Chief, no person shall store or keep flammable liquids except in a container that meets applicable regulatory standards.
- (2) Except in a place especially provided for the purpose and/or approved by the Fire Chief, it shall be unlawful for any person to keep, store or use any combustible or explosive or flammable compound, liquid or material in any part of a building used or maintained as a school, hotel, duplex, multi dwelling unit building, personal care or care services building, resort condominium development or place of public assembly as those are defined in Bylaws No. 500 or Bylaw No. 1285 as amended from time to time and as the case may be.

15. **Notices**

- (1) Where, in the opinion of the Fire Chief, any fire hazard condition exists or any unoccupied building or structure is not properly secured, the Fire Chief may give written notice to the owner or Occupier at their last known address or the address that appears on the registered title for the land or by posting a notice in a conspicuous place on the building, structure or premises.
- (2) In any notice under this section, the Fire Chief shall indicate the nature of the condition to be remedied, and the time within which the owner or Occupier must comply.

16. **Enforcement**

- (1) Any person who violates any provision of this bylaw commits an offence and is liable upon conviction to the penalties provided in the *Offence Act*.

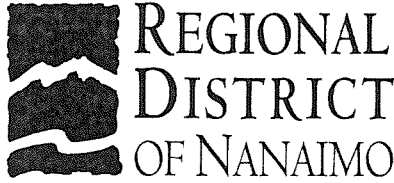
- (2) Where any violation continues, each day of which it continues shall be deemed to be a separate violation for the purposes of prosecution under this bylaw.

Introduced and read three times this day of

Adopted this day of

CHAIRPERSON

CORPORATE OFFICER



| | |
|------------------------|---|
| RDN REPORT | |
| CAC APPROVAL <i>ML</i> | |
| EAP | |
| COW | ✓ |
| JUL 05 2016 | |
| RHD | |
| BOARD | |

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: June 22, 2016

FROM: Manvir Manhas
Manager, Capital Accounting & Financial Reporting

MEETING: COW July 12, 2016

FILE:

SUBJECT: Report on use of Development Cost Charges in 2015 and to authorize expenditure of Development Cost Charge Funds in 2016

RECOMMENDATIONS:

1. That the report on Development Cost Charges used in 2015 provided under Section 569 of the *Local Government Act* be received for information.
2. That “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016” be introduced and read three times.
3. That “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016” be adopted.
4. That “Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016” be introduced and read three times.
5. That “Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016” be adopted.

PURPOSE:

To report on Development Cost Charges pursuant to Section 569 of the *Local Government Act* and to recommend adoption of bylaws authorizing expenditures of Nanoose Bay Bulk Water and Northern Community Sewer Service Area Development Cost Charge (DCC) funds.

BACKGROUND:

Effective January 1, 2009, Local Governments (in addition to providing similar details in the annual financial statement reports) must prepare and consider a separate report on Development Cost Charges (DCCs). The report must outline for each Development Cost Charge imposed by the Local Government, the amount collected in the year, expenditures and the balance in the DCC reserve funds at the start and at the end of the applicable year. A schedule containing the required information is attached to this report. This report also includes information on Development Cost Charge (DCCs) amounts expended in 2015 for various capital projects.

Section 566(3) of the *Local Government Act* requires that expenditures of Development Cost Charge funds be authorized by bylaw. Bylaws No.1746 and 1747 complete the statutory requirement to authorize the use of development cost charge funds for bulk water and northern community sewer infrastructure in 2016.

ALTERNATIVES:

1. Receive the report on Development Cost Charges provided under Section 569 for information and approve Bylaw No. 1746 and Bylaw No. 1747 for bulk water and northern community sewer capital as presented.
2. Receive the report on Development Cost Charges provided under Section 569 for information, amend Bylaw No. 1746 and Bylaw No. 1747 and approve the bylaws as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

The following tables outline the use of DCCs for southern and northern community sewer service areas and bulk water capital in 2015, as well as the projected DCC spending for 2016.

Southern Community Sewer Service Area Development Cost Charge (DCC) funds:

| | 2015 DCC funded expense | 2016 budgeted DCC expense |
|-------------------------------|--------------------------------|----------------------------------|
| Secondary Treatment Upgrade | \$781,098 | \$3,975,504 |
| Marine Outfall Land Section | \$27,785 | Complete |
| Marine Outfall Marine Section | \$1,004,799 | \$0 |
| Total | \$1,813,682 | \$3,975,504 |

Northern Community Sewer Service Area Development Cost Charge (DCC) funds:

| | 2015 DCC funded expense | 2016/2017 budgeted DCC expense |
|-----------------|--------------------------------|---------------------------------------|
| Plant Expansion | \$0 | \$1,933,750 |

Nanoose Bay Bulk Water Service Area Development Cost Charge (DCC) funds:

| | 2015 DCC funded expense | 2016 budgeted DCC expense |
|-------------|--------------------------------|----------------------------------|
| Nanoose Bay | \$64,487 | \$0 |

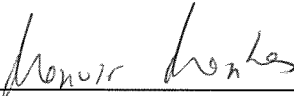
The Marine Outfall Land section project was completed in 2015. The Marine section of the Outfall is currently being replaced and the project is scheduled to be completed by the end of this year. The 2016 capital expenses related to the marine section of the outfall are being funded through use of reserves, grant funding (\$6 million) and borrowing (\$5 million). Bylaws are already in place for the Marine Outfall and secondary treatment but updated bylaws are needed for the Nanoose Bay Bulk Water and Northern Community Sewer Service plant expansion capital projects. The 2016-2020 Financial Plan includes \$2.28

million to be spent in 2016/2017 on the expansion of the French Creek Pollution Control Centre (85% of the funding \$1.94 million provided by DCCs) and the attached bylaw will complete the statutory approval process. With respect to the Nanoose Bay Bulk Water service, there was no DCC spending budgeted in 2016 as all the DCCs were used up in 2015. However, there have been some DCCs collected this year and an amount of \$44,574 has been utilized to date for the Englishman River Joint Venture capital project. As well any additional DCC revenues received during the year will be used for this project up to the \$100,000 bylaw amount. The 2016-2020 Financial Plan includes the use of DCCs for these projects and staff recommend approving the bylaws as presented.


SUMMARY/CONCLUSIONS:

The attached schedule to this report contains information with respect to Regional District of Nanaimo's Development Cost Charges reserve fund spending during 2015. This report meets the requirements of Section 569 of the *Local Government Act* and is provided for information.


Section 566(3) of the *Local Government Act* requires that expenditures of development cost charge funds be authorized by bylaw. The 2016-2020 Financial Plan includes \$2.28 million to be spent in 2016/2017 on the expansion of the French Creek Pollution Control Centre (85% of the funding \$1.94 million provided by DCCs). With respect to the Nanoose Bay Bulk Water service, there was no DCC spending budgeted in 2016 as all the DCCs were used up in 2015. However, there have been some DCCs collected this year and an amount of \$44,574 has been utilized to date for the Englishman River Joint Venture capital project. As well any additional DCC revenues received during the year will be used for this project up to the \$100,000 bylaw amount. Bylaw No. 1746 and Bylaw No. 1747 complete the statutory requirements for using DCCs.



Report Writer



Director of Finance Concurrence



C.A.O. Concurrence

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF DEVELOPMENT COST CHARGES AND PARKLAND ACQUISITION FUNDS
RESERVE ACCOUNT BALANCES-DEC 31, 2015**

| ACTIVITY | Northern Wastewater DCCs (1) | Southern Wastewater DCCs (2) | Bulk Water DCCs (3) | Duke Point Sewer DCCs (4) | Parkland Acquisition FUNDS (5) | Total 2015 | Total 2014 |
|---|---------------------------------------|---------------------------------------|------------------------------|------------------------------------|---|----------------------|----------------------|
| | | | | | | | |
| ASSETS: | | | | | | | |
| Due from Revenue Fund | \$ 6,545,478 | \$ 2,944,667 | \$ 757,441 | \$ 332,375 | \$ 1,691,619 | \$ 12,271,580 | \$ 12,568,899 |
| Developer Installments Receivable | 131,285 | 126,232 | - | - | - | 257,517 | 344,425 |
| DEFERRED REVENUE BALANCE (Note 10) | 6,676,763 | 3,070,899 | 757,441 | 332,375 | 1,691,619 | 12,529,097 | 12,913,324 |
| ACTIVITY: | | | | | | | |
| Balance, Beginning of the year | 6,055,215 | 4,074,133 | 807,735 | 313,397 | 1,662,844 | 12,913,324 | 10,645,718 |
| Add: | | | | | | | |
| Contribution by developers & others | 518,670 | 744,078 | 0 | 13,491 | | 1,276,239 | 2,526,570 |
| Interest earned | 102,878 | 66,370 | 14,193 | 5,487 | 28,775 | 217,703 | 226,753 |
| Less: | | | | | | | |
| Transfer DCCs to Revenue Fund | | (1,813,682) | (64,487) | - | - | (1,878,169) | (485,717) |
| BALANCE, End of the year | \$ 6,676,763 | \$ 3,070,899 | \$ 757,441 | \$ 332,375 | \$ 1,691,619 | \$ 12,529,097 | \$ 12,913,324 |

(1) Northern Wastewater DCC collection areas include the City of Parksville, Town of Qualicum Beach, portions of Electoral Area G and portions of Electoral Area E.

(2) Southern Wastewater DCC collection areas include the City of Nanaimo and the District of Lantzville.

(3) Bulk Water service areas have been established in the French Creek area of Electoral Area G and the Nanoose Bay Peninsula in Electoral Area E.

(4) Duke Point Sewer DCC collection area includes properties in Electoral Area A (Cedar).

(5) Parkland acquisition funds consist of payments received from developers in lieu of parkland for each electoral area in the Regional District plus interest earned on these funds. The funds are reserved for future parkland purchases.

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1746

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
NORTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Northern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the French Creek Pollution Control Centre Expansion project and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$1,933,750;

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

1. The sum of One Million Nine Hundred and Thirty-Three Thousand, Seven Hundred and Fifty Dollars (\$1,933,750) is hereby appropriated for the purpose of the French Creek Pollution Control Centre Expansion project.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016".

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

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1747

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
NANOOSE BAY BULK WATER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1088, 1998;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purchase of the bulk water infrastructure, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$100,000;

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

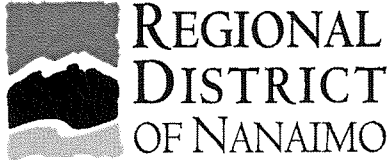
1. The sum of One Hundred Thousand Dollars (\$100,000) is hereby appropriated for the purchase of bulk water infrastructure .
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the “Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016” .

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

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER



| | |
|--------------|-------------------------------------|
| RDN REPORT | |
| CAO APPROVAL | <input checked="" type="checkbox"/> |
| EAP | <input type="checkbox"/> |
| COW | <input checked="" type="checkbox"/> |
| JUN 30 2016 | |
| RHD | <input type="checkbox"/> |
| BOARD | <input type="checkbox"/> |

AW

STAFF REPORT

TO: Geoff Garbutt
General Manager, Strategic and
Community Development

DATE: June 30, 2016

MEETING: COW – July 12, 2016

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780 30 MA

SUBJECT: Regional Growth Strategy Bylaw 1615.01, 2016 – Minor Amendment Criteria

RECOMMENDATIONS

1. That the Board receive the responses from affected local governments regarding “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” as set out in Attachment 2 of this report.
2. That the Board notify the Minister of Community Sport and Cultural Development that the Town of Qualicum Beach has not accepted “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”.
3. That the Board direct the Regional District of Nanaimo to enter into a dispute resolution process with the Town of Qualicum Beach and other interested member municipalities regarding “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”.

PURPOSE

To provide the results of the request for acceptance of “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” and provide information on how to proceed with the bylaw adoption process.

BACKGROUND

The Regional District of Nanaimo (RDN) Board gave “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” first and second reading on March 22, 2016. The purpose of the bylaw amendment is to clarify what type of Regional Growth Strategy (RGS) amendments may be considered as a minor amendment. This bylaw clarifies that the list of amendments not considered minor in Section 1.5.1.2 do not apply if a full Official Community Plan (OCP) review has been conducted. The bylaw also clarifies that the list of amendments not considered minor must be contemplated as part of the full OCP review process (see Attachment 1 – Proposed Amendment to RGS Minor Amendment Criteria) for the proposed change.

For a regional growth strategy bylaw, the bylaw adoption process requires that the bylaw be accepted by affected local governments. Affected local governments are the member municipalities and the adjacent regional districts. The bylaw cannot be adopted unless all of the affected local governments accept the bylaw.

Formal letters were sent to each of the affected local governments requesting that they accept the RGS amendment bylaw on April 27, 2016. The affected local governments were required to provide a response within 60 days. All of the affected local governments have now responded (see Attachment 2). All three of the adjacent regional districts and three of the four member municipalities accepted the RGS bylaw amendment. The Town of Qualicum Beach did not accept the RGS bylaw amendment citing the following reasons:

In the opinion of the Town, the proposed RDN Bylaw No. 1615.01, 2016 will not clarify the issue of what constitutes a "full OCP reviews process" and could expand the types of amendments that qualify as minor amendments to include those with major environmental impacts or those that run contrary to core goals of the RGS. The only element distinguishing a major amendment from a minor amendment is an undefined process, which empowers electoral areas and municipalities to make regionally significant land use changes through an accelerated approvals process that does not require consent from neighbouring municipalities.

The proposed amendment contradicts the description of the minor amendment legislation that is described on the Ministry of Community, Sport and Cultural Development website:

"The Local Government Act (amended 2008), allows regional districts to expedite minor amendments to an RGS. The new provision still ensures that amendments that substantially change the vision and direction of the strategy are subject to acceptance by all affected local governments. In this way, the vision of an RGS is sustained. Meanwhile, day-to-day technicalities can be dealt with in ways that will be more efficient and leave more time for discussion and decisions on substantive policies."

The proposed amendment expands the scope of a minor amendment beyond "day-to-day technicalities" and could result in minor amendments that change the vision and direction of the RGS.

The Town of Qualicum Beach does not consider an undefined "full OCP review" to be a valid qualification for a minor amendment.

If one or more of the affected local governments do not accept the bylaw then the Minister of Community Sport and Cultural Development must be notified and the regional district and the local government(s) will be directed to enter into a dispute resolution process.

The Minister will direct the parties to use a non-binding resolution process. The choice of which specific non-binding resolution process to use is for the Board and the local government that did not accept the RGS amendment to decide. All affected local governments may participate in the resolution process (see Attachment 3 – Regional Growth Strategy Acceptance/Dispute Resolution Process).

ALTERNATIVES

1. To notify the Minister of Community Sport and Cultural Development that the Town of Qualicum Beach did not accept "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" and proceed to a non-binding resolution process.
2. To notify the Minister of Community Sport and Cultural Development that the Town of Qualicum Beach did not accept "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" and request the Minister to determine the resolution process.

FINANCIAL IMPLICATIONS

The cost of the non-binding resolution process is to be shared proportionately between the regional district and the affected local governments that participate. The RDN and the participating affected local governments can also come to agreement on how to divide the costs of the resolution process. For a non-binding resolution process, the primary cost is that of a facilitator if it is agreed between the parties that a facilitator will be hired. The cost of the facilitator will also depend on the facilitator chosen and the time required to complete the dispute resolution process. Other financial considerations are the additional staff and elected officials' time needed to participate in the dispute resolution process.

STRATEGIC PLAN IMPLICATIONS

The Strategic Plan 2016-2020 recognizes that the RDN will cooperate and advocate as a region while recognizing the uniqueness of each community. The proposed amendment to the RGS is consistent with this strategic priority as it maintains the provision that a change to the RGS, resulting from a full Official Community Plan review, can be considered through the minor amendment process. The amendment also supports the strategic priority to focus on relationships, as the amendment was developed with input from the RDN and the municipal members.

INTERGOVERNMENTAL IMPLICATIONS

The inclusion of the proposed RGS amendment to the minor amendment criteria was developed with input from the RDN and the member municipalities. As such, all of the RDN's members have an interest in possible changes to the criteria for determining a minor amendment.

The choice of which specific, non-binding resolution process to use is to be decided by the Board and the local government that did not accept the RGS amendment. If the parties cannot agree on which resolution process to use, the minister will determine the process. All affected local governments may participate in the resolution process.

After notifying the Minister, the RDN staff will work with the Town's staff and the other member municipalities' staff to develop a dispute resolution process. A report will be presented to the Board once a proposed resolution process has been developed.

If changes to the RGS are proposed based on the results of the non-binding process, the bylaw amendment must again be submitted to affected local governments for acceptance. This step is

especially important if all affected local governments have not participated in the resolution process or been a party to the proposed changes which may directly affect them.

PUBLIC CONSULTATION IMPLICATIONS

The participants of the dispute resolution process are representatives of the RDN and the member municipalities. There is no formal opportunity for public input as part of the dispute resolution process. Public input was completed with the close of the public hearing which was held on April 13, 2016.

SUMMARY/CONCLUSIONS


The RDN initiated a process to amend the RGS to clarify when an amendment may be considered a minor amendment. Specifically, this amendment clarifies that the list of amendments not considered minor in Section 1.5.1.2 do not apply if a full OCP review has been conducted. The amendment also clarifies that the list of amendments not considered minor must be contemplated as part of the full OCP review process. The amendment bylaw was given first and second reading on March 22, 2016. A Public Hearing was held for the proposed amendment on April 13, 2016, in the RDN Board Chambers. The bylaw was then referred to affected local governments for acceptance. All of the affected local governments must accept the RGS amendment before it can be adopted.

All of the adjacent regional districts and three of the four member municipalities accepted the RGS amendment. The Town of Qualicum Beach did not accept the RGS amendment. Refusing to accept the RGS amendment requires the RDN to notify the Minister of Community, Sport and Cultural Development. The Minister will direct that the RDN and Town try to reach acceptance using a non-binding resolution process. The Minister will set a date by which the parties must start the resolution process. The Minister may set a date for conclusion of the resolution process.

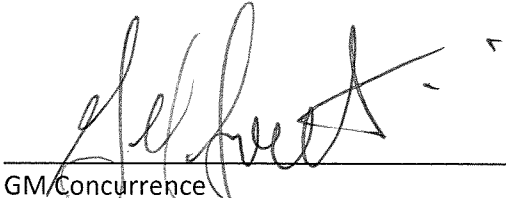
The other member municipalities and adjacent regional districts will be notified and invited to participate in the resolution process. The RDN and the Town must agree on the non-binding resolution process to be used. Any of the other municipalities can participate in the non-binding resolution process. If the parties cannot agree on a process then the Minister will determine the process. A report will be presented to the Board once a proposed resolution process has been developed.

The costs of the resolution process are to be shared between the participants in the process. This can be determined by agreement or using a formula based on property value.

If the resolution process results in no further changes being made to the RGS amendment then the bylaw may proceed to third reading and adoption. If the resolution process results in revisions to the amendment then the bylaw must be sent out again to all affected local governments for acceptance. If an agreement cannot be reached through non-binding resolution then after 60 days it will be settled through binding arbitration; a more costly process that also requires all parties to share expenses.



Report Writer



GM Concurrency



CAO Concurrency

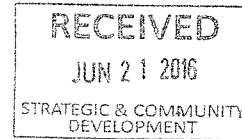
Attachment 1
Proposed Amendment to RGS Minor Amendment Criteria

1.5.1 Criteria for Minor Amendments

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

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
 - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
 - Text and map amendments required to correct errors or as a result of more accurate information being received;
 - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
 - Addition or deletion, or amendment to Section 5.4 Key Indicators.
2. Although not considered as an exhaustive list, the following types of amendments are not considered minor unless they have been contemplated as part of a full Official Community Plan review process:
 - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
 - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
 - Those related to a development that would require significant works to address a natural hazard;
 - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
 - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Attachment 2
Responses From Affected Local Governments on the Request for Acceptance of RGS Amendment
Bylaw 1615.01 2016



TOWN OF QUALICUM BEACH

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

INCORPORATED 1942

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

June 20, 2016

Bill Veenhof, Board Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

Dear Chair Veenhof

Regional District of Nanaimo
Regional Growth Strategy (RGS) - Minor Amendment Criteria

At the Town of Qualicum Beach Regular Council meeting on May 16, 2016, Council considered the request to accept Regional District of Nanaimo (RDN) Bylaw No. 1615.01. The motion for acceptance failed, and Council requested a report be prepared for the June 13, 2016 Council meeting for review and approval outlining why Council does not agree with the proposed Regional Growth Strategy Bylaw No. 1615.01.

Please be advised that Town Council has not accepted RDN Bylaw No. 1615.01 for the reasons identified in this letter. The Town acknowledges the need to work cooperatively with regional partners and requests that the Town work with the RDN and the other member municipalities through a non-binding dispute resolution process.

Reasons for Non-Acceptance

In the opinion of the Town, the proposed RDN Bylaw No. 1615.01, 2016 will not clarify the issue of what constitutes a "full OCP reviews process" and could expand the types of amendments that qualify as minor amendments to include those with major environmental impacts or those that run contrary to core goals of the RGS. The only element distinguishing a major amendment from a minor amendment is an undefined process, which empowers electoral areas and municipalities to make regionally significant land use changes through an accelerated approvals process that does not require consent from neighbouring municipalities.

The proposed amendment contradicts the description of the minor amendment legislation that is described on the Ministry of Community, Sport and Cultural Development website:

National 'Communities in Bloom' & 'Floral' Award Winner

Regional Growth Strategy - Minor Amendment Criteria
June 20, 2016
Page 2

"The *Local Government Act* (amended 2008), allows regional districts to expedite minor amendments to an RGS. The new provision still ensures that amendments that substantially change the vision and direction of the strategy are subject to acceptance by all affected local governments. In this way, the vision of an RGS is sustained. Meanwhile, day-to-day technicalities can be dealt with in ways that will be more efficient and leave more time for discussion and decisions on substantive policies."

The proposed amendment expands the scope of a minor amendment beyond "day-to-day technicalities" and could result in minor amendments that change the vision and direction of the RGS.

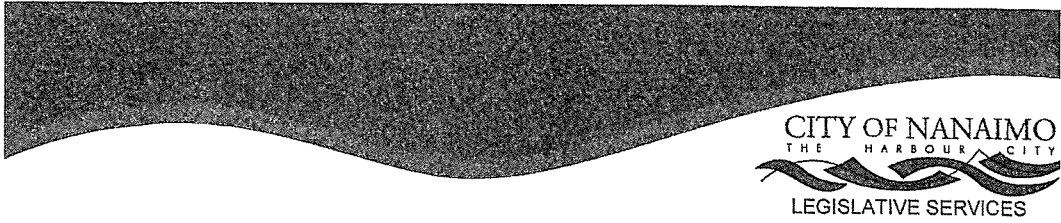
The Town of Qualicum Beach does not consider an undefined "full OCP review" to be a valid qualification for a minor amendment. The Town hereby requests that the definition of a full OCP review process be clarified or that the entire clause relating to OCP amendments be removed from the list of qualifying "minor amendments". Qualicum Beach would also support abandoning the proposed amendment bylaw.

Regards



Teunis Westbroek, Mayor
Town of Qualicum Beach

file: 6430-02-rgs
\\qbsvr08-file\data\6400-6999 PLANNING AND DEVELOPMENT\Letters\2016\RGS.letter from QB re nonacceptance_final.docx



2016-MAY-17

FILE: 0400-60

Via email: JHill@rdn.bc.ca

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

Attention: Ms. Jacquie Hill, Manager of Administrative Services

Dear Ms. Hill:

RE: Regional District of Nanaimo "Regional Growth Strategy Amendment Bylaw No.1615.01, 2016"

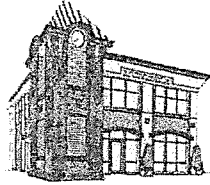
Further to Director Veenhoff's letter to Mayor McKay dated 2016-APR-27, I am pleased to advise that Council, at its Regular Meeting held 2016-MAY-16, unanimously passed the following resolution:

"That Council advise the Regional District of Nanaimo that it has no objection to "Regional Growth Strategy Amendment Bylaw No.1615.01, 2016"."

Sincerely,

Donna Smith
Legislative Services Coordinator

C: D. Lindsay, Director of Community Development



District of Lantzville

Incorporated June 2003

May 10, 2016

Via email: sboogaards@rdn.bc.ca

Stephen Boogaards, Planner
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Stephen Boogaards:

RE: Regional Growth Strategy Bylaw No. 1615.01, 2016 Formal Referral

District of Lantzville Council, at its regular meeting held on Monday, May 9, 2016, considered the letter from Director Bill Veenhof, Chair, Regional District of Nanaimo Board, with the attached Regional Growth Strategy Bylaw No. 1615.01, 2016, requesting a Council resolution.

This letter is to confirm that Council passed the following motion:

THAT Council accepts the "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016", as presented with the April 27, 2016 correspondence from Director Bill Veenhof, Chair, RDN Board.

Please contact me at 250.390.4006 if you require any additional information.

Yours truly,

Trudy Coates
Director of Corporate Administration

c: B. McRae, Chief Administrative Officer
F. Limshue, Community Planner
Director Bill Veenhof, Chair, RDN Board

File: 6530.60

Q:\DISTRICT OF LANTZVILLE\Correspondence\2016\Arising from Council Meeting\RDN Regional Growth Strategy Bylaw No. 1615.01, 2016 May 9, 2016.doc

Phone: (250) 390-4006 • Fax: (250) 390-5188
Email: district@lantzville.ca • Website: www.lantzville.ca
P.O. Box 100, 7192 Lantzville Road, Lantzville, B.C. V0R 2H0



City of Parksville
 Office of the Mayor

| | |
|----------------------|-------------------------------------|
| RDN CAO'S OFFICE | |
| CAO | GM RP |
| GM SCD | GM TSW |
| GM RCU | DF |
| DCS | CPC AGENDA |
| MAY 24 2016 | |
| BOARD / COW AGENDA | <input checked="" type="checkbox"/> |
| BOARD CORRESPONDENCE | <input type="checkbox"/> |
| CHAIR | <input type="checkbox"/> |

May 17, 2016

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

Attention: Director Bill Veenhof
 Chair, RDN Board


Dear Mr. Veenhof:

Re: Regional Growth Strategy Bylaw No. 1615.01, 2016

This is to advise that at the May 16, 2016, meeting of Council, the following resolution was passed:

- 16-124
1. THAT the correspondence from the Regional District of Nanaimo dated April 27, 2016, regarding the Regional Growth Strategy Bylaw No. 1615.01, 2016 be received.
 2. THAT the Council of the City of Parksville accepts the "Regional Growth Strategy Bylaw No. 1615.01, 2016" as presented.
 3. THAT the Regional District of Nanaimo be notified accordingly.

Yours truly,



MARC LEFEBVRE
 Mayor

Document: ADMINISTRATION-Coordination - Modifications of the Regional Growth Strategy - Bylaw No. 1615.01, 2016 - 20160516



175 Ingram Street
Duncan, BC V9L 1N6
www.cvrld.ca

Office: 250 740 2500
Fax: 250 740 2513
Tel. Free 1 877 865 2955

June 14, 2016

Regional District of Nanaimo
Strategic & Community Development
6300 Hammond Bay Road
NANAIMO BC V9T 6N2

| RDN CAO'S OFFICE | |
|----------------------|------------|
| CAO | GM RP |
| GM SCD | GM TSW |
| GM RCU | DF |
| DCS | CPC AGENDA |
| JUN 16 2016 | |
| BOARD / COWAGENDA | ✓ |
| BOARD CORRESPONDENCE | |
| CHAIR | |

Attention: Director Bill Veenhof, Board Chair

Dear Bill Veenhof:

Re: Regional Growth Strategy Amendment Bylaw No. 1615.01

This is to advise you that the Cowichan Valley Regional District Board of Directors, at its Regular meeting held on June 8, 2016, passed Resolution 16-290.2 as follows:

"That a letter be forwarded to the Regional District of Nanaimo advising that the Cowichan Valley Regional District accepts their Regional Growth Strategy Amendment Bylaw No. 1615.01."

Thank you for referring this to us for acceptance, and we wish you continued success with your Regional Growth Strategy.

Yours truly,

John Lefebure,
Chair

JL/la

\\CVRDSTORE1\HomeDir\lrobertson\Letters, Memos, Drafts\Letters 2016\Mike Tippett\Regional District of Nanaimo\Mike Tippett June 13 2016.docx



MOVED: Director McNabb
SECONDED: Director Cote

THAT the Chair of the Alberni-Clayoquot Regional District Board of Directors write to institutional water users to request a contribution to the capital costs of the water treatment facility over and above their property tax contribution.

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors pass a resolution that the water treatment plant be designed to meet required water quality standards at a reasonable level to ensure capital and operating costs are at affordable levels

CARRIED

9. PLANNING MATTERS

- a. RDN REGIONAL GROWTH STRATEGY AMENDMENT
Regional District of Nanaimo Bylaw Referral – Memorandum

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Board of Directors accept "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" and direct staff to respond that the Regional District's interests are unaffected.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. CAO Report - May 5, 2016
b. Planning and Development Report - May 4, 2016
c. Financial Manager Report - May 5, 2016
d. Staff Action Items Report - May 5, 2016
e. Emergency Program Coordinator Report - May 3, 2016

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Board of Directors receives the staff reports a-e.

CARRIED

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: 6470-20

June 29, 2016

Sent via email only: cloudon@rdn.bc.ca

Chair Bill Veenhof
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Chair Veenhof:

Re: Regional growth strategy amendment referral from the Regional District of Nanaimo

The Comox Valley Regional District (CVRD) board of directors considered the proposed amendments of the Regional District of Nanaimo's regional growth strategy at its June 28, 2016 meeting and adopted the following resolution:

THAT the board accept the regional growth strategy Bylaw No. 1615.01, forwarded by the Regional District of Nanaimo on April 27, 2016;

AND FINALLY THAT this resolution be forwarded to the chair of the Regional District of Nanaimo.

If you require further information, please contact Ann MacDonald, general manager of planning and development services branch at 250-334-6077 or by email at amacdonald@comoxvalleyrd.ca.

Sincerely,

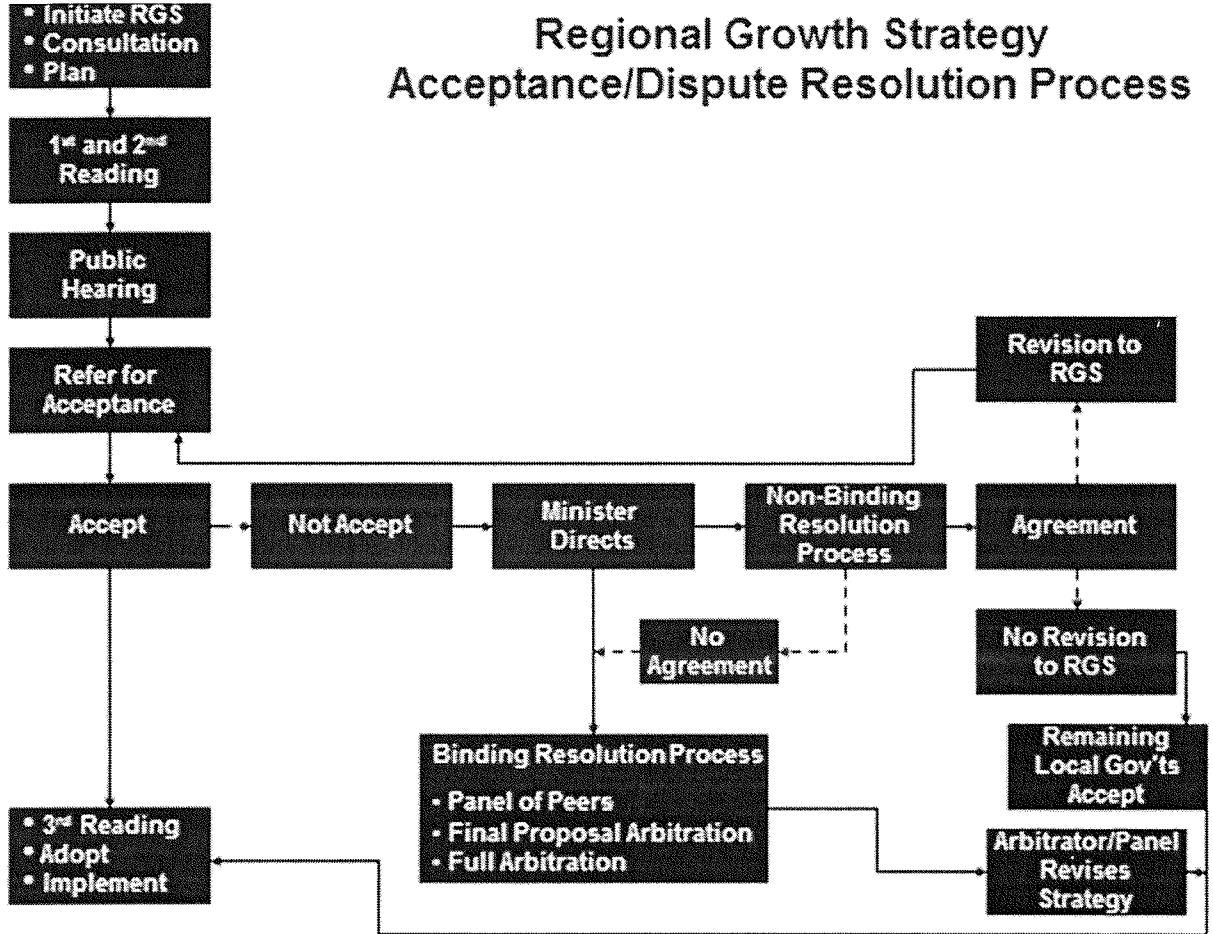
B. Jolliffe

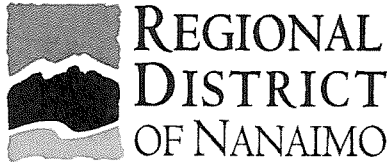
Bruce Jolliffe
Chair

cc: Dennis Trudeau, RDN Interim Chief Administrative Officer
D. Oakman, CVRD Chief Administrative Officer

| RDN CAO'S OFFICE | |
|----------------------|---|
| CAO | <input checked="" type="checkbox"/> GM RP |
| GM SCD | GM TSW |
| GM RCU | DF |
| DCS | CPC AGENDA |
| JUN 29 2016 | |
| BOARD / COW AGENDA | <input checked="" type="checkbox"/> |
| BOARD CORRESPONDENCE | |
| CHAIR | |
| | |

Attachment 3
Regional Growth Strategy Acceptance/Dispute Resolution Process





| | |
|--------------|---|
| RDN REPORT | |
| CAC APPROVAL | |
| EAP | |
| COW | ✓ |
| JUL 05 2016 | |
| RHD | |
| BOARD | |

MEMORANDUM

TO: Chris Midgley
 Manager, Water Services and Asset Management

DATE: July 5, 2016

FROM: Gerald St. Pierre, P.Eng., PMP
 Project Engineer, Water & Utility Services

MEETING: CoW, July 2016

FILE: 5500-20-NBP-0001

SUBJECT: Schirra-McDivitt Watermain Replacement – Construction Tender Award

RECOMMENDATION

That the construction of the Schirra-McDivitt Watermain Replacement project be awarded to Robie’s Contracting Ltd. for the Tender price of \$185,674.50 (excluding GST).

PURPOSE

To consider the award of the construction contract for the Schirra-McDivitt Watermain project in the Nanoose Bay Peninsula Water Service Area.

BACKGROUND

The existing watermain servicing properties along Schirra-McDivitt in Nanoose Bay Peninsula has reached the end of its expected service life and is unable to provide suitable service pressure to the area residents. As such, the replacement of this watermain was identified as a 2016 project in the Nanoose Bay Peninsula Water Service Area Referendum that passed in November of 2014.

Detailed Design of the watermain replacement was completed by Koers & Associates Engineering and the construction portion of the project was put out to tender on May 27, 2016. On June 14, 2016 the tender closed and 5 tenders were received. A list of the final tender prices are shown below in Table 1.

Table 1 – List of corrected Tender prices

| Tenderers | Tender Price (excluding GST) |
|------------------------------|------------------------------|
| Robie’s Contracting Ltd. | \$185,674.50 |
| Ecklundson Construction Ltd. | \$206,872.61 |
| Copcan Civil Ltd. | \$237,394.00 |
| Stalker Excavating Ltd. | \$248,082.03 |
| Windley Contracting Ltd. | \$322,444.00 |

The lowest tender price was submitted by Robie’s Contracting Ltd. for \$185,674.50 (excluding GST).

The Consultant, Koers & Associates Engineering, has reviewed the tenders for compliance and recommends awarding the contract to Robie’s Contracting Ltd.

ALTERNATIVES

1. Award the tender for the Schirra-McDivitt Watermain construction to Robie's Contracting Ltd. for \$185,674.50 (excluding GST).
2. Do not award the tender and re-tender the project.
3. Provide alternate direction to Regional District of Nanaimo (RDN) Staff regarding the project.

FINANCIAL IMPLICATIONS

Under Alternative 1, the project can proceed as planned. The referendum and Loan Authorization Bylaw No. 1714, 2014 authorized the expenditure of up to \$2,600,000 for capital improvements, including \$125,329 in contingency for a number of projects that will be completed from 2015-2019. Also, the Harlequin/Sea Lion Loop capital project planned for 2015 was cancelled, freeing up an additional \$237,500 for other projects.

The original budget for the Schirra-McDivitt Watermain Replacement project allowed for \$200,600 to replace approx. 385 lineal meters of AC main. Staff are recommending that funds available within the existing contingency, and as a result of the cancelled project, be combined with the original project budget in order to allow for the project to proceed. The total budget requirement of \$245,000 includes approximately 15% as a construction contingency.

| | |
|--|---------------------|
| Engineering/Contract Management | \$30,825.00 |
| Construction | \$185,674.50 |
| Contingency | \$28,500.50 |
| Total | \$245,000.00 |


STRATEGIC PLAN IMPLICATIONS

The Schirra-McDivitt Watermain Replacement project advances the Board Strategic Priority to Focus on Organizational Excellence. That priority states that the RDN will deliver efficient, effective and economically viable services that meet the needs of the Region, including funding infrastructure in support of our core services employing an asset management focus.

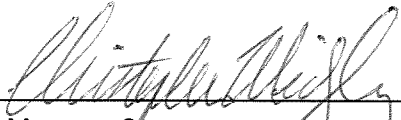
The existing 150mm diameter AC watermain is near the end of its expected lifespan and unable to handle required pressure. As such, the replacement of this watermain helps to ensure that residents have a safe and sufficient supply of drinking water and fire protection water, while also mitigating the potential for watermain leaks. This project helps to protect both the quality and quantity of drinking water resources.

SUMMARY/CONCLUSIONS

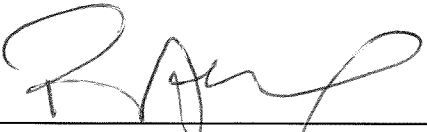
Detailed Design of the sewer extension was completed by Koers & Associates Engineering with the construction portion put out to tender on May 27, 2016. On June 14, 2016 the Tender closed with 5 tenders received. The lowest tender price was received from Robie's Contracting Ltd. for \$185,674.50 (excluding GST), and the Consultant has recommended awarding the project to this vendor.



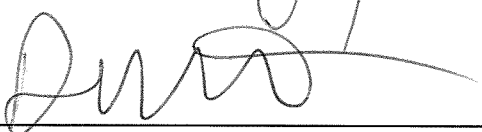
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

TO: Chris Midgley
Manager, Water Services and Asset
Management

DATE: July 4, 2016

FROM: Jeff Ainge
Asset Management Coordinator

MEETING: COW – July 12, 2016

FILE: 1025-01

SUBJECT: Asset Management Quarterly Update: Q2 2016

RECOMMENDATION

That the Asset Management Quarterly Update be received for information.

PURPOSE

The purpose of this report is to provide a quarterly update on progress implementing the Regional District of Nanaimo (RDN) Asset Management Program for the period of April – June 2016.

BACKGROUND

At the Regular Board Meeting held April 26, 2016, the Board received the first Asset Management Quarterly Update, and approved Policy A2.21 Asset Management. That update also included the status of grant applications, and staff capacity building for asset management.

In 2015, the UBCM supported two asset management grants applications from the RDN:

- *Phase 2 – Asset Management Implementation Plan* (\$9,950)
- *Building a Strategic Risk Register* (\$10,000)

At the time of the first quarterly update, activities underway for the *Phase 2 – Asset Management Implementation Plan* grant included consolidating departmental asset datasets into a single dataset, and assessing departmental datasets for completeness and accuracy. Activities underway for the *Building a Strategic Risk Register* included a general description of the scope of work to be undertaken, selection of a facilitator for the project, and scheduling of the first round of staff workshops.

For staff capacity building, the first quarterly report stated that the process to hire an Asset Management Coordinator was underway, anticipating a start date for that position in May 2016.

DISCUSSION

The following discussion provides a status update on the grants awarded, ongoing staff capacity building for asset management, and new reporting requirements for the RDN Asset Management Program.

Grant Updates

Activities for the *Phase 2 – Asset Management Implementation Plan* grant have been completed. Confirmation of \$9,950 in grant funding was received by the Board as correspondence at the Regular Board Meeting held June 28, 2016. Outcomes and achievements from that project include:

Program Management

- Board endorsed Asset Management Resource Plan (2016-2018).
- Board approved Asset Management Policy.
- Internal RDN Asset Management Working Group formalized.
- Manager, Water Services and Asset Management established as Asset Management Program Manager for the RDN (effective date, May 30, 2016).
- Asset Management Coordinator hired (2-yr term; effective date, May 30, 2016).

Data Audit and Model

- Established Asset Management Sharepoint site accessible by all AM Working Group members.
- Consolidated all departmental asset registries onto Sharepoint site and reviewed all registries for completeness and accuracy.
- Established draft organization wide naming conventions that aligns past practice with organization-wide strategy.
- In discussion with original asset database developer for water services to modernize database and improve functionality.

The *Building a Strategic Asset Risk Register* project is currently underway. During April 2016, six risk evaluation workshops were held with senior staff representing all RDN departments. Follow up discussions with operational staff to verify asset risk and compare risk perception across the organization took place in June 2016. The final deliverable of a Strategic Risk Register is due in 2016.

Asset Management Capacity Building

Two developments relating to staffing have significantly increased the RDN's capacity for asset management. The Asset Management Coordinator position was filled, and the role of program lead was formalized under the position of Manager, Water Services and Asset Management. (formerly Manager of Water and Utilities Services). Both changes were effective May 30, 2016. The Asset Management Coordinator is a two year term position, and will extend to May 30, 2018.

The interdepartmental Asset Management Working Group continues to be closely involved with development and implementation of the RDN Asset Management Program, including leading asset management practices at the departmental level.

New Reporting Requirements

For 2016, local governments in British Columbia are required to complete a comprehensive *Local Government Asset Management Assessment Form* for the Union of British Columbia Municipalities (see Attachment 1). Completing the Assessment has taken an estimated 40 hours of staff time, involving input from multiple departments. The Assessment seeks asset information as reported in 2014, therefore provides baseline data on asset management for individual local governments, and cumulatively for the Province as a whole for that year. It is anticipated that reporting requirements for asset management will continue into the future. As such, the attached Assessment Form will be used as a template for future reporting, and to ensure completeness of asset data for RDN departments.

ALTERNATIVES

There are no alternatives. This report is provided for information purposes only.

FINANCIAL IMPLICATIONS

The Asset Management Coordinator position is funded out of reserve funds established to implement regional sustainability initiatives and improve organizational efficiency. This allows work on asset management to proceed at the RDN at no incremental additional costs to the taxpayer over the two-year term of the position. Similarly, revising the Manager, Water and Utilities Services position to include asset management (now Manager, Water Services and Asset Management) was enabled through attrition and reorganization of roles, again resulting in no additional tax requisition.

The final report for *Phase 2 – Asset Management Implementation Plan* has been submitted with confirmation that \$9,950 in funding, as requested, is forthcoming. The final report for the *Building a Strategic Risk Register* will be submitted by the end of 2016 with \$10,000 in grant funding to follow.

STRATEGIC PLAN IMPLICATIONS

Work undertaken over the second quarter of 2016 advances the Board Strategic Priority to Focus on Service and Organizational Excellence. That Strategic Priority commits the RDN to deliver efficient, effective and economically viable services that meet the needs of the Region. 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.”

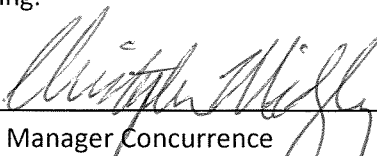
SUMMARY/CONCLUSIONS

This is the second quarterly update to the Board on implementation of the RDN asset management program. In addition to establishing and filling two staffing positions, a UBCM grant funded project has been completed, and a second, to develop Strategic Asset Risk Register, will be completed in 2016.

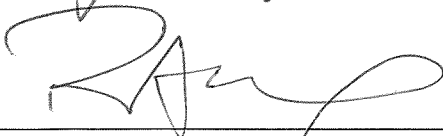
This year, local governments are required to complete an *Asset Management Assessment Form*. The Assessment, provided as Attachment 1, represents new reporting requirements for asset management, but provides important baseline information for the RDN and the Province. It is expected that future funding will be dependent on asset management reporting.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Asset Management Assessment Form

<http://surveys.civicinfo.ca/surveys/reiko-NMH/asset-managemt-assessment-form/e4be6a2f39a5b90a41be4a3e76414ab6/>

Created Wednesday, May 18, 2016

Completed Tuesday, July 05, 2016

Page 1

Introduction

Welcome to the Local Government Asset Management Assessment Form for Federal Gas Tax Funding Programs

Thank you for taking part in this important assessment on asset management (referred to herein as AM). This assessment is a mandatory requirement for fulfilling AM commitments set out in the Community Works Fund Agreement between local governments in BC and the Union of BC Municipalities. This assessment was developed and approved by the Gas Tax Agreement Partnership Committee in consultation with local governments and Asset Management BC.

Responses from this assessment will be used to:

- Generate much needed baseline data on the 'status' of AM in British Columbia;
- Measure local government's progress towards meeting AM commitments found in the Community Works Fund Agreement; and
- Support UBCM in the role as advocate for local government in British Columbia. Please refer to the introduction & glossary provided for instructions on how to contribute your local government's responses and terminology explanations.

Confidentiality

Confidentiality Statement

Be assured that data collected for this assessment will be used to generate a provincial perspective on asset management and that its findings will only be shared cumulatively. UBCM will not be reporting on the status of individual local governments.

Part 1 - Overview

Part 1 - Asset Management Framework

One purpose of this assessment is to gather baseline data on local government asset management in British Columbia. In order to undertake this effort effectively, we require each local government to complete the assessment form to the best of their ability, based on information and data that they currently possess. Not having access to data that is required to complete this form is important information. This will establish areas for improvement as asset management practices are improved

over time. The outcomes of this form will in no way be used to score or rate local governments. This form establishes a baseline, where future Gas Tax reporting requirements will establish progress, which reflects the commitment identified in the Gas Tax Agreement.

Part 1 of this assessment form is comprised of five sections and was modeled after the Asset Management for Sustainable Service Delivery: A BC Framework (the Framework). AM is an integrated process of continuous quality improvement where people, assets, information, and finances intersect to provide sustainable service delivery. A comprehensive AM process should include what is described within the Framework. To achieve sustainable service delivery, local governments must assess, plan, and implement AM practices while engaging communities, informing decision makers and reviewing practices on a continuous basis. The integrated process of AM requires attention and contribution from all divisions of the organization.

The terminology used in this form is based on the process described in the Framework. With that said, AM practices will likely vary from one local government to another, therefore the terminology and steps found within this form may not be familiar to you. Please refer to the glossary, found in the assessment form introduction package, for more information. It may also be beneficial to have the AM documents/tools listed below available for reference over the duration of the assessment. In addition to the Framework, two other documents are referred to in this assessment form.

They include:

- AssetSmart 2.0: A tool that local governments can use to assess and improve organizational capacity for AM.
- Guide for Using the Asset Management BC Roadmap: A guide to assist local governments in implementing and improving AM practices.

For ease of multiple people compiling information for this form, a PDF of this assessment form is available for download. Note only submissions that are submitted through the FluidSurvey platform will be considered complete. Scanned or fillable PDF forms will not be accepted.

Contact Info

Contact Information

UBCM will be following up with local governments after assessment forms have been submitted. Please provide contact information for the person coordinating the completion of this form.

Form Coordinator

Variable

Response

Form Coordinator | First Name

Jeff

Form Coordinator | Last Name

Ainge

Title

Asset Management Coordinator

Phone Number

250-390-6560

Email

jainge@rdn.bc.ca

Section 1: Core Elements

Section 1: Capacity Building for Asset Management

Core Elements & Capacity Building People, information, assets, and finances comprise the core of the AM process. As described in the Framework, these four elements are considered core resources required to support the process of AM, and thus necessary for sustainable service delivery.

C.1) Has your local government established a formal AM process?

Yes

C.2) AssetSMART 2.0 is a tool used by local governments to assess and improve organizational capacity . Has your local government used AssetSMART to evaluate organizational capacity for AM?

No

Section 1: Core Element (People)

Section 1: Capacity Building for Asset Management

PeopleAM is a corporate responsibility where the importance of having the right people and the right processes cannot be overlooked. Understanding the process of AM is essential for informed decision-making, inclusive governance and improving service delivery over time. When it comes to AM, focusing in on people ensures that communication is central to the process of AM and not an afterthought.

C.3) What best describes the leadership approach for AM at your local government (Select all that apply):

- An AM department leads AM activities.
- Other, please specify...

In addition to having a (new) department responsible for coordinating AM, the RDN has formalized an inter-departmental working group tasked with implementing an organizational approach to AM at the department level.

C.4) What best describes AM communication and information sharing practices between staff and AM leads at your local government (Select all that apply):

- Some staff understand the need for AM.
- Staff understand the benefits of AM.
- Staff understand their role in AM.
- Staff understand the need for continuous learning to develop their knowledge, experience and capacity for AM.
- Other, please specify...

The RDN is early in implementing AM across-the-organization, therefore in general some staff understand all of the above. The formalization of an AM working group is intended, in part, to help build organizational capacity and understanding of AM practices so that AM capacity matures across the organization as a whole.

C.5) What best describes AM communication and information sharing practices with elected officials and AM leads at your local government (Select all that apply):

- Elected officials understand the need for AM.
- Elected officials understand the benefits of AM.
- Progress on AM implementation is shared with elected officials.
- Elected officials understand the need for continuous learning to develop their knowledge, experience and capacity for AM.
- Elected officials endorse AM practices.

Section 1: Core Elements (Finances)

Section 1: Capacity Building for Asset Management

Finances A holistic understanding of infrastructure required to deliver services, and associated long-term costs, is a critical element of AM. Proactive AM will yield fewer service disruptions and lower life cycle costs than a reactive approach to repair and replacement. Having a clear picture of future cash flow requirements with time is invaluable for local governments working to implement sustainable service delivery practices.

C.6) Has your local government established a specific levy(s) for AM renewal/replacement of existing capital assets?

Other, please specify...

Reserve Funds are established for capital renewal and replacement, however not always (or consistently) are they used for specific (or defined) renewals or capital projects.

Reserve Funds

C.7) Select the option that best describes your local government's reserve fund:

Asset management reserve strategies under development.

Debt

C.8) Select the option that best describes your local government's debt level:

Debt levels are prudent and reasonable; Debt is a tool we use strategically and is in line with a long-term financial plan.

Revenue

C.9) Select the option that best describes your local government's revenue stream(s):

Revenues are sufficient and reliable to fund requirements for the next five years.

Section 2 - Asset Assessment

Section 2: Assets

Asset Assessment

The assessment of individual asset categories is essential for developing a clear understanding of the current state of assets. An asset inventory is used to consolidate information on assets from diverse sources. Sources may include past assessments, studies, plans, records, reporting requirements such as the Public Sector Account Board (PSAB 3150), and staff knowledge.

Referring to the questions that follow, evaluate the current quality of AM data available to your local government for all asset categories as a whole. Each response option is described below:

- Underdeveloped - Completeness and accuracy of data is unknown, availability of data is unknown, and generally work on this topic has not been confirmed.
- Competent - Foundation of AM, data is not necessarily complete or fully accurate, information gaps exist, significant amount of missing data, but is sufficient for basic AM assessment.
- Strong - Improved level of completeness and accuracy of data as compared to competent, detailed and accurate analysis, greater understanding of current and future situations.
- Outstanding - High level of accuracy and completeness of data, continuous improvement practices in place, long term planning in effect.
- Not developed – Work on this topic has not commenced.

A.1) Location of Assets

| Variable | Response |
|--|-----------|
| A.1) Location of Assets Information on the location of assets are: | Competent |

A.2) Condition of Assets

| Variable | Response |
|--|----------------|
| A.2) Condition of Assets Information on the age of assets are: | Competent |
| A.2) Condition of Assets Information on the installation dates for assets are: | Strong |
| A.2) Condition of Assets Information on the remaining useful life of assets are: | Competent |
| A.2) Condition of Assets Information on the expected retirement of assets are: | Underdeveloped |
| A.2) Condition of Assets Information on the quality and suitability of assets are: | Competent |

A.3) Level of Service

| Variable | Response |
|--|-----------|
| A.3) Level of Service Available information on customer level of service are: | Competent |
| A.3) Level of Service Available information on technical level of service are: | Competent |
| A.3) Level of Service Available information on existing asset capacity levels are: | Competent |
| A.3) Level of Service Available information on existing asset demand are: | Competent |
| A.3) Level of Service Available information on expected future demand are: | Competent |

A.4) Risk

| Variable | Response |
|--|-----------|
| A.4) Risk Risk assessments have been completed for assets: | Competent |
| A.4) Risk Information on potential risks that may impact sustainable service delivery are: | Competent |
| A.4) Risk The criticality (perceived importance) regarding asset(s) failure is: | Competent |
| A.4) Risk Assets have a risk register that accounts for the consequence of failure: | Competent |
| A.4) Risk Assets have a risk register that accounts for the probability of failure: | Competent |
| A.4) Risk Renewal, repair and/or replacement of assets is prioritized by risk or consequence of failure: | Competent |

A.4.1) If risk assessments have been completed, when (date) and for which assets have they been completed for?

e.g. All potable and waste water pipes, 2011 or All recreation centres (including pools, ice rinks, and recreation buildings), 2014

In 2016 basic risk assessments are being completed for major asset categories and services. These include Solid Waste, Liquid Waste, Water & Utilities, Recreation & Parks, Administration, Transportation Services, Information Technology & GIS. Completion of a Risk Register is estimated to be 75% complete at time of this Form's submission (July 2016), and will be 100% complete by year end.

A.5) Current Expenditures

| Variable | Response |
|--|-------------|
| A.5) Current Expenditures Available information on capital renewal costs for assets are: | Competent |
| A.5) Current Expenditures Available information on operational costs for assets are: | Strong |
| A.5) Current Expenditures Available information on planned maintenance costs for assets are: | Strong |
| A.5) Current Expenditures Available information on reactive maintenance costs for assets are: | Competent |
| A.5) Current Expenditures Available information on historical costs for assets are: | Strong |
| A.5) Current Expenditures Available information on current replacement costs for assets are: | Competent |
| A.5) Current Expenditures Available information on write-down and disposal costs for assets are: | Outstanding |
| A.5) Current Expenditures Available information on expected dates for acquiring new assets are: | Competent |

Section 3 - Planning (Policy)

Section 3: Planning for Asset Management

The Framework recognizes there are many components to AM. This section focuses on planning activities, comprising policy and strategy development, creation of asset plan(s) for individual asset categories and integration of these components into long-term financial plans. The Framework is one of many formal AM planning or process styles that can be utilized by local governments. The questions found below focus on outcomes, some if not most of which, will already be built into your local government's existing AM planning process.

Asset Management Policy

An AM policy is a document approved by elected representatives that formalizes corporate commitments to sustainable service delivery. The policy broadly outlines principles and guides the development and implementation of AM across the organization, connecting it back to community objectives.

P.1) What best describes your local governments AM policy (Select all that apply):

- The policy establishes corporate commitments to AM.
- The policy provides context for AM integration over all lines of business.
- The policy ensures that service levels meet community priorities.
- The policy ensures that service levels meet council/board priorities.
- The policy defines clear expectations for developing asset inventories.
- The policy defines clear expectations for the maintenance of asset inventories.
- The policy makes commitments for working towards improving service levels.
- The policy makes commitments for working towards extending the useful life of assets.
- The policy sets clear expectations for monitoring assets.
- The policy provides a commitment for staff to report regularly to the community on the status of the policy.
- The policy has been endorsed by council/board.
- The policy sets clear expectations for review, update and/or replacement.

Section 3 - Planning (Strategy)

Section 3: Planning for Asset Management

Asset Management Strategy

An AM strategy is a corporate-level document that links policy and day-to-day implementation of AM to other corporate initiatives.

P.2) What best describes your local governments AM strategy (Select all that apply):

- An AM strategy exists, but none of these selections apply.

Section 3 - Planning (Plan)

Section 3: Planning for Asset Management

Asset Management Plans

An AM plan tells the story of the asset category it discusses. It is typical to have an AM plan for each asset category and/or a corporate AM plan that compiles information on individual assets categories into a single document.

P.3) What best describes your local governments status towards completing AM plans for all asset categories:

AM plans have not been developed for any asset categories.

P.4) What best describes your local governments AM plan(s) (Select all that apply):

- AM plan(s) do not exist.

Section 3 - Planning (LTFP)

Section 3: Planning for Asset Management

Integration of Long Term Financial Plans and Asset Management Plans

Integration of AM plans with Long Term Financial Plans (LTFP) is necessary for sustainable service delivery. Integrating services, assets, and financial resources leads to actionable plans that can stabilize costs over the long-term, allowing for realistic goals to be set. The LTFP identifies gaps between AM funding needs and the reality of available funding to support that need. Overall, the integration of the LTFP and AM plans creates a balance between service wants and funding realities.

Terminology

Capital asset renewal is the replacement of like for like assets that already exist.

Capital asset upgrade typically expands levels of service on existing assets.

New assets are not in the current level of service or are created to sustain the same level of service for all citizens when a local government experiences growth/development

P.5) Select the option that best describes your local governments LTFP:

Our local governments LTFP is based on a five to 10 year planning cycle.

P.6) What best describes the integration of your local governments AM & LTFP plans (Select all that apply):

- AM plan(s) do not exist.
- The LTFP exists, but linkages between AM plan(s) and LTFP have not been made.
- The LTFP includes an overview of requirements for capital asset renewal (see above for description).
- The LTFP includes an overview of requirements for capital asset upgrades (see above for description).
- The LTFP includes an overview of requirements for new capital assets (see above for description).
- The LTFP includes an overview of requirements for asset operations.
- The LTFP includes an overview of requirements for asset maintenance.
- The LTFP identifies opportunities for increased funding to support assets.
- The LTFP provides a basis for developing AM strategies for service, asset and financial sustainability.
- The LTFP provides a basis for reviewing service sustainability.
- The LTFP provides a basis for reviewing asset sustainability.
- The LTFP provides a basis for reviewing financial sustainability.

Section 4 - Implementation (Practices)

Section 4: Implementation of Asset Management

Implementing Asset Management Practices AM objectives, plans, and practices are developed to be implemented. Much of the work related to implementation is focused on regular updating of asset information and improvement projects in order to manage risk and improve service delivery.

I.1) What best describes you local governments AM implementation practices (Select all that apply):

- Practices include updating asset inventories on a regular basis.
- Practices include implementing risk management plans.
- Practices include implementing asset maintenance projects.
- Practices include implementing asset renewal projects.
- Practices include holding regular AM team meetings to review implementation progress.
- Practices include implementing appropriate AM systems to support the management of AM data.

Section 4 - Implementation (Measuring)

Section 4: Implementation of Asset Management

Measuring Progress & Improvement AM is a process of continuous improvement. Best practices in progress measurement use high-level, corporate-wide indicators expressed in financial terms. These

indicators are tangible and measurable, used to highlight connections between cost and service tracking performance trends over time.

I.2) What best describes your local government's progress towards measuring AM activities (Select all that apply):

- We measure progress toward sustainable service delivery using best practice, high level corporate wide indicators that track progress annually over long periods of time.
- We measure high level cost of service, for each service, using measures our citizens can easily relate to and understand.
- The Asset Management BC Roadmap is used to measure AM activities.

I.2.1) Based on your experience with the Asset Management BC Roadmap, choose the selection that best describes your local government's current level of AM:

Basic

I.3) Describe below your local governments approach for measuring financial benefits of AM:

This may include measuring operating surplus ratio, net financial liabilities ratio, asset sustainability ratio, asset consumption ratio, asset renewal funding ratio, funding gap analysis, etc.

Historically, the Regional District of Nanaimo has undertaken financial monitoring and reporting as required of local governments in British Columbia. This has not included specific measures intended to highlight the financial benefits of asset management. At present, the Regional District of Nanaimo is in the early stages of developing an organization-wide asset management program. Included in that process is identifying metrics that will best show the financial benefits of asset management and reporting those metrics to the RDN Board of Directors.

I.4) Describe below your local governments approach for measuring social benefits of AM:

This may include measuring reduction in the number of complaints received, increase in service provision, increase in service levels, decrease in number of assets considered as poor/very poor quality, active living increases across demographics, increase in users at recreation facilities/programs, etc.

Though the Regional District of Nanaimo does measure a range of social indicators relating to service levels and facility use by jurisdiction and demographic, the Regional District of Nanaimo has not formally laid out an approach for measuring the social benefits of asset management. The RDN did hire a private firm to complete an Asset Management Strategy and Implementation Plan, which provides a general foundation for the RDN's current approach to asset management, and includes linking asset management practices with social sustainability. This work was laid out as an activity in the fourth year of the Asset Management Implementation Plan. As the RDN is in the first year of implementing its asset management program, the work to link asset management with social sustainability has not formally begun.

I.5) Describe below your local governments approach for measuring environmental benefits of AM:

This may include measuring demand management practices/programs, reduction in GHG emissions, increases in energy savings/recovery, reduction in number of waste water non-compliance days, increase in number of good/excellent air quality days, increase in number of good/excellent water quality days, increase in activities related to erosion control/mitigation, increase in activities related to flood control/mitigation, ecological benefits valued as asset classes, inclusion of natural capital within asset categories, etc.

It is well understood that significant environmental benefits arise out of a strategic approach to asset management. Typically these benefits, which include metrics such as reduced emissions, declining wastewater exceedances, and improved operational performance, are measured at a departmental level rather than at the organizational level. As the RDN asset management program develops, so too will an approach for measuring the specific environmental benefits of asset management.

Section 4 - Implementation (Reporting)

Section 4: Implementation of Asset Management

Reporting on Asset Management Progress

Reporting on AM demonstrates measurable progress towards implementing AM commitments and achieving sustainable service delivery. Reporting on AM activities guides informed decision making and educates community members while demonstrating progress towards sustainable service delivery.

I.6) What best describes your local governments current AM reporting practices (Select all that apply):

- Reporting on AM includes debriefing staff.
- Reporting on AM includes debriefing council/board.

Section 5 - Formal Process

Section 5: Formal Asset Management Planning Process

F.1) What best describes the AM activities your local government has undertaken to date (Select all that apply):

- Assessed the current state of assets.
- Developed an asset inventory for at least one asset category.
- Developed an AM policy.
- Integrated AM activities into a long term financial plan.
- Measured progress towards meeting AM goals.

- Reported to staff on the progress of AM.
- Reported to council/board members on the progress of AM.
- Reviewed AM practices.
- Updated a portion of AM inventories.

This concludes Part 1 of the Asset Management Assessment Form.

Part 2 - Overview

Part 2 - Condition, Replacement & Renewal for Asset Categories

Where Part 1 of the Asset Management Assessment Form focused on AM from a comprehensive, high level process perspective, Part 2 is dedicated to specific asset categories and associated asset components. Part 2 is modeled after components found in the Canadian Infrastructure Report Card survey.

Part 2 of this form is comprised of six sections. Each section is broken up into four subsections: condition status, estimated replacement value, annual renewal budget, and replacement value/historical cost ratio.

The sections are as follows:

- Section 6: Roads & Bridges
- Section 7: Potable Water
- Section 8: Stormwater
- Section 9: Wastewater
- Section 10: Sports & Recreation Facilities (including parks, trails, wharves, airports, and harbors)
- Section 11: Other Building & Facilities

Recognizing that within your local government there will be a range in values, for the purposes of the survey, you are providing cumulative or average score within each asset category/sub category.

The survey coordinator, if not able to complete the survey independently, can consider delegating the completion of these sections to an appropriate department and/or division that works directly with the asset category in question.

The assessment form PDF could be used to collect this information initially and later it could be entered into the assessment form.

Section 6 - 6.1 Roads & Bridges

Section 6: Roads & Bridges

Asset Condition Assessment

The assessment of individual asset categories is essential for developing a clear understanding on the current state of assets. An asset inventory is used to consolidate information on assets from diverse sources. Sources may include past assessments, studies, plans, records, reporting requirements such as the Public Sector Account Board (PSAB 3150), and staff knowledge.

6.1) For the following asset components, describe the status of the asset:

| Variable | Response |
|---|---|
| 6.1) For the following asset components, describe the status of the asset: Highways | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Arterial | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Collectors | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Locals | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Lanes & Alleys | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Sidewalks | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Bridges | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Culverts >3 m | Asset is not owned by the local government. |
| 6.1) For the following asset components, describe the status of the asset: Footbridges | Asset is not owned by the local government. |

Section 6.2 - Roads & Bridges

Section 6: Roads & Bridges

Estimated Replacement Costs and Annual Renewal Budgets

Accurate replacement costs are based on the condition assessment of an asset. This condition assessment defines an assets remaining life. The historical cost adjusted for inflation, to an assets projected end of life (based on condition) is a sensible first improvement over PSAB 3150 accumulated amortization. The actual cost of present-day, like-for-like renewal or contributed assets (either a local or geographically near example) projected to its end of life (based on condition) is by far the best.

Estimated replacement values refers to the approximate cost at the present time required to replace an asset, including demolition costs. Do not include land costs or overhead such as administration.

Annual renewal budget refers to information on the rehabilitation, reconstruction or replacement of infrastructure.

The historical value for this question should conform with the PSAB 3150 standards.

6.2) In 2014, what was the historical value for the road & bridge network components owned by your organization? What was the estimated replacement value for the entire road & bridge network components owned by your organization? What was the annual renewal budget for the entire road & bridge network components owned by your organization?

Include the value of all associated assets such as signs, guardrails, lighting, on-road cycle lanes/paved shoulder bikeways, sidewalks, and fences. In the event that the cumulative value for roads & bridges is not separated by asset component (highway, arterial, etc.) an option allows you to enter the cumulative value the bottom of this page.

IF INDIVIDUAL ASSET COMPONENT VALUES ARE UNKNOWN, LEAVE THE FIELD AS "0" AND ONLY SUBMIT THE CUMULATIVE VALUE. IF THERE IS NO DATA TO PROVIDE or YOUR LOCAL GOVERNMENT DOES NOT OWN THE ASSET LEAVE THE FIELD AS "0".

| | Historical Value (from PSAB 3150) | Estimated Replacement Value | Annual Renewal Budget |
|---|-----------------------------------|-----------------------------|-----------------------|
| Highway | 0 | 0 | 0 |
| Arterial | 0 | 0 | 0 |
| Collector | 0 | 0 | 0 |
| Local | 0 | 0 | 0 |
| Lanes & Alleys | 0 | 0 | 0 |
| Sidewalks | 0 | 0 | 0 |
| Bridges | 0 | 0 | 0 |
| Culverts >3 m | 0 | 0 | 0 |
| Footbridges | 0 | 0 | 0 |
| Cumulative Value for Road & Bridge Assets | 0 | 0 | 0 |

Section 7- 7.1 Potable Water

**Section 7: Potable Water
Asset Condition Assessment**

The assessment of individual asset categories is essential for developing a clear understanding on the current state of assets. An asset inventory is used to consolidate information on assets from diverse sources. Sources may include past assessments, studies, plans, records, reporting requirements such as the Public Sector Account Board (PSAB 3150), and staff knowledge.

7.1) For the following asset components, describe the status of the asset:

| Variable | Response |
|---|---|
| 7.1) For the following asset components, describe the status of the asset: Local (dia. <416 mm) | Asset is owned by the local government. |
| 7.1) For the following asset components, describe the status of the asset: Transmission (dia. >416 mm) | Asset is not owned by the local government. |
| 7.1) For the following asset components, describe the status of the asset: Water Treatment Plants (incl. Wells) | Asset is owned by the local government. |
| 7.1) For the following asset components, describe the status of the asset: Water Pump Stations | Asset is owned by the local government. |
| 7.1) For the following asset components, describe the status of the asset: Water reservoirs | Asset is owned by the local government. |

7.1.2) Referring to the asset categories provided, for each physical condition option enter a percentage for each category listed under the potable water network owned by your organization.

Each response option is described below:

Very poor/Critical: <20% of estimated service level remaining. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.

Poor: 20-39% of estimated service level remaining. Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration.

Fair: 40-59% of estimated service level remaining. Signs of deterioration, some elements exhibit deficiencies.

Good: 60-79% of estimated service level remaining. Acceptable, generally approaching mid stage of expected service life.

Very Good: 80-100% of estimated service level remaining. Well maintained, good condition, new or recently rehabilitated.

No Information:

The asset is owned by the local government, but data on the asset is not available; or

The asset is not owned by the local government.

Each owned asset must equal 100%.

| | No Information | Very poor/Critical | Poor | Fair | Good | Very Good |
|--------------------------------------|----------------|--------------------|---------------|---------------|---------------|---------------|
| Local (dia. | False | 10 | 10 | 30 | 40 | 10 |
| Transmission (dia. >416 mm) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Water Treatment Plants (incl. Wells) | False | 0 | 0 | 0 | 0 | 100 |
| Water Pump Stations | False | 0 | 0 | 0 | 0 | 100 |
| Water Reservoirs | False | 0 | 5 | 40 | 55 | 0 |

Section 7 - 7.2 Potable Water

Section 7: Potable Water

Estimated Replacement Costs and Annual Renewal Budgets

Accurate replacement costs are based on the condition assessment of an asset. This condition assessment defines an assets remaining life. The historical cost adjusted for inflation, to an assets projected end of life (based on condition) is a sensible first improvement over PSAB 3150 accumulated amortization. The actual cost of present-day, like-for-like renewal or contributed assets (either a local or geographically near example) projected to its end of life (based on condition) is by far the best.

Estimated replacement values refers to the approximate cost at the present time required to replace an asset, including demolition costs. Do not include land costs or overhead such as administration.

Annual renewal budget refers to information on the rehabilitation, reconstruction or replacement of infrastructure.

The historical value for this question should conform with the PSAB 3150 standards.

7.2) In 2014, what was the historical value for the potable water network components owned by your organization? What was the estimated replacement value for the entire potable water network components owned by your organization? What was the annual renewal budget for the entire potable water network components owned by your organization?

IF INDIVIDUAL COMPONENT VALUES ARE UNKNOWN, LEAVE THE FIELD AS "0" AND ONLY SUBMIT THE CUMULATIVE VALUE. IF THERE IS NO DATA TO PROVIDE or YOUR LOCAL GOVERNMENT DOES NOT OWN THE ASSET LEAVE THE FIELD AS "0".

| | Historical Value (from PSAB 3150) | Estimated Replacement Value | Annual Renewal Budget |
|---|-----------------------------------|-----------------------------|-----------------------|
| Local (dia. >416 mm) | 0 | 0 | 0 |
| Transmission (dia. | 0 | 0 | 0 |
| Water Treatment Plants (incl. Wells) | 0 | 0 | 0 |
| Water Pump Stations | 0 | 0 | 0 |
| Water Reservoirs | 0 | 0 | 0 |
| Cumulative Value for Potable Water Assets | 26,849,124 | 80,000,000 | 3,272,847 |

Section 8 - 8.1 Stormwater

Section 8: Stormwater

Asset Condition Assessment

The assessment of individual asset categories is essential for developing a clear understanding on the current state of assets. An asset inventory is used to consolidate information on assets from diverse sources. Sources may include past assessments, studies, plans, records, reporting requirements such as the Public Sector Account Board (PSAB 3150), and staff knowledge.

8.1) For the following asset components, describe the status of the asset:

Variable

Response

8.1) For the following asset components, describe the status of the asset: | Culverts (dia. <3 m)

Asset is not owned by the local government.

8.1) For the following asset components, describe the status of the asset: | Stormwater Pipes (dia. <450 mm)

Asset is not owned by the local government.

- 8.1) For the following asset components, describe the status of the asset: | Stormwater Pipes (dia. 450-1500 mm)
- 8.1) For the following asset components, describe the status of the asset: | Stormwater Pipes (dia. >1500 mm)
- 8.1) For the following asset components, describe the status of the asset: | Drainage Pump Stations
- 8.1) For the following asset components, describe the status of the asset: | Stormwater Management Facilities

Asset is not owned by the local government.

Asset is not owned by the local government.

Asset is not owned by the local government.

Asset is owned by the local government.

8.1.2) Referring to the asset categories provided, for each physical condition option enter a percentage for each category listed under the stormwater network owned by your organization.

Each response option is described below:

Very poor/Critical: <20% of estimated service level remaining. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.

Poor: 20-39% of estimated service level remaining. Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration.

Fair: 40-59% of estimated service level remaining. Signs of deterioration, some elements exhibit deficiencies.

Good: 60-79% of estimated service level remaining. Acceptable, generally approaching mid stage of expected service life.

Very Good: 80-100% of estimated service level remaining. Well maintained, good condition, new or recently rehabilitated.

No Information:

The asset is owned by the local government, but data on the asset is not available; or

The asset is not owned by the local government.

Each owned asset must equal 100%.

| | No Information | Very poor/Critical | Poor | Fair | Good | Very Good |
|-------------------------------------|----------------|--------------------|---------------|---------------|---------------|---------------|
| Culverts (dia.<3m) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Stormwater Pipes (dia. | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Stormwater Pipes (dia. 450-1500 mm) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Stormwater Pipes (dia. >1500 mm) | True | (No response) | (No response) | (No response) | (No response) | (No response) |

| | | | | | | |
|----------------------------------|-------|---------------|---------------|---------------|---------------|---------------|
| Drainage Pump Stations | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Stormwater Management Facilities | False | 0 | 0 | 0 | 0 | 100 |

Section 8 - 8.2 Stormwater

Section 8: Stormwater

Estimated Replacement Costs and Annual Renewal Budgets

Accurate replacement costs are based on the condition assessment of an asset. This condition assessment defines an assets remaining life. The historical cost adjusted for inflation, to an assets projected end of life (based on condition) is a sensible first improvement over PSAB 3150 accumulated amortization. The actual cost of present-day, like-for-like renewal or contributed assets (either a local or geographically near example) projected to its end of life (based on condition) is by far the best.

Estimated replacement values refers to the approximate cost at the present time required to replace an asset, including demolition costs. Do not include land costs or overhead such as administration.

Annual renewal budget refers to information on the rehabilitation, reconstruction or replacement of infrastructure.

The historical value for this question should conform with the PSAB 3150 standards.

8.2) In 2014, what was the historical value for the stormwater network components owned by your organization? What was the estimated replacement value for the entire stormwater network components owned by your organization? What was the annual renewal budget for the entire stormwater network components owned by your organization?

IF INDIVIDUAL COMPONENT VALUES ARE UNKNOWN, LEAVE THE FIELD AS "0" AND ONLY SUBMIT THE CUMULATIVE VALUE. IF THERE IS NO DATA TO PROVIDE or YOUR LOCAL GOVERNMENT DOES NOT OWN THE ASSET LEAVE THE FIELD AS "0".

| | Historical Value (from PSAB 3150) | Estimated Replacement Value | Annual Renewal Budget |
|-------------------------------------|-----------------------------------|-----------------------------|-----------------------|
| Culverts (dia. | 0 | 0 | 0 |
| Stormwater Pipes (dia. | 0 | 0 | 0 |
| Stormwater Pipes (dia. 450-1500 mm) | 0 | 0 | 0 |
| Stormwater Pipes (dia. >1500 mm) | 0 | 0 | 0 |
| Drainage Pump Stations | 0 | 0 | 0 |

| | | | |
|--|---|---|-------|
| Stormwater Management Facilities | 0 | 0 | 7,000 |
| Cumulative Value for Stormwater Assets | 0 | 0 | 7,000 |

Section 9 - 9.1 Wastewater

Section 9: Wastewater

Asset Condition Assessment

The assessment of individual asset categories is essential for developing a clear understanding on the current state of assets. An asset inventory is used to consolidate information on assets from diverse sources. Sources may include past assessments, studies, plans, records, reporting requirements such as the Public Sector Account Board (PSAB 3150), and staff knowledge.

9.1) For the following asset components, describe the status of the asset:

Variable

Response

9.1) For the following asset components, describe the status of the asset: | Forcemains

Asset is owned by the local government.

9.1) For the following asset components, describe the status of the asset: | Wastewater Pipes (dia. <450 mm)

Asset is owned by the local government.

9.1) For the following asset components, describe the status of the asset: | Wastewater Pipes (dia. 450-1500 mm)

Asset is owned by the local government.

9.1) For the following asset components, describe the status of the asset: | Wastewater Pipes (dia. >1500 mm)

Asset is not owned by the local government.

9.1) For the following asset components, describe the status of the asset: | Wastewater Treatment Plants

Asset is owned by the local government.

9.1) For the following asset components, describe the status of the asset: | Lagoon Systems

Asset is not owned by the local government.

9.1) For the following asset components, describe the status of the asset: | Wastewater Pump Stations

Asset is owned by the local government.

9.1) For the following asset components, describe the status of the asset: | Wastewater Storage Tanks/Pipes

Asset is not owned by the local government.

9.1.2) Referring to the asset categories provided, for each physical condition option enter a percentage for each category listed under the wastewater network owned by your organization.

Each response option is described below:

Very poor/Critical: <20% of estimated service level remaining. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.

Poor: 20-39% of estimated service level remaining. Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration.

Fair: 40-59% of estimated service level remaining. Signs of deterioration, some elements exhibit deficiencies.

Good: 60-79% of estimated service level remaining. Acceptable, generally approaching mid stage of expected service life.

Very Good: 80-100% of estimated service level remaining. Well maintained, good condition, new or recently rehabilitated.

No Information:

The asset is owned by the local government, but data on the asset is not available; or

The asset is not owned by the local government.

Each owned asset must equal 100%.

| | No Information | Very poor/Critical | Poor | Fair | Good | Very Good |
|-------------------------------------|----------------|--------------------|---------------|---------------|---------------|---------------|
| Forcemains | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wastewater Pipes (dia. | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wastewater Pipes (dia. 450-1500 mm) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wastewater Pipes (dia. >1500 mm) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wastewater Treatment Plants | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Lagoon Systems | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wastewater Pump Stations | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wastewater Storage Tanks/Pipes | True | (No response) | (No response) | (No response) | (No response) | (No response) |

Section 9 - 9.2 Wastewater

Section 9: Wastewater

Estimated Replacement Costs and Annual Renewal Budgets

Accurate replacement costs are based on the condition assessment of an asset. This condition assessment defines an assets remaining life. The historical cost adjusted for inflation, to an assets projected end of life (based on condition) is a sensible first improvement over PSAB 3150 accumulated amortization. The actual cost of present-day, like-for-like renewal or contributed assets (either a local or geographically near example) projected to its end of life (based on condition) is by far the best.

Estimated replacement values refers to the approximate cost at the present time required to replace an asset, including demolition costs. Do not include land costs or overhead such as administration.

Annual renewal budget refers to information on the rehabilitation, reconstruction or replacement of infrastructure.

The historical value for this question should conform with the PSAB 3150 standards.

9.2) In 2014, what was the historical value for the wastewater network components owned by your organization? What was the estimated replacement value for the entire wastewater network components owned by your organization? What was the annual renewal budget for the entire wastewater network components owned by your organization?

IF INDIVIDUAL COMPONENT VALUES ARE UNKNOWN, LEAVE THE FIELD AS "0" AND ONLY SUBMIT THE CUMULATIVE VALUE. IF THERE IS NO DATA TO PROVIDE or YOUR LOCAL GOVERNMENT DOES NOT OWN THE ASSET LEAVE THE FIELD AS "0".

| | Historical Value (from PSAB 3150) | Estimated Replacement Value | Annual Renewal Budget |
|-------------------------------------|-----------------------------------|-----------------------------|-----------------------|
| Forcemains | 0 | 0 | 0 |
| Wastewater Pipes (dia. | 0 | 0 | 0 |
| Wastewater Pipes (dia. 450-1500 mm) | 0 | 0 | 0 |
| Wastewater Pipes (dia. >1500 mm) | 0 | 0 | 0 |
| Wastewater Treatment Plants | 0 | 0 | 0 |
| Lagoon Systems | 0 | 0 | 0 |
| Wastewater Pump Stations | 0 | 0 | 0 |
| Wastewater Storage Tanks/Pipes | 0 | 0 | 0 |

| | | | |
|--|-------------|-------------|------------|
| Cumulative Value for Wastewater Assets | 105,082,445 | 130,759,000 | 14,944,543 |
|--|-------------|-------------|------------|

Section 10 - 10.1 Sports & Recreation Facilities

Section 10: Sports & Recreation Facilities

Asset Condition Assessment

The assessment of individual asset categories is essential for developing a clear understanding on the current state of assets. An asset inventory is used to consolidate information on assets from diverse sources. Sources may include past assessments, studies, plans, records, reporting requirements such as the Public Sector Account Board (PSAB 3150), and staff knowledge.

10.1) For the following asset components, describe the status of the asset:

| Variable | Response |
|---|---|
| 10.1) For the following asset components, describe the status of the asset: Indoor Rinks: Single pad | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Indoor Rinks: 2-3 pads | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Indoor Rinks: 4 pads (quad) | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Indoor Rinks: 5+ pads | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Outdoor Rinks | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Indoor Pool: 25 m | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Indoor Pool: 50 m or longer | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Indoor Pool: Leisure pools | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Outdoor Pool | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Wading Pool | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Splash Pool | Asset is not owned by the local government. |

| | |
|---|---|
| 10.1) For the following asset components, describe the status of the asset: Skateparks (indoor/outdoor) | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Indoor Curling Rinks | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Stadiums (indoor/outdoor) | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Tennis Courts (indoor/outdoor) | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Sports Fields (indoor/outdoor) | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Ski hills | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Parks | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Trails | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Airports | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Wharves | Asset is owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Harbours | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Community Recreation Centres/ Multiplexes | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Seniors Centres | Asset is not owned by the local government. |
| 10.1) For the following asset components, describe the status of the asset: Youth Centres | Asset is not owned by the local government. |

10.1.2) Referring to the asset categories provided, for each physical condition option enter a percentage for each category listed under sports and recreation facilities owned by your organization.

Each response option is described below:

Very poor/Critical: <20% of estimated service level remaining. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.

Poor: 20-39% of estimated service level remaining. Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration.

Fair: 40-59% of estimated service level remaining. Signs of deterioration, some elements exhibit deficiencies.

Good: 60-79% of estimated service level remaining. Acceptable, generally approaching mid stage of expected service life.

Very Good: 80-100% of estimated service level remaining. Well maintained, good condition, new or recently rehabilitated.

No Information:

The asset is owned by the local government, but data on the asset is not available; or

The asset is not owned by the local government.

Each owned asset must equal 100%.

| | No Information | Very poor/Critical | Poor | Fair | Good | Very Good |
|--------------------------------|----------------|--------------------|---------------|---------------|---------------|---------------|
| Indoor Rinks: Single pad | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Indoor Rinks: 2-3 pads | False | 0 | 0 | 0 | 0 | 100 |
| Indoor Rinks: 4 pads (quad) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Indoor Rinks: 5+ pads | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Outdoor Rinks | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Indoor Pool: 25 m | False | 0 | 0 | 0 | 0 | 100 |
| Indoor Pool: 50 m or longer | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Indoor Pool: Leisure pools | False | 0 | 0 | 0 | 0 | 100 |
| Outdoor Pool | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wading Pool | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Splash Pool | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Skateparks (indoor/outdoor) | False | 0 | 0 | 0 | 0 | 100 |
| Indoor Curling Rinks | False | 0 | 100 | 0 | 0 | 0 |
| Stadiums (indoor/outdoor) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Tennis Courts (indoor/outdoor) | True | (No response) | (No response) | (No response) | (No response) | (No response) |

| | | | | | | |
|--|-------|---------------|---------------|---------------|---------------|---------------|
| Sports Fields (indoor/outdoor) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Ski hills | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Parks | False | 0 | 10 | 50 | 25 | 15 |
| Trails | False | 0 | 0 | 60 | 30 | 10 |
| Airports | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Wharves | False | 0 | 0 | 0 | 100 | 0 |
| Harbors | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Community Recreation Centres/ Multiplexes | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Seniors Centres | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Youth Centres | True | (No response) | (No response) | (No response) | (No response) | (No response) |

Section 10 - 10.2 Sports & Recreation Facilities

Section 10: Sports & Recreation Facilities

Estimated Replacement Costs and Annual Renewal Budgets

Accurate replacement costs are based on the condition assessment of an asset. This condition assessment defines an assets remaining life. The historical cost adjusted for inflation, to an assets projected end of life (based on condition) is a sensible first improvement over PSAB 3150 accumulated amortization. The actual cost of present-day, like-for-like renewal or contributed assets (either a local or geographically near example) projected to its end of life (based on condition) is by far the best.

Estimated replacement values refers to the approximate cost at the present time required to replace an asset, including demolition costs. Do not include land costs or overhead such as administration.

Annual renewal budget refers to information on the rehabilitation, reconstruction or replacement of infrastructure.

The historical value for this question should conform with the PSAB 3150 standards.

10.2) In 2014, what was the historical value for sports and recreation facilities owned by your organization? What was the estimated replacement value for sports and recreation facilities owned by your organization? What was the annual renewal budget for sports and recreation facilities owned by your organization?

IF INDIVIDUAL COMPONENT VALUES ARE UNKNOWN, LEAVE THE FIELD AS "0" AND ONLY SUBMIT THE CUMULATIVE VALUE. IF THERE IS NO DATA TO PROVIDE or YOUR LOCAL GOVERNMENT DOES NOT OWN THE ASSET LEAVE THE FIELD AS "0".

| | Historical Value (from PSAB 3150) | Estimated Replacement Value | Annual Renewal Budget |
|--|--------------------------------------|--------------------------------|-----------------------------|
| Indoor Rinks: Single pad | 0 | 0 | 0 |
| Indoor Rinks: 2-3 pads | 10,138,726 | 23,089,940 | 268,356 |
| Indoor Rinks: 4 pads (quad) | 0 | 0 | 0 |
| Indoor Rinks: 5+ pads | 0 | 0 | 0 |
| Outdoor Rinks | 0 | 0 | 0 |
| Indoor Pool: 25 m | 8,714,247 | 8,071,030 | 23,365 |
| Indoor Pool: 50 m or longer | 0 | 0 | 0 |
| Indoor Pool: Leisure pools | 0 | 0 | 0 |
| Outdoor Pool | 0 | 0 | 0 |
| Wading Pool | 0 | 0 | 0 |
| Splash Pool | 0 | 0 | 0 |
| Skateparks (indoor/outdoor) | 0 | 0 | 0 |
| Indoor Curling Rinks | 0 | 6,810,480 | 0 |
| Stadiums (indoor/outdoor) | 0 | 0 | 0 |
| Tennis Courts (indoor/outdoor) | 0 | 0 | 0 |
| Sports Fields (indoor/outdoor) | 0 | 0 | 0 |
| Ski hills | 0 | 0 | 0 |
| Parks | 3,335,821 | 2,048,000 | 1,453,656 |
| Trails | 0 | 1,898,220 | 765,000 |
| Airports | 0 | 0 | 0 |
| Wharves | 64,030 | 149,940 | 5,000 |
| Harbors | 0 | 0 | 0 |
| Community Recreation Centres/ Multiplexes | 0 | 0 | 0 |
| Seniors Centres | 0 | 0 | 0 |
| Youth Centres | 0 | 0 | 0 |

| | | | |
|---|------------|------------|-----------|
| Cumulative Value for Sports and Recreation Facilities | 22,252,842 | 42,067,610 | 2,515,377 |
|---|------------|------------|-----------|

Section 11 - 11.1 Other Buildings & Facilities

Section 11: Other Buildings and Facilities

Asset Condition Assessment

The assessment of individual asset categories is essential for developing a clear understanding on the current state of assets. An asset inventory is used to consolidate information on assets from diverse sources. Sources may include past assessments, studies, plans, records, reporting requirements such as the Public Sector Account Board (PSAB 3150), and staff knowledge.

11.1) For the following asset components, describe the status of the asset:

Variable

Response

11.1) For the following asset components, describe the status of the asset: | Police Stations

Asset is not owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Fire Stations

Asset is owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Paramedic Stations

Asset is not owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Administrative Buildings, Service Centres, Work Yards

Asset is owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Shelters (e.g. youth, womens, homeless)

Asset is not owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Libraries

Asset is not owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Childcare/ Daycare Centres

Asset is not owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Community Centres and Cultural Facilities

Asset is not owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Health Care Facilities

Asset is not owned by the local government.

11.1) For the following asset components, describe the status of the asset: | Long-term Care Centres

Asset is not owned by the local government.

11.1.2) Referring to the asset categories provided, for each physical condition option enter a percentage for each category listed under other buildings and facilities owned by your organization.

Each response option is described below:

Very poor/Critical: <20% of estimated service level remaining. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.

Poor: 20-39% of estimated service level remaining. Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration.

Fair: 40-59% of estimated service level remaining. Signs of deterioration, some elements exhibit deficiencies.

Good: 60-79% of estimated service level remaining. Acceptable, generally approaching mid stage of expected service life.

Very Good: 80-100% of estimated service level remaining. Well maintained, good condition, new or recently rehabilitated.

No Information:

The asset is owned by the local government, but data on the asset is not available; or

The asset is not owned by the local government.

Each owned asset must equal 100%.

| | No Information | Very poor/Critical | Poor | Fair | Good | Very Good |
|---|----------------|--------------------|---------------|---------------|---------------|---------------|
| Police Stations | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Fire Stations | False | 0 | 0 | 22 | 56 | 22 |
| Paramedic Stations | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Administrative Buildings, Service Centres, Work Yards | False | 0 | 0 | 0 | 10 | 90 |
| Shelters (e.g. youth, womens, homeless) | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Libraries | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Childcare/ Daycare Centres | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Community and Cultural Facilities | True | (No response) | (No response) | (No response) | (No response) | (No response) |

| | | | | | | |
|------------------------|------|---------------|---------------|---------------|---------------|---------------|
| Health Care Facilities | True | (No response) | (No response) | (No response) | (No response) | (No response) |
| Long-term Care Centres | True | (No response) | (No response) | (No response) | (No response) | (No response) |

Section 11 - 11.2 Other Buildings & Facilities

Section 11: Other Buildings & Facilities

Estimated Replacement Costs and Annual Renewal Budgets

Accurate replacement costs are based on the condition assessment of an asset. This condition assessment defines an assets remaining life. The historical cost adjusted for inflation, to an assets projected end of life (based on condition) is a sensible first improvement over PSAB 3150 accumulated amortization. The actual cost of present-day, like-for-like renewal or contributed assets (either a local or geographically near example) projected to its end of life (based on condition) is by far the best.

Estimated replacement values refers to the approximate cost at the present time required to replace an asset, including demolition costs. Do not include land costs or overhead such as administration.

Annual renewal budget refers to information on the rehabilitation, reconstruction or replacement of infrastructure.

The historical value for this question should conform with the PSAB 3150 standards.

11.2) In 2014, what was the historical value for other buildings and facilities owned by your organization? What was the estimated replacement value for other buildings and facilities owned by your organization? What was the annual renewal budget for other buildings and facilities owned by your organization?

IF INDIVIDUAL COMPONENT VALUES ARE UNKNOWN, LEAVE THE FIELD AS "0" AND ONLY SUBMIT THE CUMULATIVE VALUE. IF THERE IS NO DATA TO PROVIDE or YOUR LOCAL GOVERNMENT DOES NOT OWN THE ASSET LEAVE THE FIELD AS "0".

| | Historical Value (from PSAB 3150) | Estimated Replacement Value | Annual Renewal Budget |
|--|--------------------------------------|--------------------------------|-----------------------------|
| Police Stations | 0 | 0 | 0 |
| Fire Stations | 5,639,777 | 11,783,766 | 286,200 |
| Paramedic Stations | 0 | 0 | 0 |
| Administrative Buildings, Service Centres, Work Yards | 13,104,780 | 17,969,695 | 3,385,837 |
| Shelters (e.g. youth, womens, homeless) | 0 | 0 | 0 |
| Libraries | 0 | 0 | 0 |
| Childcare/ Daycare Centres | 0 | 0 | 0 |

| | | | |
|-----------------------------------|---|---|---|
| Community and Cultural Facilities | 0 | 0 | 0 |
| Health Care Facilities | 0 | 0 | 0 |
| Long-term Care Centres | 0 | 0 | 0 |

Assessment Form Submission

Submitting Your Completed Form

Congratulations! You have completed the Asset Management Assessment Form. The answers provided will be put towards meeting asset management commitments found in your Community Works Fund Agreement. Thank you for taking the time and effort to respond to this important assessment on asset management. Once the submission of this form has been received by UBCM, staff will follow-up with the local government CAO by email. At that time the data you have submitted will be shared back with you. This information can then be used towards the development of an asset management improvement plan for your local government. Gas Tax reporting requirements for 2017 include reporting on asset management improvements. Further details on 2017 asset management reporting requirements will be available later this year.

Want to share more? Provide any comments, suggestions for improvement or feedback below:

Thank you for the opportunity to complete the Assessment. We look forward to reviewing whatever information the UBCM shares as a result of this research in order to better understand asset management practices in the Province and how our program can improve over time. This Assessment will provide a valuable baseline for asset management in the Regional District of Nanaimo, and we intend to adapt it for ongoing use in a regional district context.

One challenge we faced in completing the Assessment relates to the fact that in a regional district our asset values are not aggregated in a way that neatly aligns with the various categories as listed in the form. We will be better prepared to identify more discrete costs with greater accuracy once we've progressed in completing a comprehensive asset register for the organization – a process that is currently underway. We are very aware of the gap in information regarding current replacement costs, and are closing that gap for 2016 and 2017. Unfortunately, in many instances we were not able to consolidate that information for the 2014 calendar year to a level of accuracy we would consider acceptable.

We note that Solid Waste is not included as a service to be considered in the Assessment. This represents a significant department for the RDN in terms of service delivery as well as asset value. Considering that there are several regional districts in the Province that provide solid waste as a service, we would suggest including that in the next iteration of this form.

BEFORE HITTING SUBMIT PLEASE ENSURE THAT EACH SECTION HAS BEEN COMPLETED IN FULL.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, JUNE 15, 2016
7:00PM

(CEDAR HERITAGE CENTRE)

Attendance: Alec McPherson, RDN Director, Chair
Angela Davies
Graham Gidden
Andrew Thornton
John O'Connor
Kerri-Lynne Wilson
Bernard White
Patti Grand (8:05pm)

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

Regrets: Jim Fiddick

CALL TO ORDER

Chair McPherson called the meeting to order at 7:08pm.

DELEGATIONS/PRESENTATION

None

MINUTES

MOVED Commissioner O'Connor, SECONDED Commissioner White that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held May 18, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

REPORTS

Monthly Update of Regional and Community Parks and Trail Projects –April/May 2016

Cedar Plaza Kiosk Update – L. Fesiak (Verbal)

L. Fesiak gave an update of the Cedar Plaza Kiosk project. She wanted the opinion of the Commission for that the finishes and hardware they prefer on the finished kiosk. The Commission agreed on Linseed Oil stain finish and that L. Fesiak will email some more photos of the different steel hardware option when the project gets under way. They discussed the cost estimates L. Fesiak presented.

MOVED Commissioner Gidden, SECONDED Commissioner Wilson that the Commission supports the design cost estimates of a professional contractor for the Cedar Plaza Kiosk to a maximum of \$47,000.

CARRIED

MOVED Commissioner White, SECONDED Commissioner Gidden that the Board direct staff to provide the North Cedar Improvement District with a history of the Cedar Plaza project and the Improvement District be requested to reconsider providing a water connection to the Cedar Plaza so that irrigation can be provided to the newly planted vegetation.

CARRIED

Driftwood Rd Beach Access Stairs Update (verbal)

E. McCulloch met the engineer on site and he provided an estimate for design work and rough estimate of costs of the stairs. She is determining where the natural boundary is with a surveyor and using that to determine where the footings will be. Depending on their location, DFO may need to be involved to proceed.

Roadside Trails (verbal update from Commission)

Chair McPherson mentioned that the RDN has requested a meeting with to MOTI and the Minister of Community Sports and Cultural Development at UBCM to discuss how to reduce the risk along the rural roads and the costs associated with doing that.

The Commissioners have not met yet to identify potential areas that people travel that can benefit from a roadside trail. E. McCulloch will send some dates for a planning meeting in the fall to discuss the idea's the Commissioners have.

MOVED Commissioner Wilson, SECONDED Commissioner Davies that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NONE

NEW BUSINESS

Cedar Heritage Centre Agreement

H. King reminded the Commissioners that the Cedar Heritage Centre Agreement was extended until the end of the December 2016 and be looking for direction at the September meeting as to where the Commission would like to proceed with the agreement.

COMMISSIONER ROUND TABLE

None

IN CAMERA

MOVED Commissioner Grand, SECONDED Commissioner O'Connor that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

CARRIED

Time: 8:15

ADJOURNMENT

MOVED Commissioner Grand that the meeting be adjourned at 8:35pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY, May 11, 2016
6:30 PM

(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

MOVED G. Wiebe SECONDED V. Voros that the amended agenda be adopted.

CARRIED

DELEGATIONS

MOVED G. Wiebe, SECONDED D. Young to receive the late delegation

CARRIED

Ross Peterson – 1482 Madrona Road; Subject – Road End Management in Area E.

Mr. Peterson spoke about his involvement (as the past President of the Nanoose Bay Residents Association) in a 2001 review of road end management issues carried out by the RDN and MOTI. Recommendations for road end management at the time were captured in the Nanoose Bay Park and Open Spaces Plan 2001 under the theme "Public Beach Access". Mr. Peterson indicated that this work done 15 years ago had some common understandings about how road ends would be co-managed (RDN and MOTI):

- Development of road ends for public access will occur only after local resident's consultation.
- Public Beach Access should be a subject of the Area E POSAC.
- Each road end is to be considered as unique, and
- Wildlife and ecosystem impacts will be assessed to ensure impacts are minimized to sensitive marine areas.

MINUTES

MOVED M. Caskey, SECONDED D. Mitchell that the Minutes of the Electoral Area "E" Parks and Open Spaces Advisory Committee meeting held on February 10, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

UNFINISHED BUSINESS

Illegal Tree Cutting in the Fairwinds Community

Director Rogers summarized how this issue was dealt with by RDN Bylaw Enforcement. The investigation concluded that the Golf Course cut trees in an adjacent RDN park unknowingly. The enforcement staff recommended no charges, and re-planting of trees in the fall of 2016.

MOVED D. Mitchell, SECONDED M. Caskey that the Board direct staff to send a letter to Fairwinds Community Association, to request they inform their membership of this recent Bylaw investigation and action regarding illegal tree cutting at Carmichael Road Community Park.

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trails Projects (Feb. 2016 to Mar. 2016)

Moorecroft Parking

Wendy Marshall provided an update to the committee members about changes to parking at Moorecroft Park in the coming weeks. There is a movie shoot happening in the Park and vehicles/equipment will be parked on the site. There will be no public parking starting on May 1 to May 20.

E&N Rail trail between Springwood Park and Coombs

Ms. Marshall gave the committee an update on this large Regional Parks project.

Blueback Community Park – Update

Ms. Marshall provided members with an update on this project. New drainage has now been installed. A porta potty site is to be constructed. Hazard and dying trees will be removed. Trail surfacing will be happening soon. Monitoring and removal of blackberry to occur this fall. Hydro seeding and tree planting to be implemented in the fall.

D. Mitchell suggested that we should place a notice so that local residents understand what progress has been made, and how much more is yet to be done on this project. Action –Wendy Marshall.

5 Year Plan Parks Plan

Handout to Committee Members: A spreadsheet Electoral Area E Community Parks – 5 Year Parks Planning 2016 to 2020 – Planning Worksheet.

The Committee members discussed the list of High and Medium Priority Parks on the list. Some of the comments included:

| High Priority Projects: Comments | | |
|----------------------------------|--|----------------------------------|
| Blueback | Construction to be completed by end of the year. | Some monitoring in next few year |
| Claudet | Toilet upgrade to happen this year | Funds available |
| Oakleaf | Planning and design of Park this year. | Funds available |
| Davingham trail | No funding available in 2016 | |

Medium Priority Projects:

Group discussion about Brickyard Park and how it has serious parking and toilet issues in the summer months. There is committee support to move Brickyard to a Medium Priority. Action - Lesya Fesiak to modify 5 Year Planning Spreadsheet.

Beach Accesses –Verbal Update

Director Rogers provided a brief summary about the May 9th Public Meeting on this issue held at Nanoose Place. There were an estimated 150 residents in attendance. Director Rogers said the beach accesses that were the focus of the meeting were the Jib Road and Wall Beach.

Discussion topics included: - safety, commercial activities, toilets, parking.

Residents expressed concerns focused on the “local impacts” associated with the commercial activities.

Other Participants included:

- Ministry of Transportation and Infrastructure – expressed a requirement to follow Prov. Policy.
- RDN Parks – No jurisdiction on these sites
- RCMP – Safety concerns
- Commercial Users of Road Ends (in attendance) – Listened to public concerns

The committee discussed the next steps. Director Rodgers believes that the Area E POSAC needs step up and discuss this subject at a future meeting. Committee members expressed support to meet at a future date to discuss

Decision: Area E POSAC will meet at a future date to discuss how to proceed on the issues voiced at the May 9th meeting.

District 69 Recreation Commission Report – Verbal Update

G. Wiebe indicated that the Commission met recently and considered a number of funding applications. Gord indicated he will be stepping down from this committee and Area E POSAC at the end of this year.

Directors Report – Verbal Update

Director Rogers indicated that the past few weeks have been very busy on the Area E Parks file. These have included the following:

- Road end and beach access May 9th meeting (organize and host at Nanoose Place).
- Nanoose Bay Activity and Recreation Society AGM (May 24th)
- Upgrades to the Nanoose Place Facility and securing funding
- Regional Parks and Trails – E&N Trail – Coombs to Parksville
- RDN Board meeting to review Regional Parks and Trails funding strategies.

MOVED V. Varos, SECONDED D. Young to receive the reports.

CARRIED

NEW BUSINESS

Oakleaf Community Park

Ms. Fesiak provided an update on this new park's planning. The proposed park has been subject to an assessment by an Ecosystem Biologist. All members were forwarded a pdf of the report by Ursus Environmental (May 6th, 2016). At the meeting, Ms. Fesiak provided members with a plant community map from Ursus, and maps showing "Existing Conditions" and "Proposed Park Improvements" where she has provided some ideas on park improvements

Director Rogers suggests that the Committee members meet on site to review development strategies with the goal of protecting sensitive plant ecosystems.

Decision: Area E POSAC will meet onsite (Oakleaf Park) at the end of June to review and comment on Park development scenarios.

COMMITTEE ROUNDTABLE

M. Caskey – asked RDN staff to consider giving more lead time to POSAC members if there are any future meetings at local parks.

P. Law – asked Director Rogers about the status of the "Enos Lake Monitoring and Protection Plan" (a component of the Fairwinds Regional Parks Plan). Ms. Fesiak responded that the document has been received and accepted by the RDN staff. It will be adopted by the RDN Board on June 21st, 2016.

D. Mitchell – asked whether the Enos Lake Monitoring Plan will lead to any changes to the Fairwinds Regional Parks Plan. Ms. Marshall stated there will be no changes to the Fairwinds Parks Plan as a result of the recently received Enos Lake Monitoring Plan.

ADJOURNMENT

MOVED D. Young, SECONDED G. Wiebe that the meeting adjourn at 8:30pm.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)
REGULAR COMMITTEE MEETING HELD
WEDNESDAY, JUNE 8, 2016
AT THE ARROWSMITH HALL, COOMBS
7:00 pm

ATTENDANCE: Julian Fell, director RDN Board, Chair
Alfred Jablonski
Barbara Smith
Reg Nosworthy

STAFF: Wendy Marshall
Elaine McCulloch

GUESTS: Kurtis Kril and Dorothy Roi

CALL TO ORDER

Chair Fell called the meeting to order 7:05 p.m.

DELEGATION

None

MINUTES

MOVED A. Jablonski, SECONDED R. Nosworthy, that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated March 9, 2016 be adopted, as amended as follows: The third sentence of the Monthly Update of Community Parks on page 4 was deleted and replaced with: R. Nosworthy requested that there be clearer definitions for the acronyms in the Parks Reports.

CARRIED

MOVED by R. Nosworthy, SECONDED by A Jablonski, that the Minutes of the electoral Area F Arrowsmith Community Trail (ACT) POSAC sub group meeting held Thursday, November 26, 2015 be adopted, as amended as follows: The Trail Project/Action /Priority Chart be replaced with the chart from the original meeting minutes and entitled "Trail Development Priority Summary".

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

COMMUNICATION/CORRESPONDENCE

None

UNFINISHED BUSINESS

NONE

REPORTS

Monthly Update of Community Parks and Regional Parks and Trail Project – February to May 2016

Ms. McCulloch referred to the Community Parks and Regional Parks and Trails Projects report for February to May, provided to the committee.

Arrowsmith Community Trail (ACT) Update (*verbal, map*)

Ms. McCulloch advised that concrete barriers would replace entrance boulders on the Cranswick Trail. The project has cost \$19,000. R. Nosworthy suggested a need for more rocks between the path and the ditch. Ms. McCulloch said that the situation would be reassessed once the vegetation planted matures.

Ms. McCulloch referred to the Palmer bushwhacking morning spent with B. Smith, R Nosworthy and K Kril. They explored the densely wooded gazetted road between Station Road and Gorman Close. She suggested that it would need to be surveyed.

Caruthers Road: Ms. McCulloch advised that the agreement with adjoining the landowner needs completing and the installation of a culvert.

Meadowood Park

Chair Fell advised that there was no qualifying bid as yet and other options are being explored. There was some discussion about the upcoming Blue Grass Festival to be held at the Park.

E&N Regional Trail Update

Ms. Marshall advised that the E & N Rail Trail is proceeding and is expected to finish by the end of the year. This has been funded by the Federal gas tax for regionally significant projects.

2016 Work Plan

Ms. McCulloch reviewed the Planning Worksheet, revising some of the priority project timelines. R. Nosworthy questioned the inclusion of the Errington Community Park playground construction and the autonomy favoured by the Errington Memorial Society.

MOVED R Nosworthy, SECONDED A. Jablonski that the Parks and Recreation Department consider providing the Errington War Memorial Society a position on the POSAC committee.

CARRIED

Chair Fell pointed out that there are 2 sources of funds available for Parks and Trail development: Property tax from Area F resident and the Federal Gas Tax Infrastructure. The slow up occurs because there is only so much time allotted by RDN staff for each project.

There was discussion on whether the POSAC has 2 vacancies or three vacancies. Ms. Marshall will enquire.

MOVED A. Jablonski, SECONDED R. Nosworthy to receive the Reports.

CARRIED

NEW BUSINESS

None

AJOURNMENT

MOVED B. Smith to adjourn the meeting at 8:39 p.m.

CARRIED

Chairperson

**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE MEETING
HELD ON TUESDAY JUNE 21, 2016
COMMITTEE ROOM**

MINUTES

Present:

| | | | |
|----------------|---------------------------|---------------|----------------------------------|
| Ian Thorpe | Chair, Director (Nanaimo) | Rosa Telegus | City of Parksville |
| Bob Rogers | Director Electoral Area E | John Elliot | City of Nanaimo |
| Alec McPherson | Director Electoral Area A | Blake Medlar | Business Community (District 68) |
| Bob Weir | Town of Qualicum Beach | Daniel Hooper | Public (District 68) |

Also in Attendance:

| | |
|------------------|---|
| Randy Alexander | GM, Regional and Community Utilities, RDN |
| Sean De Pol | Manager Wastewater Services, RDN |
| Shelley Norum | Wastewater Program Coordinator, RDN |
| Shelleen Schultz | Recording Secretary, Regional and Community Utilities |

Regrets:

| | | | |
|---------------|----------------------------------|----------------|-----------------------------|
| Doug Muir | Snuneymuxw First Nation | Juanita Rogers | Fisheries and Oceans Canada |
| Marc Lefebvre | City of Parksville | Fred Spears | District of Lantzville |
| Ted Malyk | Business Community (District 69) | Glenn Gibson | Island Health |

CALL TO ORDER

Chairperson I. Thorpe called the meeting to order at 12:30 PM and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

ADOPT AGENDA

MOVED Director Rogers, SECONDED Director McPherson, that the agenda be adopted.

CARRIED

DELEGATIONS

MINUTES

MOVED Director Rogers, SECONDED Director McPherson, that the minutes from the Liquid Waste Management Plan Monitoring Committee meeting held on March 29, 2016, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS**GNPCC Outfall Update**

S. De Pol gave an update on the GNPCC outfall project. Eelgrass was salvaged and transplanted in January. The majority of the dredging, blasting and drilling was completed in the winter fisheries work window ending February 15th. They will complete dredging in the summer construction window starting June 1st. Pipe assembly took place in Nanoose Bay on Nanoose First Nations land. Eighteen-foot-long lengths of pipe were delivered to the assembly area starting in March. The contractor began fusing the pipe sections and assembling the outfall in April. Pipe installation is scheduled to begin, weather depending, starting on June 24th. If weather permits, the 1,800 m length of pipe will be transported and sunk on June 24th. The shorter 200 m length of pipe is scheduled to be transported and sunk into place on June 28th. B. Medlar suggested that the RDN record the GPS location of the diffuser to assist with monitoring. I. Thorpe reiterated past comments that this project has been well communicated.

GNPCC Secondary Treatment Update

S. De Pol provided an update on the secondary treatment upgrade project. 90% engineering design is now complete. Staff continue to work with subject matter experts to make sure that the plant is operationally efficient. Staff aim to prequalify contractors in July before the project goes to tender in September. Hopefully, a report will go to the Board in December to recommend awarding the secondary treatment construction contract.

B. Medlar asked if we were doing any value engineering.

S. De Pol answered that we completed a value engineering exercise with process engineers and geotechnical engineers around the 60% design submission. The exercise will make for a better plant to build and operate.

Ministry of Environment Correspondence

S. De Pol reviewed a letter from the Ministry of Environment dated June 6, 2016. This letter was sent in response to the letter sent from the RDN to the MOE on February 17, 2016 requesting advice on the need for an LWMP update based on the revised schedule and cost estimate for secondary treatment at GNPCC.

GNPCC Open House (June 11, 2016) results

S. Norum gave feedback from the June 11 open house at GNPCC. The event was advertised through a newsletter that was mailed out to over 2,000 residents. It was also relayed to the media and an advertisement was placed in two newspaper editions. RDN staff and two operators were available to answer questions and provide tours. Representatives from Vancouver Island University and SYLVIS Environmental were also present to provide information on the biosolids program. Information on secondary treatment and the outfall were also available. Twenty-eight members of the public attended the open house. This is an above-average turnout for this type of event.

I. Thorpe commented that the open house is a worthwhile event.

Biosolids update

S. De Pol gave an update on the Biosolids Program. The RDN has been working with VIU for many years to develop an award winning biosolids management program that includes a research component. The existing biosolids management agreement with SYLVIS and VIU ends in March 2017 to coincide with the end of VIU's lease of the woodlot. The RDN has been discussing options to renew the lease. Last week, VIU gave the RDN notice that it did not intend to renew the lease on

the woodlot. This gives the RDN a very short time to properly consult the public on potential options and find an alternative site for beneficial use. There is the potential to use biosolids beneficially at the Regional Landfill for a short period of time. The RDN has hired SYLVIS to look at options for the beneficial use of biosolids.

S. De Pol discussed the recent amendment to the Organic Matter Recycling Regulation (OMRR) that affects large composting facilities (OMRR regulates the land application of biosolids). The changes do not apply to RDN biosolids because the RDN facilities do not have the design capacity to process 5,000 dry tonnes or greater of compost per year. Last year, GNPCC produced about 840 dry tonnes and FCPC produced about 360 dry tonnes of biosolids.

Septic Maintenance Rebate program and upcoming workshops

S. Norum gave an update on the Septic Maintenance Rebate program. The Septic Maintenance Rebate program began its third year in March 2016 with a budget of \$33,000. A preapproval option allows funds to be reserved for two months. At this time, all of the funds have been allocated to rebate claims or preapproved homeowners and a short waitlist has started. This shows that there is still a strong interest in the program. Homeowners consistently provide positive feedback on this unique program.

S. Norum highlighted two upcoming SepticSmart workshops. One workshop will be held in Nanoose on September 19th and a second workshop will be held on Gabriola Island on September 22nd.

May 17 Joint media release and May 19 News Bulletin article

S. Norum referenced the May 17, 2017 media release that was published jointly by the British Columbia Pharmacy Association and the RDN. The media release highlighted the proper disposal of medications so they don't get into the wrong hands or pollute the environment. The release was followed by a news article covered in the Nanaimo Daily News on May 19, 2016.

B. Medlar asked what happens to the medications after they are returned to pharmacies participating in the Medications Return Program. S. Norum responded that the products are incinerated. S. De Pol added that we would find out what facility performed the incineration and get back with the answer. Based on the 2014 annual report posted to the Health Products Stewardship Association website, everything collected through the program is incinerated by one company, Stericycle.

Minutes of the W3C Meeting held on March 4, 2016

S. Norum reflected that, at a previous meeting, the LWMP MC requested the opportunity to review minutes of the W3C meetings. The W3C is the Water and Wastewater Collaborative meeting. It is held twice a year with staff from the RDN and member municipalities to advance initiatives related to the LWMP. W3C minutes were attached to the agenda for this meeting.

Update on the Bowser Village Sewer Servicing Study

S. De Pol gave an update and PowerPoint presentation on the Bowser Village Sewer Servicing Study. In 2013, the Rural Village Centre Study identified Bowser as one of the RDN village centres most eligible for community sewer servicing. The study was designed to support growth in the Bowser Village Centre and was based on a projected population of approximately 500 people in the year 2036. The RDN was awarded \$350,000 Federal Gas Tax Grant Funding to fully fund sewer servicing studies for Bowser and Cedar Village Centres; \$300,000 was allocated to the Bowser Village Centre Sewer Servicing Study.

S. De Pol commented that the Bowser Village Sewer Servicing Study is based on the Rural Village Centre and Bowser Village Plan. Detailed Engineering Design compares options for sewer servicing

which include ground and marine effluent disposal. The presentation outlined details regarding the timeline, study scope, collection system options, treatment system options, disposal options and related costs. The sewer servicing study is approximately $\frac{2}{3}$ complete. A stakeholder meeting was held in June 2016 and there will be a public meeting on July 11, 2016 for residents.

Draft LWMP 2015 Annual Report

S. Norum presented highlights from the Draft 2015 LWMP Annual Report. Annual reporting is completed every year by RDN staff to document program implementation and changes. There will be an external audit of program implementation every five years starting in 2019. S. Norum requested that all comments and feedback on the Draft report be submitted by Friday, June 24th so that they may be considered in time to send the report to the MOE before the deadline of June 30.

Next LWMP MC Meetings

The next LWMP MC meeting is scheduled for October 18, 2016. It will likely be the last meeting of the year.

ADDENDUM

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

NEW BUSINESS

ADJOURNMENT

MOVED Director Rogers, SECONDED Director McPherson that this meeting be adjourned.

TIME: 2:09 PM

CHAIRPERSON