

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 13, 2016
7:00 PM**

(RDN Board Chambers)
RDN meetings may be recorded

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

4 **Lisa Griffith, Gabriola Historical and Museum Society, re Update on Activities.**

MINUTES

5-11 Minutes of the Regular Committee of the Whole meeting held Tuesday, July 12, 2016.

That the Minutes of the Regular Committee of the Whole meeting held Tuesday, July 12, 2016 be adopted.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

FINANCE

12-14 Bylaw No. 1749 – Alberni-Clayoquot Regional District – 2017 Permissive Tax Exemption.

15-26 Operating Results for the Period Ending June 30, 2016.

27-28 Audit Services Contract Award.

29-33 2017-2021 Financial Plan Schedule.

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WATER SERVICES AND ASSET MANAGEMENT

- 34-35 Contract Award for the French Creek Pollution Control Centre Trucked Liquid Waste Receiving Facility Upgrades.
- 36-74 To Introduce Trucked Liquid Waste Bylaw No. 1732 and Ticketing Bylaw No. 1418.07.

RECREATION AND PARKS

RECREATION

- 75-82 Utilization of Island Health 2016 Community Wellness Grant.

STRATEGIC AND COMMUNITY DEVELOPMENT

INTERGOVERNMENTAL LIAISON

- 83-88 Regional District of Nanaimo/Vancouver Island University Memorandum of Understanding – Reducing Child Poverty.

ADVISORY, SELECT COMMITTEE AND COMMISSION

- 89-90 **Minutes of the Agricultural Advisory Committee meeting held Friday, June 24, 2016.**

That the minutes of the Agricultural Advisory Committee meeting held Friday, June 24, 2016 be received for information.

- 91-95 **AAP Implementation – Project 6: Exploration of Composting, Project Discussion.**

- 1. That the Agriculture Area Plan Implementation — Composting Project Update report be received as submitted.*
- 2. That the Board direct staff to proceed with the proposed approach to address Project 6 — Compost Facility as outlined in the staff report.*

96-99

Minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016.

That the minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016 be received for information.

Changes to the ALR Regulations

1. *That the Board consider amendments to zoning Bylaws 500 and 1285 to address recent amendments to the ALR Regulations (B.C. Reg. 210/2016).*
2. *That the Board refer the matter of zoning bylaw amendments to address recent changes to the ALR Regulations (B.C. Regulations 210/2016) to the Agricultural Advisory Committee for recommendations to the Board.*

Increased Public Awareness of Agricultural Area Plan

That the Board direct staff to look into ways to better inform the public of the existence of the Agricultural Area Plan and its merits.

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

Delegation: Lisa Griffith, Gabriola Historical and Museum Society, re Update on Activities.

Summary: The new president for the Gabriola Museum will be providing an update to the Board on the Society's activities.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JULY 12, 2016 AT 7:02 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
Alternate	
Director G. Fuller	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. Bestwick	City of Nanaimo
Director I. Thorpe	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
D. Banman	A/Gen. Mgr. Recreation & Parks
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

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

The Chairperson welcomed Alternate Directors Brennan and Fuller to the meeting.

COMMITTEE OF THE WHOLE MINUTES

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

MOVED Director Houle, SECONDED Director Westbroek, that the minutes of the Committee of the Whole meeting held Tuesday, June 14, 2016 be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Joe Murphy, Island Health, re Regional District of Nanaimo's endorsement of social procurement and request regarding local food procurement.

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Joe Murphy, Island Health, regarding the Regional District of Nanaimo's endorsement of social procurement and request regarding local food procurement be received.

CARRIED

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

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Chair Al Richmond, President, Union of BC Municipalities, regarding Provincial response to 2015 resolution – Land Title Fees be received.

CARRIED

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

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Chair Al Richmond, President, Union of BC Municipalities, regarding Provincial response to 2015 resolution – Regional District Charter be received.

CARRIED

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

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Eve Flynn, Board Chair, Board of Education, School District No. 69 (Qualicum), regarding application for Community Works Funds be received.

CARRIED

The item of unfinished business was moved to follow the next report.

CORPORATE SERVICES

Electoral Area Caucus.

MOVED Director Fell, SECONDED Director Houle, that Electoral Area Directors meet for an informal supper with the Chief Administrative Officer on a monthly basis or as determined by the Chair.

CARRIED

MOVED Director Fell, SECONDED Director Houle, that an Electoral Area Services Committee be established as a Standing Committee of the Board.

CARRIED

MOVED Director Fell, SECONDED Director Houle, 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
- Other matters relating to Electoral Areas only

CARRIED

MOVED Director Fell, SECONDED Director Houle, that staff be directed to prepare a report on the options for delegation of authority to the Electoral Area Services Committee.

CARRIED

UNFINISHED BUSINESS

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

MOVED Director McPherson, SECONDED Director Young, that a joint Special Electoral Area Planning Committee and Town Hall meeting be held periodically in each Electoral Area that participates in the Community Planning Function (all Electoral Areas except for 'B') and that a Town Hall meeting be held periodically in Electoral Area 'B'.

MOVED Director Rogers, SECONDED Director Fell, that this matter be referred to the Electoral Area Services Committee.

DEFEATED

The vote was taken on the main motion.

CARRIED

MOVED Director Stanhope, SECONDED Director Hong, that any future Town Hall meetings be scheduled through a Board motion.

CARRIED

ADMINISTRATIVE SERVICES

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

MOVED Director Lefebvre, SECONDED Director Houle, 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.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016" be adopted.

CARRIED

FINANCE

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

MOVED Director Kipp, SECONDED Director Pratt, that Regional District of Nanaimo "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", be introduced and read three times.

CARRIED

MOVED Director Kipp, SECONDED Director Pratt, that Regional District of Nanaimo "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", be adopted.

CARRIED

Coombs-Hilliers Fire Services Operational Bylaw No. 1744.

MOVED Director Fell, SECONDED Director Young, that "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Young, that "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be adopted.

CARRIED

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

MOVED Director Rogers, SECONDED Director Lefebvre, that the report on Development Cost Charges used in 2015 provided under Section 569 of the *Local Government Act* be received for information.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016" be introduced and read three times.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016" be adopted.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016" be introduced and read three times.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016" be adopted.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

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

MOVED Director Westbroek, SECONDED Director Rogers, 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.

CARRIED

MOVED Director Westbroek, SECONDED Director Rogers, 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".

CARRIED

MOVED Director Westbroek, SECONDED Director Rogers, 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".

CARRIED

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WATER SERVICES AND ASSET MANAGEMENT

Schirra-McDivitt Watermain Replacement – Construction Tender Award.

MOVED Director Rogers, SECONDED Director McKay, 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).

CARRIED

Asset Management Quarterly Update: Q2 2016.

MOVED Director Stanhope, SECONDED Director Brennan, that the Asset Management Quarterly Update be received for information.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 15, 2016.

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 15, 2016 be received for information.

CARRIED

Cedar Plaza.

MOVED Director McPherson, SECONDED Director Young, 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

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

Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, May 11, 2016.

MOVED Director Rogers, SECONDED Director Young, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, May 11, 2016 be received for information.

CARRIED

Illegal Tree Cutting in the Fairwinds Community.

MOVED Director Rogers, SECONDED Director Brennan, 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

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

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, June 8, 2016.

MOVED Director Fell, SECONDED Director Young, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, June 8, 2016 be received for information.

CARRIED

Liquid Waste Management Plan Monitoring Committee.

Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, June 21, 2016.

MOVED Director Rogers, SECONDED Director McPherson, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, June 21, 2016 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

School District No. 69 - Application for Community Works Funds.

MOVED Director Houle, SECONDED Director Young, that staff be directed to enter into an agreement with the Bowser Parent Advisory Committee to contribute \$30,000 of Electoral Area 'H' Community Works Funds for the expansion of the Bowser Cultural Learning Space.

CARRIED

NEW BUSINESS

Regional District of Nanaimo and Vancouver Island University Memorandum of Understanding - Canada Learning Bond Program.

MOVED Director Pratt, SECONDED Director Young, that staff work with the Vancouver Island University on a Memorandum of Understanding that would outline a partnership to address child poverty in the Region for consideration at the September Committee of the Whole meeting.

CARRIED

Director's Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Stanhope, SECONDED Director Brennan, 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.

CARRIED

TIME: 8:04 PM

ADJOURNMENT

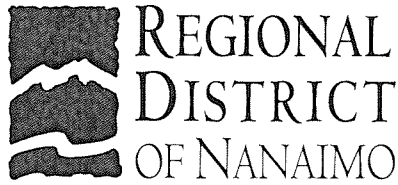
MOVED Director Stanhope, SECONDED Director Houle, that this meeting be adjourned.

CARRIED

TIME: 8:21 PM

CHAIRPERSON

CORPORATE OFFICER



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

STAFF REPORT

TO: W. Idema
Director of Finance

DATE: August 12, 2016

FROM: T. Moore
Manager, Accounting Services

MEETING: COW Sept 13, 2016

FILE:

SUBJECT: Bylaw No.1749 – Alberni-Clayoquot Regional District – 2017 Permissive Tax Exemption

RECOMMENDATION

1. That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1749, 2016" be introduced and read three times.
2. That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1749, 2016" be adopted.

PURPOSE

To introduce for adoption "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No.1749 , 2016".

BACKGROUND

Where a Regional District is the owner of property outside of its boundaries, it is no longer automatically exempt from property taxes. The Alberni-Clayoquot Regional District is the owner of the Alberni-Clayoquot Mt. Arrowsmith Regional Park, which is located within Electoral Area 'C' of the Regional District of Nanaimo. The Board has adopted bylaws annually since 2004 to provide a permissive tax exemption for this property. Permissive tax exemption bylaws must be adopted annually or, with the assent of the electors, may cover a period not exceeding 10 years. Nanaimo and Alberni-Clayoquot Regional District staff have agreed that it is administratively easier to adopt a permissive tax exemption bylaw annually, and Bylaw 1749 covering the 2017 tax year is presented with this report.

ALTERNATIVES


1. Introduce and adopt "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1749, 2016" for the 2017 taxation year as presented.
2. Do not grant a permissive tax exemption for the 2017 taxation year for the Alberni-Clayoquot Regional District Mt. Arrowsmith Regional Park properties.

FINANCIAL IMPLICATIONS


The 2016 assessed values for the two properties in question (folios 768 002268.420 and 768 002268.416) total \$1,836,000. Had the exemption not been in place for the 2016 taxation year, the properties would have been assessed Regional District taxes of approximately \$2,630. However, if the properties were no longer to be statutorily exempt, the assessment value could increase and the property taxes payable would also be higher. Despite this implication, there is an intent and expectation that local governments will be exempt on any land they own directly. These properties represent the only permissive tax exemption provided by the Regional District of Nanaimo.

SUMMARY/CONCLUSIONS


The bylaw introduced with this report continues the Nanaimo Regional District's acknowledgement that the Alberni Clayoquot Regional District's Mt. Arrowsmith Regional Park should be a tax exempt property. The park is located within the boundaries of the Regional District of Nanaimo but is owned by the Alberni Clayoquot Regional District. Permissive tax exemption bylaws must be adopted annually. Staff recommend the bylaw as presented.



Report Writer



Director Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1749

A BYLAW TO AUTHORIZE A PROPERTY
TAX EXEMPTION FOR THE YEAR 2017

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 391(3), in accordance with Section 391(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:

- a) District Lot 2000, Cameron Land District
- b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 391(4)(g) of the *Local Government Act* for the year 2017.

2. This bylaw may be cited as the "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1749, 2016".

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

Adopted this ____ day of ____, 2016.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAC APPROVAL	MS
EAP	✓
COW	✓
SEP -1 2016	
RHD	
BOARD	

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: August 18, 2016

FROM: Manvir Manhas
Manager, Capital Accounting & Financial Reporting

MEETING: COW September 13, 2016

FILE:

SUBJECT: Operating Results for the Period ending June 30, 2016

RECOMMENDATION:

That the summary report of financial results from operations to June 30, 2016 be received for information.

PURPOSE:

To present a summary of the operating results for the period ending June 30, 2016.

BACKGROUND:

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1 to June 30, 2016.

The year-to-date statements are prepared primarily on a cash paid/received or invoiced basis. Exceptions are property taxes and debt payments, which are recorded or accrued at 1/12 of the annual amount each month and the prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances have been observed staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department

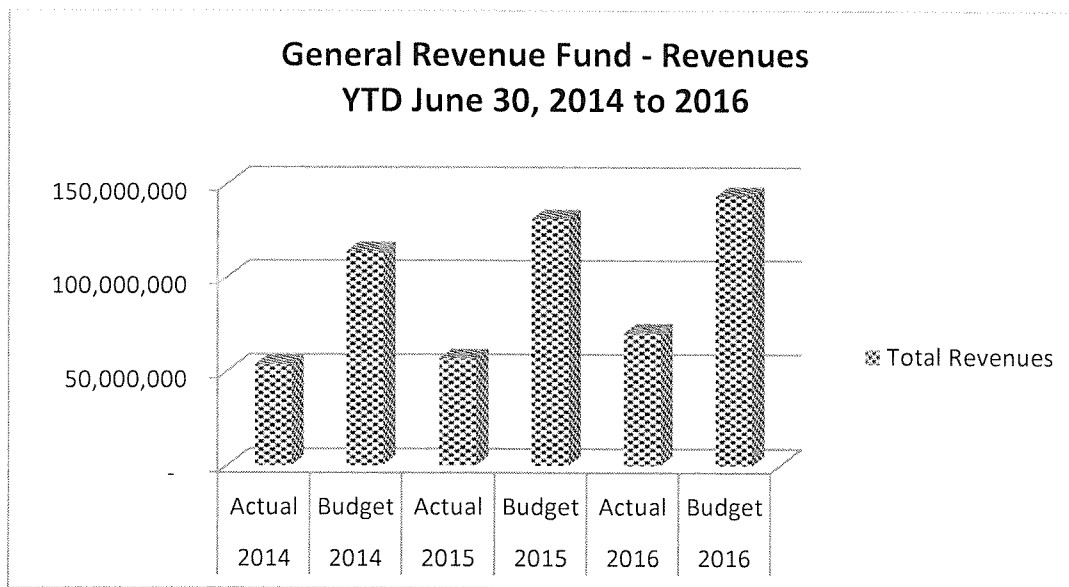
Overall Summary by Division (Appendix 1)

This appendix provides an overview of the year to date results at an organizational level.

Revenues

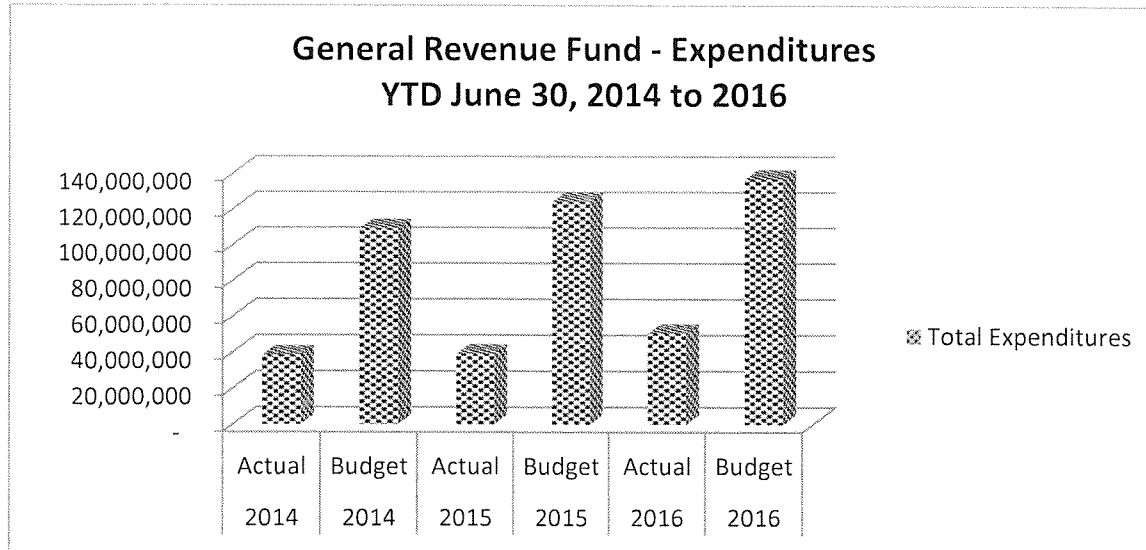
Total revenues are at 49% of budget with property tax revenues at the expected 50%. Grant Revenues are at 73% and Other Revenues at 26% (includes transfers from reserves for capital projects) mainly due to timing of large projects. Capital projects use a drawdown accounting approach where revenues are recorded as project expenses are incurred.

Operating revenues are at 59% of the budget as they reflect the first utility services billings which occur at the end of May but do not include the impact of the summer water billing which will show in October. The charts below show the 3 year trend for revenues and expenses at June 30. The higher trend in 2016 is due to the \$6 million grant received for the Outfall project.



Expenditures

Overall 2016 expenditures are at 37% of budget. Expenditure items noticeably under budget include Community Grants (19%), Professional fees (25%), Program Costs (35%) and Capital Expenditures (27%). Capital Expenditures and Professional fees are directly related to the timing of payments for projects which incur more costs in summer and fall. Similarly Community Grants and Program Costs will be more fully allocated during the summer and fall. Transfers to Reserve (9%) are completed and recorded in August every year with only specific transfers made earlier in the year. Wages & Benefits are at the expected 48%. Further details are provided below under Operating Results by Department.



Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues and expenditures for services within each organizational division. This listing illustrates at a glance the overall status of an individual service as at June 30 compared to the overall budget for that service.

Corporate Services

The Corporate Services division of Appendix 2 shows year to date total revenues at 52% and expenditures at 45%. This is due largely to the Fire Protection Service Areas.

The timing of transfers to other governments/service providers impact the Public Safety area for D69 E911 (98% expenditures) and Community Justice (0% expenditures – paid in August). Under Fire Services, the French Creek (57% revenue/1% expenditures) and Parksville Local Service (San Pareil) (73% revenue/2% expenditures) have service contracts with Parksville and Qualicum where the contract payments are transferred to their Fire Departments in August after tax revenues are received from the province. For departments such as Extension (27%), Nanaimo River (5%), Coombs (33%), Cassidy Waterloo (23%) and Bow Horn Bay (29%), their expenditures will increase when the reserve transfer occurs in August. Some fire departments pay out clothing and gas allowances to volunteers at year end which also impacts expenditures. Wellington Fire Service (94% of expenditures) reflects that the transfer to the City of Nanaimo has already been completed.

Strategic & Community Development

The Strategic & Community Development division of Appendix 2 shows year to date total revenues at 60% and expenditures at 42%. The service areas showing variances in revenue and expenditures are as follows:

- Economic Development South (50% revenue/100% expenditures) reflects that the transfer of funds to the Nanaimo Economic Development Corporation has occurred.
- Economic Development North (65% revenue/66% expenditures) revenue reflects prior year surplus which is recorded in full at the beginning of the year. On the expense side more than 50% of the grant funds were approved and disbursed in the spring.

- VIHA Community Wellness Grant (0% revenue/0% expenditures) and VIHA Health Network Funding (9% revenue/9% expenditures) reflects drawdown accounting approach where grant revenues are recorded as expenses are incurred.
- EA Community Planning (62% revenue/41% expenditures), Regional Growth Strategy (66% revenue/35% expenditures) and Emergency Planning (48% revenue/28% expenditures) are lower on the expenditure side due to staff vacancies while on the revenue side, prior year carry forwards have been fully recorded.
- D68 Search & Rescue (53% revenue/29% expenditures); D69 Marine Search & Rescue (50% revenue/0% expenditures) and D69 Land Search & Rescue (50% revenue/0% expenditures) all reflect the the timing of the transfer to the groups receiving these grants which will be completed later in the year.
- Animal Control EA F (69% revenue/40% expenditures) and Noise Control (59% revenue/47% expenditures) indicate that prior year carry forward revenues have been recorded in full at the beginning of the year for which expenses will be incurred later in the year.
- Hazardous Properties (32% revenue/17% expenditures) is low compared to budget because there have been no incidents requiring clean up so far this year.
- Unsightly Premises (70% revenue/70% expenditures) reflects the property cleanup costs incurred to date and the associated billing to the property owners for the RDN to be reimbursed for the expense.

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2 shows year to date total revenues at 47% and expenditures at 35%. The service areas with variances at June 30 are as follows:

- Liquid Waste Management Plan (61% revenues/37% expenditures) reflects timing of Gas Tax Grant funds and the related expenses for the Rural Village Sewer Servicing project (\$350,000) as well as the septic smart rebate program which gets underway after final budget approval.
- Southern Community Wastewater (47% revenue/41% expenditures), Northern Community Wastewater (55% revenue/23% expenditures), Duke Point Wastewater (71% revenue/49% expenditures), and Nanoose Wastewater/Fairwinds Sewer (68% revenue/28% expenditures) show lower expenses as a result of the timing of capital work and transfers to reserves.
- Under the Water Supply service areas, several water services show lower than budget expenditures such as Whiskey Creek (23%), French Creek (33%), Decourcey (37%), Englishman River (37%), Melrose Place (37%), Westurne Heights (36%) and Nanoose Peninsula (31%). These also reflect the timing of capital projects and transfers to reserves which occur in summer.
- The Nanoose Bay Bulk Water (18% revenue/9% expenditures) budget includes transfers to the Englishman River Joint Venture capital work funded by DCC's and reserves, which have not been completed.
- Drinking Water/Watershed Protection (63% revenue/37% expenditures) higher revenues reflect a larger carry forward surplus and the lower than anticipated expenses relate to rebate program costs that are incurred after the budget is approved.
- Predominant differences in the sewer area arise from Englishman River Stormwater (78% revenue/11% expenditures) and Cedar Estates Stormwater (80% revenue/9% expenditures) Surfside (71% revenue/34% expenditures), Cedar(76% revenue/40% expenditures) and

Fairwinds Sewer/Nanoose wastewater(68% revenue/28% expenditures). These are due mainly to timing differences in recording these revenues and expenses as sewer billings are completed in May and reserve fund transfers are in August.

- Community Works Fund Projects (5% revenue/5% expenditures) reflects the drawdown approach to these grants where revenues are brought in as expenses are incurred. Projects in this category include Nanoose Bay Interface Fire Area Water Storage, Whiskey Creek well development and the Area E water monitoring project.
- In general the revenues for water and sewer services reflect the fact that the first utility billing for the year occurs in May. The second billing occurs in September and will include the normally projected higher use summer season. As well, as noted above, the transfers to reserves for these services will occur in August which will impact the expenditures.

Recreation and Parks Services

The Recreation and Parks division of Appendix 2 shows year to date total revenues at 41% and expenditures at 26%. The service areas with variances at June 30 are as follows:

- Regional Parks (24% revenue/9% expenditures) has large reserve fund transfers to occur later in the year and significant capital projects such as the E&N Rail Trail project (over \$4 million) which will be completed in the fall.
- All of the Community Parks Services have reserve transfers and transfers to other organizations (eg, Lighthouse Community Centre EA H, Oceanside Elementary School EA G) where the timing is impacting expenditures as is seen in the following. Area A (55% revenue/30% expense); Area B (61% revenue/30% expenditures); Area C (Extension) (67% revenue/32% expenditures); Area C (East Wellington) (60% revenue/34% expenditures); Area E (41% revenue/28% expenditures); Area F (60% revenue/30% expenditures); Area G (49% revenue/27% expenditures) and Area H (57% revenue/36% expenditures). Several of the community parks also have capital or consultant projects underway where costs and associated reserve fund transfers to revenue will accrue in the fall.
- Area A Recreation & Culture (69% revenue/13% expenditures) higher revenues reflect the carry forward surplus and lower than anticipated expenses reflect reserve fund transfers done in the summer and the planned facility needs study being started later this year.
- Gabriola Island Recreation is at 73% for expenditures because of the timing impact on expenditures where the transfer of funds to the Gabriola Recreation Society is done in two installments (January 1st & June 1st) during the year.
- Southern Community Recreation is at 2% for expenditures because the transfer of funds to the City of Nanaimo for these services will be completed in August.
- Community Works Fund Projects (3% revenue/3% expenditures) reflects the drawdown approach to these grants where revenues are brought in as expenses are incurred. Projects in this category include Claudet Community Park Path, Gabriola Village Trail, Morden Colliery Bridge Crossing, French Creek Community Trail and Meadowood Community Recreation Centre.

Transportation and Solid Waste Services

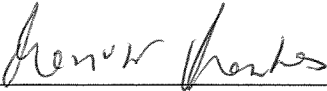
The Transportation and Solid Waste division of Appendix 2 shows year to date total revenues at 52% and expenditures at 39%. The service areas with variances at June 30 are as follows:

- Southern Community Transit (51% revenue/43% expenditures) is largely on track for operating expenses and reflects the timing of the capital projects. The expenditures will catch up as the reserve fund transfers occur in August.
- Gabriola Transit contribution at 98% of expenditures reflects transfer of funds to the Gabriola Community Bus is already completed and Gabriola Island Taxi Saver at 19% of expenditures is because the transfer to People for a Healthy Community for these services will be completed later this year.
- Solid Waste Management (45% revenue/33% expenditures) reflects lower than anticipated expenditures primarily due to timing of the North Berm Development Project and reserve transfers that will be recorded in August. Operating revenues (tipping fees) are on track at 54% of budget.
- Solid Waste Collection and Recycling is at 75% of its revenue budget vs. 42% of expenses because the annual utility billing is largely completed in May each year generating significant revenues at that time. The expenditure side will catch up later in the year as billings from haulers tend to lag behind a month or two.

SUMMARY:

The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2016. Appendix 1 summarizes the overall results across the organization while Appendix 2 breaks down the total year to date revenues and expenditures for functions within each organizational division. To date 49% of budgeted revenues and 37% of budgeted expenditures have been recorded.


Expenditures for professional fees (25%) and capital projects (27%) are lower overall due to the summer time commencement for many capital projects. Community Grants (19%) are lower because several of the grant transfers will occur later in the year after grant criteria requirements are completed by recipients and after funds are transferred from the province. Program Costs (35%) are low compared to budget mainly due to the fact that many program costs occur in the summer and various rebate programs are just underway. Across all services, wages and benefits are in line with expectations at 48% of the budget.



Report Writer



Director of Finance Concurrence



C.A.O. Concurrence



GENERAL REVENUE FUND
As of June 30, 2016

Appendix 1

	CORPORATE			SERVICES			STRATEGIC & COMM DEVELOPMENT			REGIONAL & COMM UTILITIES		
	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var
REVENUES												
TAX REQUISITION	3,986,152	7,972,303	50%	1,372,824	2,745,648	50%	7,898,689	15,797,373	50%	7,898,689	15,797,373	50%
GRANTS	315,003	171,090	184%	25,703	209,263	12%	6,074,990	1,818,225	334%	6,074,990	1,818,225	334%
OPERATING REVENUE	13,181	19,554	67%	733,677	1,213,763	60%	1,356,922	1,914,105	71%	1,356,922	1,914,105	71%
OTHER REVENUE	5,823,510	12,643,204	46%	141,950	432,385	33%	4,403,172	26,195,544	17%	4,403,172	26,195,544	17%
PRIOR YEARS SURPLUS (DEFICIT)	1,561,236	1,561,236	100%	1,241,773	1,241,773	100%	3,392,242	3,392,242	100%	3,392,242	3,392,242	100%
TOTAL REVENUES	11,699,082	22,367,387	52%	3,515,927	5,842,832	60%	23,126,015	49,117,489	47%	23,126,015	49,117,489	47%
EXPENSES												
OFFICE OPERATING	103,738	268,437	39%	208,087	439,762	47%	434,871	915,097	48%	434,871	915,097	48%
COMMUNITY GRANTS	11,000	56,528	19%	0	0	0%	0	0	0%	0	0	0%
LEGISLATIVE	234,986	496,894	47%	0	0	0%	0	0	0%	0	0	0%
PROFESSIONAL FEES	108,297	378,620	29%	68,773	374,535	18%	297,424	997,085	30%	297,424	997,085	30%
BUILDING - OPER & MAINT	286,138	448,793	64%	32,743	67,613	48%	622,437	1,373,154	45%	622,437	1,373,154	45%
VEH & EQUIP - OPER & MAINT	186,936	344,597	54%	62,077	94,317	66%	504,857	1,113,866	45%	504,857	1,113,866	45%
OTHER OPERATING COSTS	419,899	1,243,517	34%	315,273	739,865	43%	1,401,588	4,187,316	33%	1,401,588	4,187,316	33%
WAGES & BENEFITS	2,014,776	4,176,161	48%	1,191,958	2,544,587	47%	2,226,739	4,579,468	49%	2,226,739	4,579,468	49%
PROGRAM COSTS	0	21,000	0%	91,197	173,284	53%	61,341	189,300	32%	61,341	189,300	32%
CAPITAL EXPENDITURES	341,764	1,565,687	22%	7,019	122,500	6%	9,722,852	28,281,928	34%	9,722,852	28,281,928	34%
DEBT - FINANCING - INTEREST	1,803,433	3,610,508	50%	0	0	0%	152,539	571,502	27%	152,539	571,502	27%
DEBT - FINANCING - PRINCIPAL	1,355,435	3,339,948	41%	0	0	0%	185,267	318,827	58%	185,267	318,827	58%
TRSF TO RESERVE FUND	597	829,227	0%	24,474	172,715	14%	714,023	4,343,286	16%	714,023	4,343,286	16%
TRSF TO OTHER GOV'T/AGENCIE	2,761,072	4,716,828	59%	177,000	432,428	41%	0	0	0%	0	0	0%
TOTAL EXPENDITURES	9,628,071	21,496,745	45%	2,178,601	5,161,606	42%	16,323,938	46,870,829	35%	16,323,938	46,870,829	35%
OPERATING SURPLUS (DEFICIT)	2,071,011	870,642		1,337,326	681,226		6,802,077	2,246,660		6,802,077	2,246,660	

GENERAL REVENUE FUND
As of June 30, 2016

	RECREATION & PARKS SERVICES			TRANSPORTATION & SOLID WASTE			TOTAL		
	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	FUND %
REVENUES									
TAX REQUISITION	5,350,878	10,701,750	50%	5,136,030	10,272,057	50%	23,744,573	47,489,131	50%
GRANTS	101,942	4,115,245	2%	3,156,614	6,983,175	45%	9,674,252	13,296,998	73%
OPERATING REVENUE	924,083	1,608,515	57%	9,676,849	16,709,715	58%	12,704,712	21,465,652	59%
OTHER REVENUE	29,013	1,507,942	2%	2,495,388	9,040,931	28%	12,893,033	49,820,006	26%
PRIOR YEARS SURPLUS (DEFICIT)	1,522,596	1,522,596	100%	3,764,639	3,764,639	100%	11,482,486	11,482,486	100%
TOTAL REVENUES	7,928,512	19,456,048	41%	24,229,520	46,770,517	52%	70,499,056	143,554,273	49%
EXPENSES									
OFFICE OPERATING	284,418	597,498	48%	1,070,475	2,170,186	49%	2,101,589	4,390,980	48%
COMMUNITY GRANTS	0	0	0%	0	0	0%	11,000	56,528	19%
LEGISLATIVE	0	1,500	0%	0	0	0%	234,986	498,394	47%
PROFESSIONAL FEES	39,814	311,200	13%	119,580	461,228	26%	633,888	2,522,668	25%
BUILDING - OPER & MAINT	346,721	806,539	43%	238,651	539,685	44%	1,526,690	3,235,784	47%
VEH & EQUIP - OPER & MAINT	70,138	236,827	30%	2,939,734	6,089,390	48%	3,763,742	7,878,997	48%
OTHER OPERATING COSTS	335,083	1,165,284	29%	4,066,261	9,522,447	43%	6,538,104	16,858,429	39%
WAGES & BENEFITS	2,161,370	4,619,653	47%	7,153,074	14,745,317	49%	14,747,917	30,665,186	48%
PROGRAM COSTS	178,090	563,286	32%	0	0	0%	330,628	946,870	35%
CAPITAL EXPENDITURES	172,413	5,602,994	3%	1,889,728	9,243,264	20%	12,133,776	44,816,373	27%
DEBT - FINANCING - INTEREST	229,031	459,224	50%	1,521	22,935	7%	2,186,524	4,664,169	47%
DEBT - FINANCING - PRINCIPAL	824,746	1,004,287	82%	51,604	124,565	41%	2,417,052	4,787,627	50%
TRSF TO RESERVE FUND	0	1,485,660	0%	0	1,626,109	0%	739,094	8,456,997	9%
TRSF TO OTHER GOV'T/AGENCIES	213,992	2,001,992	11%	83,665	93,165	90%	3,235,729	7,244,413	45%
TOTAL EXPENDITURES	4,855,816	18,855,944	26%	17,614,293	44,638,291	39%	50,600,719	137,023,415	37%
OPERATING SURPLUS (DEFICIT)	3,072,696	600,104		6,615,227	2,132,226		19,898,337	6,530,858	



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2016

	Revenues 2016		Revenues 2016		Variance	Expenditures 2016		Expenditures 2016		Variance	Surplus 2016	
	Actuals	Budget	Actuals	Budget		Actuals	Budget	Actuals	Budget		Actuals	Budget
CORPORATE SERVICES												
Administration	4,301,035	7,194,286	2,893,654	6,631,037	60%	2,893,654	6,631,037	1,407,381	563,249	44%	1,407,381	563,249
Electoral Area Administration	565,455	843,738	351,668	740,375	67%	351,668	740,375	213,787	103,363	47%	213,787	103,363
Public Safety												
D68 E911	71,806	147,445	50,345	147,445	49%	50,345	147,445	21,461	0	34%	21,461	0
D69 E911	360,320	663,052	608,888	619,245	54%	608,888	619,245	(248,568)	43,807	98%	(248,568)	43,807
Community Justice	69,150	138,300	0	138,300	50%	0	138,300	69,150	0	0%	69,150	0
Fire Protection												
Fire - Meadowood	69,678	139,357	69,679	139,357	50%	69,679	139,357	(1)	0	50%	(1)	0
Fire - Nanaimo River	8,899	17,795	808	17,795	50%	808	17,795	8,091	0	5%	8,091	0
Fire - Coombs Hilliers	208,275	651,505	215,385	651,505	32%	215,385	651,505	(7,110)	0	33%	(7,110)	0
Fire - Errington	260,402	512,901	268,637	512,901	51%	268,637	512,901	(8,235)	0	52%	(8,235)	0
Fire - French Creek	285,675	498,238	4,959	498,238	57%	4,959	498,238	280,716	59,952	1%	280,716	59,952
Fire - Nanoose Bay	653,592	976,294	446,858	960,849	67%	446,858	960,849	206,734	15,445	47%	206,734	15,445
Fire - Wellington	41,200	79,022	73,977	79,022	52%	73,977	79,022	(32,777)	0	94%	(32,777)	0
Fire - Cassidy Waterloo	92,817	171,538	39,508	171,538	54%	39,508	171,538	53,309	0	23%	53,309	0
Fire - Dashwood	268,114	574,160	324,604	574,160	47%	324,604	574,160	(56,490)	0	57%	(56,490)	0
Fire - Extension	120,268	193,515	51,688	193,515	62%	51,688	193,515	68,580	0	27%	68,580	0
Fire - Parksville Local	129,882	176,968	1,454	92,140	73%	1,454	92,140	128,428	84,828	2%	128,428	84,828
Fire - Bow Horn Bay	171,676	737,085	215,103	737,085	23%	215,103	737,085	(43,427)	0	29%	(43,427)	0
Regional Library	1,291,218	2,931,822	1,291,217	2,931,822	44%	1,291,217	2,931,822	1	0	44%	1	0
Feasibility Studies	14,930	14,930	4,950	14,930	100%	4,950	14,930	9,980	0	33%	9,980	0
Municipal Debt Transfers	2,703,940	5,683,936	2,703,940	5,683,936	48%	2,703,940	5,683,936	0	0	48%	0	0
House Numbering	10,750	21,500	10,750	21,500	50%	10,750	21,500	0	0	50%	0	0
TOTAL	11,699,082	22,367,387	9,628,072	21,496,743	52%	9,628,072	21,496,743	2,071,010	870,644	45%	2,071,010	870,644
STRATEGIC & COMMUNITY DEVELOPMENT												
EA Community Planning	1,261,669	2,034,828	763,802	1,858,795	62%	763,802	1,858,795	497,867	176,033	41%	497,867	176,033
Economic Development South	88,500	177,000	177,000	177,000	50%	177,000	177,000	(88,500)	0	100%	(88,500)	0
Economic Development North	37,368	57,838	38,397	57,838	65%	38,397	57,838	(1,029)	0	66%	(1,029)	0
VIHA Community Wellness Grant	0	154,933	0	154,933	0%	0	154,933	0	0	0%	0	0
VIHA Health Network Funding	4,218	44,695	4,218	44,695	9%	4,218	44,695	0	0	9%	0	0
Regional Growth Strategy	469,423	710,478	211,296	605,355	66%	211,296	605,355	258,127	105,123	35%	258,127	105,123
Emergency Planning	180,546	379,460	100,116	361,585	48%	100,116	361,585	80,430	17,875	28%	80,430	17,875
D68 Search & Rescue	26,737	50,460	14,000	47,800	53%	14,000	47,800	12,737	2,660	29%	12,737	2,660
D69 Marine Search & Rescue	2,500	5,000	0	5,000	50%	0	5,000	2,500	0	0%	2,500	0
D69 Land Search & Rescue	5,000	10,000	0	10,000	50%	0	10,000	5,000	0	0%	5,000	0

SUMMARY OF OPERATING RESULTS
For period ending June 30, 2016

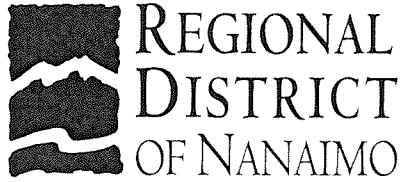
	Revenues		Expenditures		Variance	Expenditures		Variance	Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget		2016 Actuals	2016 Budget			
Building Inspection	1,107,989	1,581,682	578,308	1,229,979	70%	578,308	1,229,979	47%	529,681	351,703
Bylaw Enforcement										
Bylaw Enforcement	141,166	303,785	141,166	303,785	46%	141,166	303,785	46%	0	0
Animal Control EA A,B,C,I,ANTZ	38,265	71,506	33,016	67,463	54%	33,016	67,463	49%	5,249	4,043
Animal Control E,G & H	52,484	96,440	44,643	92,744	54%	44,643	92,744	48%	7,841	3,696
Animal Control EA F	20,789	30,086	8,287	20,841	69%	8,287	20,841	40%	12,502	9,245
Unsanitary Premises	41,520	59,273	41,164	58,493	70%	41,164	58,493	70%	356	780
Hazardous Properties	8,226	25,481	4,137	24,867	32%	4,137	24,867	17%	4,089	614
Noise Control	29,527	49,887	19,057	40,432	47%	19,057	40,432	47%	10,470	9,455
TOTAL	3,515,937	5,842,832	2,178,607	5,161,605	60%	2,178,607	5,161,605	42%	1,337,320	681,227
REGIONAL & COMMUNITY UTILITIES										
RCU - Administration	187,459	373,845	187,459	373,845	50%	187,459	373,845	50%	0	0
Wastewater Management										
Liquid Waste Management Planning	405,820	664,521	188,546	512,652	61%	188,546	512,652	37%	217,274	151,869
Wastewater Southern Community	14,303,219	30,318,769	11,912,489	29,369,865	47%	11,912,489	29,369,865	41%	2,390,730	948,904
Wastewater Northern Community	3,275,513	5,995,177	1,298,715	5,599,045	55%	1,298,715	5,599,045	23%	1,976,798	396,132
Wastewater Duke Point	342,947	483,970	160,984	325,137	71%	160,984	325,137	49%	181,963	154,833
Water Supply										
Water - Surfside	26,424	46,682	26,493	45,565	57%	26,493	45,565	58%	(69)	1,117
Water - French Creek	99,655	199,006	59,227	181,067	50%	59,227	181,067	33%	40,428	17,939
Water - Whiskey Creek	72,296	181,022	38,828	169,693	40%	38,828	169,693	23%	33,468	11,329
Water - Decourcy	8,086	12,566	3,734	10,018	64%	3,734	10,018	37%	4,352	2,548
Water - San Pareil	127,285	236,432	112,940	232,943	54%	112,940	232,943	48%	14,345	3,489
Water - Driftwood	2,730	5,459	2,729	5,459	50%	2,729	5,459	50%	1	0
Water - Englishman River	74,464	135,237	41,653	112,928	55%	41,653	112,928	37%	32,811	22,309
Water - Melrose Place	28,100	46,233	14,446	38,901	61%	14,446	38,901	37%	13,654	7,332
Water - Nanoose Peninsula	1,130,084	2,128,974	628,650	2,007,037	53%	628,650	2,007,037	31%	501,434	121,937
Water - Bulk Water Nanoose Bay	734,020	4,069,226	345,640	3,952,298	18%	345,640	3,952,298	9%	388,380	116,928
Water - Bulk Water French Creek	31,390	61,027	31,390	57,549	51%	31,390	57,549	55%	0	3,478
Water - San Pareil Fire	37,105	74,211	37,106	74,211	50%	37,106	74,211	50%	(1)	0
Water - Westurne Heights	(632)	4,295	1,558	4,295	(15%)	1,558	4,295	36%	(2,190)	0
Drinking Water/Watershed Protection	423,487	676,105	214,853	578,602	63%	214,853	578,602	37%	208,634	97,503
Streetlighting	59,329	116,118	33,086	104,744	51%	33,086	104,744	32%	26,243	11,374

**SUMMARY OF OPERATING RESULTS
For period ending June 30, 2016**

	Revenues		Expenditures		Variance	Expenditures		Variance	Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget		2016 Actuals	2016 Budget		2016 Actuals	2016 Budget
Sewer Collection										
Sewer - French Creek	665,653	1,016,609	493,002	1,012,733	65%			49%	172,651	3,876
7551 / 2851 Sewer/fairwinds / Wastewater Nanoose	600,682	877,802	226,019	804,390	68%			28%	374,663	73,412
Sewer - Pacific Shores	47,343	80,870	31,089	76,671	59%			41%	16,254	4,199
Sewer - Surfside	25,559	36,058	9,396	27,337	71%			34%	16,163	8,721
Sewer - Cedar	175,891	230,964	74,904	185,512	76%			40%	100,987	45,452
Sewer - Barclay	176,020	253,506	100,071	221,140	69%			45%	75,949	32,366
Sewer - Reid Road Debt	966	3,624	1,812	3,624	27%			50%	(846)	0
Sewer - Hawthorne Rise Debt	5,872	9,941	4,970	9,941	59%			50%	902	0
Englishman River Stormwater	8,875	11,382	674	6,348	78%			11%	8,201	5,034
Cedar Estates Stormwater	9,564	11,927	674	7,348	80%			9%	8,890	4,579
Pump & Haul	1,000	2,400	1,000	2,400	42%			42%	0	0
Community Works Fund Projects - Regional & Community Utilit	39,804	753,531	39,804	753,531	5%			5%	0	0
TOTAL	23,126,010	49,117,489	16,323,941	46,870,829	47%			35%	6,802,069	2,246,660
RECREATION & PARKS SERVICES										
Regional Parks	1,661,335	6,973,997	641,027	6,798,704	24%			9%	1,020,308	175,293
Community Parks										
Community Parks - Area A	143,127	258,783	75,466	251,367	55%			30%	67,661	7,416
Community Parks - Area B	165,598	272,012	79,951	265,025	61%			30%	85,647	6,987
Community Parks - Area C (extension)	66,201	99,282	25,433	80,494	67%			32%	40,768	18,788
Community Parks - Area C (East Wellington)	94,662	158,143	47,574	139,838	60%			34%	47,088	18,305
Community Parks - Area E	116,852	285,325	79,447	282,990	41%			28%	37,405	2,335
Community Parks - Area F	110,090	184,490	52,874	174,682	60%			30%	57,216	9,808
Community Parks - Area G	92,870	191,427	49,101	183,800	49%			27%	43,769	7,627
Community Parks - Area H	122,446	214,300	75,599	208,115	57%			36%	46,847	6,185
Area A Recreation & Culture	211,362	305,447	25,745	191,275	69%			13%	185,617	114,172
Northern Community Recreation	1,018,081	1,807,639	680,065	1,778,762	56%			38%	338,016	28,877
Oceanside Place	1,442,959	2,768,511	1,166,532	2,671,095	52%			44%	276,407	97,416
Ravensong Aquatic Centre	1,955,872	3,504,979	1,709,809	3,398,074	56%			50%	246,063	106,905
Gabriola Island Recreation	64,988	120,874	88,702	120,874	54%			73%	(23,714)	0
Southern Community Recreation & Culture	629,023	1,249,320	25,425	1,249,320	50%			2%	603,598	0
Community Works Fund Projects - Parks & Recreation Services	33,043	1,061,519	33,043	1,061,519	3%			3%	0	0
TOTAL	7,928,509	19,456,048	4,855,813	18,855,934	41%			26%	3,072,686	600,114

**SUMMARY OF OPERATING RESULTS
for period ending June 30, 2016**

	Revenues		Expenditures		Variance	Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget		2016 Actuals	2016 Budget
TRANSPORTATION & SOLID WASTE SERVICES							
Transit							
Transit Southern Community	11,848,561	23,319,307	9,600,404	22,403,144	43%	2,248,157	916,163
Transit - Gabriola Transit Contribution	48,833	97,665	96,032	97,665	98%	(47,199)	0
Transit - Gabriola Island Taxi Saver	5,970	11,940	2,220	11,940	19%	3,750	0
Transit Northern Community	1,336,503	2,222,226	840,408	1,873,383	45%	496,095	348,843
Gabriola Island Emergency Wharf	2,957	5,914	653	5,914	11%	2,304	0
Solid Waste							
Solid Waste Management	7,409,492	16,363,113	5,139,121	15,665,903	33%	2,270,371	667,210
Solid Waste Collection & Recycling	3,577,202	4,750,352	1,935,448	4,580,342	42%	1,641,754	170,010
TOTAL	24,229,518	46,770,517	17,614,286	44,638,291	39%	6,615,232	2,132,226
TOTAL ALL SERVICES	70,699,046	143,554,273	50,600,719	137,023,402	37%	19,898,327	6,530,871



RDN REPORT		
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MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: August 18, 2016

FROM: Manvir Manhas
Manager, Capital Accounting & Financial Reporting

MEETING: COW September 13, 2016

FILE: 1680-01

SUBJECT: Audit Services Contract Award

RECOMMENDATION:

That the Board appoint the firm of MNP LLP as auditors for the Regional District of Nanaimo and the Nanaimo Regional Hospital District and authorize staff to enter into a five-year agreement for the provision of external financial audit services commencing with the 2016 fiscal year.

PURPOSE:

To obtain Board approval to award a five-year contract for audit services.

BACKGROUND:

In 2011 the Regional District of Nanaimo entered into a five-year agreement with the audit firm of MNP LLP to provide an audit opinion on the Regional District's and the Nanaimo Regional Hospital District's annual consolidated financial statements. Staff have been entirely satisfied with the cost and quality of the audit services provided by MNP LLP.

A request for proposals for external audit services for the Regional District and the Nanaimo Regional Hospital District was issued June 22, 2016. The Regional District received proposals from the following firms:

1. MNP LLP, Nanaimo
2. PricewaterhouseCoopers Inc., Vancouver
3. Hayes Stewart Little & Company, Nanaimo
4. KPMG, Victoria
5. BDO Canada LLP, Vancouver
6. Smythe CPA, Vancouver
7. McGorman MacLean, Parksville

The audit fee estimate was evaluated at 40% of the possible points, with understanding of the engagement, experience, staff qualifications, audit methodology and additional services making up the remaining 60%.

The proposals from KPMG, BDO, Smythe CPA and McGorman MacLean were eliminated because of the price differential as the other three proponents met all the requirements of the RFP proposal and had the most competitive pricing.

The results of the final evaluation were:

	Avg Score	First Year Fee	Five Year Fee Estimate
MNP LLP	89.0	\$30,450	\$158,288
PricewaterhouseCoopers Inc.	77.0	\$28,000	\$140,000
Hayes Stewart Little & Company	53.0	\$36,500	\$189,900
KPMG	n/a	\$38,700	\$199,175
BDO Canada LLP	n/a	\$43,185	\$227,925
McGorman MacLean	n/a	\$44,000	\$231,300
Smythe CPA	n/a	\$45,000	\$228,000

The firm of MNP LLP scored the highest overall at 89 out of 100 points. MNP LLP demonstrated a strong understanding of the Regional District's operations and presented a complete and thorough listing detailing their audit approach/methodology and delivery to complete the work from interim audit through to completion of the final audit and issuance of the audit report. MNP LLP is a local firm and there will be no travel cost incurred as there would be for Vancouver and Victoria firms. Therefore, on the basis of the evaluation and pricing criteria staff recommend the firm of MNP LLP as the successful proponent.

ALTERNATIVES:

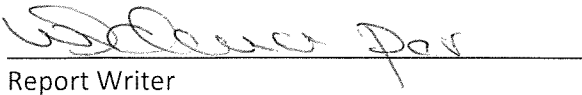
1. Award the contract audit services to the firm of MNP LLP.
2. Do not award a contract with MNP LLP and select an alternative proposal.

FINANCIAL IMPLICATIONS:


The estimate of fees received from MNP LLP falls within the 2016 budget allocation for audit services.

SUMMARY/CONCLUSIONS:


A request for proposals for external financial audit services for a five year period resulted in the receipt of seven proposals from qualified audit firms. The firm of MNP LLP achieved the best overall score of 89 out of 100 points. Therefore, on the basis of the evaluation and pricing criteria staff recommend the firm of MNP LLP as the successful proponent.


Report Writer


Director of Finance Concurrence


C.A.O. Concurrence



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STAFF REPORT

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: September 1, 2016

FROM: Wendy Idema, Director of Finance

MEETING: COW September 13, 2016

FILE: 1700-06

SUBJECT: 2017 – 2021 Financial Plan Schedule

RECOMMENDATIONS:

That the schedule for the review and adoption of the 2017 to 2021 Financial Plan be approved:

November 8 & 15, 2016	Public seminars with Board for 2016 preliminary budget & business plans
November 22, 2016	Report on 2017 preliminary budget to Board Meeting Agenda
February 7 & 14, 2017	Public seminars with Board for 2017 to 2021 Financial Plan
February 14, 2017	Report on 2017 to 2021 Financial Plan to Committee of the Whole Agenda
February 17, 2017	Publication of budget edition of Regional Perspectives
March 14, 2017	Introduce bylaw to adopt the 2017 to 2021 Financial Plan
March 28, 2017	Adopt Financial Plan Bylaw

PURPOSE:

To identify meeting and publication dates related to the review and approval of the 2017 to 2021 Financial Plan.

BACKGROUND:

Local governments are required to publicize and provide opportunities for members of the public to provide input and to comment on the Financial Plan. This report is intended to identify for the Board, the public and staff the times and places at which the 2017 to 2021 Financial Plan will be reviewed and approved by the Regional Board.

The Regional District undertakes its financial plan review in two stages. In non-election years, the preliminary budget and business plan for each service area for the next year is introduced to the Board in November. The November presentation is based on the 2017 amounts included in the 2016 to 2020 Financial Plan approved under Bylaw No. 1740 (copy attached) and updated to reflect new work plans and capital project changes.

The proposed budget document is posted to the Regional District website for public access. Later in January, as 2016 year-end results are known, the budget amounts will be updated to reflect the

allocation of surpluses by the service the funds were raised for as well as to include new Board direction and amounts for carry forward projects.

In February the Board receives an overview of the full five year Financial Plan as well as identifying any further changes to the new annual budget. A budget edition of the Regional Perspectives is published in mid to late February to provide residents with information by service area and by electoral area. Any remaining changes and updates are completed during February, and the final plan with any amendments is returned to the Board in March for adoption. The meeting dates are published in local newspapers and on the website in advance of each open Board meeting (November 8, 15, 22 and February 2 & 14). The opportunity to make a presentation and ask questions is provided at those meetings.

ALTERNATIVES:

1. Approve the proposed schedule of meetings to review and approve the 2017 to 2021 Financial Plan.
2. Provide other direction to staff regarding the review and approval process of the 2017 to 2021 Financial Plan.

FINANCIAL IMPLICATIONS:

The 2016 to 2020 Financial Plan Bylaw predicted a \$2.3 million overall increase to property taxes in 2017 and is used as the basis for the next five year plan. Some of the largest components of this increase are in the areas listed below. There will be many changes to budgets between September and January to reflect new information including items such as the latest estimates for the secondary treatment project at Greater Nanaimo Pollution Control Centre, updated plans for expansion at the French Creek Pollution Control Centre and the Englishman River Water Service Joint Venture Treatment Plant along with any new initiatives related to the 2016-2020 Strategic Plan.

Transit – Southern Community	\$257,000	Reduced prior year carry forward surplus
Wastewater - Southern	\$916,100	Increases related to secondary treatment costs
Wastewater – Northern	\$291,900	Build reserve contributions for future upgrade & expansion
Nanoose Bulk Water	\$84,400	Englishman River Water System treatment and expansion related costs
Nanoose Peninsula Water	\$51,100	Capital program costs
Solid Waste Management	\$144,500	Impact of reduced tipping fees
Community Parks Operations	\$64,000	Cumulative total for 8 community park services

The only costs for the actual financial planning process are newspaper advertising and publication costs for the Regional Perspectives, all of which are included in the annual budget.

One new area of review for the five year planning process are the Unsightly Premises and Hazardous Properties Services (EAs A, B, C, E, G & H are the participants in both services) where the Board has implemented remediation orders and has had to incur costs to obtain legal advice regarding the orders. Although costs for remediation are billed back to the property owner and transferred to the Surveyor of Taxes if unpaid, there is risk to the RDN if the costs and taxes are not paid on the property resulting in forfeiture of the property to the Province by the property owner. When this happens the RDN has no recourse to collect on costs related to the remediation. Because the tax requisitions are relatively small (\$22,350 in total for both services), the impact of legal and remediation costs and any subsequent tax increase is significant relative to the size of the service.

STRATEGIC PLAN IMPLICATIONS:

Although there are areas of the financial plan where provincial and federal regulations for services such as solid waste, water and wastewater have a significant impact on plans and requisitions, the financial planning process provides opportunity for the Board to review business plans and allocate resources to the key priority areas of the strategic plan.

SUMMARY/CONCLUSIONS:

Local governments are required to establish a public process for the review and approval of the five year financial plan. Commencing with the first public meeting held with the Board on November 8, 2016 staff will publish budget documents to the Regional District website, arrange the publication of the budget edition of the Regional Perspectives in mid-February and ensure that all meetings are advertised to provide members of the public an opportunity to attend the meetings to provide comments and input. The preliminary budget will be based on the 2017 amounts included in the 2016 to 2020 Financial Plan approved under Bylaw No. 1740 (copy attached) and updated to reflect new work plan and capital project changes.



Report Writer



CAO Concurrance

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1740

A BYLAW TO ADOPT THE 2016 TO 2020 FINANCIAL PLAN

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

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

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

1. Definitions

“Emergency” means a present or imminent event that:

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

2. Financial Plan

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

3. Financial Plan Amendments

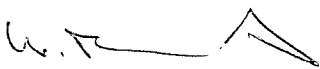
- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize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

4. Citation

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

Introduced and read three times this 22nd day of March, 2016.

Adopted this 22nd day of March, 2016.



CHAIRPERSON



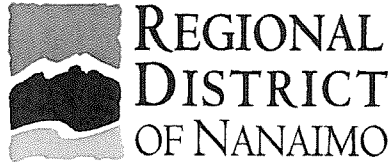
CORPORATE OFFICER

CONSOLIDATED FINANCIAL PLAN 2016 TO 2020

Chairperson

Corporate Officer

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



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STAFF REPORT

TO: Randy Alexander
General Manager, Regional & Community Services

MEETING: CoW, September 13, 2016

FROM: Sean De Pol
Manager, Wastewater Services

FILE: 5340-01-FCPCC

SUBJECT: Contract Award for the French Creek Pollution Control Centre Trucked Liquid Waste Receiving Facility Upgrades

RECOMMENDATION

That the Board direct staff to award a tender for upgrades to the trucked liquid waste receiving facility at the French Creek Pollution Control Centre (FCPCC) to Cogen Mechanical Services for \$257,340.

PURPOSE

To consider quotations received for the trucked liquid waste receiving facility upgrades at the FCPCC.

BACKGROUND

The Regional District of Nanaimo (RDN) owns and operates two trucked liquid waste receiving facilities: one at the Chase River Pump Station (CRPS) and one at the FCPCC. Sewage or septage from on-site wastewater systems (collectively called "trucked liquid waste") is discharged at these facilities by private trucked liquid waste hauling companies.

Use of RDN trucked liquid waste receiving facilities is a user-pay service, and is based on the volume of trucked liquid waste discharged at the facility. The CRPS digitally meters the flow volume of waste discharged, whereas FCPCC does not meter the flow volume of waste discharged. The trucked liquid waste receiving facility at the FCPCC instead relies on the disclosure of flow volume by the hauling companies.

The primary purpose of the upgrades to the FCPCC trucked liquid waste receiving facility is to install a meter to record flow volumes, thereby improving billing accuracy. Other upgrades at the facility would include ground improvements to the spill containment area, and the installation of flow screens and associated piping and appurtenances. These upgrades will also help reduce operations and maintenance issues currently associated with this facility.

The RDN retained Koers and Associates Ltd. (Koers) to coordinate the design and tender for the project. The following 3 quotations were received:

COMPANY	QUOTATION PRICE
Cogen Mechanical Services	\$232,340
Ridgeline Mechanical	\$239,493
Knappet Industries Ltd.	\$302,930

The lowest quotation is from Cogen Mechanical Services Ltd. Cogen is based out of Fanny Bay and has a strong track record for completing mechanical piping installations.

All three quotations include the DRYCAKE DSS unit for the trucked liquid waste receiving facility. The submitted quotations also included an alternate option of a DRYCAKE DRD-T 100 receiving unit. Koers recommend installation of the alternate unit as it is more durable and robust due to its dual motor and rotating core. The additional cost is \$25,000.

Staff recommend awarding the low tender of \$232,340 with the DRYCAKE DRD-T 100 for \$25,000 totaling \$257,340.

ALTERNATIVES

1. Award the contract to Cogen Mechanical Services.
2. Not award the contract and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

The recommended bid of \$257,340 includes the capital and construction works and services required for the FCPCC trucked liquid waste receiving facility upgrades. An additional \$30,000 has been allocated to the project for the engineering design, tender preparation, and construction inspection, which is being conducted by Koers.

The 2016 RDN budget estimated that \$250,000 would be required to complete this project. The additional cost of this project can be covered in the existing 2016 budget due to operational savings in other areas.


STRATEGIC PLAN IMPLICATIONS

The upgrades to the FCPCC trucked liquid waste receiving facility aligns with the 2016 – 2020 Strategic Plan by improving the efficiency and economic viability of an essential RDN service.


SUMMARY/CONCLUSIONS

The RDN retained Koers to coordinate the engineering design and tender for the upgrades of the trucked liquid waste receiving facility at the FCPCC.

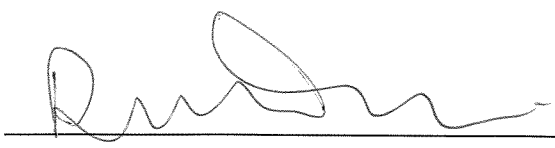
The low tender was submitted by Cogen Mechanical Services for \$232,340. Koers recommended that the RDN accept the lowest tender with a proposed alternate receiving unit for an additional \$25,000. Staff recommend awarding the project to Cogen Mechanical Services for \$257,340.



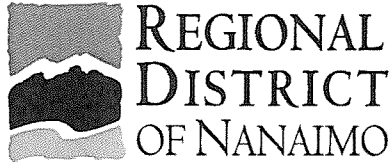
Report Writer



General Manager Concurrence



CAO Concurrence



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STAFF REPORT

TO: Sean De Pol
 Manager, Wastewater Services

DATE: August 22, 2016

MEETING: CoW, Sept 13, 2016

FROM: Jolene Jackson
 Special Projects Coordinator

FILE: 5340-01-SEPT

SUBJECT: To Introduce Trucked Liquid Waste Bylaw No. 1732 and Ticketing Bylaw No. 1418.07

RECOMMENDATIONS

1. That “Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016” be introduced, read three times, and forwarded to the Inspector of Municipalities for Approval;
2. That “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.07, 2016” be introduced and read three times;
3. That “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.07, 2016” be adopted.

PURPOSE

To introduce “Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016” and “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.07, 2016” for the purpose of updating trucked liquid waste servicing bylaws.

BACKGROUND

Properties without sewer connections rely on on-site wastewater systems, like septic systems and holding tanks. The sewage or septage from these systems (collectively called “trucked liquid waste”) is pumped out by hauling trucks and is then taken to one of two trucked liquid waste receiving facilities owned and operated by the Regional District of Nanaimo (RDN): one is located at the Chase River Pump Station and the other at the French Creek Pollution Control Centre.

As shown in Appendix A, trucked liquid waste servicing is currently administered by the RDN under seven bylaws. Generally, these bylaws establish the service of the treatment and disposal of trucked liquid waste and regulate and charge for the use of trucked liquid waste receiving facilities. These bylaws must be updated to improve their efficacy and efficiency, and to meet Liquid Waste Management Plan commitments.

Proposed Bylaw No. 1732

Proposed Bylaw No. 1732 (Attachment 1) repeals and replaces five of the existing trucked liquid waste bylaws, thereby simplifying and updating RDN trucked liquid waste servicing. Bylaw No. 1732 additionally introduces key changes to the administration and operation of trucked liquid waste servicing:

- Some properties with holding tanks are eligible for a reduced disposal rate, as sewage from holding tanks costs less to treat than septage from septic tanks. These properties are currently identified by separate service areas. Separate service areas are not required as the RDN is not providing a different or taxed service to these properties under these bylaws. The proposed Bylaw No. 1732 converts these service areas to a registration system, which has the following benefits:
 - The reduction in time required to administer the service,
 - The reduction in the application fee for residential properties (\$300 to \$100),
 - The removal of a \$50 annual administration fee for properties in the holding tank service area (Bylaw No. 975),
 - Properties currently receiving the reduced rate will be automatically transitioned to the registration system,
 - A bylaw amendment will not be required to add a property to the registration system,
 - The same restrictions to eligibility and development that are currently in place will continue to apply.

- Under the existing bylaws, the RDN has limited ability to enforce the rules of use of its trucked liquid waste receiving facilities. This causes on-going administrative and operational issues with billing and potential damage to infrastructure. Bylaw No. 1732 addresses these by introducing a hauler licencing program, whereby trucked liquid waste hauling companies will have to obtain a licence in order to use RDN facilities. The licencing program has the following benefits:
 - It ensures the proper use of facilities, which will help protect worker and public safety, infrastructure, and receiving environments,
 - It ensures that property owners receive the user-rate established by the RDN for use of the trucked liquid waste facilities,
 - There are no charges for obtaining a licence,
 - There is a six month transition period for hauling companies to obtain a licence.

Proposed Bylaw No. 1418.07

The proposed amendment to Bylaw No. 1418 includes the new provisions of Bylaw No. 1732 to the ticketing and enforcement bylaw. The proposed fines in Bylaw No. 1418.07 (Attachment 2) relate to the misuse of trucked liquid waste receiving facilities and are based on comparable contraventions to the sewer-use bylaw: for example, the discharge of prohibited waste to a trucked liquid waste receiving facility was set at \$1,000 to match the fine for the discharge of prohibited waste to the sewer system. Bylaw Nos. 1732 and 1418.07 update and simplify the administration and operation of an essential RDN service.

ALTERNATIVES

1. Give three readings to and adopt Bylaws Nos. 1732 and 1418.07;
2. Do not give three readings to and adopt Bylaws Nos. 1732 and 1418.07, and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications as trucked liquid waste treatment is a user-pay service. The proposed bylaws do not change trucked liquid waste user-rates. Some administrative fees were reduced to reflect the reduced staff time required to administer the service.

STRATEGIC PLAN IMPLICATIONS

The proposed Bylaw Nos. 1732 and 1418.07 align with the 2016 – 2020 Strategic Plan as they make an essential service efficient and transparent. The bylaws also help protect workers, infrastructure, and receiving environments by regulating the use of and the types of waste that can be discharged at RDN trucked liquid waste receiving facilities.

LIQUID WASTE MANAGEMENT PLAN IMPLICATIONS

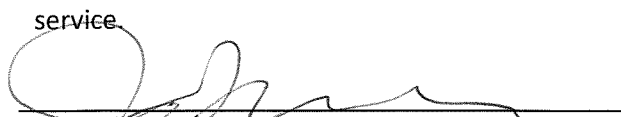
The proposed bylaws provide a comprehensive starting point for working toward related commitments made in the Liquid Waste Management Plan (LWMP): particularly the “Private Onsite Systems Program Commitments” and the “Source Control Program Commitments”. One LWMP goal includes limiting the number of holding tanks in the RDN by only allowing grandfathered properties and properties with failed onsite systems to access the reduced disposal rate. Proposed Bylaw No. 1732 supports this commitment by strengthening and clarifying bylaw language, structure, and interpretation. The adoption of Bylaw No. 1418.07 additionally supports the LWMP by improving enforcement abilities to keep contaminants out of sewage treatment plants.

INTERGOVERNMENTAL IMPLICATIONS


The adoption of Bylaw No. 1732 does not have any intergovernmental implications. Island Health is responsible for permitting holding tanks under the provincial Sewerage System Regulation. The RDN does not have any mandatory maintenance or pump-out programs for septic systems and holding tanks. Instead, the RDN’s role is to provide treatment of domestic trucked liquid waste at its plants and to offer educational programs like SepticSmart.

SUMMARY/CONCLUSIONS


The RDN treats trucked liquid waste at its wastewater treatment facilities. Currently, trucked liquid waste is administered under seven different bylaws. The proposed Bylaw No. 1732 repeals and replaces five of these bylaws, thereby simplifying and updating trucked liquid waste servicing. Two key changes made include the transition of the reduced rate holding tank service areas to a registration system, and introducing a hauler licencing program. Both of these changes support the LWMP as they strengthen and clarify the bylaws associated with trucked liquid waste servicing. Bylaw No. 1418.07 improves the RDN’s ability to protect sewage infrastructure by setting fines for contravention of Bylaw No. 1732. Bylaw Nos. 1732 and 1418.07 update and simplify the administration and operation of an essential RDN service



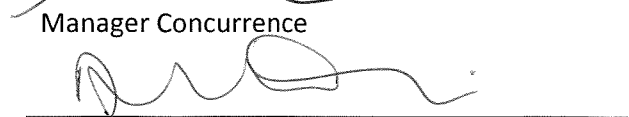
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

APPENDIX A: Summary of trucked liquid waste bylaws and proposed changes

Table 1: List of current trucked liquid waste bylaws

Bylaw No.	Description	Comments	Proposed Changes
888	Establishes trucked liquid waste receiving as a service at the Chase River Pump Station	Required to establish the service	No change
889	Establishes trucked liquid waste receiving as a service at the French Creek Pollution Control Centre	Required to establish the service	No change
975	Establishes a service area that identifies individual properties on holding tanks that receive the reduced disposal rate.	A separate service area is not required as the RDN is not providing a different or taxed service to these properties under this bylaw.	Transition this service area to a registration system under Bylaw No. 1732, and repeal Bylaw No. 975.
988	Provides the rates and regulations for use of RDN trucked liquid waste receiving facilities.	The provisions of this bylaw require updating so that the RDN can better regulate the use of its trucked liquid waste receiving facilities.	Update and incorporate provisions of this bylaw to Bylaw No. 1732, include fines to Bylaw No. 1418, and repeal Bylaw No. 988.
1217	Establishes a service area that identifies properties around Horne Lake that are on holding tanks and that receive the reduced disposal rate.	A separate service area is not required as the RDN is not providing a different or taxed service to these properties under this bylaw.	Transition this service area to a registration system under Bylaw No. 1732, and repeal Bylaw No. 1217.
1218	Provides regulations for holding tanks within the Horne Lake holding tank service area (Bylaw No. 1217), including provisions regarding the installation, inspection, and permitting of holding tanks.	The provisions of Bylaw No. 1218 are outdated as the RDN does not permit or inspect holding tanks.	Update and incorporate any required provisions of this bylaw to Bylaw No. 1732, and repeal Bylaw No. 1218.
1224	Provides regulations for holding tanks within the holding tank service area (Bylaw No. 975), including provisions regarding the maintenance of holding tanks and eligibility requirements for receiving the reduced rate.	The provisions of Bylaw No. 1224 are outdated as the RDN does not permit or inspect holding tanks.	Update and incorporate any required provisions of this bylaw to Bylaw No. 1732, and repeal Bylaw No. 1224.

Table 2: List of proposed trucked liquid waste bylaws

Bylaw No.	Description
888	Establishes trucked liquid waste receiving as a service at the Chase River Pump Station
889	Establishes trucked liquid waste receiving as a service at the French Creek Pollution Control Centre
1732	Provides rates and regulations for the use of trucked liquid waste receiving facilities, and identifies properties that receive the reduced rate for holding tank waste through a registration system. Repeals and replaces Bylaws No. 975, 988, 1217, 1218, and 1224.
1418.07	Amends ticketing bylaw to include provisions of Bylaw No. 1732

REGIONAL DISTRICT OF NANAIMO
Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016

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REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1732

**A BYLAW TO REGULATE AND IMPOSE CHARGES FOR
THE CONVEYANCE, TREATMENT, AND DISPOSAL OF
TRUCKED LIQUID WASTE AT FACILITIES OPERATED BY
THE REGIONAL DISTRICT OF NANAIMO**

WHEREAS the Regional District of Nanaimo owns and operates the service of the conveyance, treatment, and disposal of trucked liquid waste at its sewage facilities under “Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993” and “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”;

AND WHEREAS under section 397 of the *Local Government Act*, the Regional Board may impose fees or charges payable for the use of the service, and those fees or charges may be structured to provide different fees or charges to different classes of persons, property, businesses, and activities;

AND WHEREAS under section 335 of the *Local Government Act*, the Regional Board may regulate and prohibit in relation to the service and may provide for a system of licences, permits, or approvals in relation to a Regional District service;

AND WHEREAS under section 30 of the *Environmental Management Act*, the Regional Board may make bylaws respecting the direct or indirect discharge of wastes into any sewer or drain connected to a sewage facility operated by the Regional District;

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

PART I: INTERPRETATION

1. APPLICATION

This Bylaw applies to:

- (1) any waste discharges at a trucked liquid waste receiving facility that is owned and operated by the Regional District; and,
- (2) the use of any trucked liquid waste receiving facility that is owned and operated by the Regional District.

2. CITATION

This Bylaw may be cited for all purposes as “Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016”.

3. DEFINITIONS

The following terms, words and phrases when used in this Bylaw shall have the meanings set forth in this section, whether appearing in capital or lower case form. If not defined below, the

words and phrases used in this Bylaw shall have their common and ordinary meanings to the degree consistent with the technical subjects in this Bylaw.

ADMINISTRATIVE CHARGE

means a charge issued to a Hauler who submits incorrect information regarding the source or type of waste discharged at a trucked liquid waste receiving facility, as set in Schedule 'D'.

AFTER HOUR CHARGES

means a charge issued to any person who uses a trucked liquid waste receiving facility at any time other than regular operating hours, as set in Schedule 'D'.

AIR

means the atmosphere but, except in a sewer, on-site sewage system, or a sewage facility or as the context may otherwise require, does not include the atmosphere inside a constructed enclosure that is not open to the weather.

AIR CONTAMINANT

means any substance or odour whether gaseous, liquid, solid or a combination that is emitted into the air and that:

- (1) injures or is capable of injuring the health or safety of a person,
- (2) injures or is capable of injuring property or any life form,
- (3) interferes or is capable of interfering with visibility,
- (4) interferes or is capable of interfering with the normal conduct of business,
- (5) causes or is capable of causing material physical discomfort to a person, or
- (6) damages or is capable of damaging the environment.

APPROVAL

means the consent, in writing, of the Sewage Control Manager.

AUTHORIZED PERSON

has the same meaning as defined in the *Sewerage System Regulation*.

BETX

means benzene, ethyl benzene, toluene, xylenes

BIOMEDICAL WASTE

has the same meaning as defined in the *Hazardous Waste Regulation*.

BIOSOLIDS

means stabilized sewage sludge resulting from a wastewater treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled in accordance with the requirements of the *Organic Matter Recycling Regulation*.

BOARD

means the Board of Directors of the Regional District of Nanaimo.

BOD

means Biochemical Oxygen Demand, being the quantity of oxygen utilized in the biochemical oxidation of organic substances under standard laboratory procedures in 5 days at 20 degrees Celsius expressed in milligrams per litre, as determined by the appropriate procedure in Standard Methods.

BUSINESS

means:

- (1) carrying on a commercial or industrial activity or undertaking of any kind, and
- (2) providing professional, personal or other services for the purpose of gain or profit,

but does not include any activity carried on by the Regional District or a municipality.

CHASE RIVER PUMP STATION

means the trucked liquid waste receiving facility owned and operated by the Regional District, located at 1174 Island Highway, Nanaimo BC.

CHLORINATED PHENOLS

means the chlorinated derivatives of phenols and as determined by the appropriate procedure described in Standard Methods.

COD

means Chemical Oxygen Demand, being a measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by a strong chemical oxidation, as determined by the appropriate procedure in Standard Methods.

COMPOSITE SAMPLE

means a sample of waste which is composed of equivalent portions of a specified number of grab samples collected manually or automatically at the same sampling point, at specified times or flow intervals during a specified sampling period.

CONTAMINANT

means any substance, whether gaseous, liquid, or solid, whether dissolved or suspended, or any sewage quality parameter that, when present above a certain concentration in sewage:

- (1) injures or is capable of injuring the health or safety of a person;
- (2) injures or is capable of injuring property or any life form;
- (3) interferes or is capable of interfering with the proper operation of a sewer or sewage facility;
- (4) causes or is capable of causing material physical discomfort to a person; or
- (5) damages or is capable of damaging the environment.

CONTROL WORKS

means any device, equipment, process, or method used to separate, treat, remove, or otherwise prevent restricted or prohibited waste from entering or forming part of a load or discharge, including, but not limited to, traps, interceptors, filters, and separators.

DISCHARGE

noun. means any substance that is directly or indirectly introduced into a sewer, trucked liquid waste receiving facility, or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means;

verb. means to directly or indirectly introduce a substance into a sewer, trucked liquid waste receiving facility, or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means.

DOMESTIC SEWAGE

means sewage produced on a residential premise, or sanitary waste and wastewater resulting from the ordinary use of showers and restroom washbasins produced on a non-residential property.

EMERGENCY

means any unexpected event or circumstance that poses immediate and significant harm to human health, safety or welfare, damage to property or harm to the environment.

ENACTMENT

means any act, regulation, bylaw, order, or authorization, including any amendments or replacements, by a federal, provincial, regional, or municipal government or their authorized representatives.

FRENCH CREEK POLLUTION CONTROL CENTRE

means the sewage facility owned and operated by the Regional District that has trucked liquid waste receiving facilities on site, located at 957 Lee Road, Parksville BC.

GRAB SAMPLE

means a sample of waste collected at a particular time and place.

GREATER NANAIMO POLLUTION CONTROL CENTRE

means the sewage facility owned and operated by the Regional District that collects trucked liquid waste by way of interceptor from the Chase River Pump Station, and can accommodate trucked liquid waste disposal on site in the case of emergency, located at 4600 Hammond Bay Road, Nanaimo BC.

GROUND WATER

means water in a saturation zone or stratum beneath the surface of land or below a surface water body.

HAULER

means any person who owns or operates one (1) or more trucked liquid waste hauling trucks.

HAULER DISCHARGE LICENCE

means a Licence issued by the Regional District that permits a Hauler to enter upon and use trucked liquid waste receiving facilities.

HAZARDOUS WASTE

has the same meaning as defined in the *Hazardous Waste Regulation*.

HOLDING TANK

means a watertight container for holding sewage until the sewage is removed for treatment.

HOLDING TANK PERMIT

means a permit for a holding tank issued under the *Sewerage System Regulation*.

IMPROVEMENT DISTRICT

means an Improvement District incorporated under the *Local Government Act*.

LICENCE

see "HAULER DISCHARGE LICENCE"

LOAD

means any waste that is carried or to be carried by a trucked liquid waste hauling truck, or that is discharged at a trucked liquid waste receiving facility.

MARINA

means any dock, harbour, moorage, pier, or other facility where marine vessels are moored.

MARINE SEWAGE RECEPTION FACILITY

means any works or facilities at a marina that are for the purpose of collecting sewage from marine vessels.

MARINE VESSELS

means any boat, yacht, seaplane, ship, watercraft, submarine, or other vehicle for the purpose of transporting persons and goods across a body of water.

MONITORING POINT

means an access point to sewage or a sewage system for the purpose of:

- (1) measuring the rate of flow or volume of sewage being discharged;
- (2) collecting representative samples of sewage being discharged.

MUNICIPALITY

means any participating member city, town, district, or other incorporated area of the Regional District incorporated as a municipality or the Regional District itself.

NON-DOMESTIC SEWAGE

means all sewage except domestic sewage, storm water, ground water, trucked liquid waste, and uncontaminated water.

NUCLEAR SUBSTANCE

has the same meaning as defined in the *Nuclear Safety and Control Act*.

OFFICER

see "SEWAGE CONTROL OFFICER".

OIL AND GREASE

means *n*-Hexane extractable matter as described in Standard Methods and includes, but is not limited to, hydrocarbons, esters, fats, oils, waxes, and high-molecular weight carboxylic acids.

ON-SITE SEWAGE SYSTEM

means any wastewater system that stores sewage on-site, including, but not limited to, holding tanks, septic tanks, and pit-toilets.

OCCUPIER

in respect of property has the same meaning as defined in the *Community Charter*.

ORDER

means an order issued by the Sewage Control Manager.

OWNER

means:

- (1) in respect of property, owner as defined in the *Community Charter*;
- (2) in respect of business, the owner, director, manager, president, or person who may otherwise act on behalf of a business;
- (3) in respect of waste, the person who produces, carries, possesses, or is otherwise responsible for that waste.

PCB

means any monochlorinated, dichlorinated, or polychlorinated biphenyl or any mixture that contains one or more of these.

PESTICIDE

has the same meaning as defined in the *Integrated Pest Management Act*.

pH

means the expression of the acidity or basicity of a solution as defined and determined by the appropriate procedure described in Standard Methods.

PHENOLS

means the hydroxy derivatives or aromatic hydrocarbons as determined by the appropriate procedure described in Standard Methods.

PIT-TOILET

means any container or pit that is for the purpose of collecting sewage that may or may not use chemicals to help the wastes decompose, typically designed with little to no plumbing features, including outhouses, privies, and composting toilets.

POLYCYCLIC AROMATIC HYDROCARBONS (PAH)

means the total of all of the following polycyclic aromatic hydrocarbons: Acenaphthene, acenaphthylene, anthracene, benzo(a)anthracene, benzo(a)pyrene, benzo(b)fluoranthene, benzo(g,h,i)perylene, benzo(k)fluoranthene, chrysenes, dibenzo(a,h)anthracene, fluoranthene, fluorene, indeno(1,2,3-cd)pyrene, methylnaphthalene, naphthalene, phenanthrene, pyrene.

PREMISES

means any land or building or both or any part thereof.

PROHIBITED WASTE

means prohibited waste as defined in Schedule 'A' of this Bylaw.

RECREATIONAL VEHICLE WASTE

means sanitary sewage accumulated in a holding tank in a trailer, camper, transportable housing unit, bus, aircraft, boat, houseboat, long-haul truck with on-board personal lavatory fixtures, or similar vehicles, but specifically excludes wastes carried in trucked liquid waste hauling trucks.

REGIONAL DISTRICT

means the Regional District of Nanaimo.

RESIDENTIAL PROPERTY

means a property classified as “Class 1” by BC Assessment.

RESTRICTED WASTE

means restricted waste as defined in Schedule ‘B’ of this Bylaw.

SANITARY SEWAGE

means human excreta and waterborne waste from the non-commercial and non-industrial preparation and consumption of food and drink, dishwashing, bathing, showering, and general household cleaning and laundry.

SANITARY SEWER

means a sewer which carries sanitary sewage but which is not intended to carry storm water or uncontaminated water.

SEAWATER

means any water from a marine environment.

SEPTAGE

means any sewage collected in a septic tank or accumulated in wastewater lines and appurtenances.

SEPTIC TANK

means a watertight container for receiving, treating, and settling sewage.

SEWAGE

means the composite of water wastes and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source.

SEWAGE CONTROL MANAGER

means the Sewage Control Manager appointed by the Board, or a person appointed by the Board as her or his deputy, under the *Environmental Management Act*.

SEWAGE CONTROL OFFICER

means a Municipal Sewage Control Officer appointed by the Board under the *Environmental Management Act*.

SEWAGE SLUDGE

means the removed material resulting from chemical treatment, coagulation, flocculation, sedimentation, flotation, or biological oxidation of sewage.

SEWAGE FACILITY

means any works owned or operated by the Regional District to treat, store, utilize, or discharge sewage.

SEWER

means all pipes, conduits, drains, pumping stations, and other equipment and facilities, owned or otherwise under the control or jurisdiction of the Regional District or a Municipality for the purpose of providing sewage collection, conveyance, treatment, or disposal.

SHARPS

means hypodermic needles, hypodermic syringes, blades, broken glass, and any devices, instruments or other objects which have acute rigid corners, edges or protuberances.

SLUDGE

means sewage containing more than 0.5% total solids.

STANDARD METHODS

means the latest edition of "Standard Methods for the Examination of Water and Wastewater" jointly prepared and published from time to time by the American Public Health Association, American Water Works Association, and the Water Pollution Control Federation.

STORM SEWER

means a sewer for the collection and transmission of storm water.

STORM WATER

means water resulting from natural precipitation from the atmosphere, including water from inflow and infiltration.

SUBSTANCE

includes any solid, liquid, or gas.

SUSPENDED SOLIDS

means the portion of total solids retained by a filter, as determined by the appropriate procedure in Standard Methods.

TRUCKED LIQUID WASTE

means any waste that originates from any plumbing fixtures or works that are not directly and permanently connected to a sewer system, including, but not limited to, holding tank waste, septic tank waste, pit toilet waste, chemical toilet content, and other sludge of organic or inorganic origin, but specifically excludes recreational vehicle waste.

TRUCKED LIQUID WASTE HAULING TRUCK

means any vehicle that collects trucked liquid waste for the purposes of transporting and disposing of that waste.

TRUCKED LIQUID WASTE RECEIVING FACILITY

means a sewage facility that receives trucked liquid waste, or other sewer works that receive trucked liquid waste for conveyance to a sewage facility, that is owned and operated by the Regional District.

UNCONTAMINATED WATER

means any water excluding storm water but including cooling water and water from municipal waterworks or a private water supply to which no contaminant has been added as a consequence of its use or to modify its use by any person.

USER-FEE

means the total charge calculated for the use of a trucked liquid waste receiving facility based upon the user-rate per volume.

USER-RATE

means the price per volume of waste that is discharged a trucked liquid waste receiving facility.

WASTE

means any substance that is or is intended to be discharged or discarded, including sewage.

WASTEWATER

see "SEWAGE"

WATER

means any water including seawater, surface water, groundwater, and ice.

WATERWORKS

means any works owned or otherwise under the control or jurisdiction of the Regional District or one or more of its member municipalities or an Improvement District that collects, treats, transports, or stores drinking water.

WORKS

includes:

- (1) a drain, sewer, or waste disposal system including a sewage facility, pumping station, or outfall;
- (2) a device, equipment, land, or a structure that:
 - (a) measures, handles, transports, stores, treats, or destroys waste or a contaminant; or
 - (b) introduces waste or a contaminant into the environment;
- (3) an installation, plant, machinery, equipment, land or a process that causes or may cause a release of a contaminant into the environment or is designed or used to measure or control the introduction of waste into the environment or to measure or control a contaminant;
- (4) an installation, plant, machinery, equipment, land or a process that monitors or cleans up a contaminant or waste.

4. ENACTMENTS

- (1) A reference in this Bylaw to an enactment includes a reference to the enactment as amended or replaced.
- (2) The following enactments are specifically referenced in this Bylaw and may be referred to as necessary. This list is for reference purposes only and in no way alters, limits, or enlarges the intent or scope of these and other enactments and their application to this Bylaw.

Title	Level	Reference
<i>Community Charter</i>	Provincial	[SBC 2003, c.26]
<i>Environmental Management Act</i>	Provincial	[RSBC 1996, c.118]
▫ <i>Hazardous Waste Regulation</i>		
▫ <i>Organic Matter Recycling Regulation</i>		
<i>Fertilizers Act</i>	Federal	[RSC 1985, c.F-10] CRC c. 666
▫ <i>Fertilizers Regulations</i>		
<i>Integrated Pest Management Act</i>	Provincial	[SBC 2003, c.58]
<i>Local Government Act</i>	Provincial	[2015 c.1]
<i>Nuclear Safety and Control Act</i>	Federal	[SC 1997, c.9]
<i>Public Health Act</i>	Provincial	[SBC 2008, c.28]
▫ <i>Sewerage System Regulation</i>		[B.C. Reg. 326/2004]
<i>Taxation (Rural Area) Act</i>	Provincial	[RSBC 1996, c.448]

PART II: ALL DISCHARGES TO TRUCKED LIQUID WASTE RECEIVING FACILITIES

5. RESTRICTIONS

No person shall directly or indirectly discharge or allow or cause to be discharged into a trucked liquid waste receiving facility:

- (1) any prohibited waste, in any volume, as described in Schedule 'A';
- (2) any restricted waste, in any volume unless specified, as described in Schedule 'B';

- (3) any uncontaminated water, in any volume greater than 2.0 m³/day;
- (4) any storm water or ground water, in any volume;
- (5) any waste that originates from outside the Regional District or Lasqueti Island;
- (6) any water or other substance for the purpose of diluting any sewage, septage, sewage sludge, or non-domestic wastes in any volume.

PART III: TRUCKED LIQUID WASTE RECEIVING FACILITIES

6. REGULATIONS

- (1) No person shall discharge any trucked liquid waste within the Regional District, except:
 - (a) at a trucked liquid waste receiving facility listed in Schedule 'C', or,
 - (b) at a privately owned or operated facility that accepts trucked liquid waste;
- (2) No person shall discharge waste except in accordance with this Bylaw.

7. USE OF TRUCKED LIQUID WASTE FACILITIES

- (1) No person shall discharge any trucked liquid waste at a trucked liquid waste receiving facility, unless that person:
 - (a) is an employee of the Regional District,
 - (b) is a Hauler with a Licence that is not suspended, revoked, or expired,
 - (c) is an agent of or is otherwise authorized by the Regional District to make use of the trucked liquid waste receiving facility;
- (2) Any person who uses a trucked liquid waste receiving facility must follow the rules for that facility as follows:
 - (a) as set out in Schedule 'D' of this Bylaw,
 - (b) as stated on any signage or materials published by the Regional District,
 - (c) as indicated by an employee or agent of the Regional District;
- (3) Any person making a discharge at a trucked liquid waste receiving facility shall immediately stop the discharge at the instruction of an employee of the Regional District if that employee has reasonable grounds to believe that the discharge does not meet the provisions of this Bylaw or any other applicable enactment.

8. AFTER HOURS

No person shall make use of a trucked liquid waste receiving facility at any time other than the regular hours and days of operation, unless:

- (1) that person is an employee, contractor or agent of the Regional District; or,
- (2) there is an emergency situation, and the person using the trucked liquid waste receiving facility pays the After Hour Charges as set out in Schedule 'D'.

9. MONITORING

- (1) Any waste being discharged at a trucked liquid waste receiving facility may be metered, monitored, or sampled at any time and in any manner by a Sewage Control Officer or other employee, agent or contractor of the Regional District authorized by the Regional District to do so;
- (2) A person using a trucked liquid waste receiving facility must provide complete and accurate information regarding the nature or source of the waste as reasonably requested by a Sewage Control Officer or other employee, agent or contractor of the Regional District;
- (3) A Sewage Control Officer or other employee, agent or contractor of the Regional District may, at the sole expense of the Hauler, require that a Hauler weigh a hauling truck before and after discharging a load and use the calculated weight to determine the volume of the load, as determined by the formula in Schedule 'F';
- (4) The Hauler must provide the information regarding the weight of the hauling truck obtained under subsection 9(3) to the Sewage Control Officer or other employee, agent or contractor of the Regional District.

PART IV: HAULER DISCHARGE LICENCES

10. HAULER DISCHARGE LICENCES

- (1) A person must submit an application for a Licence to the Regional District at least thirty (30) working days prior to the date for which a Licence is required;
- (2) All costs and expenses directly or indirectly incurred by any person to obtain, maintain, or amend a Licence, or resulting from meeting the terms of the Licence, or an amendment, suspension or termination of a Licence shall be borne by the person;
- (3) A person that submits an application for a Licence must not use a trucked liquid waste receiving facility until a Licence is issued by the Regional District;
- (4) All information provided in the Licence application must be complete and accurate to the knowledge of the person submitting the application;
- (5) One (1) Licence is required for each person or hauling business that uses or intends to use a trucked liquid waste receiving facility;
- (6) The Licence only applies to the vehicles described or listed in the application;
- (7) A Hauler must immediately inform the Regional District of any changes or updates to the information provided in the application including, without limiting the generality of the foregoing, the vehicles to be used by the Hauler;
- (8) An employee of the Regional District may require a person who has submitted an application under subsection (1) to submit any additional information or documentation at any time to assist the evaluation of the application;
- (9) An application under subsection (1) must be submitted substantially in the form and manner set out in Schedule 'E'.

11. HAULER DISCHARGE LICENCE CONDITIONS AND REQUIREMENTS

- (1) No Licence is effective until signed by the Sewage Control Manager;

- (2) The Sewage Control Manager may withhold consent or refuse to approve a Licence:
 - (a) if the information provided is insufficient to permit the Sewage Control Manager to be satisfied that the application complies with this Bylaw, or
 - (b) if the Hauler or any person involved in the management of the Hauler's business has in the past failed to comply with the terms and conditions or restrictions in a Licence or this Bylaw, or
 - (c) where the Sewage Control Manager has other grounds to reasonably believe that the Hauler or any person involved in the management of the Hauler's business will not comply with the terms, conditions or restrictions of this Bylaw or a Licence, or
 - (d) if the application includes false or materially misleading information.
- (3) A Hauler must immediately inform the Regional District of any changes or updates to the information provided in the Licence;
- (4) Unless otherwise stated or compromised, a Licence shall be effective for five (5) years from the date it is issued;
- (5) A Hauler may renew a Licence up to sixty (60) working days before the expiry date stated on the existing Licence;
- (6) An expired Licence is deemed ineffective;
- (7) The Sewage Control Manager may, at any time, impose any additional provisions, requirements, or restrictions on a Licence related to the purposes of this Bylaw that the Hauler must meet in order to obtain, maintain or renew the Licence;
- (8) Licences cannot be transferred or assigned without the Sewage Control Manager's written approval.

12. HAULER DISCHARGE LICENCE SUSPENSION AND TERMINATION

- (1) Without limiting the Sewage Control Manager's authority under the *Environmental Management Act*, the Sewage Control Manager may suspend a Licence where there has been a circumstance or event that results in a breach of this Bylaw, an event or circumstance that causes damage to any part of a trucked liquid waste receiving facility or Regional District property, or a spill, until the circumstance or event has been corrected, or remediation of a spill site is complete;
- (2) Before reinstating the Licence, the Sewage Control Manager may require that the Hauler provide documentation sufficient to show that the circumstance, event, or spill is corrected or remediated;
- (3) Without limiting subsection 12(1), the Sewage Control Manager may suspend or terminate a Licence if that Hauler:
 - (a) fails to comply with the terms, conditions, or restrictions of the Licence,
 - (b) fails to comply with this Bylaw, or any applicable enactment,
 - (c) provides or has provided any false, incorrect, or misleading information to the Regional District,

- (d) owes any monies to the Regional District under this Bylaw and fails to pay such monies within ten (10) days of a demand for such money mailed to the most recent address for the Hauler in Regional District records.
- (4) The Sewage Control Manager may, at any time, reconsider, amend, or cancel her or his decision with respect to the granting, refusal, suspension, amendment, or termination of a Licence.

13. TRANSITION: HAULERS

A Hauler who is hauling trucked liquid waste to a trucked liquid waste receiving facility at the date of adoption of this bylaw must submit an application for a Licence within six (6) months from the date that this Bylaw is adopted.

PART V: TRUCKED LIQUID WASTE RECEIVING FACILITIES USER-FEES AND USER-RATES

14. ALL USER-FEES

- (1) Any person disposing of waste at a trucked liquid waste receiving facility shall pay the user-fee in accordance with this Bylaw;
- (2) All user-fees shall be due within thirty (30) days of the date of invoice;
- (3) No complaint of an error in any user fee shall be considered and no adjustment of any such error shall be made after a period of one (1) year has elapsed since the end of the period for which such user fees imposed.

15. HAULER BILLING TO USERS

- (1) Any fees, charges, or user-rates established by the Regional District are separate from any service charges or fees charged by the Hauler;
- (2) It is a condition of use of the trucked liquid waste receiving facility that any invoice issued by a Hauler to a person regarding the discharge of waste at a trucked liquid waste receiving facility must clearly and separately state:
 - (a) the date that the load was pumped from the on-site sewage system,
 - (b) the date that the load was discharged at a trucked liquid waste receiving facility,
 - (c) the volume of the load discharged,
 - (d) the type of waste discharged,
 - (e) the Regional District user-rate that applied to the load,
 - (f) the total calculated user fee invoiced to the person,
 - (g) the full name of the person invoiced,
 - (h) the civic address from where the load originated, and
 - (i) the current contact information of the person invoiced.

16. REGIONAL DISTRICT BILLING TO HAULERS

- (1) The Regional District shall invoice any Hauler that discharges waste at a trucked liquid waste receiving facility;

- (2) If section 18 [*holding tank waste disposal user-rate*] or section 19 [*municipal step-system user-rate*] of this Bylaw applies to a load, a Hauler must submit all billing information regarding the discharge of that load at a trucked liquid waste receiving facility to the Regional District for each month on or before the last day of the following month, including a copy of any invoice described in subsection 15(2) and any trucked liquid waste disposal claim slips;
- (3) Upon the request of the Regional District, a Hauler must submit all billing information regarding the discharge of waste at a trucked liquid waste receiving facility to the Regional District within thirty (30) days of the request, including a copy of any invoice described in subsection 15(2) and any trucked liquid waste disposal claim slips;
- (4) Any invoice issued by the Regional District to a Hauler for the use of a trucked liquid waste receiving facility is separate from any other charges or fees imposed by the Regional District;
- (5) A Hauler must pay to the Regional District the full amount of the invoice within thirty (30) days of the invoice date;
- (6) Any amount outstanding thirty (30) days after the invoice date shall bear interest at the rate of one and one-quarter percent (1.25%) per month;
- (7) A person must not provide incorrect, false or misleading information to the Regional District regarding the characteristics of waste discharged at a trucked liquid waste receiving facility, including, the volume, strength, origin, and type of the discharge;
- (8) If a person provides incorrect, false or misleading information, as described in subsection 16(7), the invoice relating to the waste shall be re-calculated by the Regional District accordingly, and the Hauler must pay to the Regional District the amount owing as corrected within thirty (30) days of receiving the corrected invoice and the Hauler must pay the Administrative Charge as set in Schedule 'D' in addition to any amount owing;
- (9) The Regional District may retroactively invoice a Hauler for any corrections made to an invoice for up to one (1) year from the date that the billing information was first submitted by the Hauler to the Regional District;
- (10) A Hauler must retain all billing information regarding the use of a trucked liquid waste receiving facility for at least one (1) year from the date that the billing information was first submitted by the Hauler to the Regional District;
- (11) Subsections 16 (4), (5), and (6) of this Bylaw apply to any amount owing to the Regional District from the Hauler.

PART VI: USER-RATES

17. SEPTAGE DISPOSAL USER-RATE

Any person discharging waste at a trucked liquid waste receiving facility shall pay the Septage Disposal User-Rate for that waste, unless the property from which the waste originates is registered under the Holding Tank Registration or is listed in Schedule 'F' to receive the Municipal STEP-System User-Rate.

18. HOLDING TANK WASTE DISPOSAL USER-RATE

Any person discharging waste at a trucked liquid waste receiving facility from a property that is registered under the Holding Tank Registration shall pay the Holding Tank Waste Disposal User-Rate for that waste.

19. MUNICIPAL STEP-SYSTEM USER-RATE

Any person discharging waste from a property listed in Schedule 'F' at a trucked liquid waste receiving facility shall pay the Municipal Step-System User-Rate for that waste.

PART VII: HOLDING TANK REGISTRATION

20. HOLDING TANK REGISTRATION ELIGIBILITY

A property that is within the Regional District is eligible for Holding Tank Registration if:

- (1) the owner or occupier of that property has first obtained a holding tank permit in accordance with the Sewerage System Regulation, and each of the following apply:
 - (a) the property is within Electoral Area 'B', 'E', 'F', 'G', or 'H', the City of Nanaimo, or the District of Lantzville,
 - (b) the property is a parcel that is greater than 700m²,
 - (c) the property is for existing uses and the on-site sewage disposal system malfunctioned, or the property is currently vacant and will only be used for the construction of a single family residence,
 - (d) the property is a parcel that cannot be further subdivided, including subdivision under the *Strata Property Act*, according to existing zoning or a section 219 covenant under the *Land Title Act*,
 - (e) a community sewer system is not available,
 - (f) including the property will not facilitate development of any additional units on the property, and,
 - (g) the development conforms to zoning bylaws.
- (2) section 24 [*marine sewage reception facilities*] of this Bylaw applies; or,
- (3) section 25 [*temporary eligibility*] of this Bylaw applies.

21. AVAILABILITY OF COMMUNITY SEWER

The owner or occupier of a property that is included in the Holding Tank Registration under subsection 20(1) must, within a reasonable timeframe, connect the property to the community sewer system if a community sewer system is constructed and becomes available for connection adjacent to that parcel.

22. HOLDING TANK REGISTRATION FORM

To register a property under the Holding Tank Registration, the owner or occupier of an eligible property must submit a registration form to the Regional District, substantially in the form set out in Schedule 'G': and,

- (1) the registration form must be approved as complete by the Regional District before the owner or occupier of the property is qualified for the Holding Tank Waste Disposal User-Rate;
- (2) an employee of the Regional District may require that a person submit additional information or documentation at any time to assist the evaluation of the property's qualification for the Holding Tank Registration;
- (3) the Regional District may reject a registration form where it is incomplete or the property does not meet the criteria in section 20.

23. HOLDING TANK REGISTRATION FEE

Unless section 25 applies, any person submitting a registration form for the Holding Tank Registration must pay the registration fee, as set in Schedule 'G': and,

- (1) the registration fee must be paid in full at the time the registration form is submitted;
- (2) a registration form will not be considered if the registration fee is unpaid;
- (3) the registration fee is non-refundable.

24. MARINE SEWAGE RECEPTION FACILITIES

A property that has a marine sewage reception facility is eligible for Holding Tank Registration if:

- (1) no person using the marine sewage reception facility is directly or indirectly charged for the disposal of sanitary sewage from marine vessels; and
- (2) the marine sewage reception facility accepts only sanitary sewage from marine vessels.

25. TEMPORARY ELIGIBILITY

- (1) A property is eligible for the Holding Tank Registration for a temporary period of time if:
 - (a) the property's on-site sewage disposal system malfunctioned;
 - (b) the property's on-site sewage disposal system has been converted to a holding tank for the purpose of storing sewage until the on-site sewage disposal system is repaired;
 - (c) an Authorized Person inspected the site and confirms to the Regional District that the on-site sewage disposal system has failed and that the system can be repaired; and,
 - (d) an Authorized Person provides a date to the Regional District by which the failed on-site sewage disposal system shall be repaired, which date is not longer than ninety (90) days following the date of submission of a Registration form to the Regional District.
- (2) It is a condition of eligibility under section 25(1) that the Septage Disposal User-Rate shall apply to any load that accumulated in the on-site sewage disposal system prior to the malfunction, including but not limited to septage in a septic tank.

26. MAXIMUM TERM OF TEMPORARY ELIGIBILITY

- (1) The maximum term for temporary eligibility for Holding Tank Registration under section 25 is ninety (90) days from the date that the registration form is approved by the Regional District;

- (2) The Regional District may extend the term for up to an additional ninety (90) days if:
 - (a) the owner or occupier of the subject property requests an extension not less than ten (10) days prior to the expiry date first stated, and,
 - (b) an Authorized Person confirms to the Regional District that the on-site sewage system can be repaired within the extended term.

27. TERMINATION OR SUSPENSION OF HOLDING TANK REGISTRATION

The Regional District may remove a property from the Holding Tank Registration where the property ceases to meet the conditions for registration under section 20 of this Bylaw.

28. TRANSITION: SERVICE AREAS TO REGISTRATION SYSTEM

- (1) Any property that was previously:
 - (a) included in “Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995”, and its subsequent amendments, prior to its repeal, or,
 - (b) included in “Horne Lake Pump and Haul Service Establishment Bylaw No. 1217, 2001”, and its subsequent amendments, prior to its repeal, or,
 - (c) a marine sewage reception facility approved to receive a reduced rate under Bylaw 988, and its subsequent amendments, prior to the adoption of this Bylaw,shall automatically be transitioned to the Holding Tank Registration, and the owner or occupier of that property shall be exempt from paying the registration fee;
- (2) Where section 28(1)(a) or (b) applies to a property, the adoption of this Bylaw in no way limits, expands, or alters any restriction, covenant, or other requirement that was placed on that property for the purpose of including that property to the applicable bylaw;
- (3) Any person with temporary authorization for access to the equivalent Holding Tank Waste Disposal User-Rate at the time this Bylaw is adopted shall continue to be eligible to pay at that rate until the expiry date of such temporary authorization.

29. MULTIPLE PROPERTIES

If a person wishes to register more than one (1) property under the Holding Tank Registration, she or he must submit a separate application for each property.

PART VIII: OFFENCES AND PENALTIES

30. MAXIMUM FINE

A person who contravenes this Bylaw, or other requirements made or imposed under this Bylaw, commits an offence and is liable to a fine not exceeding \$2,000.00.

31. RECURRING OFFENCES

Where an offence is committed on or continues for more than one day, a person shall be deemed to have committed a separate offence for each day on or during which an offence

occurs or continues, and separate fines, each not exceeding \$2,000.00, may be imposed for each day on or during which an offence occurs or continues.

PART IX: GENERAL

32. OTHER ENACTMENTS

- (1) Nothing in the Bylaw shall be interpreted as relieving a person, business, or organization from complying with federal, provincial, and local government enactments;
- (2) Nothing in this Bylaw shall be interpreted as restricting the powers of the Regional District or its employees, the Sewage Control Manager, or Officers under the *Local Government Act*, *Environmental Management Act*, *Public Health Act*, or any other applicable enactments of the Province of British Columbia or the Government of Canada.

33. ENFORCEMENT

The Sewage Control Manager, an Officer, or a Bylaw Enforcement Officer may enforce the provisions of this Bylaw.

34. AUTHORITY OF THE BOARD

When the Board has authority to direct that a matter or thing be done by a person, the Board may also direct that, if the person fails to take the required action, the matter or thing shall be done at the expense of the person in default in accordance with the *Local Government Act*. If the action in default is taken, the Board may recover the expense from that person, together with costs and interests at the rate prescribed under the *Taxation (Rural Area) Act*, in the same manner as municipal taxes.

35. SCHEDULES

- (1) The schedules attached to this Bylaw shall be deemed to be an integral part of this Bylaw;
- (2) An employee of the Regional District may update, re-format, or edit any application, registration, or other form that accompanies a schedule as necessary, including both paper and digital forms, without an amendment to this Bylaw provided that the changes or edits are not inconsistent with this Bylaw.

36. SEVERABILITY

If any provision of this Bylaw is found to be invalid by a court of competent jurisdiction, it may be severed from the Bylaw without affecting the interpretation or validity of any other provision of this Bylaw.

37. HEADINGS AND TABLE OF CONTENTS

The headings and the table of contents in this Bylaw are inserted for convenience of reference only and in no way limit, expand, or alter the contents of this Bylaw.

38. REPEAL

The following bylaws are hereby repealed:

- (1) "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995";
- (2) "Regional District of Nanaimo Trucked Liquid Waste Disposal Bylaw No. 988, 1995";
- (3) "Horne Lake Pump and Haul Service Establishment Bylaw No. 1217, 2001";
- (4) "Horne Lake Service Area Sewage Disposal Regulation Bylaw No. 1218, 2001"; and,
- (5) "Regional District of Nanaimo Sewage Disposal Regulation Bylaw No. 1224, 2000".

Introduced and read three times this ____ day of _____, 201_.

Adopted this ____ day of _____, 201_.

Received the approval of the Inspector of Municipalities this ____ day of _____, 201_.

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A' to accompany "Trucked Liquid
Waste Rates and Regulations Bylaw No. 1732,
2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A': PROHIBITED WASTES

Prohibited waste means any one (1) or more of the following, in any volume:

1. **HAZARDOUS WASTE** as defined by the *Hazardous Waste Regulation*;
2. **AIR CONTAMINANT WASTE**, meaning any waste, other than sanitary waste which, by itself or in combination with another substance is capable of creating, causing, or introducing an air contaminant outside any sewer or sewage facility or is capable of creating, causing, or introducing any air contaminant within any sewer or sewage facility which would prevent safe entry by authorized personnel;
3. **FLAMMABLE, COMBUSTIBLE, OR EXPLOSIVE WASTE**, meaning any waste which, by itself or in combination with another substance, is capable of causing or contributing to an explosion or supporting combustion in any sewer or sewage facility including, but not limited to gasoline, naphtha, propane, diesel, fuel, oil, kerosene, or alcohol;
4. **OBSTRUCTIVE WASTE**, meaning any waste which, by itself or in combination with another substance, is capable of obstructing the flow of or interfering with the operation or performance of any sewer or sewage facility including, but not limited to, sludge, earth, sand, sweepings, gardening or agricultural waste, ash, chemicals, paint, metal, glass, sharps, rags, wipes, cloth, tar, asphalt, cement-based products, plastic, wood, waste portions of animals, fish, or fowl, and solidified fat;
5. **CORROSIVE WASTE**, meaning any waste with corrosive properties which, by itself or in combination with any other substance, causes or may cause damage to any sewer or sewage facility or which may prevent safe entry by authorized personnel;
6. **HIGH TEMPERATURE WASTE**, meaning:
 - (1) any waste which, by itself or in combination with another substance, creates or will create heat in amounts which will interfere with the operation and maintenance of a sewer or sewage facility or with the treatment of waste in a sewage facility;
 - (2) any waste which will raise the temperature of waste entering any sewage facility to 40 degrees Celsius or more;
 - (3) any non-domestic waste with a temperature of 65 degrees Celsius or more.

7. **BIOMEDICAL WASTE**, including, but not limited to, any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and pathogens listed in “Risk Group 4” defined in “Laboratory Biosafety Guidelines” published by Health Canada;
8. **SPECIAL RISK ORGANIC WASTE**, meaning any substances that:
 - (1) are affected by bovine spongiform encephalopathy as defined by federal *Fertilizers Regulations*; or,
 - (2) are produced by the dissolving of remains;
9. **RADIOACTIVE WASTE**, meaning any waste containing nuclear substances that, at the point of discharge into a sewer, exceeds the limitations as established under the *Nuclear Safety and Control Act* and its Regulations.
10. **PCBs OR PESTICIDES**, meaning any waste containing PCBs or pesticides;
11. **PHARMACEUTICAL WASTE**, meaning any unused or unconsumed pharmaceutical substance, which, by itself or in combination with another substance, alters or may alter the chemical composition of treated effluent;
12. **CONTROL WORKS WASTE**, meaning any wastes accumulated in or collected by control works, including but not limited to oil and grease collected in grease traps;
13. **ODOUROUS WASTE**, meaning any waste which, by itself or in combination with another substance, may cause offensive odour to emanate from sewage works or facilities, including hydrogen sulphide, carbon disulphide, other sulphur compounds, amines, or ammonia;
14. **MISCELLANEOUS WASTE**, meaning any substance which, by itself or in combination with another substance:
 - (1) constitutes or may constitute a significant health or safety hazard to any person, animal or vegetation;
 - (2) causes or may cause damage, pollution, or harm to any property or environment;
 - (3) causes or may cause any conveyance or treatment process to not comply with any requirement by or under any permits, laws, certifications, enactments, or any regulations governing the conveyance or treatment process;
 - (4) causes or may cause a discharge from a sewage treatment facility to contravene any requirement by or under any permits, laws, certifications, enactments, or any regulations governing the quality of the discharge;
 - (5) causes or may cause biosolids to fail criteria for beneficial land application use in British Columbia under the *Organic Matter Recycling Regulation*, or to fail any requirement of or under any other applicable permits, laws, certifications, enactments, or regulation governing the quality of biosolids.

SCHEDULE 'B' to accompany "Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'B': RESTRICTED WASTES

Restricted waste means any one (1) or more of the following, in any volume unless otherwise specified:

- CONTAMINATED WASTE**, meaning any waste which, by itself or in combination with another substance, contains contaminants at or above the limits identified as follows:

Item	Limit [mg/L]
Biochemical Oxygen Demand	20,000.00
Chemical Oxygen Demand	40,000.00
Oil and Grease, total	3,500.00
Total Suspended Solids	35,000.00
BETX	1.00
Chlorinated Phenols	0.05
Polycyclic Aromatic Hydrocarbons	0.05
Phenols	2.00
Petroleum Hydrocarbons	15.00
Arsenic	1.00
Cadmium	0.20
Chromium	4.00
Cobalt	5.00

Item	Limit [mg/L]
Copper	65.00
Cyanide	1.00
Iron	500.00
Lead	1.00
Manganese	8.00
Mercury	0.05
Molybdenum	1.00
Nickel	2.00
Silver	1.00
Sulphate	1,500.00
Sulphide	10.00
Zinc	71.00

- all concentrations expressed are total concentrations, which include all forms of the contaminant, whether dissolved or undissolved.
 - the concentration limits expressed apply to both grab and composite samples.
 - contaminant definitions and methods of analysis to determine concentration limits are outlined in Standard Methods, or, where the Sewage Control Manager considers that the methods prescribed in Standard Methods are insufficient or inappropriate, as specified by the Sewage Control Manager.
- ACIDIC OR ALKALINE WASTE** meaning any non-domestic waste which, at the point of discharge into a sewer, has a pH lower than 5.5 or higher than 10.0, as determined by either a grab or a composite sample
- NON-DOMESTIC FOOD WASTE** meaning any non-domestic waste from cooking and handling of food that, at the point of discharge into a sewer, contains particles larger than 0.50 centimetres in any dimension.

4. **DYES AND COLOURING MATERIALS** meaning any dyes or colouring materials which may pass through a sewage treatment facility and discolour the effluent from a sewage treatment facility except where the dye is used by the Regional District, or one of the municipalities, as a tracer.
5. **SEAWATER** meaning any water from a marine environment.

SCHEDULE 'C' to accompany "Trucked Liquid
Waste Rates and Regulations Bylaw No. 1732,
2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'C': TRUCKED LIQUID WASTE RECEIVING FACILITIES

1. Trucked liquid waste receiving facilities:

- (1) Chase River Pump Station
1174 Island Highway, Nanaimo BC.

- (2) French Creek Pollution Control Centre
957 Lee Road, Parksville BC.

2. Alternate trucked liquid waste receiving facility in case of emergency:

Greater Nanaimo Pollution Control Centre
4600 Hammond Bay Road, Nanaimo BC.

SCHEDULE 'D' to accompany "Trucked Liquid
Waste Rates and Regulations Bylaw No. 1732,
2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'D': RULES OF USE FOR FACILITIES AND APPLICABLE CHARGES

1. Rules of Use:

The rules of use for trucked liquid waste receiving facilities are as follows:

- (1) A vehicle transporting trucked liquid waste to a trucked liquid waste receiving facility must be of such width, length, height, and capacity so that the vehicle can enter the facility without blocking or hindering other traffic;
- (2) A hauling vehicle must have connection devices compatible with those of the facility;
- (3) A Hauler must ensure that all vehicles, tanks, and ancillary equipment are maintained and inspected to ensure a safe and spill free operation;
- (4) Vehicles with dripping or leaking hoses, valves, tanks, or other ancillary equipment are not allowed to enter or use the facilities;
- (5) A Hauler must not lift or cause to be lifted a vehicle's tank;
- (6) A Hauler is liable for any damage to a trucked liquid waste receiving facility or Regional District property caused by the Hauler or caused by the functioning or operation of a Hauler's vehicle, tank, or equipment.
- (7) A Hauler must only park a hauling vehicle while awaiting discharge or while discharging;
- (8) A Hauler must only discharge a load to an inlet intended for trucked liquid waste receiving, and a Hauler must not discharge a load to any other manhole or other sewer works;
- (9) A Hauler must notify the Regional District at least two (2) days before discharging any waste from a pit-toilet;
- (10) Priority of use of a trucked liquid waste facility shall be determined on a first-come-first-serve basis;
- (11) A Hauler must not wash or service a vehicle at a trucked liquid waste receiving facility or on Regional District property, except for required clean-up;
- (12) Office, telephone, and washroom facilities are for the use of Regional District employees only.

2. After Hour Charges

The After Hour Charges are set as follows:

AFTER HOUR CHARGES	
Minimum charge, up to one (1) hour	\$100.00
Every additional half (½) hour, or portion of, after the first hour	\$75.00

3. Administrative charge

The Administrative Charges are set as follows:

ADMINISTRATIVE CHARGE	
First submission of incorrect information	\$50.00
Each subsequent submission of incorrect information	\$75.00

SCHEDULE 'E' to accompany "Trucked Liquid
Waste Rates and Regulations Bylaw No. 1732,
2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'E': HAULER DISCHARGE LICENCES

1. Application form

The application form shall request from the applicant not less than the following:

- (1) Applicant information including her or his name and current contact information;
- (2) Emergency contact information for the applicant or designated emergency contact;
- (3) Business information including the business name and location;
- (4) Fleet description, including the number of hauling trucks, each licence plate, the size of each truck tank, and each truck's Commercial Vehicle Inspection Program decal number and expiry date;
- (5) Declaration, where the application must be signed by the owner of the business.

The application form shall also include:

- (1) The Regional District's current address and contact information;
- (2) Information on how to obtain a copy of this Bylaw.

2. Hauler Discharge Licence

An employee of the Regional District must prepare the Licence, and the Licence must include:

- (1) The Licence number issued to the Hauler or hauling business, in accordance with the current method of determining the Licence number;
- (2) The name and address of the Hauler or hauling business;
- (3) The date that the Licence is issued;
- (4) The date that the Licence shall expire;
- (5) Any additional terms, conditions, or restrictions imposed on the Licence;
- (6) A line for the signature of the Sewage Control Manager.

SCHEDULE 'F' to accompany "Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'F': USER-RATES

The user-rates are set as follows:

USER-RATE CLASSIFICATION	USER-RATE	
	PER IMPERIAL GALLON	PER 100 LITRES*
SEPTAGE DISPOSAL USER-RATE	\$0.23	\$5.06
HOLDING TANK WASTE DISPOSAL USER-RATE	\$0.01	\$0.22
MUNICIPAL STEP-SYSTEM USER-RATE, which is for the following properties: -All properties on Protection Island -The following properties within the City of Nanaimo: 1323/1325 Fielding Road 1390 Fielding Road 1335 Fielding Road 1400 Fielding Road 1341 Fielding Road 1403 Fielding Road 1343 Fielding Road 1416/1420 Fielding Road 1350 Fielding Road 1417 Fielding Road 1357 Fielding Road 1421 Fielding Road 1373 Fielding Road	\$0.00	\$0.00

*User-rate per one-hundred (100) Litres is provided for reference only. The total user fee shall be based upon the price per imperial gallons.

The volume of a load discharged may be determined by the following weight to volume formula:

$$\left[\begin{array}{c} \text{TRUCK WEIGHT} \\ \text{BEFORE DISCHARGE} \\ \text{kilograms} \end{array} \right] - \left[\begin{array}{c} \text{TRUCK WEIGHT} \\ \text{AFTER DISCHARGE} \\ \text{kilograms} \end{array} \right] \times \frac{1 \text{ imperial gallon}}{4.59 \text{ kilograms}} = \text{LOAD VOLUME} \\ \text{imperial gallons}$$

SCHEDULE 'G' to accompany "Trucked Liquid
Waste Rates and Regulations Bylaw No. 1732,
2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'G': HOLDING TANK REGISTRATION

1. Registration form

The application form shall request from the applicant not less than the following:

- (1) A copy of the holding tank permit obtained under the Sewerage System Regulation, if applicable;
- (2) The full name of the property owner;
- (3) The property owner's phone number and email address;
- (4) The full address of the property for which the application is being made;
- (5) The full legal description of the property for which the application is being made;
- (6) The name and affiliation of the Authorized Person who installed, inspected, or otherwise maintained the on-site sewage system;
- (7) A place for the property owner's signature;
- (8) For temporary registration, a place for the Authorized Person's signature;
- (9) For temporary registration, the estimated date of repair for the on-site sewage system.

2. Registration fee

The registration fee is set as follows:

REGISTRATION FEE	
For a single-family residential property	\$100.00
For any property other than a single-family residential property	\$300.00

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1418.07

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

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005” for the purpose of including fines for the contravention of “Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016”;

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

1. Citation

This Bylaw may be cited as “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.07, 2016.”

2. Amendments

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

- (1) By replacing the words “Schedules 2-22” in section 4 to “Schedules 2-23”;
- (2) By replacing the words “Schedules 2-22” in section 5 to “Schedules 2-23”;
- (3) By replacing the words “Schedules 1-22” in section 6 to “Schedules 1-23”;
- (4) By adding Schedule 23 as attached to and forming part of this Bylaw.

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

Adopted this ____ day of _____, ____.

CHAIRPERSON

CORPORATE OFFICER

Schedule 23 to accompany Regional District of
Nanaimo Bylaw Enforcement Ticket Regulation
Amendment Bylaw No. 1418.07, 2016

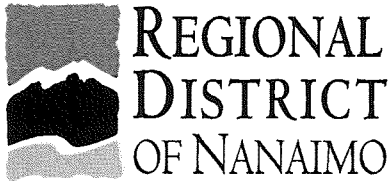
CHAIRPERSON

CORPORATE OFFICER

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

SCHEDULE 23

Column I	Column II	Column III
Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016	Section of Bylaw 1732	Amount of Fine
1. Discharge of prohibited waste	5(1)	\$1,000.00
2. Discharge of restricted waste	5(2)	\$750.00
3. Discharge of uncontaminated water over 2.0m ³ /day	5(3)	\$250.00
4. Discharge of storm water or ground water	5(4)	\$250.00
5. Discharge of waste from outside RDN or Lasqueti Island	5(5)	\$100.00
6. Discharge of substance for dilution	5(6)	\$250.00
7. Unauthorized use of trucked liquid waste receiving facility	7(1)	\$750.00
8. Failure to obey rules of trucked liquid waste receiving facility	7(2)	\$500.00
9. Failure to stop discharge at instruction of RDN employee	7(3)	\$500.00



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW	✓	
SEP 02 2016		
RHD		
BOARD		

STAFF REPORT

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 1, 2016

FROM: Dean Banman
Manager of Recreation Services

MEETING: RDN Committee of the Whole Meeting –
September 13, 2016

FILE:

SUBJECT: Utilization of Island Health 2016 Community Wellness Grant

RECOMMENDATIONS

That the Board direct staff to utilize the Island Health 2016 Community Wellness Grant as outlined;

- | | |
|---|----------|
| 1) Regional District of Nanaimo - District 69 | \$47,260 |
| 2) Regional District of Nanaimo – District 68 (Electoral Area ‘A’). | \$7,290 |
| 3) Regional District of Nanaimo – District 68 (Electoral Area ‘B’). | \$4,500 |
| 4) Regional District of Nanaimo – District 68 (Electoral Area ‘C’). | \$2,950 |
| 5) District of Lantzville | \$3,900 |
| 6) City of Nanaimo | \$89,000 |

PURPOSE

To obtain Board approval for the distribution and use of a \$154,933.61 received from Island Health in February of 2016.

BACKGROUND

At the March 22, 2016 regular meeting the Board passed the following motion:

“That staff be directed to process the agreement with Island Health for funding related to the purpose of developing population level interventions that address the five modifiable risk factors and that staff provide a report identifying options for regional allocation of the funds.”

The 2016 Community Wellness Grant Agreement with Island Health is to provide funding to develop population level interventions that address the five modifiable risk factors; unhealthy eating, overweight/obesity, physical inactivity, tobacco use and harmful alcohol use affecting well-being. As well funding can be used in the aid of frail seniors and mental health and substance abuse.

With the likelihood the Island Health Community Wellness Grant (IHCWG) will be provided this one time, staff recommend support using the limited amount of funds into established programs that help with reducing any of the five modifiable risk factors. This would help eliminate the need of any grant funding going towards administrative or organizational readiness costs associated with setting up a new program or support service.

Since the March 2016 resolution staff have contacted Island Health with inquiries around expectations to the distribution of funding throughout the Regional District and whether any distribution per capita or other funding distribution formulas should be applied. Island Health does not have any expectations or funding formulas they require to be followed in the distribution of this grant funding.

RDN recreation staff also met with City of Nanaimo peers and requested input on partnership opportunities and independent utilization the City of Nanaimo may wish to pursue with funding from the Island Health 2016 Community Wellness Grant (IHCWG). RDN recreation staff have also met informally with District of Lantzville Parks and Recreation Commission as well as with District staff.

Programs and initiatives that meet grant funding criteria have been provided by City of Nanaimo department of Parks, Recreation and Environment staff along with a funding amount request of \$26,500. Regional District of Nanaimo staff have identified just under \$74,000 of potential funding within District 69 that could be utilized as per grant criteria in addressing the modifiable risk factors. Details of the types of programs to be supported by grant funding in District 69 and City of Nanaimo are provided in Appendix I. As shown in the appendix the majority of funding would go towards reducing the registration fees of existing programs that address any of the five modifiable risk factors.

Although the City of Nanaimo has only requested an amount of \$26,500 and RDN staff have identified up to \$74,000 in eligible District 69 programs, it is recommended that the distribution of funds be based on population as per the 2011 Census for equality. In addition, it is anticipated the City of Nanaimo will be able to utilize the funding allocation should they choose to broaden their scope on how the funding will be used, similar to what will be done in District 69.

All organizations recommended for funding (IHCWG recipients) provide in various degrees services that consistently address three of the modifiable risk factors (unhealthy eating, overweight/obesity, physical inactivity). It is anticipated that the majority of funding would go to help offset costs of existing recreation/active living programs that directly impact the above three modifiable risk factors. Each organization would be given the flexibility in programming to reduce the modifiable risk factors as long as IHCWG criteria are met. It is anticipated that the types of programs offered by all funding recipients would be similar to those shown in Appendix I.

The amount of support programs and initiatives focusing on the reduction of tobacco use and harmful alcohol use may be somewhat limited. In addition to the formal funding agreement proposed by staff the Board may wish to include that each funding recipient utilize a specific amount of funding equally on each modifiable risk factor or in a specified percentage (i.e. 80% funding to modifiable risk factors 1-3, 20% to modifiable risk factors 4-5). Similar conditions could be applied in respect to support toward aiding of frail seniors and mental health and substance abuse.

As the distribution on funds is being based on equality rather than need, areas may be under served or over served. It is possible that not all recommended IHCWG recipients have the capacity, established delivery systems or community programs currently in place that the funding could be applied to. In these cases they likely will require time and effort to establish eligible grant programs and/or outreach to groups within their communities that may benefit and be eligible for funding. IHCWG recipients would be given one year to use the funds with any funds not used by that time returned to the RDN and distributed proportionally to other IHCWG recipients. No deadline was established by Island Health for the grant funding to be used by.

Grant funding would be formally provided through an agreement directly to City of Nanaimo and District of Lantzville under the same terms as the original IHCWG currently in place with the RDN.

Use of the Electoral Area 'A', 'B' and 'C' funding would be through Electoral Area 'A' Parks, Recreation and Culture Commission, Gabriola Recreation Society for Electoral Area 'B' and the Extension and District Recreation Commission in Electoral Area 'C'. The provision of the EA 'B' and EA 'C' funding would be through a formal agreement with the RDN based on IHCWG criteria as these two organizations provide services through contracts and are not under the direct authority of the RDN.

The following considerations were factored into the IHCWG grant funding distribution and implementation;

- Through existing partnerships and programs the RDN has existing information on challenges communities within District 69 and to a lesser extent in District 68 are facing in achieving a healthy lifestyle. This creates opportunities to expand existing partnerships (i.e.; SD#69, Qualicum First Nation, Society of Organized Services, Snuneymuxw First Nation, and create new ones (i.e.; Snaw-naw-as First Nations, Alzheimer's Society, Island Crises Care Society).
- Current understanding of other similar and complimentary programs within District 69 being delivered by local organizations that may be of relevance (i.e. Society of Organized Services, Forward House, OWHN).
- A full complement of existing recreation programs (afterschool school programs, Stay Active Eat Healthy, Minds in Motion, etc.) address the majority (3 of 5) of the risk factors identified in grant funding criteria.
- The RDN's ability to implement national programs such as *Physical Literacy*, *MEND*, *Shapedown*, *High Five* and *5-3-2-1- almost none* if the need arises. Alternatively or in addition increase our current level of involvement to address the majority of risk factors addressed in the IHCWG funding.
- Ability to compare existing best practices from other communities via existing organizational contacts.
- Ability to also look at not only existing programs that meet the majority of grant criteria but also the possibility to offer new ones or perhaps large special events (i.e. healthamoungus) that would reduce the modifiable risk factors.

As an alternative to the recommendation variations in funding levels or modifications to programming delivery is possible should the Board choose. Using the funds to further study, hire a coordinator and/or turn a significant amount of the funds over to community groups that may not have the capacity or the programs already established in staff's opinion would not be the most effective and efficient delivery.

ALTERNATIVES

1. That the Board direct staff to utilize the Island Health 2016 Community Wellness Grant as outlined;

1)	Regional District of Nanaimo - District 69	\$47,260
2)	Regional District of Nanaimo – District 68 (Electoral Area 'A').	\$7,290
3)	Regional District of Nanaimo – District 68 (Electoral Area 'B').	\$4,500
4)	Regional District of Nanaimo – District 68 (Electoral Area 'C').	\$2,950
5)	District of Lantzville	\$3,900
6)	City of Nanaimo	\$89,000

2. That the Board not utilize the Island Health 2016 Community Wellness Grant as outlined and provide alternative direction.

FINANCIAL IMPLICATIONS

Only funds provided by the Island Health Community Wellness Grant (\$154,933.61) would be distributed to the six recipients identified in the recommendation. With rounding there will be \$33.61 of grant funds left that would be utilized as per grant criteria.

The administration of the Island Health grant and delivery of content as per the recommendation would be done within existing RDN staff resources. No changes to the existing 2016 approved budget or five year financial plan are required.

STRATEGIC PLAN IMPLICATIONS

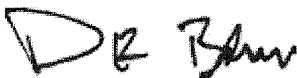
The recommendation within this report aligns with strategic priorities of the Regional District of Nanaimo. The recommended use of the Island Health grant funding allows relationship building and strengthening through partnerships and direct support to residents.

SUMMARY

In March of 2016 the RDN Board accepted a grant in the amount of \$154,933.61 from Island Health. The purpose of funding is for population level interventions that address the five public health modifiable risk factors; 1) unhealthy eating, 2) overweight/obesity, 3) physical inactivity, 4) tobacco use and 5) harmful alcohol use. Presented is a recommended distribution of these funds throughout the RDN service area. Staff recommend the majority of funding provided to the RDN by Island Health subsidize program costs thus reducing the registration fees of existing programs that address any of the five modifiable risk factors.

Island Health 2016 Community Wellness Grant would be distributed as listed below with the delivery of programs and initiatives scheduled to be completed by June 30, 2017.

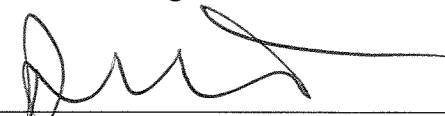
1) Regional District of Nanaimo - District 69	\$47,260
2) Regional District of Nanaimo – District 68 (Electoral Area ‘A’).	\$7,290
3) Regional District of Nanaimo – District 68 (Electoral Area ‘B’).	\$4,500
4) Regional District of Nanaimo – District 68 (Electoral Area ‘C’).	\$2,950
5) District of Lantzville	\$3,900
6) City of Nanaimo	\$89,000



Report Writer



General Manager Concurrence



C.A.O. Concurrence

APPENDIX I

UTILIZATION OF ISLAND HEALTH 2016 COMMUNITY WELLNESS GRANT

Objective:

To develop population level interventions that address the five modifiable risk factors; unhealthy eating, overweight/obesity, physical inactivity, tobacco use and harmful alcohol use.

I) Strategic Use of Grant Funding from Island Health. RDN District 69 portion (\$46,900).

Focus areas:

- Unhealthy weight-overweight/obesity
- Physical inactivity
- Frail seniors
- Unhealthy eating

Intended Outcomes:

- Reduce costs for participants
- Build program awareness
- Increase programming opportunities

Programming Opportunities

Support to current programs within focus areas:

1. **Seated Fitness, Gentle Fit, Gentle Cardio:** increase participation of frail and inactive adults and seniors by; reducing participant costs, increasing awareness and building in a social component.
 - Reduce cost to participant to \$4.00 per service hour\$4,800
 - Facility Rentals\$8,000
 - Providing a social component and healthy snacks monthly\$1,500
 - Promote the programs to targeted populations \$2,000
2. **Drop in Gym: Four days a week targeting inactive children, youth and families;** former Parksville Elementary School and Qualicum Commons
 - Subsidy to facility rental and instructor wages.....\$8,000

Support to new programs within focus areas:

3. **Rx for Health Program:** partnership with area doctors allowing for funded referrals to Recreation Programs and facilities.
 - Provide \$40 vouchers for participation.....\$12,000

4. **Healthy Walk and Talk with the Doc:** Short talk on healthy living, 30 minute walk and healthy refreshments monthly in various locations through the region for children, families and older adults.
 - Facility rentals and healthy refreshments.....\$1,000
5. Work with RDN program instructors to build relationships with elementary school students in SD69. Promoting healthy eating and physical activity with weekly lunchtime activities.....\$5,600

Community Development

Work with RDN program instructors to build awareness and relationships with the community organizations on the opportunities with the RDN. Where possible, collaborate to increase opportunities for those community members who are unhealthy eating, overweight/obesity, physical inactivity, tobacco use and harmful alcohol use.
.....\$4,000

II) Strategic Use of Grant Funding from Island Health. City of Nanaimo portion.

Target areas:

- Chronic illness
- Unhealthy weight-overweight/obesity
- Physical inactivity
- Unhealthy eating
- Frail elderly

Intended Outcomes:

- Create a central communication and marketing plan to build program awareness
- Build a brand using symbols and pricing
- Create more partnership programs
- Share existing programs that target groups listed above - specialty
- Include social aspect to programs to encourage community connections, education and accountability

Create communication and marketing links with Island Health, Division of Family Practice and Nanaimo Parks and Recreation in order to promote health and recreation programs. Marketing collateral will help generate awareness of health opportunities for the medical community and their patients.

- Create a marketing plan for the dissemination of information
- Produce print materials, that coincide with existing Activity Guide timelines
- Create distribution channels
- Update information on a regular basis
- Use health symbols to guide physicians and clients for easy interpretation of information

Project Cost:

• Marketing plan and vision planning(1 time fee)	\$700.00
• Design	\$200.00
• Printing (9,000 copies) x 2 per year	<u>\$2,800.00</u>
Total costs	\$3,500.00

Partnership programs

- **Lifestyle Choices. Improving your Health:** increase participation of frail inactive adults and those with chronic illness. Educational, low cost workshops with drop-in options. Add 15 minute 5-2-1-0 educational/social component to end of each class e.g. Lose weight for life (Beg. Int. Adv.), quit smoking by Christmas and Healthy Seniors for Good
 - **facility rental;** includes; set up, take down with a 15 minute 5-2-1-0 educational/social component. There are 4 classes each session.

Some classes run 2 times/year	\$450.00
Other classes run 1 time/year	\$150.00
Healthy snacks and refreshments	<u>\$100.00</u>
Total cost:	\$700.00

Specialty Fitness. A supervised weight room program for people living with physical disabilities. Receive assistance getting onto machines and learn weight training exercises suited to your needs. Program runs 2 times/week for 88 weeks.

- Make class fee \$52.10 to strengthen & promote the 5-2-1-0 initiative
- Reduce cost to participant to \$4.50 service hour **\$2,640.00**

Osteofit. This unique exercise program is designed for people with osteoporosis who are a high risk of falls and fractures. It offers education and activities to strengthen muscles and improve balance and posture through the introduction of safe exercise. It will improve participants' functional ability, quality of life and will reduce the risk of falls. Program runs 2 times/week for 88 weeks.

- Make class fee \$52.10 to strengthen & promote the 5-2-1-0 initiative
- Reduce cost to participant to \$4.50 service hour **\$660.00**

Mobility and Stability for Active Aging. Build confidence and overcome the fear of falling using a variety of positions. This program focuses on mobility/stability exercises to improve functionality, reaction, fall prevention, coordination, range of motion and overall self-efficacy. Adult class. Program runs 1 time/week for 36 classes.

- Make class fee \$52.10 to strengthen & promote the 5-2-1-0 initiative
- Add 15 minute 5-2-1-0 educational/social component to end of each class
- Reduce cost to participant to \$4.50 service hour **\$500.00**

Fitness for Balance & Mobility. Balance, movement and mobility...the three steps you need to maintain a healthy lifestyle. This fitness class will improve your balance through easy exercises to

help with stability and fall prevention. Improve posture, muscle strength, sharpen reflexes, increase flexibility and firm your core. Learn tips for fall-proofing your home. 60 years+ class.

- Make class fee \$52.10 to strengthen & promote the 5-2-1-0 initiative
- Add 15 minute 5-2-1-0 educational/social component to end of each class
- Reduce cost to participant to \$4.50 service hour **\$1,650.00**

New Program Ideas

5-2-1-0 Program Ambassadors' – train 4 contract instructors about the 5-2-1-0 program. Provide them with kits that include; demonstration materials, resource materials and educational tips so they can guide groups toward the program; therefore strengthening the 5-2-1-0 message in this community. All ages.

- Demos /training opportunities to include; attend 1 monthly recreation coordinator meeting, P & R monthly preschools, summer staff training, LIT/QUEST, Jr lifeguard club, skate instructors, weight room and fitness staff as well as attending community events such as; Healthamongus Days, Canada Day, Soccer Jamboree and Tim Hortons minor hockey
- Instructor Costs \$6,400.00
- Start up kits \$300.00
- Instructor uniform-shirt & vest \$200.00
- \$6,900.00**

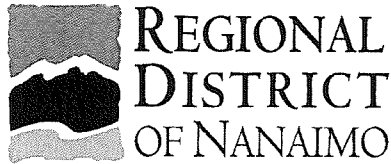
Activity Aides – Many people with physical and mental challenges have barriers to accessing public facilities. Most of these people need support from caregivers in order to participate. They require assistance with transportation as well as placement onto equipment or entry into the pool. Activity Aides is a program designed that allow people with disabilities to bring an assistant into the public space free of charge. The client pays the drop in fee and their assistant enters for free. Free entry for the activity aide is only permitted when the aide assists with the person with physical or mental disability.

- Wristbands to identify Activity Aides in our facilities \$400.00
- Offset free admission for Activity Aides \$5000.00
- \$5,400.00**

Active Morning Start – A group fitness class designed for people 60 years +. Class combines entry level fitness elements such as; stretching, cardio, strength and balance in a fun, social environment. All abilities are welcome. Program runs 2 times/week for 44 weeks or 88 classes.

- Make class fee \$22.00/11 to introduce paying for a regular fitness class
- Add 15 minute 5-2-1-0 educational/social component to end of each class
- **Increase cost to participant to \$2.00 service hour **\$4,400.00**

Total Costs \$26,350.00



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

STAFF REPORT

TO: Geoff Garbutt, General Manager of Strategic & Community Development **DATE:** September 1, 2016

MEETING: CoW – September 13, 2016

FROM: Tyler Brown
Intergovernmental Liaison

SUBJECT: Regional District of Nanaimo/Vancouver Island University Memorandum of Understanding – Reducing Child Poverty

RECOMMENDATIONS

That the Board endorse and authorize the signing of a Memorandum of Understanding between Vancouver Island University and the Regional District of Nanaimo for the purpose of establishing a foundation for exchange, dialogue, cooperation and advocacy to reduce child poverty in the region.

PURPOSE

To present for the Board’s consideration the proposed Memorandum of Understanding (MOU) between Vancouver Island University (VIU) and the Regional District of Nanaimo (RDN) for the purpose of establishing a foundation for exchange, dialogue, cooperation and advocacy to reduce child poverty in the RDN.

BACKGROUND

Vancouver Island University has approached the RDN to work in partnership to address child poverty in the Nanaimo region. Of immediate focus and importance to VIU is promoting the Canada Learning Bond, the BC Training and Education Savings Grant, and the VIU Youth in Care Tuition Waiver Program. Each of these provide funds to address child poverty by increasing opportunity for access to post-secondary education among populations that may not typically be able to afford post-secondary education programs. A MOU between the RDN and VIU has been proposed by VIU to begin addressing child poverty in the region through a collaborative and joint effort to promote the Canada Learning Bond and other programs (see Attachment 1).

DISCUSSION

VIU has provided information that 20.4% of children in British Columbia live below the poverty line (family income of \$45,000 or lower), which is a rate higher than the national rate of 14%. Further, the Nanaimo region has an overall child poverty rate of 22.9%, one of the highest in British Columbia. Further statistics indicate that the child poverty rate is higher among Indigenous populations (34.1% in the Nanaimo region) and that socio-economic disadvantages directly impact academic performance and graduation rates. Statistics Canada has drawn a direct correlation between post-secondary education and higher levels of income. Therefore, VIU believes that access to higher education is a fundamental for addressing child

poverty and that increasing education rates, especially among those living below the poverty line, has positive benefits for the region as a whole.

Of immediate priority for VIU is promoting the Canada Learning Bond; a program that generates education savings, up to \$2,000 of Federal funds towards a Registered Education Savings Plan, for low-income families. Currently there is approximately 5,400 children in the region eligible for but not accessing the Canada Learning Bond, resulting in approximately \$11 million in unclaimed funds. The stated intention of the formal agreement between the RDN and VIU is to initially explore opportunities and leverage activities to promote the Canada Learning Bond within existing RDN programs. The MOU is broad in language and is amendable so it may be adapted to initiatives other than the Canada Learning Bond in the future.

Subsequent to the signing of the MOU, VIU is proposing to engage School District 68 and 69, as well as Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation with hopes of establishing a collective regional partnership to reduce child poverty and increase access to higher levels of education.

As there are no binding commitments with respect to actions or expenses in the MOU, any initiatives arising from the MOU can be evaluated at that time.

ALTERNATIVES

1. Endorse and authorize the signing of the MOU between VIU and the RDN as presented.
2. Endorse the MOU between VIU and the RDN with proposed amendments as directed.
3. Receive this report and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The MOU does not place any binding, specific or obligatory financial commitments on the RDN. Nor does the agreement impose any financial liability or responsibility on either party with respect to the costs or expenses of the other party. Therefore, any potential costs or expenses that may arise from the agreement will be considered at a future time on an agreed upon initiative between the two parties.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the 2016 – 2020 Board Strategic Plan and note that the MOU with VIU is consistent with the RDN strategic priority of focusing on relationships. Furthermore, the MOU between VIU and the RDN is consistent with governing principle Working Effectively as a Team as the MOU supports collaboration to reduce child poverty and promote post-secondary education in the region.

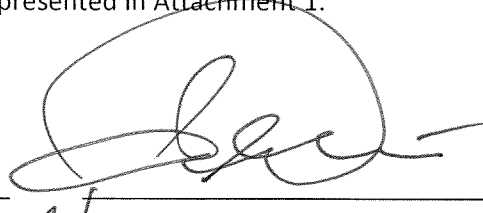
SUMMARY/CONCLUSIONS

Vancouver Island University has approached the RDN to set the foundation for collaboration, first between the two parties and with later goal of establishing a collective regional partnership, to address child poverty in the Nanaimo region. Of immediate focus and importance to VIU is promoting the Canada Learning Bond, the BC Training and Education Savings Grant, and the VIU Youth in Care Tuition Waiver Program to address child poverty in the region by increasing opportunity for access to post-secondary education among population that may not typically be able to afford post-secondary education programs.

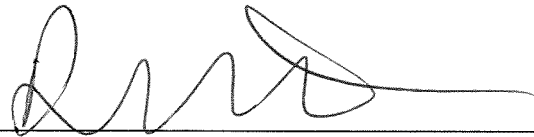
A MOU between the RDN and VIU has been proposed to formalize cooperation between VIU and the RDN. As the MOU is consistent with 2016 – 2020 Board Strategic Plan and does not contain any binding, specific or obligatory financial or other commitments, staff recommend that the Board Endorse and authorize the signing of the MOU between VIU and the RDN as presented in Attachment 1.



Report Writer



General Manager Concurrence



CAO Concurrence

Attachment 1
Proposed Regional District of Nanaimo/Vancouver Island University
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

MADE EFFECTIVE as of this [Date] day of [Month], [Year].

BETWEEN:

VANCOUVER ISLAND UNIVERSITY
("VIU")

AND:

REGIONAL DISTRICT OF NANAIMO
("RDN")

BACKGROUND

Whereas VIU and the RDN share similar interests, concerns, expertise, and goals in the nature of:

- Reducing child poverty in the Regional District of Nanaimo

There is not a single cause of poverty, nor is there a single solution. Yet we can all be part of a plan to make a real difference in the lives of children in our region through the promotion and advocacy for post-secondary education access opportunities.

The purpose of this memorandum of understanding ("MOU") is to establish a foundation for exchange, dialogue, cooperation and advocacy between VIU and the RDN to reduce child poverty in the Regional District of Nanaimo.

GOALS

- Increase the uptake in the Canada Learning Bond in the RDN to 75%
- VIU and the RDN work together as advocates for children living in poverty in the RDN
- To identify and engage families that qualify for the Canada Learning Bond
- Use existing communications channels throughout the RDN to share the message about the Youth in Care Tuition Waiver and Canada Learning Bond,
- Enhance the partnership by bringing additional regional partners together to participate in multi-sector leadership tables with the aim of reducing child poverty in the Regional District of Nanaimo and Vancouver Island

FINANCIAL CONSIDERATIONS

Except as may be agreed in any subsequent agreement between the parties respecting a specific initiative, each party will pay all of its own costs and expenses concerning all activities and matters under this MOU. This MOU does not impose any financial liability or responsibility on any party with respect to the costs or expenses of the other party(ies).

CONFIDENTIAL AND PROPRIETARY INFORMATION

Each party is responsible for identifying if information is confidential or proprietary when it is disclosed to the other party(ies). The receiving party(ies) shall maintain such information in confidence and not disclose it to any third party or use it for any unauthorized purpose, subject to the requirements of the *Freedom of Information and Protection of Privacy Act* (British Columbia) or the *Personal Information Privacy Act* (British Columbia), or other privacy legislation applicable to the parties.

PUBLICITY

All publications and publicity, regardless of media, with respect to this MOU require the express written consent of the parties in advance of the information being issued, released or disseminated.

RELATIONSHIP

The parties are entering into this MOU as independent entities. Nothing in this MOU constitutes any party to be an agent or partner of the other party(ies) in any respect and no party will have any authority whatsoever with respect to the property or business of the other party(ies).

LICENSING

No license or conveyance of any rights to a party under any business contracts, copyright, or other form of intellectual property is granted or implied by the exchange of any information between the parties.

TERM, RENEWAL, TERMINATION AND AMENDMENT

This MOU is effective from the date written above and will continue unless terminated by a party upon written notice to the other party(ies).

This MOU shall only be amended in writing signed by all parties to this MOU.

LEGAL EFFECT

This MOU specifies general areas of potential exchange and cooperation and merely sets out the general basis upon which the parties intend to proceed. Except for the sections titled Financial Considerations, Confidential and Proprietary Information, Publicity, and Licensing, this MOU is a non-binding agreement between the parties and does not commit the parties to enter into any binding or legal arrangements. The sections titled Financial Considerations, Confidential and Proprietary Information, Publicity, and Licensing will each be binding upon the parties and will be governed as to their interpretation and effect by the laws of the Province of British Columbia, Canada.

If the parties agree to pursue a specific initiative, the terms and conditions relevant to that initiative will be contained in a separate written agreement signed by the parties.

ADMINISTRATION AND NOTICES

The authorized individuals responsible for the implementation, monitoring and evaluation of this MOU are as follows:

Vancouver Island University

Administrative Matters:

William Litchfield
Executive Director, University Relations
Vancouver Island University
900 Fifth Street
Nanaimo, BC, V9R 5S5
Email: William.Litchfield@viu.ca

Legal Notices:

Office of the Chief Financial Officer and Vice-
President Administration
Vancouver Island University
900 Fifth Street
Nanaimo, BC, V9R 5S5
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Fax: 250-740-6489

Regional District of Nanaimo

Administrative Matters:

Chief Administrative Officer
Regional District of Nanaimo
Administration Department
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Fax: 250-390-4163
Email: corpsrv@rdn.bc.ca

Legal Notices:

Corporate Officer
Regional District of Nanaimo
Administration Department
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Fax: 250-390-4163
Email: corpsrv@rdn.bc.ca

Any notice required or desired to be given by a party under this MOU must be in writing and will be deemed to have been given (or received by the other party(ies)) on the date when delivered or sent by confirmed email or facsimile transmission, or three (3) business days after being sent by prepaid single registered mail to the representative(s) above. Each party may change its representative(s) by notifying the other party in writing in a manner provided for in this section.

COUNTERPARTS

This MOU may be executed in counterparts and delivered by facsimile or email, and when so executed and delivered will be as effective as if the parties had delivered an executed original MOU.

IN WITNESS WHEREOF the undersigned duly authorized officers of the parties have executed this MOU to be effective on the date above.

SIGNED at Nanaimo, British Columbia, Canada on
the ____ day of _____, 201__.

SIGNED at _____, British Columbia, Canada
on the ____ day of _____, 201__.

Dr. Ralph Nilson
President and Vice-Chancellor
Vancouver Island University

Bill Veenhof
Board Chair
Regional District of Nanaimo

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY, JUNE 24, 2016, at 2pm
IN THE RDN BOARD ROOM**

Present:

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

Regrets

C. Haime	District of Lantzville
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Also in Attendance:

M. Young	Director, Electoral Area C
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
G. Keller	Planner, Long Range Planning
B. Ritter	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

MOVED J. Fell, SECONDED R. Thompson that the minutes of the Agricultural Advisory Committee meeting held on April 22, 2016, be adopted.

CARRIED

UNFINISHED BUSINESS

J. Holm provided an update on ALC's decisions on past applications that had been considered by the AAC. There will be ongoing reporting provided to the committee when the ALC reaches a decision on an ALR application.

P. Thompson provided a copy of the letter, dated June 16, 2014, sent to BCAA regarding what qualifies as a farm product.

REPORTS

ALR Application No. PL2016-064 Arbor Memorial Inc.

MOVED J. Fell, SECONDED K. Wilson that Application No. PL2016-064, Arbor Memorial Inc. Lot A, Section 8, 9 and 10, Range 1, Cedar District Plan VIP76153, 2347 and 2419 Cedar Road - Electoral Area 'A', be forwarded to the Agricultural Land Commission with a recommendation to approve the non-farm use proposed for ALR Area 1.

CARRIED

MOVED J. Fell, SECONDED K. Wilson that Application No. PL2016-064, Arbor Memorial Inc. Lot A, Section 8, 9 and 10, Range 1, Cedar District Plan VIP76153, 2347 and 2419 Cedar Road - Electoral Area 'A', be forwarded to the Agricultural Land Commission with a recommendation to not approve the non-farm use proposed for ALR Area 2.

CARRIED

AAP Implementation – Project 6: Exploration of Compositing, Project Discussion.

MOVED J. Fell, SECONDED J. Thony, that the Agriculture Area Plan Implementation — Composting Project Update report be received as submitted.

CARRIED

MOVED J. Fell, SECONDED K. Wilson, that the Board direct staff to proceed with the proposed approach to address Project 6 — Compost Facility as outlined in the staff report.

CARRIED

Right to Farm Education Project.

G. Keller presented a brochure designed to let the public know about farming in the RDN. Committee members were invited to provide comments via email on the draft brochure.

Aquaculture Tour – Overview.

G. Keller presented a PowerPoint presentation giving a summary of the recent AAC aquaculture tour (May 16, 2016) of K. Reid's plant at Deep Bay and the VIU Deep Bay Marine Field Station. Discussion followed highlighting how helpful the tour was in understanding the aquaculture industry, and its positive impact in the RDN both economically and environmentally.

ADJOURNMENT

MOVED J. Fell, SECONDED K. Reid that this meeting be adjourned.

CARRIED

Time: 3.15 pm

CHAIRPERSON

TO: Paul Thompson
Manager, Long Range Planning

DATE: June 16, 2016

FROM: Greg Keller
Senior Planner

MEETING: AAC - June 24, 2016

SUBJECT: Agriculture Area Plan Implementation – Composting Project Update

RECOMMENDATIONS

1. That the Agriculture Area Plan Implementation – Composting Project Update report be received as submitted.
2. That the Board direct staff to proceed with the proposed approach to address Project 6 – Compost Facility as outlined in the staff report.

PURPOSE

To provide a proposed approach to address Project 6: Compost Facility to the Agricultural Advisory Committee.

BACKGROUND

The Regional District of Nanaimo (RDN) Agricultural Area Plan implementation 2014-2016 Action Plan (Action Plan) identifies the following six projects for consideration during the current work plan period:

1. Agriculture Bylaw and Policy Updates
2. AAC Terms of Reference
3. Promotion and Economic Development
4. On Farm Water-related Infrastructure
5. Invasive Species Management
6. Composting Facility

At the April 22, 2016 Agricultural Advisory Committee Meeting, the Agricultural Advisory Committee (AAC) carried a motion that recommends to the Regional Board that Project 6 – Composting Facility, be moved from low priority to high priority, and from medium timeframe to short timeframe.

Staff have initiated the initial research and scoping phase of the project and are looking for direction from the AAC on a proposed approach to address the project. It should be noted that the proposed

approach is not entirely consistent with the direction provided by the Action Plan, but from staff’s assessment is consistent with its intent and would result in tangible results that benefit agriculture.

The Composting Facility project addresses three action items identified in the Action Plan. Please refer to Attachment 1 for a project description and excerpt from the Action Plan.

The following is an overview of the proposed approach for the Committee’s consideration.

Action #	Brief Description	Proposed Approach	Rationale
1.2.d	Distribute information regarding farm waste composting and the availability of local compost to farms that need to improve soil structure	<ol style="list-style-type: none"> 1. Identify local compost facility operators and determine what products are available and how farmers could access them 2. Publish this information on the RDN Growing our Future website 	This approach is not time or resource intensive and would result in information that is accessible to anyone who may be interested in obtaining compost
5.3.a	Work with member municipalities to identify a location for a composting facility that would accept compostable wastes (plant material, manure, fish wastes) from farms and aquaculture operations	<ol style="list-style-type: none"> 1. Organize an educational tour of local composting facilities for AAC members 2. Identify opportunities to connect farmers with these facilities to either provide compostable materials or to access finished product 	The RDN already has well established compost facilities that are being used to compost organic materials
5.3.b	Investigate opportunities to connect regional composting and zero waste initiatives with the current nutrient cycling (composting) needs of farmers and aquaculture operators so that excess waste can be made available to those in need of extra nutrients. Identify any regulatory impediments that may exist in achieving this goal.	<ol style="list-style-type: none"> 1. Meet with agricultural organizations and farmers to determine what the current barriers and opportunities are 2. Develop a questionnaire to obtain feedback from farmers 3. Evaluate the feedback and report back to the AAC with a recommendation 	Currently there appears to be a gap in knowledge with respect to nutrient and soil amendment needs of the farming community. This approach would start by gathering information to work towards options on how this action item could be addressed

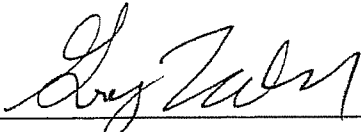
DISCUSSION

As provided above, the proposed approach would primarily involve further research, education, and outreach. In addition, the proposed approach would be completed with existing staff and resources. Based on the proposed approach, it is anticipated that staff would undertake work this summer and would report the findings to the AAC during a scheduled meeting in the fall of 2016.

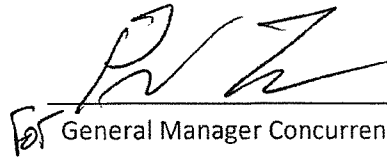
The proposed approach represents a logical direction to initiate the project. If it is found through the process that opportunities exist to address identified barriers or pursue opportunities that arise, staff will report back to the AAC to seek support for a recommended course of action for the Board's consideration.

SUMMARY/CONCLUSIONS

Staff have initiated the initial research and scoping for Project 6 – Composting Facility and have identified a proposed approach which is not entirely consistent with the Action Plan, but is consistent with its intent and would result in a tangible outcome and a benefit to agriculture. The proposed approach would primarily involve further research, education, and outreach at the initial stage and would provide opportunities to address any identified barriers and opportunities that arise through the process



Report Writer



General Manager Concurrence



Manager Concurrence

Attachment 1
Background Information – Excerpt from 2014-2016 Action Plan

The following is an excerpt from the 2014-2016 Agricultural Area Plan Implementation Action Plan as it relates to Project 6: Exploration of Composting.

Project 6: Composting Facility

This project addresses the following Action Item organized by RDN resource requirements.

Action Item	RDN Resource Requirements
1.2.d	2
5.3.a	3
5.3.b	3

Resource Requirement rankings see Table 1.0. For a description of each Action Item see Appendix 1.

The AAC identified three Action Items related to composting initiatives. The initial phase of the project, that would be the primary focus for this work plan, would be to hold meetings with relevant stakeholders across the region to gauge the need and support for composting facilities. Should there be a need and general support the project could be considered in more detail in future work plans and budgets.

If it is found to be in demand and generally supported, future phases of this project may include a feasibility study looking at the possibility of connecting the existing regional organics composting program with the current composting needs of the agriculture and aquaculture communities. The intent could be to explore the establishment of a shared regional composting facility where agricultural wastes could be incorporated into the existing organic feedstock and be processed into nutrient-rich compost, which could be made available for application to farm land to increase nutrient levels. The project could also include the identification of potential composting facility sites and promotion of local composting.

Composting Facility – Related Action Items

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
1.2.d	2	Distribute information regarding farm waste composting and the availability of local compost to farms that need to improve soil structure	Compile information on nutrient needs and the rationale for shared composting facilities	Planning/Solid Waste Services	Low

Action #	RDN Resource Requirements	Brief Description	What's Involved	Lead Department	AAP Priority
5.3.a	3	Work with member municipalities to identify a location for a composting facility that would accept compostable wastes (plant material, manure, fish wastes) from farms and aquaculture operations	Meet with the farmers and aquaculture operators to determine needs. Based on findings proceed with next steps	Solid Waste Services	High
5.3.b	3	Investigate opportunities to connect regional composting and zero waste initiatives with the current nutrient cycling (composting) needs of farmers and aquaculture operators so that excess waste can be made available to those in need of extra nutrients. Identify any regulatory impediments that may exist in achieving this goal	Write an RFP and hire a consultant to conduct a study. Coordinate the project and present the results to the Board and Member Municipalities	Solid Waste Services	High

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY AUGUST 26, 2016 AT 11 AM
IN THE RDN BOARD ROOM**

Present:

H. Houle	Chairperson
J. Fell	Electoral Area F
M. Ryn	Regional Agricultural Organization
J. Thony	Regional Agricultural Organization
K. Reid	Shellfish Aquaculture Organizations
K. Wilson	Representative District 68
G. Laird	Representative District 68
R. Thompson	Representative District 69

Regrets

C. Haime	District of Lantzville
C. Watson	Representative District 69
D. Trudeau	Interim Chief Administrative Officer
G. Garbutt	Gen. Mgr. Strategic & Community Development
P. Thompson	Mgr. Long Range Planning
T. Armet	Mgr. Building, Bylaw Services & Emergency Planning Services, Bylaw Enforcement

Also in Attendance:

M. Young	Director Electoral Area C
B. Rogers	Director Electoral Area E
J. Holm	Mgr. Current Planning
G. Keller	Sr. Planner, Long Range Planning
K. Marks	Planner, Current Planning
C. Simpson	Sr. Planner, Long Range Planning
B. Farkas	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

MOVED K. Wilson, SECONDED K. Reid, that the minutes of the Agricultural Advisory Committee meeting held on June 24, 2016, be adopted.

CARRIED

UNFINISHED BUSINESS

J. Holm provided an update on the ALC's decisions on past applications that have been considered by the AAC. There will be ongoing reporting provided to the committee when the ALC reaches a decision on an ALR application.

A copy of a letter to AAC Members from J. Schile, Planner was included in agenda. The letter outlines the decision by the ALC to deny the request for subdivision for PL2016-042.

In addition, the ALC has provided a decision for PL2016-035 on August 24, 2016. The ALC has refused the application for non-farm use. A letter explaining the ALC's decision will be provided to the Committee.

The ALC has also provided a decision for PL2015-160 on August 25, 2016. The ALC has refused the application for 2116 Alberni Highway for subdivision. A letter explaining the ALC's decision will be provided to the Committee.

REPORTS

ALR Application No. PL2016-096 - Subdivision

MOVED Director Fell, SECONDED K. Wilson, that application No. PL 2016-096, Edwards/Kallin, be forwarded to the Agricultural Land Commission with a recommendation to approve the subdivision within the ALR.

NOT CARRIED

MOVED G. Laird, SECONDED M. Ryn, that Application No. PL2016-096, Edwards/Kallin, that Part of Lot 1, District Lot 35, Wellington District, Plan 3225, Lying Southerly of a Line Drawn Parallel to and Perpendicularly Distant 2.645 Chains Northerly from the Southerly Boundary of Said Lot and 6617 Doumont Road – Electoral Area 'C' be forwarded to the Agricultural Land Commission with a recommendation to not approve the subdivision within the ALR.

CARRIED

ALR Application No. PL2016-097 - Non-Farm Use

MOVED Director Fell, SECONDED K. Wilson, that Application No. PL2016-097, Culverden Holdings Ltd., Lot 1, District Lot 171 and Block 564, Nanoose District, Plan VIP71158 and 1888 Kaye Road – Electoral Area 'E' be forwarded to the Agricultural Land Commission with a recommendation to allow the non-farm use in the ALR.

CARRIED

Changes to the ALR Regulations – Verbal Update

G. Keller provided the committee with an update on the recently amended ALR Regulations. Mr. Keller advised that the new regulations are available at the ALC's website.

There was discussion regarding the RDN's role in regulating events which will now be permitted on land located in the ALR.

J. Holm informed the committee that the new significant changes to the ALC regulations have been enacted since the recent adoption by the RDN Board of amendments to the RDN zoning bylaws (Bylaw 500 and Bylaw 1285) to ensure that the RDN bylaws are more consistent with the ALR regulations.

MOVED K. Wilson, SECONDED G. Laird, that the AAC forward a recommendation to the RDN Board requesting that the Board consider amendments to zoning Bylaws 500 and 1285 to address recent amendments to the ALR Regulations (B.C. Reg. 210/2016).

CARRIED

MOVED M. Ryn, SECONDED K. Wilson, that the AAC recommends the Board refer the matter of zoning bylaw amendments to address recent changes to the ALR Regulations (B.C. Regulations 210/2016) to the AAC for recommendations to the Board.

CARRIED

Exploration of Composting – Verbal Update

G. Keller stated that in the interest of time he will provide a verbal summary on the bus tour which is scheduled to depart immediately after the AAC meeting.

RDN Agricultural Bylaw Amendments – Verbal Update

K. Marks noted that the RDN Agricultural Bylaw Amendments were adopted June 28, 2016 and directed committee members to the RDN website for detailed information.

Brochure on Rural Areas Guide for Residents Living in Farming Areas – Verbal Update

K. Marks distributed the brochure to committee members and made note of suggested changes from the committee.

NEW BUSINESS

Electoral Area 'H' Official Community Plan Review

C. Simpson advised the committee of a preliminary analysis for an ALR boundary assessment underway in EA'H' and noted that a report will be provided to the AAC for their review when a draft version is available. Ms. Simpson also noted that aquaculture will be included in the report.

Parksville Economic Development Working Group

J. Thony advised that she is a committee member with the Parksville Economic Development Working Group who is proposing to build a demonstration farm.

Coastal Invasive Species Committee

J. Thony noted that the Coombs Farmers Institute now has a permanent seat on the board of the Coastal Invasive Species Committee.

Increased Public Awareness of Agricultural Area Plan

J. Thony indicated that there is a need for greater awareness of the AAP among the general public.

MOVED J. Thony, SECONDED M. Ryn, that the AAC recommend that the Board direct staff to look into ways to better inform the public of the existence of the AAP and its merits.

CARRIED

J. Holm invited the committee members to contact staff at any time for consultation regarding the process of bringing new agenda items to the committee and preparing motions for the committee.

ADJOURNMENT

The meeting was adjourned at 12:25 p.m.

CHAIRPERSON