

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, JANUARY 10, 2017
7:00 PM**

(RDN Board Chambers)
This meeting will be recorded

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4 **Fraser Wilson and Gail Adrienne, Nanaimo and Area Land Trust**, re Funding request for 2017 operational uses.
- 5 **Maeve O’Byrne, Dr. William Johnston, Odai Sirri**, re Island Health – Long Surgical Waits.

MINUTES

- 6-12 Minutes of the Regular Committee of the Whole meeting held Tuesday, November 22, 2016.

That the Minutes of the Regular Committee of the Whole meeting held Tuesday, November 22, 2016 be adopted.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 13 **Sarah E. Ross, City of Parksville**, re 2017 Council Appointments to Board of Directors.
- 14-15 **Arlene Paton, Ministry of Health**, re Meeting at the 2016 UBCM Convention.
- 16 **Denise Conway, Haven Society**, re Donation Thank You.
- 17-18 **Robin Campbell, Manna Homeless Society**, re Request for Assistance.
- 19-21 **Stephanie Tipple, INfilm**, re Functional Based Regional Funding.

- 22-24 **Tauseef Waraich, Cowichan Valley Regional District**, re CVRD Request for Waste Disposal Contingency Agreement.
- 25-28 **Director Rogers, Regional District of Nanaimo, and Ross Peterson**, re RDN State of Sustainability.
- 29-32 **Vancouver Island Economic Alliance**, re Conference Board of Canada Event – January 25.

UNFINISHED BUSINESS

ADMINISTRATIVE REPORTS

- 33-36 2017 Regional Services Review.
- 37-39 AVICC Resolution Victim Services Programs.

FINANCE

- 40-68 2017 Budget External Funding Requests.
- 69-72 2017 to 2021 Financial Plan Outstanding Items.
- 73-81 2017 Community Works Funded Projects Update.

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE SERVICES

WATER AND ASSET MANAGEMENT

- 82-85 UBCM Asset Management Planning Program – Grant Application 2017.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

- 86-96 Regional Growth Strategy Bylaw 1615.01, 2016.
- 97-99 Response to Request for Support for the Proposed Year-Round Indoor Farmers' Market in Nanaimo.

BUILDING AND BYLAW

- 100-103 AVICC Resolution (2017) Hazardous Property Clean-ups and Environmental Remediation Costs.

ADVISORY, SELECT COMMITTEE AND COMMISSION

104-107

Minutes of the Agricultural Advisory Committee meeting held Friday, November 25, 2016.

That the minutes of the Agricultural Advisory Committee meeting held Friday, November 25, 2016 be received for information.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Directors' Roundtable

IN CAMERA

That pursuant to Section 90 (1) (a), (f), (k), and (m) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to Board appointments, law enforcement, a proposed service, and intergovernmental relations.

ADJOURNMENT

Delegation: Fraser Wilson and Gail Adrienne, Nanaimo and Area Land Trust.

Summary: Funding request for 2017 operational uses.

Delegation: Maeve O’Byrne, Dr. William Johnston, Odai Sirri, re Island Health – Long Surgical Waits.

Summary: A Community Response to Island Health Authority's appeal for help – addressing long surgical waits.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 22, 2016 AT 7:00 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. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
Director W. Pratt	City of Nanaimo

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation and Emergency Planning Services
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.

DELEGATIONS

Sandy Herle, Parksville Qualicum Beach Tourism, re District 69 Municipal, Tourism Growth MoU.

Sandy Herle outlined the value of tourism for the region and asked the Board to support the District 69 Municipal, Tourism Growth Memorandum of Understanding and to contribute to the collaborative planning process to drive tourism within District 69.

Blain Sepos, Parksville Qualicum Beach Tourism, re District 69 Municipal, Short Term Rentals / Vacation Rentals.

Blain Sepos shared his concerns regarding the impact short-term and vacation rentals are having within District 69, citing the need for a consistent approach across the region for regulation of the rentals to level the playing field with commercial operators, to protect neighbourhoods, and to provide visitors with the accommodation they are looking for.

Mitch Freko, re 2377 Higginson Road, Nanoose Bay, Electoral Area 'E'.

Mitch Freko expressed his concern for the safety and security of his property regarding a short-term vacation rental near his home and asked the Board when he will see some resolution to this issue.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, October 11, 2016.

MOVED Director Lefebvre, SECONDED Director Stanhope, that the minutes of the Committee of the Whole meeting held Tuesday, October 11, 2016, be adopted.

CARRIED

Minutes of the Special Committee of the Whole meeting held Tuesday, November 8, 2016.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Special Committee of the Whole meeting held Tuesday, November 8, 2016 be adopted.

CARRIED

Minutes of the Special Committee of the Whole meeting held Tuesday, November 15, 2016.

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Special Committee of the Whole meeting held Tuesday, November 15, 2016 be adopted.

CARRIED

CORPORATE SERVICES

2017 Board and Standing Committee Regular Meeting Schedule.

MOVED Director Stanhope, SECONDED Director Thorpe, that the 2017 Board and Standing Committee regular meeting schedule be approved as presented.

CARRIED

FINANCE

Bylaw No. 1751 - A Bylaw to Authorize Preparation of 2017 Parcel Tax Rolls.

MOVED Director Haime, SECONDED Director Lefebvre, that the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016", be introduced and read three times.

CARRIED

MOVED Director Haime, SECONDED Director Lefebvre, that the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016" be adopted.

CARRIED

MOVED Director Haime, SECONDED Director Lefebvre, that the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2017 parcel tax review panel.

CARRIED

Operating Results for the period ending September 30, 2016.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the summary report on financial operating results as at September 30, 2016 be received for information.

CARRIED

2017 Proposed Budget Overview.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the proposed 2017 budget be approved.

CARRIED

MOVED Director Stanhope, SECONDED Director Lefebvre, that staff be directed to proceed to finalize the 2017 to 2021 Financial Plan.

CARRIED

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE SERVICES

WATER AND ASSET MANAGEMENT

Westurne Heights Water Rates and Regulations – Bylaws No. 1654.03 and 1655.05.

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016" be adopted.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016" be adopted.

CARRIED

WASTEWATER

Greater Nanaimo Pollution Control Centre Capital Project Updates.

MOVED Director Stanhope, SECONDED Director Houle, that the Board receive the Greater Nanaimo Pollution Control Centre Capital Project Updates report for information.

CARRIED

Northern and Southern Wastewater Development Cost Charges.

MOVED Director Rogers, SECONDED Director Haime, that the Board give first and second reading to "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016".

CARRIED

MOVED Director Rogers, SECONDED Director Haime, that the Board give first and second reading to "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

CARRIED

MOVED Director Rogers, SECONDED Director Haime, that the Board direct staff to undertake public consultation for the proposed bylaw amendments, and to report on the public consultation process prior to third readings.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

INTERGOVERNMENTAL LIAISON

Snaw-Naw-As First Nation Request for Support – Wallis Point.

MOVED Director Houle, SECONDED Director Rogers, that the Chair write a letter to Snaw-Naw-As First Nation Chief and Council stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016.

MOVED Director Thorpe, SECONDED Director McPherson, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016 be received for information.

CARRIED

Minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016.

MOVED Director Fell, SECONDED Director Rogers, that the minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016 be received for information.

CARRIED

Grants.

MOVED Director Fell, SECONDED Director Westbrook, that the following District 69 Youth Recreation Grant applications be approved:

Arrowsmith Community Recreation Association - youth sports programs	\$4,200
District 69 Family Resource Association - youth life skills program food and supplies	\$2,500
Parksville Curling Club - junior program equipment	\$2,500
	Total \$9,200
	CARRIED

MOVED Director Fell, SECONDED Director Westbrook, that the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Agricultural Association - Family Day Celebration	\$1,414
Errington Elementary School - Tribune Bay for low income families	\$2,500
Inclusion Parksville Society (formerly PDAFL) - tables, chairs, tents	\$1,000
Nanoose Place Seniors - carpet bowls for visually impaired players	\$828
Oceanside Community Arts Council - senior's art program	\$1,250
Qualicum Beach Lawn Bowling Club - bowling aides	\$1,000
Qualicum Weavers and Spinners Guild - portable loom	\$1,200
Ravensong Masters Swim Club - pool rental	\$1,000
	Total \$10,192
	CARRIED

Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016.

MOVED Director Young, SECONDED Director Rogers, that the minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016 be received for information.

CARRIED

District 68 Grant Approvals.

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

Mudge Island Citizen's Society - purchase of a cistern for collecting rainwater to assist in firefighting.	\$2,100
Scouts Canada 1st Gabriola Scouts Group - Wood Badge training for volunteers.	\$405
	Total \$2,505
	CARRIED

MOVED Director Young, SECONDED Director Haime, that the remaining District 68 funds in the amount of \$614.00 be carried forward to the 2017 Grants-in-Aid budget.

CARRIED

District 69 Grant Approvals.

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

ECHO Players Society - purchase of materials (e.g. paint and marine-grade plywood) for the Mural Project.	\$4,500
Inclusion Parksville Society - purchase of 4 computers and 4 tablets for client use.	\$2,500
Oceanside Stroke Recovery Society - purchase of a rolling metal library book cart and stroke survivor printed resources.	\$1,000
	Total \$8,000

CARRIED

MOVED Director Young, SECONDED Director Westbroek, that the remaining District 69 funds in the amount of \$892.00 be carried forward to the 2017 Grants-in-Aid budget.

CARRIED

New Business.

MOVED Director Young, SECONDED Director Yoachim, that staff be directed to provide a report in spring, 2017, with options for updating the Grants-in-Aid Policy to clarify ineligibility related to annual operating expenses.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

District 69 Municipal, Tourism Growth Memorandum of Understanding and Short Term Rentals / Vacation Rentals.

MOVED Director Rogers, SECONDED Director Stanhope, that staff be directed to prepare a report for the Board with respect to the District 69 Municipal, Tourism Growth Memorandum of Understanding, and a separate report with respect to short-term rentals / vacation rentals.

CARRIED

NEW BUSINESS

Directors' Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Stanhope, SECONDED Director Lefebvre, that pursuant to Section 90 (1) (e) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land issues.

CARRIED

TIME: 8:20 PM

ADJOURNMENT

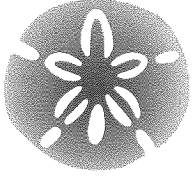
MOVED Director Thorpe, SECONDED Director Lefebvre, that this meeting be adjourned.

CARRIED

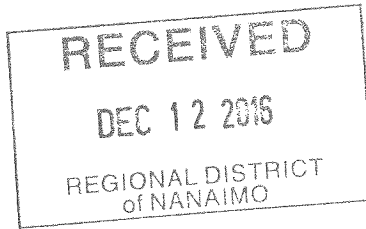
TIME: 8:28 PM

CHAIRPERSON

CORPORATE OFFICER



City of
Parksville



December 6, 2016

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

Dear Sir/Madam:

**2017 Council Appointments to Board of Directors
File No: 0400-60**

At the regular meeting of Council held December 5, 2016, Mayor Marc Lefebvre was appointed as Council's voting representative to the Regional District of Nanaimo Board of Directors for the year 2017. Councillor Kirk Oates was appointed as Council's alternate representative.

Mayor Marc Lefebvre
PO Box 1390
Parksville, BC V9P 2H3

250 954-4661 (office)
250 954-5029 (cell) | 250 248-2292 (home)
E-mail: mayor@parksville.ca

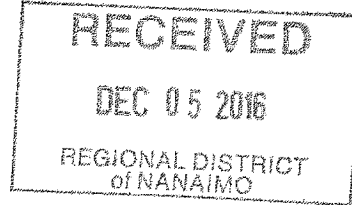
Councillor Kirk Oates
PO Box 1390
Parksville, BC V9P 2H3

250 802-2059 (cell)
E-mail: kirkoates@gmail.com

Sincerely,

SARAH E. ROSS
Deputy Corporate Officer

cc: Mayor Lefebvre
Councillor Oates



1068408

November 30, 2016

William Veenhof
Director of Electoral Area "H"
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo BC V9T 6N2

Dear Mr. William Veenhof:

I appreciated meeting with you and your delegation on behalf of Honourable Terry Lake, Minister of Health, at the 2016 Union of British Columbia Municipalities Convention in Victoria on September 27, 2016.

Thank you for the open and straightforward discussions in regard to the development of a provincial source characterization protocol for rainwater.

The Ministry of Health is aware of the emerging interest in rainwater harvesting as an alternate or supplement to surface water and groundwater sources. Under current legislation, rainwater may be used as a drinking water source, as long as it meets requirements of the Drinking Water Protection Act.

Your interest in specific rainwater harvesting guidance addressing rainwater treatment objectives and standards, source characterization protocols and infrastructure requirements is timely. Currently the Canadian Standards Association (CSA) and International Code Council (ICC) are developing standards addressing these and other issues. The Ministry of Health has provided input into preliminary drafts of the standard and is currently reviewing the latest draft, to evaluate whether concepts that are being developed are applicable to the BC context.

Thank you again for the opportunity to meet with you at UBCM and for bringing your concerns to us.

...2

Sincerely,

A handwritten signature in cursive script, appearing to read "A. Paton".

Arlene Paton
Assistant Deputy Minister
Population and Public Health
Ministry of Health

pc: Tim Lambert, Executive Director, Ministry of Health



haven society

~ promoting the safety of women, children, youth and families ~

Mailing Address

P.O. Box 37086,
38-3200 Island Hwy
Nanaimo, BC V9T 6N4

Administration

(250) 756-2452
Fax: (250) 756-2414
haven@havensociety.com
www.havensociety.com

Haven Transition House

Toll Free Crisis Line
(888) 756-0616
Local: (250) 756-0616
Fax: (250) 756-4326

Parksville/Qualicum

Haven House
(250) 586-4718

Community Victim Services

Parksville-Qualicum
(250) 248-3500
Fax: (250) 248-3590
havenvs@telus.net

Community Victim Services

Nanaimo
(250) 756-2452

Women's Counselling

(250) 756-2452

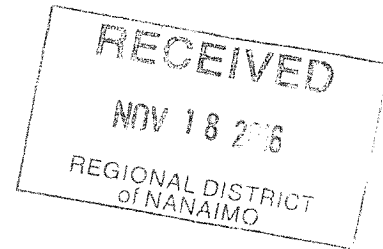
**Children & Youth
Who Witness Abuse**

(250) 756-2452

Outreach Services

(250) 756-2452

Men Choose Respect
Nanaimo: (250) 756-2452
Parksville: (250) 248-3500



November 14, 2016

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

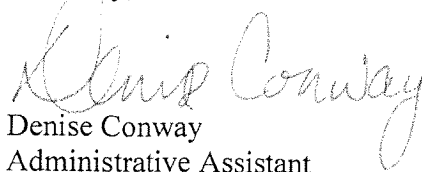
Dear Friends;

On behalf of the thousands of women and children in the Mid Vancouver Island area who will benefit from your generous gift, we offer a very humble and heartfelt "thank you."

Your donation of cell phones from the lost and found to Haven enables us to do what we do best- passionately provide services to women, children, youth and families. Cell phones are of much need to keep women and children safe from harm. Every year the need for our services increases. It is donations such as yours that provide us with the opportunity to offer additional assistance to those who come to Haven Society hoping to find support at a very difficult time in their lives.

Thank you for your kindness, and thoughtfulness.

Sincerely,


Denise Conway
Administrative Assistant

On behalf of
Anne Taylor
Executive Director

All programs of Haven Society are confidential and free of charge.
Haven Society is supported by the Province of British Columbia, the Government of Canada, City of Nanaimo, United Way, BC Gaming Commission, and our community donors.



Parksville / Qualicum Haven House - A program run in
Collaboration with the Society of Organized Services

Manna

Homeless Society
Serving the Needy & Homeless



December 9, 2016

Regional District of Nanaimo

6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Dear Sirs:

I write today to plead for your assistance. As you know, the Manna Homeless Society has been serving the homeless in the Oceanside area since 2011 as a registered, non-profit society. From experience, we know that there are well over 100 homeless people living in Oceanside; these folks visit the Manna van every week for food, extra blankets, warm clothing, socks and caps. In 2011 we supplied 65 tents and 38 tarps. In 2015 we supplied 120 tents and 165 tarps. In 2016 to date we have handed out 5,003 survival packs as well as 125 used tents, 190 tarps and 295 sleeping bags. On top of all these expenses, we have spent, as at the end of September this year, \$33,925 for groceries while in 2015 that amount was only \$12,930. Thus far this year we have had \$37,770 in donations so we had spent most of that for groceries by the end of September.

As you know, SOS supplies assistance for people requiring help but they must be housed in order to access the services. When they receive requests for assistance from individuals or families who are not housed, they refer them to Manna. Salvation Army supplies a hot lunch four times weekly and on special occasions but they no longer provide cold weather shelter. When people show up there for help because they have no shelter, Manna is called. The Food Bank supplies food for people in need of it, but they must have identification in order to access the donated food supplies and many homeless people don't have identification to qualify them for this service. In these situations Manna is again called and we attend to assist these people in the parking lot at the Food Bank with groceries and other requirements. We are also getting referrals from the local churches of seniors living in their own houses but not able to afford food on their meager pensions – so we attend these people as well with groceries. We have begun to make up specialty deliveries as some of these seniors require other items which they cannot afford to buy – incontinence products, Ensure food supplements and others. We have even been called by the RCMP to assist homeless youth and the Ministry to help people being released from jail with no place to go to. People are falling through the cracks of our social service agencies and this means that the Manna van is going out seven days a week now to assist where ever we can.

Unfortunately, our resources are being depleted more quickly than we can raise funds to replace them. Until this year, pleas for warm clothing donations (boots, socks, caps, gloves) and for tents and tarps, and food items were met with generosity from the public. But there are certainly a limited number of

Box 389, Errington, BC V0R 1V0
250-248-0845
www.mannahs.com

used tents and sleeping bags available in these small communities and the numbers of donated items is dwindling at a time when they are required more than ever.

In previous years there was a cold weather shelter which opened at the Salvation Army but this year, that facility is no longer available. VIU and others have stepped up with another cold weather shelter but this shelter only houses eight people. There are many more out there trying to survive in most difficult situations under tarps, makeshift tents, and cardboard shelters – whatever they can find to keep out the rain and cold.

The one thing Manna has at the present time is a wonderful group of volunteers willing to help our and tremendous buying power (as one of our volunteers was a professional buyer for a large international business before his retirement and his skills have been of great assistance to us). Our plea to the Council members would be to ask for assistance in the form of a one-time \$5,000 cash donation. This money would be used for groceries and survival packs and will help to see us through the worst winter months which are ahead of us. We have also approached the Provincial Government for grant funding but this won't be made available until February 2017 if they deem it justified and we do not believe we can continue to assist all of the unfortunate souls being referred to us without some major financial input. So far we have not had to turn away anyone but that time is fast approaching while the weather is getting much worse.

Yours sincerely,

Robin Campbell
President, Manna Homeless Society



November 7, 2016

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

To Mr. Bill Veenhof, Chair and Regional District Directors

Re: Functional Based Regional Funding

We are writing to the Chair and Board of Directors of the Nanaimo Regional District (NRD) to propose the development of a 3 year centralized funding model coordinated at the regional district level for the professional service of the Vancouver Island North Film Commission (INfilm).

INfilm was established as a regional service in 2001 and has worked diligently to attract and facilitate film production. Since the inception of this organization we have tracked over 100 million dollars in direct economic benefit for communities from Nanaimo north to Port Hardy.

INfilm is a not for profit certified film commission, as such we cannot charge industry for our services and therefore rely on funding from the Province and the communities we serve to cover the costs of operations and marketing.

Since 2001 INfilm has been presenting annual funding requests which are based on the proportional sizes of those communities that are represented within the region. This approach was accepted by most municipalities as a fair approach to funding this film commission which clearly benefits the entire region. Although the financing approach was accepted as being fair, the practice was time consuming for our staff who have had to meet with each municipality several times per year in order to understand and address the mechanism for funding that each municipality had in place as well as to make and present these applications appropriately. Funding presentations to multiple councils and economic commissions can take up to 4 to 5 months as each funder goes through individual budgeting meetings. The current process leaves us with an uncertainty regarding meeting the payroll, participating in joint provincial marketing

initiatives and providing timely location scouting service. This, in addition to the recent expansion and growth of the film and television sector has increased the demands to our staff and as such we are wanting to propose a more streamlined approach that would establish equivalent funding through the Regional District of Nanaimo (RDN).

In our view, a centralized funding model facilitated by the RDN would:

- Free up individual council's time while continuing to receive up to date information on INfilm's activities.
- Free up INfilm's time to focus on attracting and facilitating film, television and new media to the region.
- Provide a level of confidence to the client knowing a certified film commission is in place to deliver the industry standard service they require to invest in the region.

It is our hope that INfilm could establish a 3-year fee for service (pilot) agreement with the RDN that could achieve the above noted outcomes.

The funding and freed up time would be used to continue provide the existing services to the entire region while also allowing INfilm the opportunity to work with key partners to grow the film industry in the area.

According to WorkBC's industry outlook profile, "the motion picture and sound recording industry is expected to be the fastest growing industry in the province in terms of employment. The industry is experiencing increasing activities, benefiting from relatively lower costs due to a soft Canadian dollar vs the US dollar. The industry is expected to have close to 10,500 job openings over the next 10 years."

We are confident that Vancouver Island and specifically the area represented by the RDN, is in a position to benefit from this expansion by offering unique locations, film friendly communities and competitive costs particularly as Vancouver is currently experiencing record numbers of productions resulting in burnout, inflated prices for locations, equipment and crew.

Communities and electoral areas within the Nanaimo Regional District have been the backdrop for pieces of large studio feature films such as "Superman, Godzilla and Twilight". Smaller movies of the week such as "Wrecked" featuring Oscar award winner Adrian Brody and "The Game of Love" with Heather Locklear were filmed entirely locally. Most recently INfilm landed the Hallmark television series Chesapeake Shores which filmed for 3 months throughout the NRD in Qualicum Beach, Parksville, Nanaimo and several electoral areas. This production booked over 8000 rooms nights and spent millions of dollars throughout the region.

INfilm is also currently taking the lead on a workforce development pilot, "The Project". The Project is proposing the creation of a supportive environment to attract sustainable production to the region ensuring production can complete their work on time and on budget. The Project includes the development of an innovative training partnership with the film sector, local trade unions, Industry Training Authority (ITA), Vancouver Island University and North Island College leading to local employment, exposure of the communities for future film investment, tourism opportunities, future infrastructure development, and more. This project is well timed as there are many skilled individuals living in this region that have lost their employment in Alberta and they that could be effectively retrained to work here.

As a result of the many meetings which have taken place with all our research partners over the course of the past year and a half, The Project report will be delivered mid November via Creative BC to the Ministry of Jobs Tourism Skills Training providing recommendations on how to more effectively support the expansion of regional production activity and the development of a regional film workforce.

INfilm hopes the information provided here will support a dialogue leading to a 3 year (pilot) service agreement to stabilize the delivery of film, television and new media services to the RND. If you require further information in support of this submission, please feel free to contact us directly.

We look forward to hearing from you,

A handwritten signature in cursive script that reads "Stephanie Tipple".

Stephanie Tipple, President, INfilm
900 Alder Street
Campbell River, BC
V9W 2P6
(250) 287 2772



175 Ingram Street
Duncan, BC V9L 1N8
www.cvrld.bc.ca

Office 250.746.2500
Fax. 250.746.2513
Toll Free 1.800.665.3955

January 4, 2017

File No. 1630-20-GVS&DD/VOL4
Emailed: LGardner@rdn.bc.ca

Members of the Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Road
NANAIMO BC V9T 6N2

Dear Members of the Board:

RE: CVRD Request for Waste Disposal Contingency Agreement

The Cowichan Valley Regional District (CVRD) disposes of regional municipal solid waste (MSW) at the Rabanco Roosevelt Regional Landfill (Rabanco) in Roosevelt, Washington. In the event that the CVRD is temporarily unable to access waste disposal services at Rabanco, the CVRD is required to have a contingency agreement in place. The current contingency agreement with the Greater Vancouver Sewage and Drainage District for disposal at Cache Creek Landfill expires in December 2016 and renewal is not possible.

At the December 14, 2016 CVRD Board meeting, the Board resolved that it was moved and seconded:

"That the Cowichan Valley Regional District requests the Regional District of Nanaimo Board to authorize municipal solid waste disposal at their Cedar Road Landfill in the event that a temporary back-up disposal location is required."

Please see the attached Board resolution.

The CVRD kindly requests assistance in arranging for authorized access to the Regional District of Nanaimo (RDN) Cedar Road Landfill in the event that the CVRD requires a temporary back-up location for disposal of MSW.

Should such an arrangement be permitted, the CVRD requests that the contingency agreement expire no sooner than December 31, 2018. This would ensure that a contingency plan is in place for the duration of the CVRD's MSW export agreement with Rabanco. The CVRD would work with RDN to ensure that delivery of MSW meets RDN requirements.

... /2

January 4, 2017
Members of the Board of Directors

Page 2

We greatly appreciate your consideration of this request. If you have any question regarding this matter, please do not hesitate to contact me at 250.746.2530.

Sincerely,



Tauseef Waraich, Manager
Recycling & Waste Management
Engineering Services

Enclosure

IS:pl

pc: Hamid Hatami, Ph.D., P.Eng, General Manager, Engineering Services
Ilse Sarady, Environmental Technologist, Recycling & Waste Management

\\cvrdgis3\E_Recycling & Waste Management\MSW\Waste Disposal Contingency Agreement Letter RDN 2017 Jan 4.docx



COWICHAN VALLEY REGIONAL DISTRICT

Resolution dated: December 14, 2016

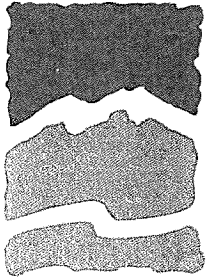
That the Cowichan Valley Regional District requests the Regional District of Nanaimo Board to authorize municipal solid waste disposal at their Cedar Road Landfill in the event that a temporary back-up disposal location is required.

I, Joe Barry, Corporate Secretary of the Cowichan Valley Regional District do hereby certify the above to be a true and correct copy of an excerpt of the minutes of the Regular meeting of the Board of Directors of the Cowichan Valley Regional District held on Wednesday, December 14, 2016, applicable to Resolution No. 16-555.

Date

DECEMBER 22, 2016

Joe Barry
Corporate Secretary



REGIONAL
DISTRICT
OF NANAIMO

December 12, 2016

Ross Peterson
1482 Madrona Drive
NanOOSE Bay, BC V9P 9C9

Dear Mr. Peterson:

Ross
Re: RDN State of Sustainability

I have received your letter regarding Regional District of Nanaimo (RDN) State of Sustainability. I have forwarded it to the RDN for inclusion as an item of correspondence for the January 10, 2017 Committee of the Whole Agenda.

Although I am not a member of the Sustainability Select Committee, I will be pleased to recommend it be forwarded to that committee for their consideration.

Sincerely,

Bob Rogers
Bob Rogers
Electoral Area 'E' Director

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

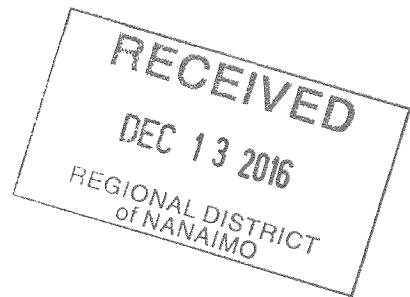
Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca

1482 Madrona Drive
Nanoose Bay, B.C. V9P 9C9

Dec. 4, 2016

Mr. Bob Rogers
Area E Director
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, B.C. V9T 6N2



Dear Bob;

Re: RDN State of Sustainability.

I am concerned that major elements of the work done by the RDN Sustainability Committee (technically, the Regional Growth Management Advisory Committee) of 2004 – 2006 seem to have been lost, ignored or at least not reported to the public.

There were two documents produced by this advisory committee.

1. A technical 300+ page report dated Sept. 2006 containing the rationale for 22 sustainability characteristics and their indicators. Each indicator was described according the following:
 - What does this indicator tell us?
 - Why is this indicator important to RDN sustainability?
 - Where do we want to go? (target achievement)
 - Where are we right now?

Finally, each indicator was given a grade and trend towards meeting the target

The report also identified a number of indicators for future consideration.

This report also included as an addendum a EBA consultants report titled:

“Groundwater Indicator Research Project” that was commissioned by the RGMAC to address questions on water supply.

2. A final report titled: *“Prospering Today, Protecting Tomorrow, Recommendations for a Sustainable Future”* dated Dec. 2007. This report summarized the main technical report (above) and takes the 22 indicators further by recommending specific actions that RDN can take or influence others to take towards achieving the sustainability goals. These recommendations are key to the achievability of the goals as the indicator grades and trends won’t just improve on their own – there must be directed actions taken towards improvements, such as those identified in the RGMAC recommendations.

- What has happened to these recommendations? They seem to have disappeared, at least from public view.
- Can you tell me which of these recommendations have been taken, and what the status is of the remaining ones?
- Also, can you tell me what has happened to the “Tier 4 Indicators” identified by the RGMAC as considerations for the future?

RDN staff followed up the 2 reports of the RGMAC by preparing a document titled: *“Regional Growth Strategy Review 2007-2008. Implications of the State of Sustainability Report for the Regional Growth Strategy Review”* in which it summarizes the 22 indicators and their grades and trends, but omits any mention of the many recommendations of the RGMAC that were made to achieve sustainability goals.

- Can you tell me why?

Also of concern, there seems to be a winnowing over the years of the sustainability indicators. For example, in the 2015 Regional Growth Strategy, there are only 2 indicators identified for Goal 2 Protect the Environment: Total water consumption, and Amount of land in protected areas. These on their own are not suitable proxies for protecting the environment. They have little relevance to the original Sustainability Characteristic *“Important ecosystems and ecological features are protected, healthy and protected”*.

The RGMAC identified 14 actions that the RDN can take and a further 3 that the RDN can influence others to take to better ensure environmental protection of the kind envisioned in the original work.

- Again, what has happened to these specific recommendations?

The RGMAC was adamant that the RDN should not cherry pick those elements easiest to measure, but this appears to have been done. For example, the amount of land in protected areas is easy to measure, but does not mean much ecologically, especially if there is no definition of the term “protection”. In several other RDN documents such as OCPs and Park Planning documents, the RDN has used the term “protection of ecosystem function”, which is a far more meaningful term than simple “protect the environment”. Protecting ecosystem function requires much more than establishing and increasing the area “protected”. It requires an understanding of what is going on in these areas, and how surrounding activities affect these functions.

- What has happened to those indicators not carried through to the RDN Regional Growth Strategy stage, especially for Goal 2 Protect the environment?
- What rationale was used to amend the original list?

Finally, a significant portion of the RGMAC's efforts from 2004-2006 was devoted to the issue of a periodic public disclosure of sustainability work; particularly the indicator grades and trends, and the recommended actions so that progress or otherwise towards achieving sustainability goals could be identified and reported in a transparent way. This has not been done in the way envisioned by the RGMAC, despite several requests made by me over the years, and I regard this to be a significant failure on behalf of the RDN.

The reporting of some of the indicators that does exist on the RDN website under Regional Growth Strategy is hard to find and does not include all of the indicators the program started with, and does not include the grades and trends.

- Perhaps we can meet and discuss a better means of public reporting?

Respectfully,

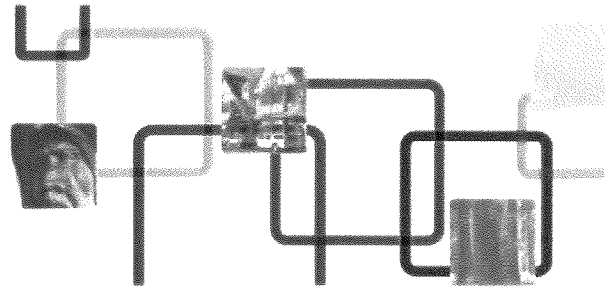
A handwritten signature in black ink, appearing to read "Ross Peterson". The signature is fluid and cursive, with a large initial "R" and "P".

Ross Peterson (Former member of the RDN Sustainability Advisory Committee or RGMAC)

From: Vancouver Island Economic Alliance [<mailto:george=viea.ca@mail186.atl171.mcdlv.net>] **On**
Behalf Of Vancouver Island Economic Alliance
Sent: Thursday, December 29, 2016 9:45 AM
To: corpsrv
Subject: Conference Board of Canada event - January 25

Invitation - Conference Board of Canada - January 25 in Nanaimo
- Register now.

[View this email in your browser](#)



Is The Strength of the Island Economy Sustainable?

All your plans for the year ahead hinge on knowing what's up with the economy - so here's your chance to get an in-depth look at the economic conditions of Canada, B.C. and the Island, how they interact with the global economy, and where business is headed in 2017.

In partnership with The [Conference Board of Canada](#), [VIEA](#) is pleased to once again present the Western Business Outlook: Vancouver Island; which arrives in Nanaimo on January 25th, 2017.

Join us for an informative morning session at the [Coast Bastion Hotel](#) where Canada's renowned economists will provide attendees the opportunity to take a deep dive into the numbers that continue to drive the Vancouver Island and B.C.

economy for 2017 and beyond.

This half-day, morning seminar will feature The Conference Board of Canada's well-known economic forecast and analysis for British Columbia, followed by a forum of some of the Island's leading business experts discussing the current provincial challenges and opportunities. This session will allow Vancouver Island's business leaders to explore the answers the following questions:

- Where is the B.C. resource sector heading?
- What is underpinning the B.C. success story?
- Will LNG finally get started and what impact will it have in the short term?
- What are the impacts of tectonic shifts in the Asia-Pacific economy and the slowdown in the Chinese economy on British Columbia and Vancouver Island?
- Is the strength in the B.C. economy sustainable?

Hear from:

- [Pedro Antunes](#), Executive Director, Economic Outlook and Analysis, and Deputy Chief Economist, The Conference Board of Canada
- [Alan Arcand](#), Associate Director, Centre for Municipal Studies, The Conference Board of Canada
- [Susan Mowbray](#), Senior Economist, MNP, LLP and leader of research and economic analysis for VIEA's annual ['State of the Island' Economic Report](#).

For the full agenda and speaker list, please visit the [event agenda](#) page.

[Register HERE](#).

For more information, or for group pricing please contact Natasha Chipilova at the Conference Board at chipilova@conferenceboard.ca or 613-526-3090 ext. 478.

You may also be interested to know that:

- VIEA is a partner with the National MBA Games which is bringing hundreds of MBA students to Vancouver Island from across Canada to compete - January 2-4, 2017.
- VIEA is a partner with the 2nd Aboriginal Business Match event on Vancouver Island - March 27-29 in Port Hardy. (VIEA Members save 10% on registration.)
- VIEA's 2016 'State of the Island' Economic Report is now available on our website.
- The 11th annual Economic Summit will be October 25/26. Put it into your 2017 calendar and watch for details.

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Our mailing address is:

Vancouver Island Economic Alliance
P.O. Box 76, Station A
Nanaimo, Bc V9R 5K4
Canada

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Vancouver Island Economic Alliance · P.O. Box 76, Station A · Nanaimo, Bc V9R 5K4 · Canada

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: January 10, 2017

FROM: Dennis Trudeau
General Manager of Transportation and
Emergency Services

FILE: 0360 01 RSR

SUBJECT: 2017 Regional Services Review

RECOMMENDATION

That staff be directed to meet with Board Directors, and senior staff from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and District of Lantzville to explore services that may benefit from being reviewed at a regional level and use the information obtained to report back to the Board on Terms of Reference for engaging a consultant to perform a service review.

SUMMARY

The Board directed that a report be prepared on conducting a Regional Services Review prior to the next Financial Plan adoption. The original motion resulted from, in part, concerns related to funding allocations for the Regional Parks and Trails function. Staff has provided additional information and alternatives to the Board on this issue but there have been no changes to the funding allocations. Any further work on this service would likely require the use of a consultant specializing in this type of review.

There has also been general discussion at the Board that other services be included in the review. A review involving additional services requires external resources and as such a contingency \$100,000 has been included in the 2017 budget.

To ensure a well-scoped review, it is advisable that preliminary staff meetings be held with member municipalities to explore services which could be considered by the Board for inclusion in the review. Individual input from Board Directors will ensure a fulsome future report to the Board on the proposed terms of reference.

BACKGROUND

At the April 26, 2016 Regular Board meeting, the following motion was passed:

That staff prepare a report with regard to conducting a Regional Services Review prior to the next Financial Plan adoption.

The motion was a result of discussion related to how the Regional Parks and Trails service was funded. As part of the 2016 Annual Budget and Five Year Financial Plan approval process, the Regional Board was considering annual parcel tax increases to the Regional Parks Acquisition and Capital Development Fund. Through this process the Regional Board increased the parcel tax from \$13.00 to \$14.00 for 2016.

During these deliberations by the Board, additional information was requested on April 26, 2016 for staff to bring forward a report on other forms of taxation that could be considered as an alternative to the parcel tax approach for this service area.

The report was then presented to the Board on October 4, 2016 which provided alternatives including that taxation for Regional Parks Acquisition and Capital Development Fund continue to be collected by way of a parcel tax; by way of a property assessment tax; based on per capita (population); by way of a tax based 50% Assessment and 50% per capita (population); or by way of land improvements.

The report noted contributions from each jurisdiction would vary depending on the form of taxation. The Board received the report and the following resolution was approved:

“That the Board maintain the parcel taxation at its current level and the use of Parcel Tax for the Regional Parks Acquisition and Development Fund be deferred to the Regional Services Review and budget discussions.”

Regional Districts have been undertaking service reviews since Regional Districts came into being in the mid-1960s. Legislative changes, introduced through Bill 14 in June of 2000, outline two forms of service reviews:

1. Statutory Review – This review is outlined in Division 4.5 of Part 24 of the *Local Government Act*. It is initiated by any one participant in any regional service and is subject to strict timelines and direction from the Minister.
2. Bylaw based Review – This review results from language in an existing Bylaw. The legislation allows this type of review to be a more customized review process that is more flexible for the participants and allows them to design a fair process to address any service concerns in the service establishing bylaw

There is a third form of review local governments may select; a less formal, non-legislative review, which is not stipulated in the legislation

Service reviews present an opportunity for a local government to examine how their service is provided and the method for allocating costs. While reviews can be complex and costly exercises they can also address concerns, develop new services or improve the service for those that participate in the function. Reviews do not always have to be complex, lengthy undertakings but can be limited to a single service which can be resolved fairly quickly and easily. It will depend upon which services are selected by the Board for review.

Service reviews are not to be confused with Core reviews. Core reviews are mainly seen in the municipal realm. Municipal services have a single taxpayer and reviewing whether or not or how they should provide or fund the service is an easier exercise as there is only one participant.

The Regional District of Nanaimo (RDN) has completed three service reviews since 2001, which were all of the non-legislative review type mentioned earlier. In contrast, in 2015 RDN staff completed a “Core” Operational and Efficiency review of all RDN services which resulted in cost avoidance and savings.

Past service reviews have generally followed the following commitments:

1. Usage as a primary measure, where applicable;
2. Gather data and update usage figures on an agreed upon timeframe;
3. Phase in large increases over multiple years;
4. Undertake appropriate public consultation and review processes; and
5. Address key services as a package.

Past service reviews have looked carefully on how costs are distributed to the participants which has been based upon a user pay philosophy. The subtle changes to funding formulas that have been implemented over the years have improved how services are financed. Future service review requests may result of a change in the Strategic Plan of the Board or a type of the services the RDN provides.

If the Board motion relates only to funding allocations for the Regional Parks and Trails function then an internal examination using existing resources with limited budget implications could be achieved. The review of other services requires external resources.

The following is a preliminary list of services that are either regionally delivered or could provide a regional benefit and therefore may be considered for inclusion in a service review:

1. Regional Parks and Trails
2. Oceanside Place
3. Ravensong Aquatic Centre
4. Economic Development (Southern Community)
5. Economic Development (Northern Community)
6. Water Services
7. Drinking Water/Watershed Protection
8. Liquid Waste Management
9. Solid Waste Management
10. Garbage & Recycling
11. Transit
12. Emergency Planning
13. Fire Services
14. Regional Growth Service
15. Building Inspection
16. Port Theatre
17. Bylaw Services (Noise, Dog, Unsightly Premises, etc.)
18. Social Planning – not currently a RDN service
19. Transportation (Roads, – not currently a RDN service
20. Qualicum Beach Airport – not currently a RDN service
21. Nanaimo Airport – not currently a RDN service
22. Tourism– not currently a RDN service
23. Filming – not currently a RDN service
24. Labour Relations– not currently a RDN service
25. Cultural Services – not currently a RDN service
26. Business licencing– not currently a RDN service

If the Board directs that the review expand beyond the Regional Parks and Trails service, staff meetings with member municipalities will be arranged to explore services that the Board could consider for

review. Input from Board Directors will also be requested to ensure their specific comments regarding services are addressed in the review.

ALTERNATIVES

1. That staff be directed to meet with Board Directors and senior staff from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and District of Lantzville to explore services that may benefit from being reviewed at a regional level and use that information to prepare a report for the Board on Terms of Reference for engaging a consultant to perform a service review.
2. That staff review the Regional Parks and Trails service funding allocations and bring back a report on options of funding the service in the future.
3. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

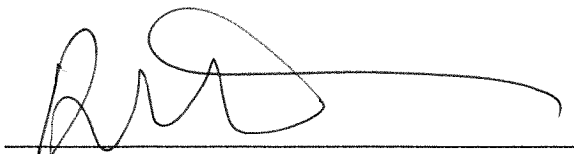
Alternative 1 may have significant cost implications depending on the number and type of services that are recommended for review. Staff have checked with other regional districts that regularly do service reviews to help determine costs for this type of review. The Regional District of Central Okanagan recently completed a Dog Licensing Service review at a cost of \$75,000 for the consultant's portion of the work.

Alternative 2 could likely be accomplished with a smaller budget since it has been studied previously and has a restricted scope. Staff would recommend that a consultant be hired to assist in the development of options for the Board.

The RDN's 2017 budget contains \$100,000 for consulting fees for service review. Raising \$100,000 through the Legislative Services function will result in a cost of \$0.30 per \$100,000 of residential assessment across the RDN. Any additional costs would be the subject of a further report to the Board.

STRATEGIC PLAN IMPLICATIONS

Performing service reviews is well aligned with the Board's established Strategic Plan. Part of the intent, and expected outcome, of a service review is to ensure that existing services, service levels, and resourcing are all strongly linked to the established strategic priorities.



Dennis Trudeau
dtrudeau@rdn.bc.ca
January 3, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer
- Corporate Leadership Group

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: January 10, 2017

FROM: Phyllis Carlyle
Chief Administrative Officer

FILE: 7400

SUBJECT: AVICC Resolution Victim Services Programs

RECOMMENDATION

That the following resolution be forwarded to the Association of Vancouver Island Coastal Communities (AVICC) for consideration at their annual meeting:

WHEREAS Victim Services Programs provide support and assistance to victims of crime

AND WHEREAS the Ministry of Public Safety has the ultimate responsibility for the Victim Services Programs and yet does not fully fund these programs

THEREFORE BE IT RESOLVED that the Province of British Columbia fully fund all Victim Services Programs.

SUMMARY

In British Columbia, the 160 police-based and community-based Victim Services Programs are jointly funded by municipalities and the Province but increased provincial financial support is required for the Programs. An AVICC and a UBCM resolution would assist in ensuring that the Province is aware of the growing demand that exists in the RDN community and across the province for this service.

BACKGROUND

For many years, the provision of Victim Services Programs has been only partially funded by the Province. The Programs assist victims of crime to obtain the services they need to address the consequences of the criminal activity and provides the victims with the necessary support to participate in the criminal justice system. As such, the program actually decreases costs, for social service agencies, health care systems and the administration of justice that would otherwise be borne by the Province. As well, the work of Victim Services staff and volunteers assists by permitting frontline police officers to address fundamental policing responsibilities at crime scenes. Referrals to Victim Services Programs are typically made by the police officers on scene but individuals can also self-refer through a 24/7 provincial help line.

The Victim Services program has traditionally been delivered by municipally funded staff seconded to the RCMP or working for another policing agency. To minimize costs, the program is heavily supplemented by volunteers who respond to the calls for assistance on a 24/7 basis. As with any volunteer program of this nature, there is the challenge of recruiting, training and motivating people to respond to extremely challenging situations on a regular basis.

In 2015, the Province provided over \$70 million for services to support victims of crime: \$12 million for the Crime Victim Assistance Program; \$16 million for violence against women programs and \$32 million for transition house services¹. The Province also provides:

1. VictimLinkBC - a phone service that refers crime victims to help 24-hours a day
2. Crime Victim Assistance Program - assists victims, immediate family members and some witnesses in coping with the effects of violent crime
3. Victim Safety Unit - provides victims with information about the accused or offender
4. Victim Travel Fund - provides funds for a family or victim to attend justice-related proceeding in B.C.
5. Protection Order Registry - a database of all civil and criminal protection orders that is designed to reduce violence against vulnerable people

The issue of funding the Programs has been the subject of previous resolutions at the UBCM from 2003 to 2015². In 2008, the RDN submitted a similar resolution, *“that the Province of BC and the Government of Canada provide additional and adequate funding to fully support Restorative Justice and Victim Services Programs in BC.”* The funding of this service has been a long standing topic of discussion between the municipal sector and the Province.

In July 2016, the Government of Canada, Department of Justice, announced funding of \$3,411,450 over 5 years to *“enhance and support services to victims and survivors of crime in British Columbia”*. The funding will be used by the Province of British Columbia to:

1. provide enhanced information, supports and services to family members of homicide victims;
2. implement responsive victim services in four remote and/or First Nations communities in British Columbia;
3. establish provincial networks for Child Advocacy Centres and for Domestic Violence Units;
4. provide multi-disciplinary trauma-informed practice training, education and awareness curriculum for the justice and public safety sector, in response to recommendations from British Columbia's Fifth Justice Summit;
5. develop training initiatives to strengthen the knowledge and capacity of victim service workers and other front-line service providers working with victims of crime in British Columbia; and
6. undertake various activities and training to support the implementation of the Canadian Victims Bill of Rights, including the provision of new testimonial accommodations.

¹ Ministry of Public Safety and Solicitor General 2015 response to UBCM resolution 2015 B4; UBCM resolution 2014 B4

² UBCM 2003, 2006-B9; 2008-B4; 2010-B12, 2014 B4; 2015 B4

The provincial Minister of Public Safety and Solicitor General commented on the federal announcement “...*With a five-year funding commitment now in place, services provides working with victims of crime can access targeted education and training opportunities ensuring we have a responsive system of supports in British Columbia...*”.

The above initiatives will not likely see the municipal sector’s costs reduced but may assist with the training of the victim service responders.

ALTERNATIVES

1. The Association of Vancouver Island Coastal Communities be requested to consider the resolution to again request that the Province fully fund the Victim Services Programs; or,
2. The Province fund the Victim Services Programs at historic levels which necessitates continued Regional District of Nanaimo funding.

FINANCIAL IMPLICATIONS

In 2016, the RDN funded the Nanaimo RCMP Victim Services (\$10,000), the Oceanside Victim Services (\$64,342) and the Ladysmith Victim Services (\$3,500) programs.

STRATEGIC PLAN IMPLICATIONS

The report supports the Board’s Strategic Priority of viewing emergency services as core elements of community safety.



P. Carlyle
pcarlyle@rdn.bc.ca
December 30, 2016

Reviewed by:

- Corporate Leadership Group

TO: Committee of the Whole **MEETING:** January 10, 2017

FROM: Manvir Manhas, Manager Capital **FILE:**
Accounting & Financial Reporting

SUBJECT: 2017 Budget External Funding Requests

RECOMMENDATION

1. That the Board provide direction on the requests for funding from the Coastal Invasive Species Committee (CISC) in the amount of \$16,500 and the Island Roots Market Co-op in the amount of \$25,000 .

SUMMARY

The RDN Board has referred requests for funding from the Island Coastal Invasive Species Committee in the amount of \$16,500 and the Island Roots Market Co-op in the amount of \$25,000 to the 2017 to 2021 Financial Plan discussion. Summary information on the requests and related costs are included below and the Board direction is requested on whether to include all or any portion of the grant requests in the 2017 budget under the Grants-In-Aid service.

BACKGROUND

The following are summaries of the funding requests received by the Board at December 31, 2016 and referred to the 2017 to 2021 Financial Plan discussions. These items have not been included in the preliminary budget summaries presented to date.

1. Coastal Invasive Species Committee (CISC) – At the October 25, 2016 Board meeting Rachelle McElroy from CISC presented a funding request totaling \$16,500. Attachment 1 provides information from CISC on their program including their 2016 budget and 2015 financial summaries. Their request includes the following:
 - \$1,000 - \$1,500: to update the 2010 Invasive Plant Management Strategy – meeting in February.
 - \$10,000: to retreat Knotweed and Giant Hogweed sites and wait list sites.
 - \$5,000: to work in partnership with key land managers along French Creek to contain infestation.

The Coastal Invasive Species Committee was provided with a \$10,000 grant in 2016 for their program which includes invasive species removal on private and crown lands and highways but does not include RDN parks and trails.

- Island Roots Market Co-op – At the December 6, 2016 Board meeting Larry Whaley from Island Roots presented a funding request for \$25,000, as well as a request for assistance with grant applications, a letter of support from the RDN Board and for the RDN to accept donations on behalf of their organization and issue donation receipts for tax purposes. Their funding request of \$25,000 can be considered for inclusion in the 2017 budget. The RDN is not able to provide donation receipts for the Island Roots Market Co-op as the land and future building they wish to develop a public market on are not RDN property.

ALTERNATIVES

- That the Board provide direction to staff on including partial, full or no funding for the requests received to date in the 2017 budget.

FINANCIAL IMPLICATIONS

The two requests received to date could be funded through the Grants-In-Aid Service with the Coastal Invasive Species Committee funded by all participants at \$0.052 per \$100,000 and the Island Roots Market funded by District 68 participants at \$0.12 per \$100,000 of assessment. The total by participant is as follows:

	Coastal Invasive Species \$16,500 grant	Island Roots Market Co-op \$25,000 grant
City of Nanaimo	\$8,813	\$20,100
Lantzville	\$415	\$948
Parksville	\$1,399	
Qualicum Beach	\$1,120	
Electoral Area 'A'	\$623	\$1,420
Electoral Area 'B'	\$592	\$1,349
Electoral Area 'C'	\$519	\$1,183
Electoral Area 'E'	\$974	
Electoral Area 'F'	\$664	
Electoral Area 'G'	\$858	
Electoral Area 'H'	\$523	

STRATEGIC PLAN IMPLICATIONS

The 2016 to 2020 Strategic Plan recognizes the importance of agriculture, resource conservation and partnering with community groups to advance our region. As well the governing principles include to “show fiscal restraint” requiring the Board to balance the needs

of the community with prudent fiscal planning. Support to community focused groups through grants supports these priorities.



Manvir Manhas (mmanhas@rdn.bc.ca)
December 16, 2016

Attachments

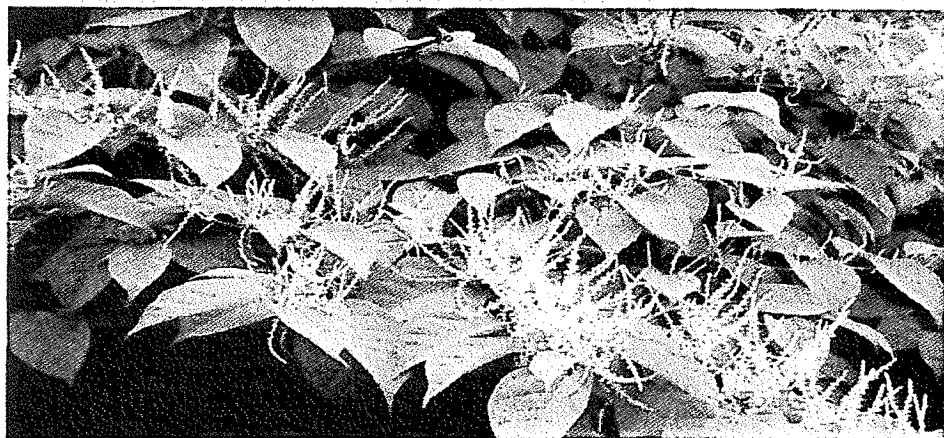
1. Coastal Invasive Species Committee Background Information

Reviewed by:

- W. Idema, Director of Finance
- T. Moore, Manager, Accounting Services
- P. Carlyle, Chief Administrative Officer

Attachment 1

"KNOT ON MY PROPERTY" NANAIMO REGIONAL PARTNERSHIP
PROGRAM 2016, SUMMARY REPORT



Prepared by: Coastal Invasive Species Committee Society

Prepared for: Rob Lawrence, City of Nanaimo, Warren Payne, City of Parksville, Allen Cameron, Town of Qualicum Beach and The board members of the Nanaimo Regional District

Executive Summary

While prevention is the first line of defense, even the best programs can't stop all invasive species. Early Detection and Rapid Response (EDRR) program, ensures that invasive species that are introduced are reported early and responded to rapidly using effective treatment methods. The "Knot on My Property" program's aim is to do just that, create a regional reporting and responding systems ensuring rapid response to newly introduced or existing priority species impacting this region. Species targeted include invasive Knotweed species (Giant, *Giant Fallopia schalinensis*, Bohemian, *Fallopia x bohemica* and Japanese, *Fallopia japonica*) and toxic Giant Hogweed (*Heracleum mantegazzianum*).

Coastal Invasive Species Committee (Coastal ISC), a local non-profit organization, who's mandate is to "support collaborative and ecologically sound invasive species management through efficient use of available resources" provide coordination and on-the-ground treatment expertise.

The "Knot on My Property" program began in 2014 with the Town of Qualicum Beach and has since expanded to include Parksville and Nanaimo in 2015, and its recent addition, the Nanaimo Regional District in 2016, marking this year a truly regional program.

The program consists of a media campaign, to generate awareness of the negative impact of invasive species and to encourage landowners to report Knotweed species and Giant Hogweed on their property.

Full cost subsidy to landowners dealing with these plants, provided by local government and professional treatment by the Coastal ISC's certified invasive plant technicians, provides incentive to participate.

Highlight of 2016 regional program accomplishments include:

- Effective control: All previously treated (2015) sites showing minimum 80% die-back, with 13 sites showing no regrowth in 2016. Control of 84 Knotweed sites and 12 Giant Hogweed sites in the region
- Record of treated sites in the BC Invasive Alien Plant Program (IAPP) Database for planning and continued cooperation with adjacent Crown land owners.
- Engage over 3000 people through public outreach events, social media, radio, print media and assistance. Directly engaged 100 land owners.

Given that weeds know no boundaries and persistence is the key in controlling invasive species, it is recommended that the program continue in 2017 and for the next 2-3 years. Program launch proposed for May with BC Invasive Species Month. Priority to re-treat 2016 sites.

It is recommended that partnership representatives participate in the Coastal ISC regional invasive plant management strategy workshop, targeted to key land managers in the region, proposed for February 2017 in Nanaimo to enhance existing efforts and create new opportunities.

Develop a long-term realistic program that targets Giant Hogweed in sensitive ecosystems like the French Creek watershed. Host a field tour and strategy meeting, in partnership with Coastal ISC and seek participation with key land owners along French and Romney Creek in developing a cohesive plan.

The Nanaimo region and its partners are recognized for their exemplary leadership and commitment to reducing the negative impacts of invasive species on coastal communities through their participation in invasive species management and ongoing success of "Knot on My Property" program.

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Introduction

Knotweed (*Fallopia spp.*) and Giant Hogweed (*Heracleum mantegazzianum*) species are listed by the Coastal Invasive Species Committee (Coastal ISC) as Priority Invasive Plants, due to the infrastructure, human health and ecosystem impacts associated with these plants.

The Coastal Invasive Species Committee (Coastal ISC) was formed in 2005 and has been steadily building support and partnerships for a coordinated approach to managing invasive species within its service area that includes all Vancouver Island, the Gulf Islands and the Sunshine Coast.

Given the threat and the boundless nature of invasive species and the opportunity to do something about it - before controlling Knotweed is no longer an option - a regional approach was identified as the most cost effective and time sensitive option for the region. Building on the successful Coastal ISC 'Knot on My Property' program rolled out in the Town of Qualicum Beach in 2014 and following successful years of Knotweed control, the City of Nanaimo and Parksville joined forces and welcomed the Nanaimo Regional District in 2016 for a truly regional approach.

The epicenter for Giant Hogweed on Vancouver Island is French Creek, a sensitive ecosystem located in the Nanaimo Regional District. The volunteers from the Friends of French Creek have been systematically targeting the lower, more public, reaches between the trestle bridge and the highway 19a. Given Giant Hogweed spreads by seeds, the key is to target the upper reaches, however a mishmash of land owners exist and their engagement is necessary to cull the spread.

The 'Knot on My Property' program includes Identification of Knotweed and Giant Hogweed infestations in both public and private lands in the regional District of Nanaimo, the City of Nanaimo, Town of Qualicum Beach, and City of Parksville through a regional media campaign and reporting system. Coordination with landowners to collect treatment permissions, verify sites prior to treatment and create a planning schedule with Coastal ISC contractor. Control services by a Coastal ISC professional invasive plant technician (certified pesticide applicator), data entry into the Invasive Alien Plant Program (IAPP) database and a final summary report and recommendation for a successful multi-year program are provided.

This report outlines the deliverables met, the methodology used and the recommendations for on-going regional invasive plant management in the Nanaimo invasive plant partnership area.

Deliverables

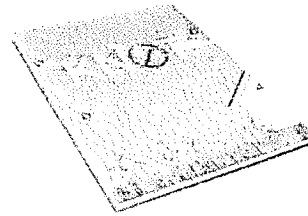
Education and Awareness

“Knot on My Property” and “Get to Know Invasive Species” pamphlets and brochures were delivered to local government partners for distribution, to provide Knotweed specific information and more general invasive species information. Refer to figure 1. Treatment contractors were also equipped with these resources to provide further education and awareness opportunities.

Video and other media savvy resources aimed at landowners, specifically dealing with Knotweed across BC, (www.knotonmyproperty.com) program. This site is funded by the Real Estate Foundation in partnership with regional invasive species committees. Included on this site are highly dynamic and accessible videos targeted to the landowner and providing information on Knotweed identification, threats of the plant to property value, infrastructure and the environment; and the necessity of specialized treatment approach.

The invasive species toll-free hotline (phone and email), available year round, Monday to Friday, provides further education opportunities for the public to ask questions and be provided with assistance in dealing with invasive species. Together with the provincial Report-A-Weed app, web and phone service allows for rapid response to high priority species reported.

New Giant Hogweed Alert developed to complement the existing Knotweed Alert sheet highlighting the partnership and providing scientific information to the public about these priority species.



Giant Hogweed Invasive Species Alert

The arrival of invasive species brings an extra ecological, economic and environmental impact. The City of Parksville, along with the University of British Columbia, Parks and Recreation, and the Invasive Species Committee are working together and encourage the cooperation of all residents to address Giant Hogweed in their areas. Local governments can assist with special treatment requests to control this species.

Why is giant hogweed a problem?

- It is a tall, 10-20 ft tall, herbaceous plant with large, deeply lobed leaves and a thick, woody stem.
- The sap in the stalk, stem and leaves is toxic, causing dermatitis after contact with sunlight. It can cause severe burns and blisters, which can last for months. It is also a skin irritant. See www.wa.gov/land-use for more information.
- Hogweed colonizes riparian areas and causes soil erosion, siltation and stream bank failure.

What does it look like?

- Large plant up to 6 m tall with deeply lobed leaves and a thick, woody stem to flower heads up to 1 m across.
- Large, deeply lobed leaves and a thick, woody stem.
- Flowers: Cream to white, 10-15 cm across, with a yellow center.
- Fruit: Small, round, 1-2 cm across, with a yellow center.

Control: Cut and remove the plant, including the root system. Do not burn or compost. Dispose of the plant in a landfill.

Prevention: Do not plant or propagate Giant Hogweed. Do not transport soil or plants from areas where Giant Hogweed is present.

Report: Report sightings to the City of Parksville at 250-825-3333 or www.parksville.ca.

Knotweed Invasive Species Alert

The arrival of knotweed brings an extra ecological, economic and environmental impact. The City of Parksville, along with the University of British Columbia, Parks and Recreation, and the Invasive Species Committee are working together and encourage the cooperation of all residents to address knotweed in their areas. Local governments can assist with special treatment requests to control this species.

Why is knotweed a problem?

- One of the world's most invasive species and a top 100 invasive species in BC.
- Causes damage to other vegetation and the shoreline, stream, and ditches.
- Ecological and economic damage to fish and wildlife habitat, riparian ecosystems, and infrastructure. Knotweed can clog waterways and block drainage systems.
- Causes significant erosion; new ditches can occur from small rills and gullies.

What does it look like?

- Sometimes called "Chinese Broomrape" because of its dense, upright stems.
- Some species have a thick, woody stem and a large, upright stem.
- Some species have a thick, woody stem and a large, upright stem.
- Some species have a thick, woody stem and a large, upright stem.

Distribution: Knotweed is native to Asia and Europe. It is found in many regions of BC.

Could be confused with:

- Horsetail, which has a thick, upright stem.
- Wormwood, which has a thick, upright stem.

Control: Cut and remove the plant, including the root system. Do not burn or compost. Dispose of the plant in a landfill.

Prevention: Do not plant or propagate knotweed. Do not transport soil or plants from areas where knotweed is present.

Report: Report sightings to the City of Parksville at 250-825-3333 or www.parksville.ca.

Administration & Coordination

A press release was developed to raise awareness of the impact of invasive species and notify the public about how to report infestations. Coastal ISC staff worked with each region's communication department to craft a press release with each partner's logo in the header, celebrating the partnership. The press release was distributed to local media contacts with the goal of providing the public ample time to respond. Press releases were also posted on the Coastal ISC website and social media sites; and municipal websites.

Coastal ISC staff followed up on Knotweed and Giant Hogweed reports received. Photos were used to confirm the identification of the plant. Once confirmed, information is gathered from each report include: name of reporter and contact details, jurisdiction and size of the infestation and proximity to water. A spreadsheet of reports was created and maintained throughout the program.

Outreach events attended by Coastal ISC Staff provide an opportunity to further promote the program through live plant samples, face to face communication and outreach materials.

Site Verification

Verification of new public reports achieved using photo identification in most instances and on-the-ground assessments, as required. Verification of Knotweed and Giant Hogweed sites on private lands with the landowners' permission and on public lands. Site visits were not conducted for re-treated sites since the contractors were already familiar with the site locations. If the property owner was unknown, a formal letter and a program brochure was left at their door for follow-up.

Permission to Treat

Candidates were notified that the site they reported was selected for treatment by phone or email; if the site was on private lands; landowners were asked to confirm ownership and release liability to Coastal ISC to apply herbicides on their land, through an electronic form. Once permission forms were gathered, sites were grouped by geographic location and passed on to the contractor for treatment.

Data Entry and Treatment

All field data for treated sites was entered into the provincial IAPP (Invasive Alien Plant Program) database including a survey, mechanical and chemical treatment.

For 2016, selective foliar application method using a backpack sprayer or pump sprayer was used for applying Vantage XRT (active ingredient glyphosate) as stem injection methods was no longer an approved method as determined by the Pesticide Management Regulatory Agency. Giant Hogweed was mechanically removed where feasible and select foliar sprayed where manual removal was difficult due to ground conditions or size.

Results

Media and Outreach

A summary of media providers is outlined in the table below and outreach events attended during the program below. As you can tell that the Coastal ISC continues to promote the Nanaimo regional program year round.

2016 Regional Program in the News				
Date	Media	Type	Region	Topic
February 25	Coast FM (Sechelt and Nanaimo); Juice FM (Cowichan Valley)	Radio	Sechelt, Cowichan Valley and Nanaimo	Invasive species priorities for Sechelt, Cowichan V and Nanaimo; events; what can people do?
March 17	The Wave	Radio	Central: Nanaimo, Parksville and Qualicum Beach	Knotweed Program/Giant Hogweed
May 16	Wire Service	online	RDN	Media Release: The Nanaimo Region Unites in the Battle Against Aggressive Knotweed and Toxic Giant Hogweed
May 25	The Wave	Radio	Nanaimo, Parksville and Qualicum Beach + new partner RDN	Knotweed Program/Giant Hogweed
June 23	The Parksville Qualicum News	online	Parksville	Alien Invasion in Parksville

Program Reach:

- An estimated 3000 people engaged through traditional and social media and websites (recorded through website and facebook/twitter analytics)
- Phone calls received: 100+ E-mails received: 75+
- Craig street Market in Parksville (June 28) 1,000 people; 200 "PlantWise" wallet cards and 100 "Get to Know Invasive Species" brochures distributed
- Nanaimo Earth Day/ Wild Food Festival (Apr. 23rd), 250 people; 50 "PlantWise" wallet cards and 35 "Get to Know Invasive Species" brochures distributed

Treatment Overview

A total of 53 new candidate sites and 42 second year treatment sites for the Nanaimo regional partnership area were managed using integrated pest management techniques by the Coastal ISC contract crew. The certified applicator made the final decision on whether a site met legal requirements (under the Provincial Pesticide Management Plan) for treatment, and met growth conditions suitable for successful control. A few knotweed sites could not be treated due to their proximity to riparian ecosystems under the integrated pest management regulations. In the city of Nanaimo and the Nanaimo Regional District some sites added to the treatment list for 2017, as the number of sites to be treated exceeded available treatment budgets in some areas.

Treatment Summary by Local Government Partner

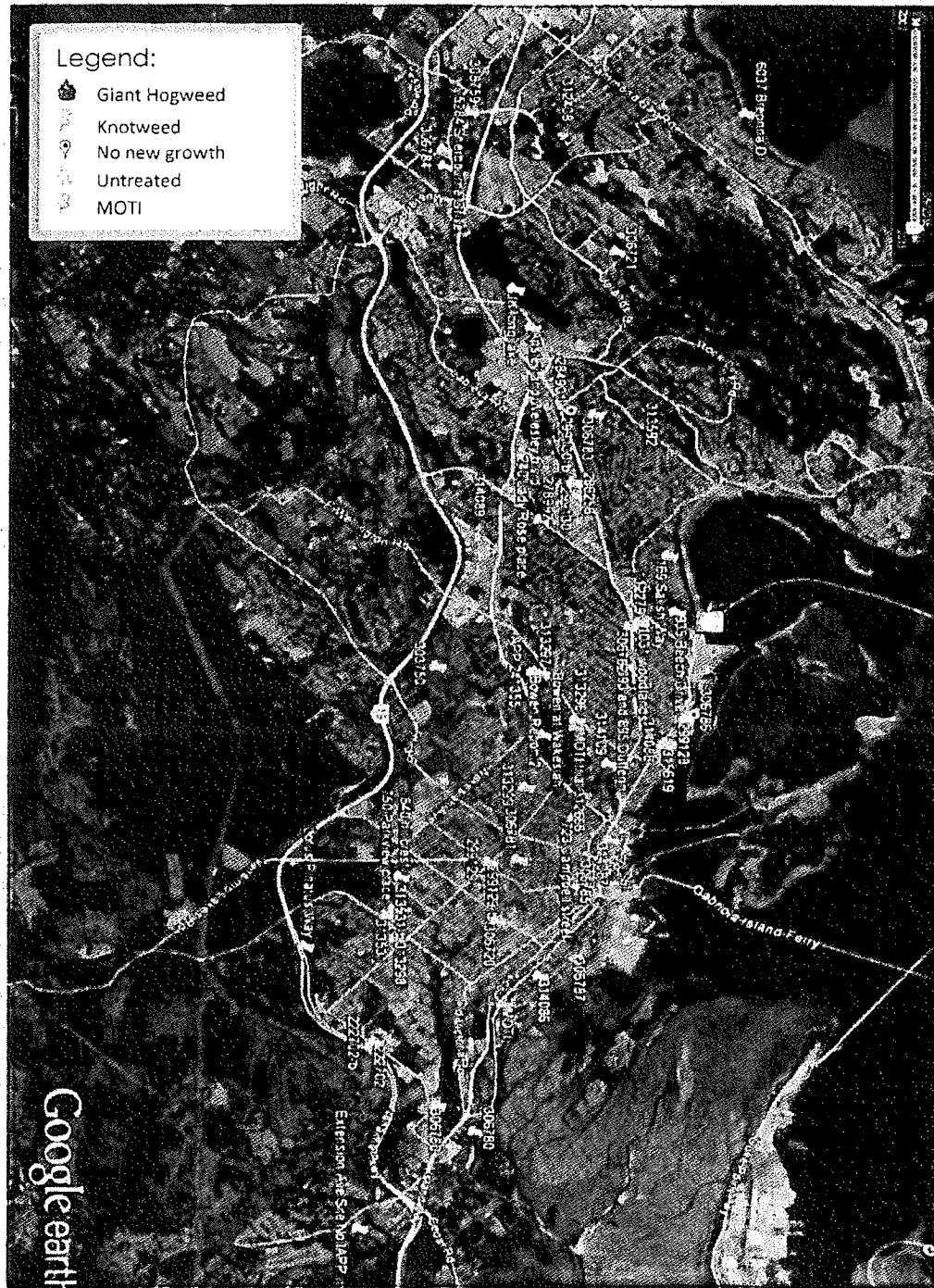
A summary of the number of sites treated by partner is outlined in this section. Detailed site and contact information and mapping details are not included in this report but provided to each local government partner to protect public privacy.

Efficacy of treatment is measured by presence and absence of the infestation the following year and a minimum of 80% die-back. A total of 13 out of a total of 42 sites treated (31%) in 2015, had no new growth, but will continue to be monitored in 2017. Knotweed can stay dormant for a period of five years underground.

City of Nanaimo

Re-treated sites within the City of Nanaimo showed significant die-off, with seven sites in total showing no regrowth this year. Refer to Treatment Summary for Nanaimo table below and the map on the next page. Six new sites have been added to the 2017 treatment list due to insufficient funding in the current year of the program.

Treatment Summary for Nanaimo	
Total re-treatments	24 sites. (10 private, 9 public and 5 plants with no regrowth)
Total new sites	15 Knotweed/ 2 Giant Hogweed sites. (10 private, 7 public)
New Private sites not treated due to budget constraints	4 sites
New public sites not treated due to budget constraints	2 sites
Total site with no regrowth	3 private and 4 public sites



Map 1. City of Nanaimo Treatments 2016. Yellow pins are sites treated, Green are eradicated, Red sites are Giant Hogweed, Blue pins are sites treated by MOTI and White require further follow up

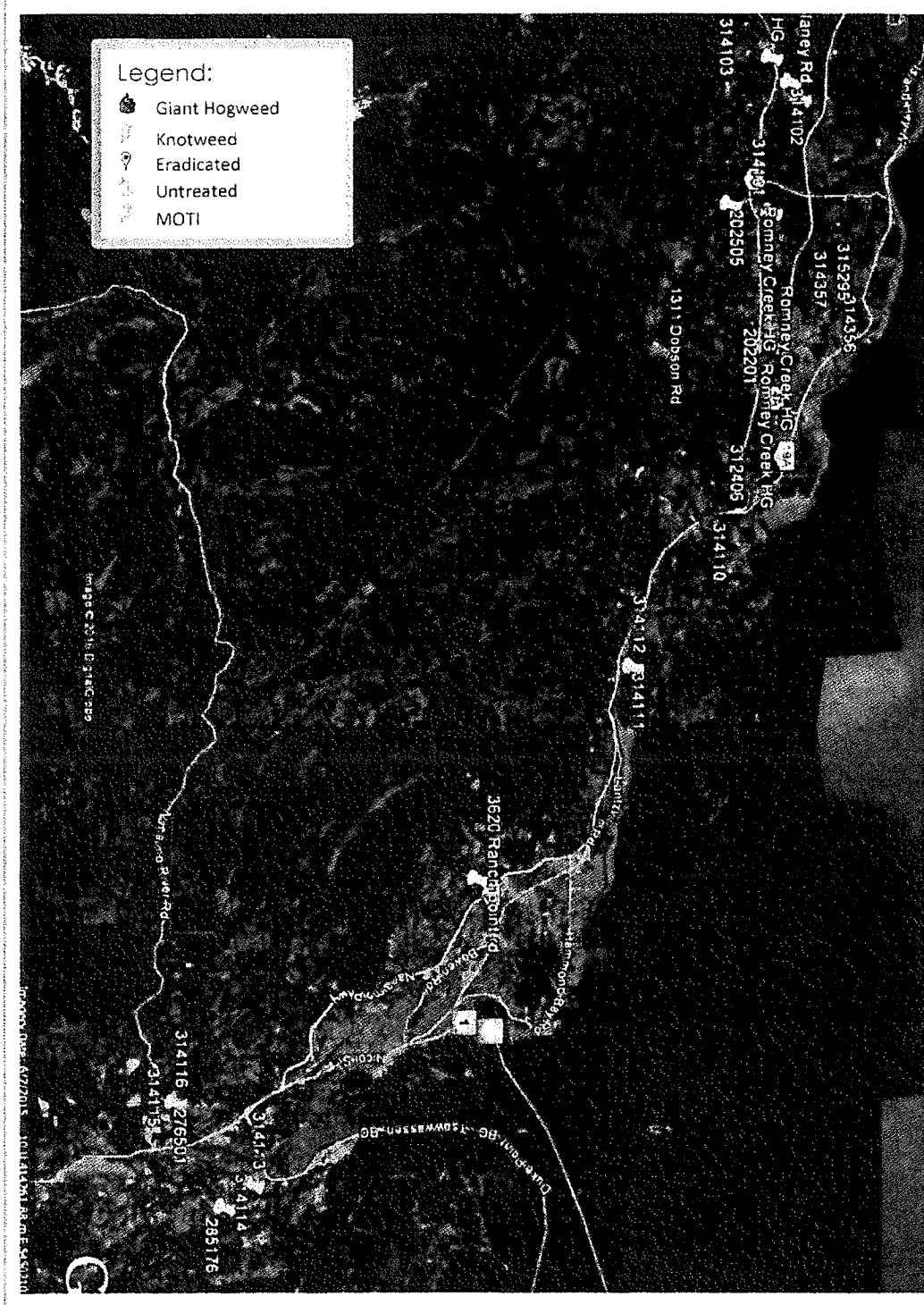
Regional District of Nanaimo

Uptake and support of the program in the Nanaimo Regional District (RDN) was overwhelming. Homeowners were happy to receive a full subsidy to tackle invasive Knotweed and Giant Hogweed. Due to limited budget, three homeowners are on a wait list for 2017.

Treatment Summary for the Regional District of Nanaimo	
Total sites treated	9 Knotweed, 6 Hogweed sites. (plus, 2 surveyed sites for 2017)
Outstanding sites (limited funding)	3 sites
Riparian setback (not treated)	2 sites



Live potted invasive plants, Nanaimo Wild Foods Festival, Earth day

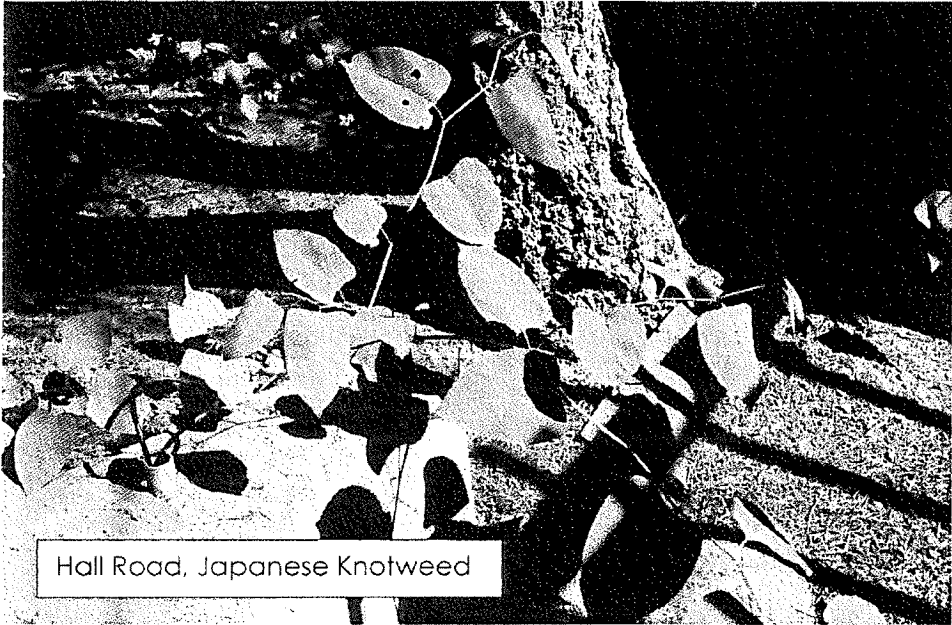


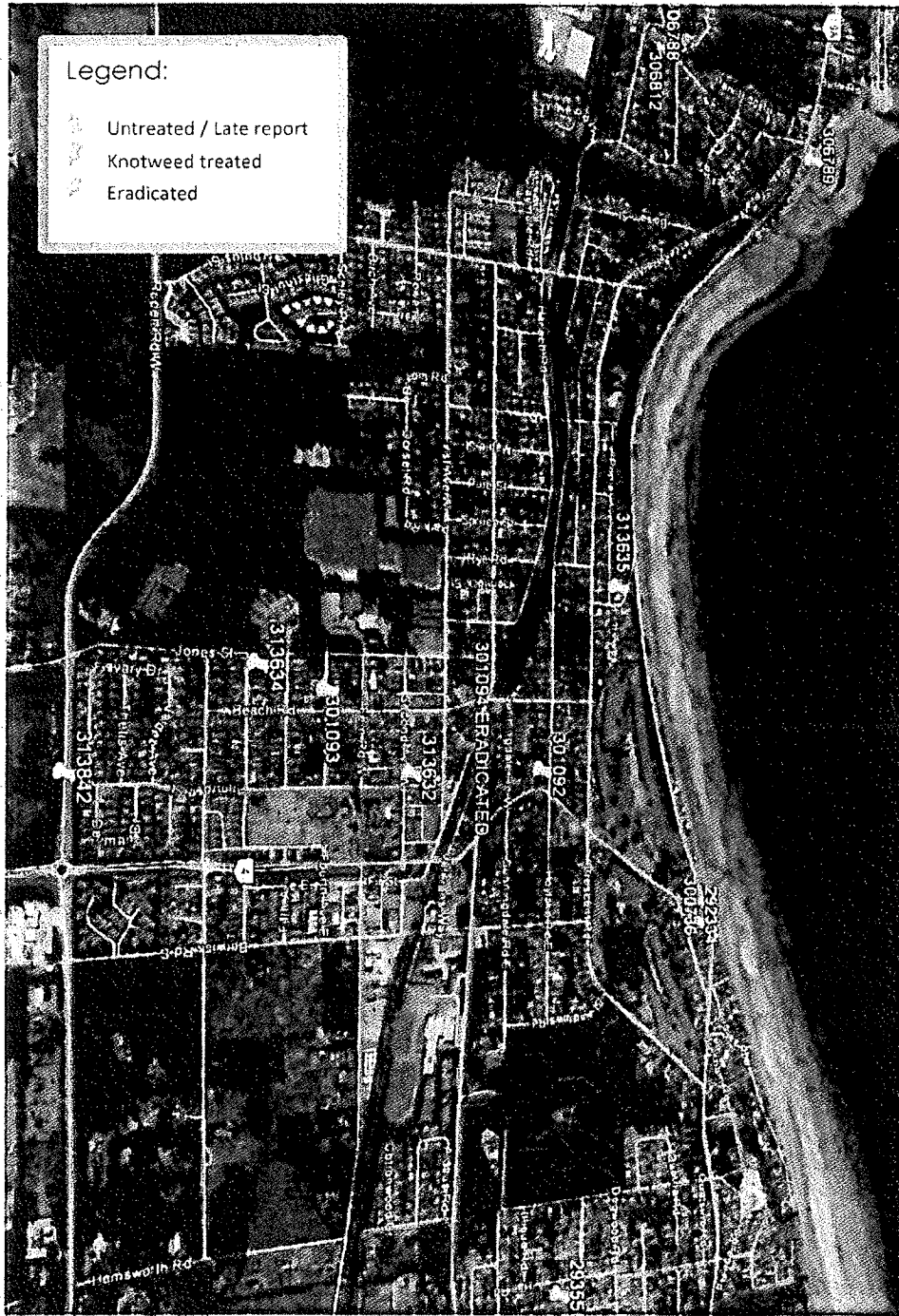
Map 2. Regional District of Nanaimo 2016 treatments. Yellow pins are treated Knotweed, Red pins are treated Giant Hogweed, white pins are unconfirmed and blue are MOTI sites.

Town of Qualicum Beach

All retreat sites show significant die-off with three Knotweed sites showing no regrowth. One site on Elizabeth Street was only partially treated due to riparian zone set back.

Treatment Summary for Qualicum Beach	
Total retreats	9 sites
Total new sites	3 sites
No regrowth	3 sites



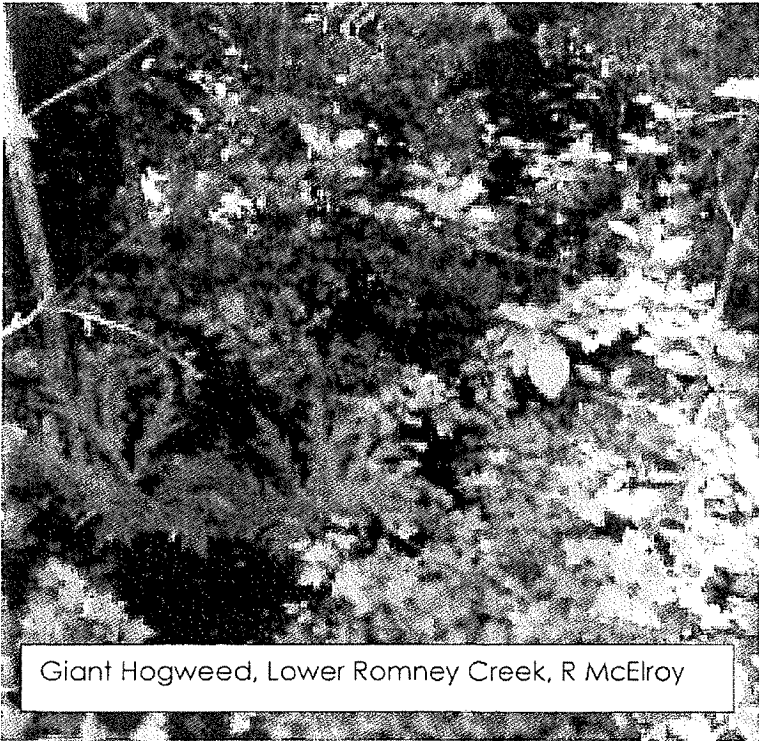


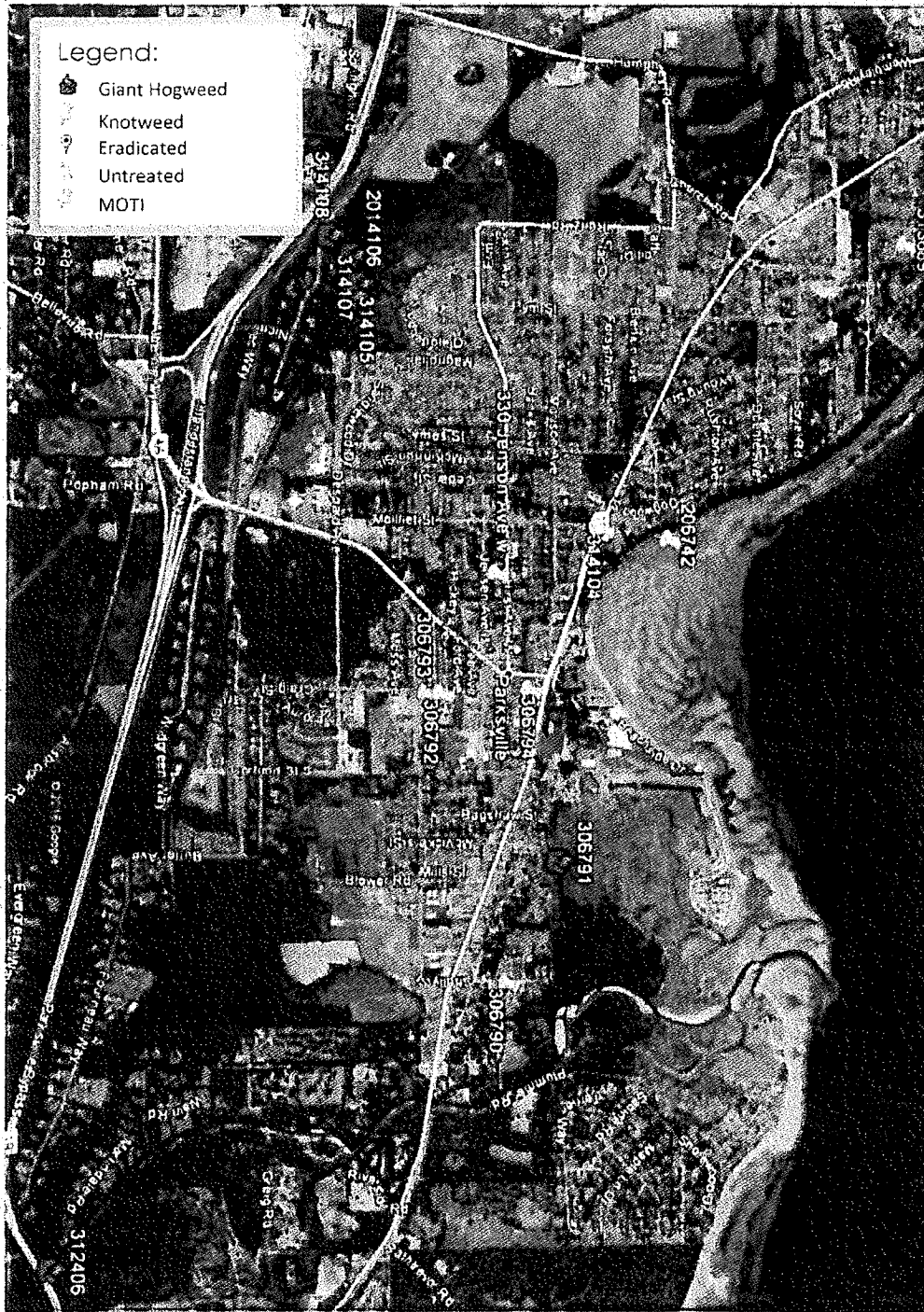
Map 3. 2016 Qualicum Beach treated sites. Yellow pins are treated, and blue are sites showing no regrowth.

City of Parksville

Treatments in Parksville for 2016 all show limited regrowth where previously treated. Of note is the Giant Hogweed infestation between Coldwater and Despard road, the infestation is large and has been treated but will need continued monitoring. While the upstream section within the RDN was not treated this year due to budget constraints, it has been added for treatment next year.

Treatment Summary for Parksville	
Total retreats	7 sites (2 surveyed only)
Total new sites	4 Knotweed/ 4 Hogweed
Eradicated	3 sites





Sensitive Ecosystems: French Creek Watershed

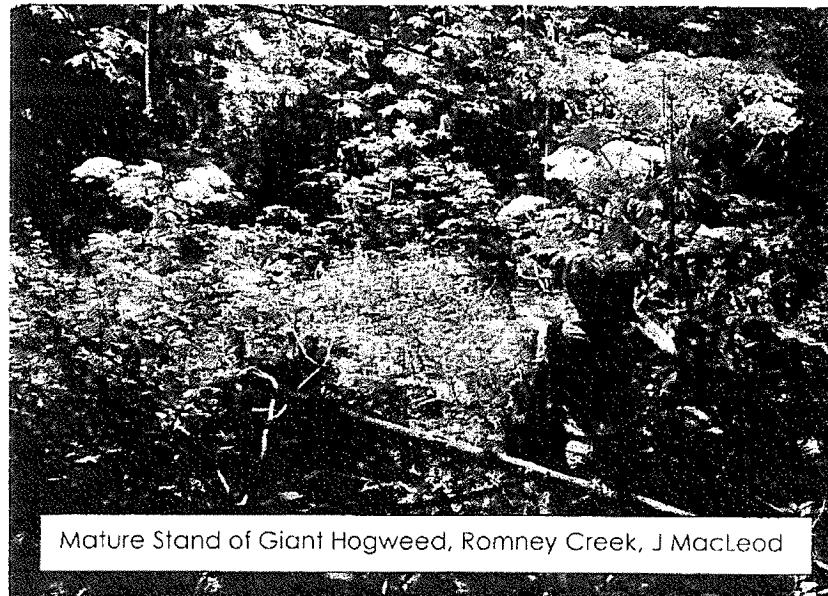
French creek is located between the City of Parksville and the Town of Qualicum Beach in the Nanaimo Regional District, draining a watershed of approximately 68 km². French creek is considered a sensitive stream under the Fisheries Protection Act, and the watershed is a designated community watershed¹. Land ownership is predominantly private at its lowlands with patches of private with crown managed forests in its upper reaches. Infestations occur throughout the 17 km of this stream and throughout Romney Creek, a tributary of French Creek.

The Friends of French Creek Conservation Society ("the Friends") hardy volunteers have been "hogweeding" Giant Hogweed along French creek for the past seven years under the leadership of Michael Jessen. The Coastal ISC contacted and met with a few members of the Friends to gain a better picture of the extent of the infestations and to put a plan to target and map giant hogweed along French and Romney Creek.

Although budget constraints limited the ability for the Coastal ISC to match the scale of the infestation, treatment gaps were identified and a few have been addressed. The Friends and some residents living along the creek have primarily been working with sites downstream from the train trestle and have identified areas of concern in Qualicum beach and the Nanaimo Regional District. The partnership with the Friends instrumental in future treatments within the area due to their wealth of knowledge of infestation locations and existing partnership with key land managers.

Island Timberlands are working to control a substantial area upstream between Hodges Road and Coombs, refer to Map 6 below and are interested in collaborating for the 2017 treatment season.

The Ministry of Transportation through a letter of agreement with Coastal ISC covered the costs for professional treatment of Giant Hogweed at two sites in the French Creek Watershed, sites include where Romney Creek crosses HWY 4a and at Englishman River crossing with HWY 19.



Mature Stand of Giant Hogweed, Romney Creek, J MacLeod

Gaps continue to exist and further investigation is required in areas upstream of Coombs, as well as several problem areas below the trestle where participation from key land owners is lacking, including Airport lands, Drew Road, Lee Road and Mason Trail.

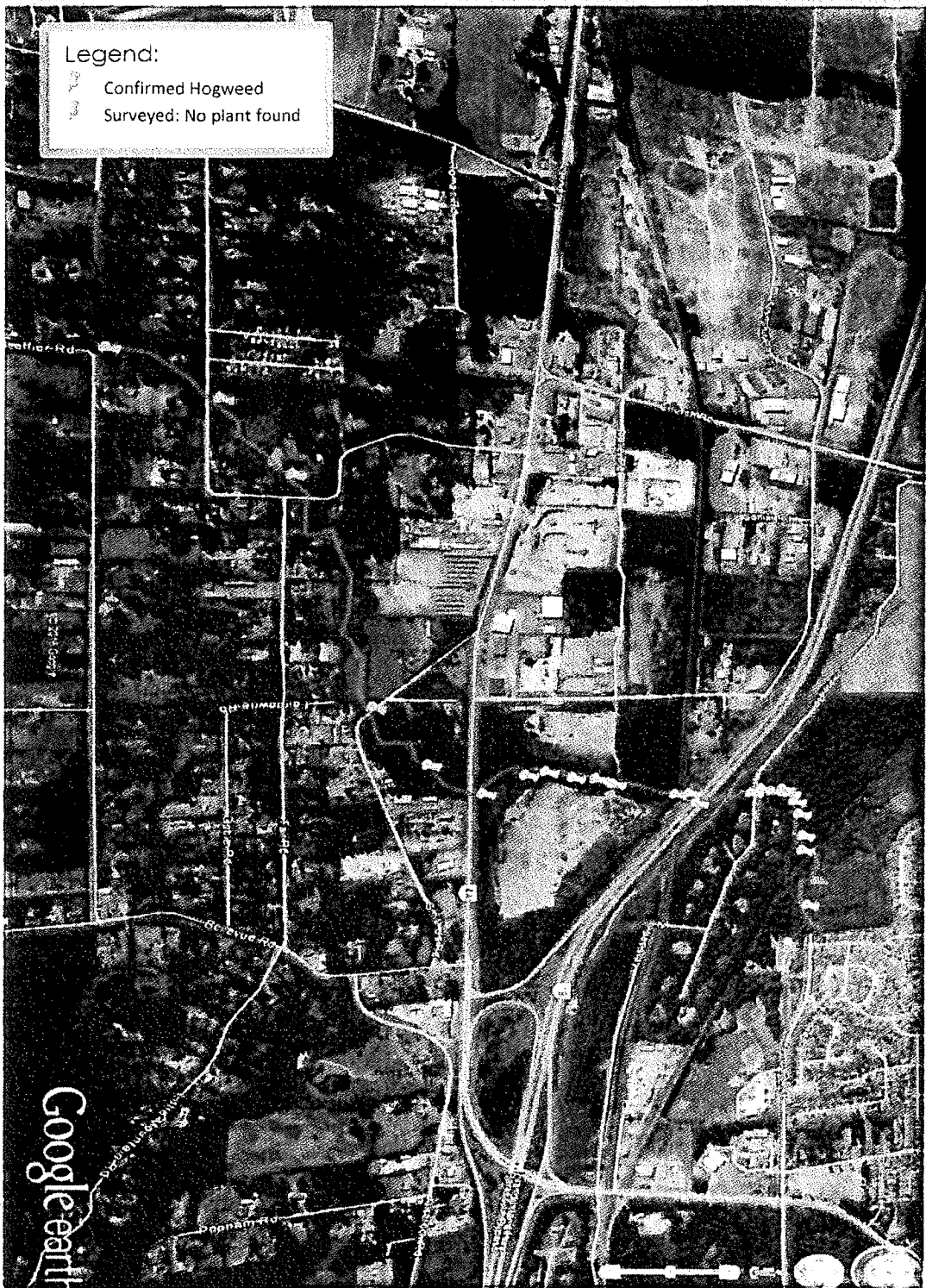
¹ http://www.env.gov.bc.ca/van-island/es/french_creek/index2.htm

The property at the end of River Crescent, historically a gap in the treatment regime and a prime source of viable seed, from the large flowering Giant Hogweed present at this open site, has now received a commitment and the participation from the landowner to work in partnership with Friends and the Coastal ISC under this program for 2017.

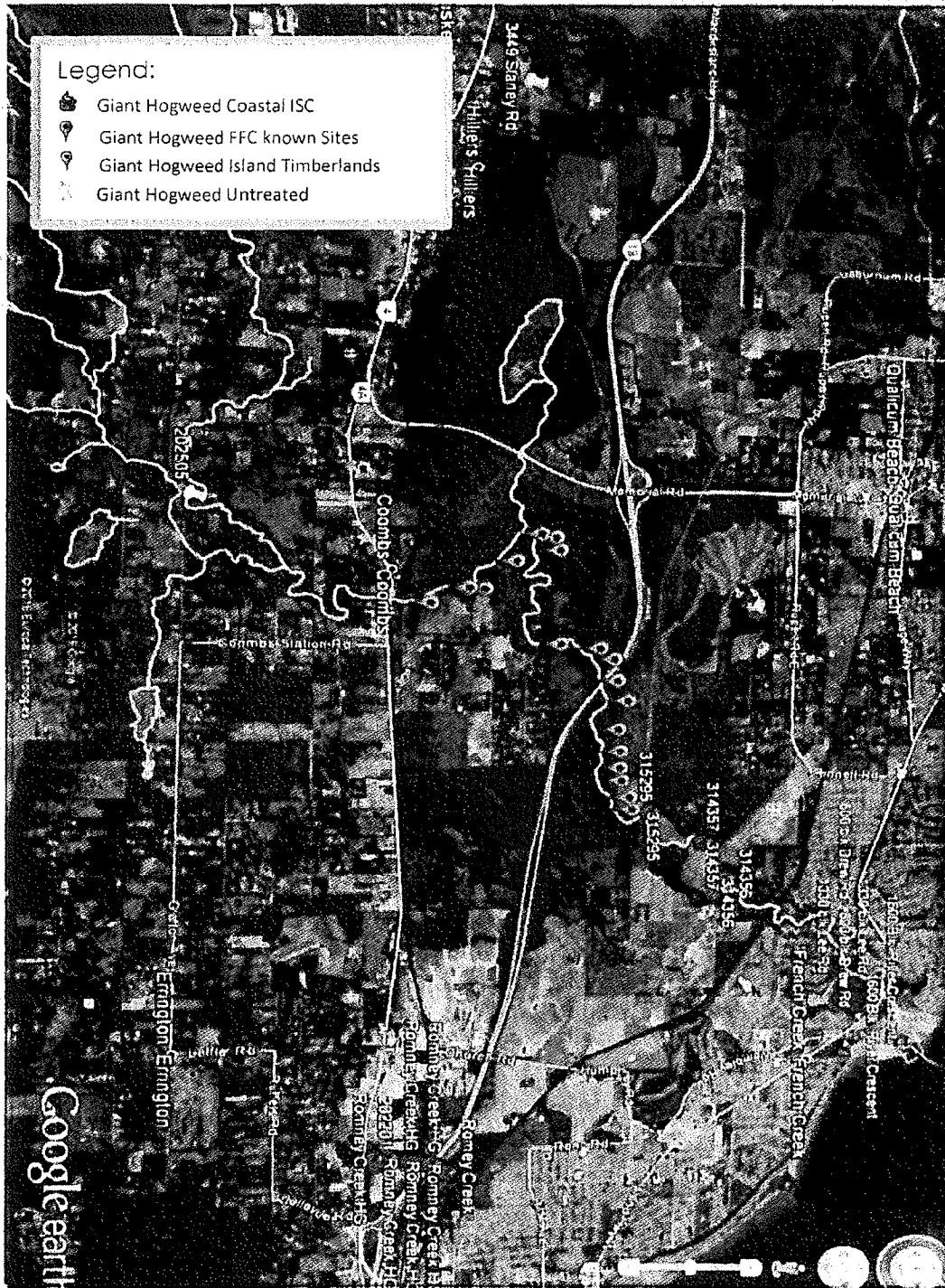
Romney Creek, a tributary of French Creek hold sporadic infestations of Giant Hogweed from where the creek crosses HWY 4a to the mouth. Refer to Map 5 for further details. Large mature stands exist at its mouth where it fans out in a City of Parkville park sandwiched between Coldwater and Despard Avenue. Following a public report, the Coastal ISC was able to mechanically remove the large flowing stands. However, the section between Coldwater Road and the Alberni highway, in the Regional District, was not treated due to budget constraints. However, this site, slated for sale and development, has been added to the 2017 treatment list after receiving written permission from the landowner.

The management goal in the French Creek Watershed is to control all Giant Hogweed starting at the upper reaches and working down in partnership with key land managers and the Friends. To achieve this goal cost effectively, it is recommended that all key land manager dealing with Giant Hogweed in the French Creek watershed, identified in this report, collaborate on developing a long-term, realistic program for undertaking any works. The timing for this meeting is proposed for the end of March, early April of 2017 following confirmation of funds form the RDN.





Map 5. Romney Creek Giant Hogweed infestation across Jurisdictional boundaries. Yellow pins are known sites and green are known Giant Hogweed sites, however not plant was found at the time of the survey.



Map 6. Giant Hogweed Sites along the French Creek Watershed. Red and black pins denote areas under treatment by Island Timberlands, Purple and black represent know problem areas identified by The Friends of French Creek and Red "fire" pins indicate the section treated in 2016 by the Coastal ISC.

Discussion

The Coastal ISC set to accomplish the following goals in 2016, progress in meeting these goals are discussed in this section

- **Control more infestations by pooling funds and gaining resource efficiencies**

Pooling funds and resources for efficient and effective co-operative invasive plant management is a strategic and fiscally responsible way of managing invasive species. From a local government perspective valuable and costly staff time is saved by undertaking a partnership approach requiring only one press release, one Knotweed Alert, one coordinator, one treatment contractor, one data entry expert and one person to summarize the findings, instead of four.

Communicating one regional message to the public results in less confusion, better public understanding and uptake of the program and signals a united front on an issue that can seem daunting and unachievable.

- **To identify Knotweed (and Giant Hogweed) infestations in both public and private lands in the Regional District of Nanaimo, Town of Qualicum Beach, and City of Parksville through a regional “Knot on My Property” media campaign and reporting system.**

Now in the second year of the program, more effort is required to identify new Knotweed sites compared to Giant Hogweed sites that are newly being reported. The coordinator surveyed neighborhoods for infestations, knocked on doors or delivered a letter and outreach material, encouraging home owners to participate in the program. All site information has been collected and recorded into a single excel document that includes: BC IAPP site number, location, land-owner contact and site information.

- **Effective control**

Typically, to successfully control Knotweed a 3-5-year commitment is required; however, some sites show success after one treatment. For the Nanaimo Regional Invasive Plant Partnership program, a total of 13 sites appear to have been effectively eradicated since last year. With a total of 95 sites effectively treated this year in the Nanaimo Region.

Knotweed treatment by a certified and trained professional means effective control and assurance that environmental and regulatory safeguards have been followed. Hiring the same contractor, year after year, allows for time savings, increase customer service and more sites treated.

With the 2016 move to select foliar application, as opposed to stem injection method, we see a similar efficacy (at this point) and less herbicide in the environment. Other benefits include the material can stay on site, instead of transporting and paying tipping fees for disposal. Foliar is a quicker application. However, in some cases such as high traffic public areas, the stem injection method may still be preferred, as it minimizes overspray and looks more esthetically pleasing.

- **Safeguard Human Health and Safety**

When it comes to Giant Hogweed the concern is less about the safe handling of herbicides, because mechanical control is effective, instead the concern is with the human health risks. All parts of the plant contain toxic compounds, which when in contact with human skin can lead to third degree burns. Taking the health risks away from the homeowner or the public and putting it in the hands of trained professional is the key in safeguarding public health. Half of the sites treated this year were found on private land and mostly in the French Creek watershed (including Romney Creek).

- **Efficient cooperative action on Giant Hogweed in the French Creek watershed**

As discussed previously in this report, 2016 marked a significant year of getting a better sense of the distribution and density of Giant Hogweed in the French Creek watershed. The Friends played a key role by passing on their knowledge following seven years of 'hogweeding' in the area. Inroads were made with Island timberlands and contributions from the Ministry of Transportation supported the cooperative action.

- **Enter treated sites into the BC Invasive Alien Plant Program database (IAPP)**

Survey and treatment data is now available in IAPP. Capturing invasive plant data in the IAPP allows for easy public access from the Report-A-Weed Map Display function. Local government staff can get access to the data-module in IAPP by contacting the Ministry of Forest Lands and Natural Resource Operations and requesting a user name and password. Having access to IAPP data entry module allows for greater functionality and the ability to extract provincial invasive plant data for effective planning and invasive plant management. Private contact information is not included in this database due to privacy protection regulations. Separate spreadsheets with corresponding paper file identification data allow for a link between both databases.

Any provincial department or agency has access to IAPP facilitating planning in the partnership areas. In particular, the Ministry of Transportation, the Ministry of Environment and the Ministry of Forests, Lands and Natural Resource Operations and providing them with tools to make budget requests for invasive plant management on Vancouver Island and the province.

- **Raise awareness of the issue, preventing the introduction and spread of invasive species**

Community action projects like the "Knot on My Property" program provides participants with an 'action', a concrete way to reducing the negative impacts of invasive species in their community and gain a better understanding of how to prevent the introduction and spread of invasive species.

Recommendations:

Proposed activities for the cooperative management of priority species in the Nanaimo Region in 2017, are outlined below.

- In mid-April 2017, monitor sites treated in 2016 through site visits and contacting landowners
- Follow up with the pesticide management regulatory agency regarding future use of the stem injection method.
- Modify the online permission form to be adequate for follow up treatments over multiple seasons
- Target Giant Hogweed in early May to avoid the plant going to seed and spreading further
- Re-treat 2016 sites, as a priority, in 2017 and subsequent sites be prioritized for treatment based on potential of spreading to riparian areas.
- Media campaign launch proposed for May to fit in with BC Invasive Species Month
- Participate in the Coastal ISC Regional Invasive Plant Strategy meeting in February and provide input on priority species and containment areas for the Nanaimo Region in partnership with other key land managers in the region. Funding request to the RDN already submitted.
- Develop a long-term, realistic program to systematically target Giant Hogweed, along with key land managers and stakeholders in the French Creek watershed. Host a French Creek Giant Hogweed strategy meeting in April to take steps in developing this plan and further engage key players in taking action for 2017 field season.

Conclusion

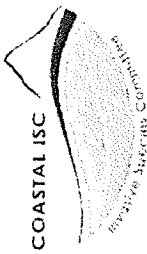
The “Knot on My Property” program was successful in increasing public awareness about the impact of invasive species and inspire action demonstrated by the sizeable response from the public.

Given the number of new reports and treatments within the partnership area, it can be concluded that the EDRR system was effectively tested allowing for any new invasive plant to be responded to in a timely and cost effective way. With new Knotweed and Giant Hogweed now identified, land managers should have better understanding of where infestations are and the scope of the local situation

This program is offered with a full subsidy provided by partner agencies, adding extras incentive for the public to participate. Coupled with professional treatment ensures ecologically sound and safe treatment of priority species.

As effective management of Knotweed and Giant Hogweed can often take several years and persistence is the key, it is advised that this program continue.

It is evident that the regional partnership approach is an effective means to address ‘high risk’ invasive species in a strategic and cost-effective way. The Coastal ISC hopes to continue to play a coordination role and offer collaboration tools to realize cost effective, efficient management of invasive species on Vancouver Island.



	Parksville	Qualicum Beach	City of Nanaimo	Nanaimo RD
KOMP PROGRAM - NANAIMO REGION				
EDUCATION/Coordination				
Coordination and communications (media release, media requests, promotion and partner engagement)	750.00	750.00	750.00	700.00
GH Alert - Regional Look with logos	200.00	200.00	200.00	100.00
250 KOMP Booklet (deliver 2015 KOMPS)	50.00			
Plantwise wallet cards (25 each), cost \$0.25	50.00	50.00	50.00	50.00
Get to Know Invasive Species Brochure	600.00	600.00	600.00	
Earth Day Event (April 23th) (staff time, booth and resources at	500.00	500.00	500.00	500.00
Hotline: Public Assistance on managing invasives on their land	2,150.00	1,500.00	2,100.00	1,350.00
TOTAL				
	2,950.00	2,950.00	2,950.00	2,950.00
	600.00	600.00	600.00	600.00
	100.00	100.00	100.00	100.00
	50.00	50.00	50.00	50.00
	200.00	200.00	200.00	200.00
	1,200.00	1,200.00	1,200.00	1,200.00
	2,000.00	2,000.00	2,000.00	2,000.00
	7,100.00	7,100.00	7,100.00	7,100.00
TREATMENT				
Public Land Treatment	yes	yes	yes	yes
Private Land Treatment	yes	yes	yes	yes
Treatment sites and data entry (Re-treat) (\$ 150/site)	1,050.00	1,350.00	3,750.00	300.00
Treatment sites and data entry (New Sites) (\$300/site)	2,700.00	900.00	5,100.00	4,200.00
Mullesy Creek Site Visit: Plan and Treatment			900.00	
Project Coordination and site selection	1,000.00	1,000.00	2,535.00	2,035.00
Mileage	200.00	200.00	400.00	300.00
Summary report	350.00	350.00	900.00	400.00
Knotweed and GH disposal				
TOTAL				
	5,300.00	3,800.00	13,585.00	7,235.00
	29,920.00	29,920.00	29,920.00	29,920.00
Education/Communication + Treatment TOTAL				
	7,450.00	5,300.00	15,685.00	8,585.00
15% Administration fee	1,117.50	795.00	2,352.75	1,287.75
Sub-total	8,567.50	6,095.00	18,037.75	9,872.75
GST (5%)	428.38	304.75	901.89	493.64
FINAL TOTAL	8,995.88	6,399.75	18,939.64	10,366.39

**Coastal Invasive Species Committee
Balance Sheet As at 12/31/2015**

ASSET

Current Assets

Coast Capital High Interest	33.99	
Coast Capital Shares	5.00	
Coast Capital Gaming	9,782.01	
COAST CAPITAL CHEQUING	<u>12,336.21</u>	
Total Cash		22,157.21
Accounts Receivable	<u>36,701.39</u>	
Total Receivable		<u>36,701.39</u>
Total Current Assets		<u>58,858.60</u>

TOTAL ASSET 58,858.60

LIABILITY

Current Liabilities

HST Charged on Sales	3,615.59	
HST Paid on Purchases	<u>-4,623.83</u>	
HST Owing (Refund)		<u>-1,008.24</u>
Total Current Liabilities		<u>-1,008.24</u>

TOTAL LIABILITY -1,008.24

EQUITY

Surplus/Deficit

Surplus/Deficit - Previous Year	40,891.08	
Surplus/Deficit Current	<u>18,975.76</u>	
Total Surplus/Deficit		<u>59,866.84</u>

TOTAL EQUITY 59,866.84

LIABILITIES AND EQUITY 58,858.60

Generated On: 04/15/2016

**Coastal Invasive Species Committee
Income Statement 01/01/2015 to 12/31/2015**

REVENUE

Sales Revenue

Sales	275.00
Sales Revenue Total	<u>275.00</u>

Government Funding

Canada Government	4,863.00
Ministry of Environment	2,647.70
Ministry of Forests and Range	29,512.00
Ministry of Transportation	109,660.00
BC Hydro	15,460.00
Regional Districts	30,673.13
Local Governments	49,250.44
BC Gaming	8,600.00
Total Government Funding	<u>250,666.27</u>

Private Funding

Invasive Plants Council of BC	320.00
Non-profit	24,274.58
Corporations and Businesses	106,766.00
Fortis BC	<u>26,187.50</u>
Total Corporations and Businesses	<u>26,187.50</u>
Total Private Funding	<u>157,566.08</u>

Other Income

Donations	100.00
Donations: Unreceived	<u>499.47</u>
Donations: Subtotal	499.47
Registrations Fees	1,193.12
Fees for Service	334.88
Interest Revenue	78.06
Bookkeeping adjustment	-0.10
Project Transfer	<u>27,206.83</u>
Total Other Income	<u>29,414.26</u>

TOTAL REVENUE 437,923.63

EXPENSE

Project Expenses - Fees for Service

FFS Contractors	82,186.00
FFS Program Management & Coord.	3,495.00
FFS Other Labor	8,610.96
Field Expenses	487.89
Field: Herbicide	2,367.82
Field Equipment	307.40
Field: Travel/Mileage	4,403.07
Field: Disposal	575.50
Field Exp: Food, Accom, Room Rental	1,073.75
Field Exp: Office allow. & supplies	<u>138.66</u>

**Coastal Invasive Species Committee
Income Statement 01/01/2015 to 12/31/2015**

Total Field Expenses	8,866.20
Total Project Expenses	<u>103,846.05</u>
Events	
Board Meetings	406.42
Rent	3,684.00
Catering/Rentals	1,777.00
Workshops/Community Events	164.99
Outreach Materials	1,429.93
Total Event Expenses	<u>7,462.34</u>
Payroll Expenses	
Wages & Salaries	80,348.70
WCB Expense	179.08
Employee Benefits	1,120.90
Payroll Expenses - Payworks	478.73
Total Payroll Expense	<u>82,127.41</u>
General & Administrative Expenses	
Accounting & Legal	1,631.68
Bookkeeping balancing	-0.10
Business Fees & Licenses	170.00
Educ & Outreach Coord	6,314.00
Project Coordinator	742.00
Contractors	178,331.57
Courier & Postage	529.71
Insurance	3,520.00
Interest & Bank Charges	49.36
Office Supplies	464.10
Computers, software, & maintenance	296.36
Website	1,391.94
Prof Dev & Conferences	339.25
Telephone & Internet	664.20
Travel: Mileage	2,091.65
Travel: Parking & Ferries	925.85
Travel: Food & Lodging	1,041.67
Total General & Admin Expenses	<u>198,503.24</u>
Other	
Project Clearing	27,208.83
Total Other Expenses	<u>27,208.83</u>
TOTAL EXPENSE	<u>418,947.87</u>
NET INCOME	<u>18,975.76</u>

Generated On: 04/15/2016

TO: Committee of the Whole **MEETING:** January 10, 2017
FROM: Wendy Idema, Director of Finance **FILE:**
SUBJECT: 2017 to 2021 Financial Plan Outstanding Items

RECOMMENDATION

1. That the Board reallocate the Provincial Grant in the amount of \$136,000 previously directed to the Island Corridor Foundation agreement to be used for evaluations and analysis related to the establishment of services or the review of existing services.
2. That District 69 Search and Rescue requisition funding and transfer to the Arrowsmith Search and Rescue Society be maintained at existing levels.
3. That the Board requisition funds under the Feasibility Service to be held in a Regional District Feasibility Reserve fund or in specific Electoral Area Feasibility Reserve funds for service review requests and for feasibility studies for new amenities.

SUMMARY

There are three outstanding items, other than external funding requests related to the 2017 to 2021 Financial Plan (1) Direction is required on the use of the \$136,000 previously held in reserves for the Island Corridor Foundation agreement; (2) an analysis of the comparative funding between District 68 and 69 Land Search and Rescue Services as requested by Board motion December 6, 2016 and (3) a recommendation that Feasibility Service funds be raised to provide for new service and amenity planning.

BACKGROUND

The following are summaries of the outstanding items related to the 2017 budget at December 31, 2016.

1. \$136,000 received under the Province's Strategic Community Investment Fund grants from 2013/14 has been held in reserve pending the outcome of the Island Corridor Foundation agreement. As that agreement has been terminated, the reallocation options are:
 - Maintain the funds in a reserve to be used for evaluations and analysis related to the establishment of services or the review of existing services.
 - Apply the funds to other services such as parks or grants-in-aid.
 - Apply the funds directly to the Legislative Services and Electoral Areas 2017 budgets.

As there were no specific Provincial criteria for use of the Strategic Community Investment Funds other than to use them to benefit the community, reallocation to any of the above areas would be consistent with their purpose.

2. District 69 Search & Rescue Funding – at the December 6, 2016 Board meeting, the following motions were passed:

MOVED Director Fell, SECONDED Director Rogers, that the Arrowsmith Search and Rescue be funded at the same mill rate as the Nanaimo Search and Rescue.

MOVED Director Stanhope, SECONDED Director Westbroek, that this motion be referred to staff to prepare a report to compare the two search and rescues in Districts 68 and 69.

The District 69 Search and Rescue funding was confirmed as a new service in 2016 with an annual operating transfer of \$10,000 to the Arrowsmith Search and Rescue Society (ASAR). As well, ASAR built an addition to the Coombs-Hilliers fire hall in 2003 for their training headquarters and for storage of their equipment and vehicles. There is a long-term agreement with ASAR at no charge for use of this RDN property and it is difficult to establish an equivalent rental value as if ASAR had to rent property. The requisition for this service is allocated based on population at an amount of \$0.228 per capita which results in a mil rate of between \$0.07 and \$0.13 per \$100,000 of assessment depending on area population.

The Nanaimo Search and Rescue Society is provided with two amounts annually. RDN pays \$24,000 annually for their City of Nanaimo owned rental space and provides a \$5,975 operating grant to the Society. The requisition for this service is allocated based on population at an amount of \$0.294 per capita resulting in a mil rate of between \$0.09 and \$0.17 per \$100,000 of assessment.

3. Feasibility Service funding – Electoral areas individually and the RDN as a whole can requisition funds to be held for feasibility studies or voter approval processes related to new or existing services and amenities. Also, because Community Works funds and other grant funded projects do not allow for certain costs such as legal fees to be paid from that funding, feasibility funds can be used to assist with costs not covered by grant funding. For example, \$15,000 was raised for Electoral Area 'B' in 2015 for the review and establishment of the Gabriola Taxi-Saver Service and the Gabriola Transit Contribution service. For 2017, \$5,000 will be raised for Electoral Area 'G' Feasibility related to water services planning.

Staff recommend that the Board consider raising funds regionally to provide some base funding should there be a request for new amenities or a service review. As well, should an Electoral Area wish to develop feasibility service funds for new services or elector approval processes that may arise specific to their area, funds could be raised for this purpose through the 2017 or future requisitions. Feasibility Service funds are held in reserve until needed.

ALTERNATIVES

1. That the Board reallocate the Provincial Grant in the amount of \$136,000 previously directed to the Island Corridor Foundation agreement be used for evaluations and analysis related to the establishment of services or the review of existing services.
2. That District 69 Search and Rescue requisition funding and transfer to the Arrowsmith Search and Rescue Society be maintained at existing levels.
3. That the Board requisition funds under the Feasibility Service to be held in a Regional District Feasibility Reserve fund or in specific Electoral Area Feasibility Reserve funds for service review requests and for feasibility studies for new amenities.

FINANCIAL IMPLICATIONS

Alternative 1

There are no additional direct financial implications to holding the \$136,000 in reserve for service review purposes. Alternatively the funds could be provided to another service for a specific regional park project or for general grants-in-aid should requests arise from community groups over 2017. If the funds were applied directly to the Legislative Services and Electoral Areas budget for 2017, they could be used to reduce the requisition impacts of the planned Regional Service Review.

Alternative 2

Revising the District 69 requisition to be equivalent to the District 68 mil rate is complex.

If the cost per capita in District 69 was set at the same \$0.294 amount as in District 68, it would result in an additional \$3,145 raised for the service in District 69. However if rent was charged to ASAR for the space at Coombs-Hilliers Fire Hall, the cost would likely be more than the \$3,145 difference between the current \$10,000 they receive for operations and a total of \$13,145. Staff are not recommending a change to the District 69 transfer at this time as the combination of space at no cost and the \$10,000 in operational funding likely matches or exceeds the value provided to the Nanaimo Land Search and Rescue Society.


Alternative 3

Raising \$50,000 to hold in a regional reserve for feasibility studies across the RDN results in a cost of \$0.20 per \$100,000 of residential assessment. For Electoral Areas, raising \$5,000 toward an Electoral Area specific Feasibility Reserve for example results in a cost per \$100,000 as follows:

- | | | | |
|----------------------|--------|------------------|--------|
| • Electoral Area 'A' | \$0.41 | Electoral Area F | \$0.39 |
| • Electoral Area 'B' | \$0.44 | Electoral Area G | \$0.30 |
| • Electoral Area 'C' | \$0.50 | Electoral Area H | \$0.49 |
| • Electoral Area 'E' | \$0.26 | | |

STRATEGIC PLAN IMPLICATIONS

The 2016 to 2020 Strategic Plan includes a number of governing principles that reflect the discussion items noted above including to “show fiscal restraint” and “to be fair and equitable”. Providing funding for services in a justifiable and fair manner can be challenging in a Regional District where participants in a service vary across jurisdictions and sometimes within jurisdictions. The Board is required to balance the demands for new and additional services and amenities with the impacts to the tax requisition while also trying to support future growth for the community.



for Wendy Idema, widema@rdn.bc.ca
December 16, 2016

Reviewed by:

- T. Moore, Manager, Accounting Services
- M. Manhas, Manager Capital Accounting & Financial Reporting
- P. Carlyle, Chief Administrative Officer

TO: Committee of the Whole **MEETING:** January 10, 2017
FROM: Wendy Idema, Director of Finance **FILE:** 1855-04- COWO
SUBJECT: 2017 Community Works Funded Projects Update

RECOMMENDATION

1. That the Community Works Funds program project lists included in Attachments 1 be approved and that staff be authorized to continue work on the projects as needed.

SUMMARY

The renewed Gas Tax Agreement (GTA) between Canada, British Columbia and UBCM, and the 2014-2024 Community Works Fund (CWF) agreement between the RDN and UBCM took effect April 1, 2014. Under these agreements, local governments receive annual transfers which may be used for local priorities to improve public infrastructure. This report updates the status of CWF projects and ensures spending approvals are in place. The per capita amount received is based on rural area population with \$1,676,565 before interest expected for the RDN in 2017. Attachments 1 provides a list of current CWF funded projects by area, Attachment 2 is a list of future projects that are currently being discussed and Attachment 3 provides a list of eligible project categories.

BACKGROUND

The projects listed provide a broad range of outcomes including the development of community water and sewer systems, walking/cycling trails, recreation infrastructure, building upgrades and the implementation of official community plan initiatives.

Some of the projects include a transfer of funding to another local government or to a not-for-profit association. In those cases, sub-agreements are completed with these eligible recipients to ensure compliance with all of the Gas Tax Program criteria and reporting requirements. Costs such as land purchases, legal costs and operating/administrative costs remain ineligible under the gas tax funding program. There is an expectation under the program that the ultimate recipients (local governments and other eligible entities) are required to “work to strengthen” asset management during the term of the agreement.

Each municipality within the Regional District receives funds separately for the same purposes. This program is separate from the application based Strategic Priorities Fund which provides funding for projects that are larger in scale, regional in impact, or innovative in nature.

ALTERNATIVES

1. Endorse the Community Works Funds program projects as presented.
2. Recommend changes to the proposed projects and endorse an amended plan.

FINANCIAL IMPLICATIONS

Alternative 1

In 2017, the RDN will receive a minimum of \$1,676,565 in CWF base funding before interest. A base funding of \$50,000 is received as floor funding and is allocated to cross-area projects and the remaining \$1,626,565 is allocated to electoral areas on a per capita basis. Allocations will be updated when 2016 census results are known.

The following table sets out estimated balances available by area. However, the 2016 final costs are pending and several of the project amounts are unknown or based on rough estimates only at this time. This information will continue to be updated.

	Dec 31, 2016 Preliminary Balance	2017 Estimated Allocation	2017 Projected Spending	Estimated Remainder Available
Base funding	\$96,800	\$50,000	\$20,000	\$126,800
Electoral Area A	\$1,652,975	\$307,790	\$337,875	\$1,622,890
Electoral Area B	\$942,355	\$170,900	\$830,000	\$283,255
Electoral Area C	\$761,170	\$131,860	\$330,000	\$563,030
Electoral Area E	\$640,355	\$248,345	\$670,000	\$218,700
Electoral Area F	\$1,464,210	\$313,575	\$1,023,860	\$753,925
Electoral Area G	\$1,498,830	\$302,420	\$50,000	\$1,751,250
Electoral Area H	\$538,895	\$151,675	\$113,200	\$577,370
Total	\$7,595,590	\$1,676,565	\$3,374,935	\$5,897,220

Under this alternative, \$4,664,511 will be used from CWF as outlined in Attachment 1. \$3,374,935 is projected to be spent in 2017 and \$1,289,576 of this budget was spent in prior years. Use of Community Works Funds for these projects allows us to fund projects and provide funding to external agencies to undertake projects which would not otherwise be feasible without significant tax increases.

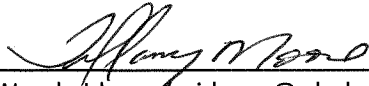
The use of Community Works Funds can be authorized at any time. Should the Board identify new projects during 2017 to be incorporated in workplans, they can be authorized to proceed at that time.

Alternative 2

The financial implications of alternative 2 would be dependent on the amended plan.

STRATEGIC PLAN IMPLICATIONS

The use of CWF funds to support capital and asset planning projects is strongly supported by the 2016 to 2020 Strategic Plan Focus Areas for Economic Health, Environment, Relationships and Service and Organizational Excellence. The funds are used to support volunteer organizations, improve water and wastewater infrastructure, provide recreation and park facilities and move towards a strong long-term community asset planning focus for the Regional District.

for 
Wendy Idema (widema@rdn.bc.ca)
December 12, 2016

Attachments

1. Community Works Projects Listing
2. Potential Community Works Projects
3. Community Works Funds Eligible Project Categories

Reviewed by:

- R. Alexander, General Manager, Regional & Community Utilities
- T. Osborne, General Manager, Parks & Recreation
- D. Trudeau, General Manager, Transportation & Emergency Services
- G. Garbutt, General Manager, Strategic & Community Development
- J. Harrison, Director of Corporate Services
- P. Carlyle, Chief Administrative Officer

**ATTACHMENT 1
 COMMUNITY WORKS PROJECTS COMPLETED, UNDERWAY or PLANNED**

ELECTORAL AREA A Projects		Previously Approved	For Current Approval	Description
Snuneymuxw First Nations Sport Court – EA A	\$300,000 budget	\$300,000	\$0	Capital funding agreement for sport court upgrades, agreement completed
Morden Colliery Bridge & Trail Design – EA A	\$80,000 budget \$17,875 carried to 2017	\$80,000	\$0	Community consultation & development of detailed design plan and costing, pending ALC review
Cedar Community Hall HVAC Upgrade – EA A	\$21,182 spent, project complete	\$21,182	\$0	Capital funding agreement
Community Busing Review – EA A	\$20,000 budget	\$0	\$20,000	Provision of report providing alternatives and cost estimates for EA A
Cranberry Community Hall Capital Upgrades	\$146,000 spent, project complete	\$146,000	\$0	Capital funding agreement with Cranberry Improvement District
ELECTORAL AREA B				
Gabriola Village Trail Design Phase – EA B	\$100,000 budget \$2,800 carried to 2017	\$100,000	\$0	Development of detailed design plan incorporating surveys, environmental studies, landowner, community and MoTI consultation
Gabriola Village Trail Construction Phase – EA B	\$TBD	\$0	\$TBD	To be brought forward to the Board for approval pending final design and cost estimates.
Gabriola Commons Solar Array – EA B	\$16,035 spent, project complete	\$16,035	\$0	Funding agreement for Installation of solar array for power generation
Huxley Park Recreation Infrastructure – EA B	\$70,000 preliminary estimate	\$0	\$70,000 preliminary estimate	Sport Court & Playground upgrades pending grant funding
Gabriola Rollo Centre Capital Upgrades – EA B	\$19,959 spent, project complete	\$19,959	\$0	Funding agreement with Gabriola Seniors Citizens Association

ELECTORAL AREA B (continued)		Previously Approved	For Current Approval	Description
Gabriola Museum Accessibility Upgrade – EA B	\$5,000 spent, project complete	\$5,000	\$0	Funding agreement with Gabriola Historical & Museum Society
Gabriola Island Community Hall Upgrades – EA B	\$17,500 budget	\$17,500	\$0	Funding agreement with Community Hall Association, 2017 project
Gabriola Golf Club Capital Equipment – EA B	\$28,500	\$28,500	\$0	Funding agreement with Golf Club for capital equipment funding
ELECTORAL AREA C				
Extension School Historic Site Upgrades - EA C	\$300,000 preliminary budget	\$250,000	\$50,000	Pending Funding agreement with Extension Recreation Society for redevelopment of historic school
EA C Water Services Planning	\$30,000 budget	\$0	\$30,000	Initial infrastructure plan for area water
ELECTORAL AREA E				
Community Signage Program – EA E	\$34,300 spent, project complete	\$34,300	\$0	Integrated wayfinding and community signage program for Nanoose Bay
Claudet Community Park Trail – EA E	\$100,000 spent, project complete	\$100,000	\$0	Trail design & construction
Blueback Community Park – EA E	\$50,000 spent, project complete	\$50,000	\$0	Park and trail infrastructure upgrades
Oakleaf Community Park – EA E	\$30,000 budget, \$10,000 carried to 2017	\$30,000	\$0	Park and trail infrastructure upgrades
Nanoose Bay Water Quality/Quantity Monitoring – EA E	\$330,000 budget, \$130,000 carried to 2017	\$330,000	\$0	Development & capital infrastructure for well monitoring program over 2015 - 2018
Urban Interface Firefighting Water Storage Tanks – EA E	\$235,000 budget	\$105,000	\$130,000	Installation of infrastructure for water storage in urban interface areas

ELECTORAL AREA E (Continued)		Previously Approved	For Current Approval	Description
Nanoose Place Capital Upgrades – EA E	\$215,000 budget, \$120,000 carried to 2017	\$215,000	\$0	Agreement with Nanoose Bay Activities & Recreation Society for HVAC and other building upgrades
Nanoose Bay Peninsula Water Service Pump Station – EA E	\$600,000 budget	\$600,000	\$0	Contribution to \$1.8 million capital project over 2016-2018
Nanoose Bay Fire Hall HVAC optimization – EA E	\$9,000 budget	\$0	\$9,000	Programming and capital improvements to optimize system & energy savings
ELECTORAL AREA F				
Westerne Heights Water System Upgrades – EA F	\$40,000 budget	\$40,000	\$0	Engineering & construction of upgrades to water system taken over by RDN to meet VIHA requirements
Whiskey Creek Water System Upgrades – EA F	\$450,000 budget \$424,000 remaining	\$450,000	\$0	Engineering and construction of treatment facility for Whiskey Creek Water System in response to order from Island Health
Meadowood Community Rec Centre – EA F	\$450,000 preliminary budget	\$450,000 preliminary budget	\$0	Pending final site selection, design and costing
Arrowsmith Community Trails – EA F	\$18,835 spent, project complete	\$18,835	\$0	Cranswick Road trail development/upgrades
E&N Rail Trail contribution – EA F	\$400,000 budget	\$400,000	\$0	Contribution to French Creek to Coombs trail development project

ELECTORAL AREA G		Previously Approved	For Current Approval	Description
E&N Rail Trail contribution – EA G	\$125,000 budget	\$125,000	\$0	Contribution to French Creek to Coombs trail development project
Water Service Infrastructure Planning – EA G	\$50,000 budget	\$50,000	\$0	EPCOR water system purchase review
ELECTORAL AREA H				
Spider Lake Broadband – EA H	\$90,000 budget	\$0	\$90,000	Partnering project underway with Telus to expand coverage-project previously Board approved but dollars now known until now
OCP Review Plans – EA H	\$75,000 budget	\$60,000	\$15,000	Active Transportation Plan & ALR Boundary Scoping (\$30,000 each largely complete 2016), Archeological Overview Assessment (\$15,000 underway)
Bowser Sewer Servicing Design – EA H	\$15,000 budget	\$0	\$15,000	Contribution to comprehensive design & costing project
Lighthouse Community Centre Upgrades – EA H	\$85,000 spent, project complete	\$85,000	\$0	Agreement with Lighthouse Community Centre for upgrade funding
Bowser Legion Capital Upgrades – EA H	\$58,200 spent, project complete	\$50,000	\$8,200	Agreement with Ladies Auxiliary of Bowser Legion for upgrade funding
Tulnuxkw Lelum Bowser Cultural Learning Space	\$30,000 budget	\$30,000	\$0	Agreement with Bowser Elementary School PAC for capital funding
ALL ELECTORAL AREAS				
Green Building Best Practices Guidebook Series – all EAs	\$20,000 budget	\$20,000	\$0	Continue to review and develop compendium of guidebooks. 2017 = Onsite Grey Water Reuse – pending Provincial guidance being completed
TOTAL BUDGET All Projects	\$4,664,511	\$4,227,311	\$437,200	

**ATTACHMENT 2
 POTENTIAL COMMUNITY WORKS PROJECTS**

	Budget	Previously Approved	For Current Approval	Description
Gabriola Cycling Plan – EA B	\$50,000 budget	\$50,000	\$0	Plan design
Gabriola Island Recycling Centre – EA B	\$TBD	-	\$TBD	Capital equipment funding, pending additional information
Jack Bagley Field Improvements – EA E	\$TBD	-	\$TBD	Shared project with School District 69
Errington Community Park Playground – EA F	\$150,000	\$150,000	\$0	Capital upgrades and equipment purchase
French Creek Community Path & Trail – EA G	\$100,000	\$100,000	\$0	Detailed design plans incorporating surveys, environmental studies, landowner, community and MoTI consultation
Deep Bay to Shaw Hill Roadside Trail – EA H	\$TBD	\$TBD	\$0	Project in conjunction with MOTI

Note: Work related to community trails planning projects will be combined where possible to obtain efficiencies and may require phasing depending on MoTI staff availability. Survey costs may be significant in some areas depending on information available and obstacles encountered (such as driveways). Type of trail and level of accessibility would be decided through the design process.

ATTACHMENT 3 COMMUNITY WORKS FUNDS ELIGIBLE PROJECT CATEGORIES

- **Capacity building** – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices. Under the capacity building category, items related to asset management have been added such as long-term infrastructure plans, studies, strategies, or systems related to asset management and training directly related to asset management planning.
- **Local roads, bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- **Highways** – highway infrastructure.
- **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- **Short-line rail** – railway related infrastructure for carriage of passengers or freight.
- **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
- **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- **Public transit** – infrastructure that supports a shared passenger transport system that is available for public use.
- **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- **Community energy systems** – infrastructure that generates or increases the efficient usage of energy.
- **Brownfield Redevelopment** – remediation or decontamination and redevelopment of a brownfield site within Local Government boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
- **Sport Infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- **Recreational infrastructure** – recreational facilities or networks.
- **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
- **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
- **Disaster mitigation** – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters. Limited to projects/costs that are for mitigation, not response related infrastructure.

TO: Regional District of Nanaimo Board **MEETING:** January 10, 2017
FROM: Jeff Ainge **FILE:** 1025-01
Asset Management Coordinator
SUBJECT: UBCM Asset Management Planning Program – Grant Application 2017

RECOMMENDATION

That the Board support an Asset Management Planning Program grant application to the Union of British Columbia Municipalities to complete a *Condition Assessment Plan and Implementation Framework*.

SUMMARY

An organization-wide approach to determining and documenting asset condition is required in order to implement the Regional District of Nanaimo's (RDN) strategic asset management program.

In October 2016, the UBCM Asset Management Planning Program announced a grant funding opportunity for 2017 with an application deadline of November 18, 2016. Staff submitted an application to fund a *Condition Assessment Plan and Implementation Framework*. The application has been approved in-principle, pending a Board resolution in support of the application. Following submission of a Board resolution supporting the project, the work will be incorporated into asset management plans to be developed over 2017.

BACKGROUND

In October 2016, the UBCM Asset Management Planning Program announced a funding opportunity for 2017 with an application deadline of November 18, 2016. An application was submitted to the UBCM in order to meet that deadline with an explanatory note indicating that a Board resolution would follow. The application has since been approved in-principle, pending receipt of a Board resolution supporting the project (see Attachment 1).

Condition assessments are an essential asset management tool designed to detect and quantify asset degradation over time, and provide an evidence-based means of quantifying remaining useful life. This provides information necessary to identify infrastructure related risks, prioritize asset maintenance and renewal programs, and reduce uncertainty in medium to long-term financial planning for infrastructure.

At present, condition assessments are undertaken at the departmental level. The benefits of an organization-wide framework for determining and documenting asset condition are consistency in estimating the remaining useful life of assets currently in service and reduced risk of service interruption due to unanticipated early failure of infrastructure assets.

To ensure these benefits are optimized across the RDN, implementation of a condition assessment framework will rely on reviewing current practices, identifying gaps as well as best practices currently in

place; and incorporating the results and recommendations from the project into departmental asset registries and asset management plans.

ALTERNATIVES

1. That the Board support an Asset Management Planning Program grant application to the Union of British Columbia Municipalities to complete a *Condition Assessment Plan and Implementation Framework*

Under this alternative, the RDN would provide the Board resolution required to complete the grant application already approved in-principle, submitted on November 18, 2016.

2. That the Board not support an Asset Management Planning Program grant application to the Union of British Columbia Municipalities.

Under this alternative, staff would withdraw the application.

FINANCIAL IMPLICATIONS

The Asset Management Planning Program grant provides up to 50% of total project costs to a maximum of \$10,000. A detailed budget has been prepared in support of the application (see Attachment 2), which if successful would require an estimated in-kind contribution of \$5,000 (RDN staff time) and up to \$5,000 allocated to professional fees from the Asset Management function.

STRATEGIC PLAN IMPLICATIONS

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



Jeff Ainge

jainge@rdn.bc.ca

December 16, 2016

Attachments

1. UBCM Notification of Approval in Principle
2. Proposed Project Budget

Reviewed by:

- C. Midgley, Manager, Water Services & Asset Management
- R. Alexander, General Manager, Regional & Community Utilities & Solid Waste
- P. Carlyle, Chief Administrative Officer

Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided
by UBCM

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For program
information, visit the
Funding Programs
section at:

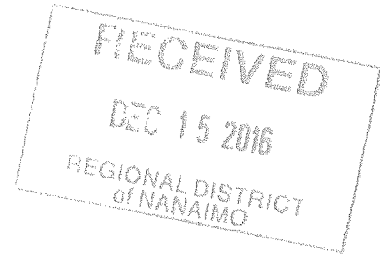
www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca

Phone: (250) 356-2947



December 13, 2016

Chris Midgley, Manager
Water Services and Asset Management
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Re: 2017 Asset Management Planning Program – Approval in Principle

Dear Mr. Midgley,

Thank you for submitting an application for the 2017 Asset Management Planning grant program.

I am pleased to inform you that your project, *Condition Assessment Plan – Preparing an Implementation Framework*, has been approved in principle for funding.

Pending satisfactory receipt of the following item, your application will be eligible for full approval:

- Local government resolution indicating support for the proposed project and willingness to provide overall grant management.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at lgps@ubcm.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Ronald".

Peter Ronald
Programs Officer

Asset Management Planning Program (2017)

Regional District of Nanaimo Application

Condition Assessment Plan - Preparing a Plan and Implementation Framework

Project Budget

Task	RDN Funding	UBCM Funding	Total
Contract Administration and Project Coordination	\$ 1,500.00	-	\$ 1,500.00
Identify & prioritize asset groups requiring condition assessments	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
Define condition assessment procedures for each asset group	\$1,000.00	\$ 2,500.00	\$ 3,500.00
Document and implement methods for rating asset condition	\$ 1,500.00	\$ 2,000.00	\$ 3,500.00
Establish electronic records of condition ratings	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00
Establish a method to indicate confidence of the condition rating	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Establish a framework to evaluate condition assessments and apply results to Asset Management Plans, plus financial and strategic planning processes.	\$ 2,000.00	\$ 1,500.00	\$ 3,500.00
TOTALS	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: January 10, 2017

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780 30 MA

SUBJECT: Regional Growth Strategy Bylaw 1615.01, 2016

RECOMMENDATIONS

1. That the Board agree to the revision to “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” as proposed by the Town of Qualicum Beach.
2. That the second reading of “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” be rescinded.
3. That “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” be read a second time as amended and as outlined in Attachment 2.
4. That “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” be referred to member municipalities and adjacent regional districts for acceptance.
5. That the Regional District of Nanaimo notify the Minister of Community, Sport and Cultural Development with respect to “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” that alternative wording has been formulated for consideration of acceptance by affected local governments.
6. That the section on minor amendments be reviewed as part of the next Regional Growth Strategy Review.

SUMMARY

The Regional District of Nanaimo initiated a process to amend the Regional Growth Strategy (RGS) to clarify when an amendment may be considered a minor amendment. The amendment bylaw was given first and second reading on March 22, 2016. A Public Hearing was held for the proposed amendment on April 13, 2016 in the RDN Board Chambers. The bylaw was then referred to affected local governments for acceptance. All of the adjacent regional districts and three of the four member municipalities accepted the RGS amendment. The Town of Qualicum Beach did not accept the RGS amendment.

Following the non-acceptance of the RGS amendment by Qualicum Beach (the Town), the RDN notified the Minister of Community, Sport and Cultural Development. The Minister has directed the RDN and Town to reach acceptance using a non-binding resolution process. Prior to developing a formal dispute resolution process the Town developed alternative wording for the RGS bylaw amendment for

consideration by the RDN Board (see Attachment 1 Proposal by Qualicum Beach for Revisions to Bylaw 1615.01). Staff from the RDN and the member municipalities have reviewed the proposed revision and agree that it is supportable and should be considered by the RDN Board. Should the Board agree that the proposed revisions to Bylaw 1615.01 are acceptable then the process to adopt Bylaw 1615.01 can proceed.

As there is a revision to the bylaw amendment the bylaw must be given an amended second reading and then sent out again to all affected local governments for acceptance. Staff recommend proceeding with revisions to Bylaw 1615.01 as submitted by the Town of Qualicum Beach. The process is to rescind second reading and give the bylaw amended second reading as per Attachment 2 Amended Second Reading for Regional District of Nanaimo Regional Growth Strategy Bylaw 1615.01. Following approval of amended second reading for Bylaw 1615.01 it will need to be referred to affected local governments for acceptance. The process for completing the RGS bylaw amendment can be seen in Attachment 3 Process For Adopting RGS Bylaw Amendment.

BACKGROUND

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

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

All three of the adjacent regional districts and three of the four member municipalities accepted the RGS bylaw amendment. The Town of Qualicum Beach did not accept the RGS bylaw amendment. In accordance with provincial legislation the Minister of Community Sport and Cultural Development was notified. The Minister replied on October 6, 2016 and directed the parties to use a non-binding resolution process.

Prior to commencing the formal dispute resolution process the Town of Qualicum Beach developed a three part proposal with alternative wording for the bylaw amendment (see Attachment 1). This alternative wording was presented to the staff of the regional district and the member municipalities. After the alternative wording was presented, staff agreed that the revision was supportable and should be taken to the RDN Board and that the RDN should proceed with the bylaw approval process. The revised wording is intended to be an interim measure and a full review of the section on minor amendments should occur during the next RGS review.

Intergovernmental Implications

The reason for initiating the amendment to the RGS was to address two concerns related to the criteria for minor amendments. The first concern was a perceived conflict between amendments that are considered minor and amendments not considered minor. The second concern is that it is not clear

what is meant by a full OCP review process. The proposed amendment that was not accepted by the Town attempted to address these concerns by clarifying that the list of amendments not considered minor do not apply if a full OCP review has been conducted and that all of the types of amendments not considered minor must be contemplated as part of an OCP review process.

The Town did not accept RGS Bylaw 1615.01 as it believed that the proposed amendment did not clarify what constitutes a “full OCP review Process” and it would expand the types of amendments that qualify as minor amendments. The Town also believed that the proposed amendment would expand the scope of minor amendments beyond what was intended in the *Local Government Act*.

If an affected local government does not accept the RGS bylaw amendment then the next step is for the regional district and the municipality that did not accept the bylaw to jointly develop a dispute resolution process. However, discussions between the RDN and the Town can continue while the process for a formal dispute resolution process is developed. Further, a revision to the original bylaw amendment can be developed prior to entering into a formal dispute resolution process which can then be considered by the RDN Board for referral for acceptance.

After the Town notified the RDN about not accepting the RGS bylaw amendment the Town developed an alternative to the proposed RGS amendment. In addition to revised wording for the bylaw amendment, the Town is recommending two other actions for the RDN and the other member municipalities (see Attachment 2). To gauge support for the Town’s proposal, it was presented to staff from the RDN and the other member municipalities. Staff from the RDN and the member municipalities are in agreement that the proposal does provide a viable alternative to the original bylaw amendment and is worthy of consideration by the Board.

The proposal from the Town is comprised of three parts:

The first part is to encourage all regional partners to define what is meant by a “full Official Community Plan review”. Each partner could define what they consider to be a full OCP review. If the RDN and the member municipalities each provided a definition this would address the concern of what is meant by a full OCP review. This addresses one of the original concerns with the current wording in the RSG which is that it is not clear what is meant by a full OCP review.

The second part is to thoroughly review the entire section in the RGS on Minor Amendments as part of the RGS Review which is scheduled for consideration by the Board in 2017. A thorough review of the section on minor amendments would allow for revisions that would clearly outline the types of RGS amendments that should be considered through the minor amendment process. The language must be clear on what does and what does not qualify as a minor amendment.

The third part is to revise the wording for the RGS Bylaw amendment. The revised wording for the bylaw amendment is intended as an interim measure and may change again after a comprehensive assessment of the section on minor amendments during the next RGS Review.

The proposed revision to the Bylaw amendment is different from the one that was not accepted by the Town in one key aspect. The wording in the original RGS Bylaw amendment 1615.01 maintained the statement that amendments are not considered minor “that include land in the Agricultural Land Reserve”. The change of wording proposed by the Town is amendments are not considered minor “that will negatively impact agricultural lands or land in the Agricultural Land Reserve”.

This would mean that an OCP review can include lands in the Agricultural Land Reserve and provided there is no negative impact to those lands as a result of changes to the OCP then an OCP amendment can be considered minor. The main difference between the current wording and the revised wording is that if the OCP does not propose any changes that will have a negative impact on lands in the ALR and continues to support agriculture then it can still qualify as a minor amendment. This is in contrast to the current wording in the minor amendment criteria which states that OCP reviews that include land in the ALR do not qualify as a minor amendment. This addresses the other original concern which was a perceived conflict between amendments that are considered minor and amendments and that are not considered minor.

The process is to now give RGS bylaw amendment 1615.01 an amended second reading and refer it out to the affected local governments for acceptance.

ALTERNATIVES


1. To proceed with the process for adopting “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”.
2. To not proceed with the process for adopting “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” and instead proceed to a non-binding resolution process with the Town of Qualicum Beach and the other member municipalities.
3. Abandon the bylaw amendment and consider revisions to the section on minor amendments at the next Regional Growth Strategy Review.

FINANCIAL IMPLICATIONS

There are no financial implications for alternatives one and three. The 2017 Regional Growth Management budget includes staff time to complete the bylaw amendment. Initiating a review of the RGS is on the Long Range Planning work plan for 2017 and funding has been allocated to support the RGS review process.

STRATEGIC PLAN IMPLICATIONS

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



Paul Thompson
pthompson@rdn.bc.ca
December 16, 2016

Reviewed by:

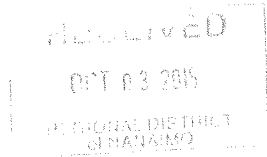
G. Garbutt, General Manager, Strategic and Community Development
P. Carlyle, Chief Administrative Officer

Attachments

1. Proposal by the Town of Qualicum Beach for Revisions to Regional Growth Strategy Bylaw 1615.01
2. Amended Second Reading for Regional District of Nanaimo Regional Growth Strategy Bylaw 1615.01
3. Process For Adopting RGS Bylaw Amendment

Attachment 1

Proposal by the Town of Qualicum Beach for Revisions to Regional Growth Strategy Bylaw 1615.01



TOWN OF QUALICUM BEACH
INCORPORATED 1942

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

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

September 27, 2016

Geoff Garbutt, General Manager
Strategic & Community Development
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

E-MAILED

Dear Mr. Garbutt

Proposed Changes to Regional Growth Strategy Bylaw No. 1615.01

This correspondence is a follow-up to the letter from Town of Qualicum Beach Mayor Westbrook to Chair Veenhof sent on June 20, 2016 in which it was mentioned that the Town has not accepted the above noted bylaw. I am writing to propose several next steps toward the resolution of this matter.

1. Encourage regional partners to clarify community expectations for a "full OCP review"

As per the letter from June 20, 2016, the Town is concerned about the lack of clarity about what constitutes a full OCP review process. However, it is not a simple matter to define a full OCP review process, since different jurisdictions will conduct OCP reviews in different ways that may vary from one OCP review to the next. The Town is currently preparing for a full OCP review, and will be engaging the public in a discussion about community expectations for this and future OCP reviews. One possible outcome is that the Town will include language clarifying the process for OCP reviews in the bylaw itself. While it is not suggested that this be regulated through the regional growth strategy, it may be appropriate for other partnering jurisdictions to undertake a similar process.

2. Thoroughly review the section on minor amendments during the next RGS review

Revising this section would clarify ambiguities and ensure that it meets the original intent. Minor changes to the wording may be suitable as an interim measure; however, the entire section should be reviewed.

.../2

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

Regional Growth Strategy – Proposed Changes to Bylaw 1615.01
September 27, 2016
Page 2

3. Reduce the potential conflict between RGS Sections 1.5.1 (1) and 1.5.1 (2) as an interim measure

The attached document shows a change to the amendment bylaw that would be a reasonable compromise until a full RGS review can be completed.

Please contact me directly if there are any questions, concerns or suggestions for the resolution of this matter.

Regards



Luke Sales, MCIP, RPP
Director of Planning and Community Development

attachment

cc Mayor & Councillors
D. Sailland, CAO

file: 6430-02-rgs
N:\6400-6999 PLANNING AND DEVELOPMENT\Letters\2016\RDN.RevisionsToRGSAmendment.ls.docx

Regional Growth Strategy – Proposed Changes to Bylaw 1615.01
September 27, 2016
Page 3

Proposed Amendment to RGS Minor Amendment Criteria
As revised by the Town of Qualicum Beach
September 27, 2016

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:

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

2. Although not considered as an exhaustive list, the following types of amendments are not considered minor, unless they have been contemplated as a part of a full official community plan review process:

- Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
- ~~Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;~~
- Those that will negatively impact agricultural lands or land in the Agricultural Land Reserve;
- Those related to a development that would require significant works to address a natural hazard;
- Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
- Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Attachment 2

Amended Second Reading for Regional District of Nanaimo Regional Growth Strategy Bylaw 1615.01

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1615.01, 2016
A Bylaw to Amend
Regional District of Nanaimo
Regional Growth Strategy Bylaw No. 1615, 2011**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”.
- B. The “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, is hereby amended as follows:
1. Under **Schedule A, Part 1.5.1(2) Criteria for Minor Amendments** by deleting:
- Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;

And replacing it with the following:

- Those that will negatively impact agricultural lands or land in the Agricultural Land Reserve;

The Regional Growth Strategy Bylaw was Introduced and read two times on the 22nd day of March 2016

The Board conducted a Public Hearing on the Regional Growth Strategy Bylaw on the 13th day of April 2016

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

- City of Nanaimo on the 16th day of May 2016
- District of Lantzville on the 9th day of May 2016
- City of Parksville on the 16th day of May 2016
- Comox Valley Regional District Board on the 28th day of June 2016
- Alberni Clayoquot Regional District Board on the 11th day of May 2016
- Cowichan Valley Regional District Board on the 8th day of June 2016
- The Town of Qualicum Beach did not accept the bylaw on the 16th day of May 2016

Second reading was rescinded and the Bylaw was amended on the ____ day of ____ 20XX

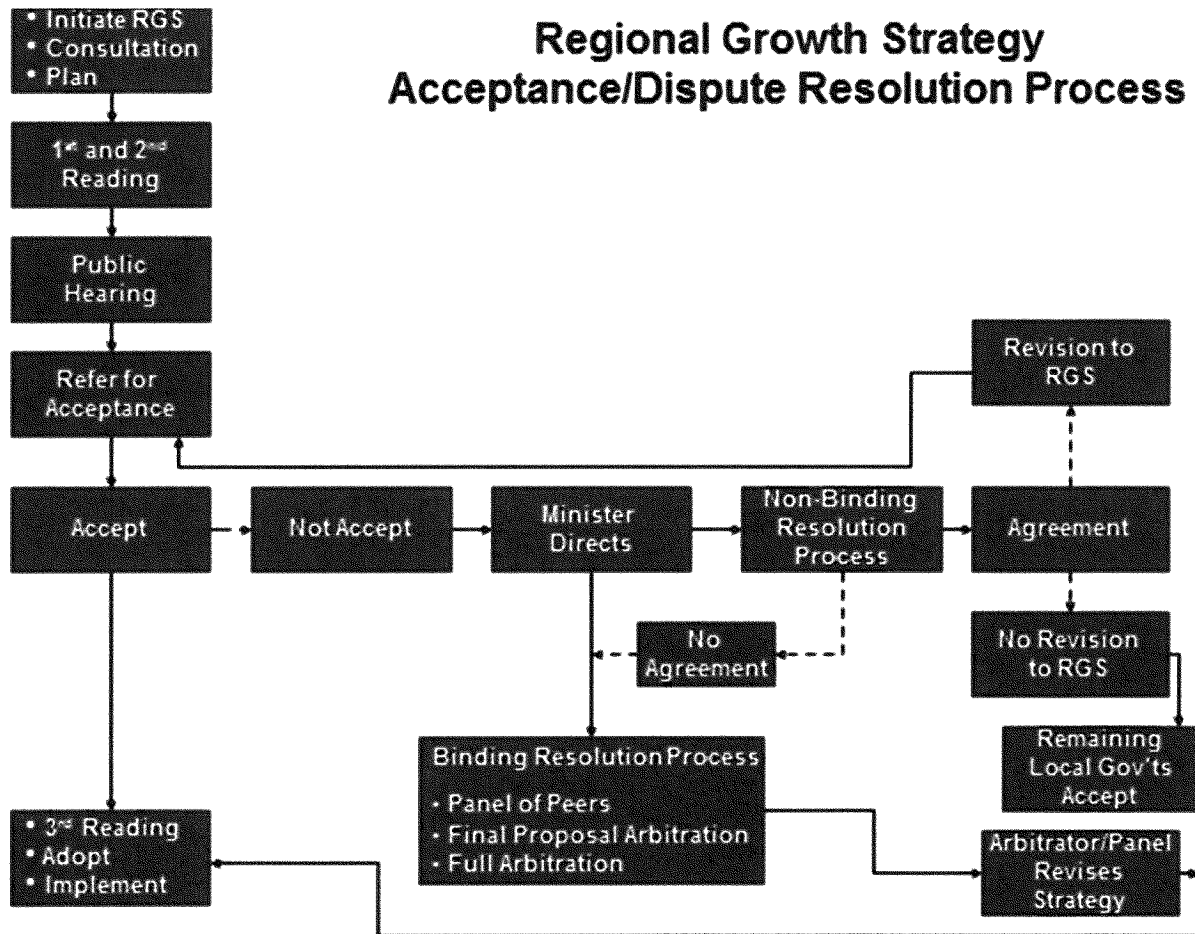
Read a third time this ____ day of _____ 20XX

Adopted this ____ day of _____ 20XX

Chairperson

Corporate Officer

Attachment 3
Process For Adopting RGS Bylaw Amendment



TO: Regional District of Nanaimo
Committee of the Whole

MEETING: January 10, 2017

FROM: Jamai Schile
Senior Planner

FILE: 6780-30 - MA

SUBJECT: **Response to Request for Support for the Proposed Year-Round Indoor
Farmers' Market in Nanaimo**

RECOMMENDATIONS

1. That the Board directs staff to provide some input on draft grant applications prepared by Island Roots Cooperative and/ or its partners in support of the year-round indoor farmers' market project.

SUMMARY

The Island Roots Market Cooperative (IRMC) is seeking support from the Regional District of Nanaimo (RDN) to develop an indoor, year-round farmers' market located at the Vancouver Island Exhibition (VIEX) grounds within Beban Park in the City of Nanaimo. The concept of a year-round indoor farmers' market is a recommended action for implementation within the RDN's Agriculture Area Plan (AAP), where the RDN may play a supporting role.

In accordance with the AAP, support in terms of a Letter of Support and some assistance with drafting grant applications would help the project move forward. A related request for the RDN to provide funding, accept donations and provide tax receipts is included in the report on the 2017 budget.

BACKGROUND

On December 6, 2016 at the regularly scheduled meeting of the RDN Board, Larry Whaley of Island Roots Market Cooperative (IRMC) appeared as a delegation to the Board regarding the year-round indoor farmers' market which is proposed to be located at the Vancouver Island Exhibition (VIEX) grounds within Beban Park in the City of Nanaimo. The delegation provided an overview of the proposed market including confirmation of a commitment of land from the City of Nanaimo, estimated total project cost of \$2,174,000, and anticipated sources for funding, such as the City of Nanaimo (land and services), grants & donations, members' shares and vendors.

With this commitment of land, the IRMC is able to initiate the pre-development phase of the project in terms of commissioning qualified professionals in the preparation of architectural plans, land survey, engineering study and geotechnical and landscaping studies, if required. The estimated costs of the listed components for the "feasibility study" is \$25,000.

To advance this project the co-operative is seeking both in-kind and funding support from the RDN, specifically:

- provide a Letter of Support for inclusion in external grant applications;
- accept donations for the project and provide donors with a tax receipt;
- assist with grant applications for other external sources; and
- consider a \$25,000 grant for the cost of the proposed feasibility study, as outlined above.

Following the delegation, the Board passed the following resolution:

That the Board provide a letter of support for the Island Roots Market Co-operative, refer their request for a \$25,000 grant to pay the cost of a feasibility study to budget discussions, and direct staff to prepare a report on funding options and financial implications regarding their requests for the Regional District to accept donations for the project from members of the public, and to provide assistance with writing grant applications.

As directed, staff have prepared a Letter of Support for the IRMC. The request for funding has been referred to the 2017 RDN Budget discussions. This report provides information on the request for assistance with grant applications.

ALTERNATIVES

1. To direct staff to assist with grant applications prepared by Island Roots Market Cooperative and/or its partners in support of the year-round farmers’ market project.
2. To direct staff to not assist with grant applications prepared by Island Roots Market Cooperative and/or its partners in support of the year-round farmers’ market project.
3. To take alternative action as directed by the Board.

PLANNING IMPLICATIONS

The Regional Growth Strategy and Official Community Plans recognize agriculture and aquaculture as important contributors to the local landscape, culture, and economy. These community values are further reflected in the “Regional District of Nanaimo Agricultural Area Plan: Growing Our Future Together” (AAP), where the concept of a year-round farmers’ market has been identified as a possible action to be undertaken to enhance local market opportunities:

Goal #2 - Strengthen the Local Agriculture and Aquaculture Economy

Objective 2.2 - Evaluate opportunities to market local agriculture and aquaculture

Action 2.2B - Support a year-round farmers’ market, possibility at the VIEX grounds.

According to the AAP, this initiative is to be led by the City of Nanaimo, BC Association of Farmers’ Markets and local farmers’ market within the RDN providing support. Within the AAP, this action is

considered a priority item, which requires additional funding and may be supported by grants or in-kind contributions or a combination of both.

Given this information, staff recommend that both a Letter of Support and assistance with grant applications be supported. The Letter of Support should identify the relationship between the AAP and the proposed year-round indoor farmers’ market as well as include the Board’s endorsement of the project. In addition, some staff time can be allocated to identifying possible sources of funding for the project and in providing comment on draft grant applications prepared by IRMC. This approach is recommended to ensure that the Co-op retains full oversight of the project and it enables the RDN to efficiently direct and manage staff resources.

FINANCIAL IMPLICATIONS

There are some financial implications related to the use of staff time to assist Island Roots cooperative with grant applications. Staff resources will be allocated in consideration of RDN operational priorities.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposal for a year-round indoor farmers’ market and note that the proposal is aligned with the 2016 – 2020 Board Strategic Plan, in terms of the focus on the local economy and the importance of the agriculture and aquaculture to the region.



Jamai Schile
jschile@rdn.bc.ca
December 21, 2016

Reviewed by:

- P. Thompson, Acting General Manager Strategic and Community Development
- T. Moore, Manager, Accounting Services
- P. Carlyle, Chief Administrative Officer

TO: Committee of the Whole **MEETING:** January 10, 2017

FROM: Tom Armet, Manager **FILE:**
Building & Bylaw Services

SUBJECT: **AVICC Resolution (2017)**
Hazardous Property Clean-ups and Environmental Remediation Costs

RECOMMENDATION

That the Board endorse the attached resolution requesting that the Province honour any outstanding charges or lien(s) on a property in favour of a regional district that are the result of a hazardous property clean up or environmental remediation and that the resolution be forwarded to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at the 2017 Annual General Meeting and Convention.

SUMMARY

Staff have been requested to draft a resolution for consideration by the Board that requests the Province to honour any costs or lien(s) on a property in favour of a regional district as a result of the clean-up of a property to remediate hazardous conditions or environmental contamination. The deadline for submission of resolutions to Association of Vancouver Island and Coastal Communities is February 21, 2017.

BACKGROUND

In situations where there are significant community concerns, hazardous conditions or environmental risks associated with the condition of a property, a regional district may direct a property owner(s) to remediate a property in accordance with the *Community Charter* or other enactments. When an owner fails to mitigate the concern or hazardous condition, a regional district may undertake the work and recover the costs from the owner. Should an owner default on payment, the outstanding amount is then transferred to the Surveyor of Taxes for collection of the debt through payment of taxes by the owner or from the proceeds of the sale of the property.

If after a period of two years a tax debt remains unpaid, the property is absolutely forfeited to the Province and all charges and liens are cleared from the title in accordance with the *Taxation (Rural Area) Act*. The only recourse remaining for a regional district to recover the debt is through adjustments to the tax requisition for that service.

The Regional District of Nanaimo (RDN) has remediated several hazardous properties in recent years pursuant to Section 73 of the *Community Charter*. The following are examples of properties where the ability of the RDN to recover the costs of remediation have been or may be impacted by current

provincial legislation that extinguishes that ability upon forfeiture of a property to the Province under the *Taxation (Rural Area) Act*.

1. An abandoned house on Gabriola Island was being frequented by youth and transients and was in such a dilapidated condition that it posed a significant risk to the public. The property owner refused to take steps to make it safe therefore, the Board authorized its removal at the owner's expense. The owner failed to pay the costs and the RDN completed the process to transfer the outstanding amount of \$36,000 to the Surveyor of Taxes for recovery upon the sale of the property or payment of outstanding taxes by the owner. The property was eventually forfeited to the Province and the title was cleared of all outstanding charges and debt in accordance with the *Act*. The outstanding costs were subsequently assigned back to the hazardous property service for multi-year recovery through increased taxes.
2. A large property in Electoral Area 'H' had a significant accumulation of debris and equipment, prompting community concerns about safety and environmental damage to the land and aquifer due to contaminants stored on the property. The owner failed to comply with Board direction to clean up the property and the RDN subsequently undertook the work at a cost of approximately \$38,000. The owner is refusing to pay the costs and the amount will be transferred to the Surveyor of Taxes.
3. An abandoned hotel in Electoral Area 'A' was being used by transients and was deemed a hazard by the local fire department and RDN staff. Additionally, the property had several unprotected ground openings that posed a risk of injury to persons accessing the property. Shortly after the owner was directed by the Board to remove the building and secure the property, the building was destroyed by fire. The owner has failed to remove the contaminated debris or properly secure the property to prevent injury and environmental damage. Remediation work is underway by the RDN contractor at a cost of approximately \$90,000. If the owner does not pay the costs owing to the RDN, the outstanding debt will be assigned to taxes.

In the foregoing example # 1, the Province acquired a property that was free of hazardous conditions, due to the actions and payment of costs by the RDN. In examples #2 and #3, the Province could also acquire properties that are free of hazardous conditions. In the latter example, the RDN consulted with Ministry of Forests, Lands and Natural Resource Operations staff to seek "pre-approval" of cost reimbursement prior to undertaking the remediation work. A formal acknowledgement of that request has not been received however the work is proceeding in the interests of public and environmental safety.

As illustrated by these examples, staff is proposing that reimbursement of hazard remediation costs incurred at a regional district level is warranted for the following reasons and it is recommended that the Board supports the attached resolution:

- Significant and pressing safety and environmental issues with a property need to be dealt with promptly with assurances that service area tax payers are not bearing the remediation costs should the property owner default on payment.
- If a regional district were to refrain from remediating hazardous properties and a property subsequently forfeited to the Province in default of taxes, the Province would be inheriting a significant liability and potential obligation to remediate the property.

- If the Province does not reimburse a regional district that undertakes a hazardous property remediation, it would be the beneficiary of a substantial asset that would have been a significant liability were it not for the actions of a regional district.

ALTERNATIVES

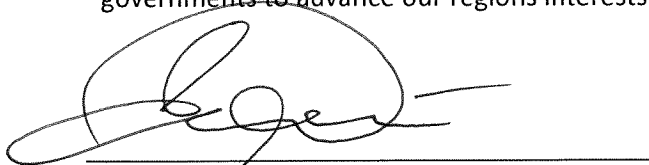
1. That the Board endorse and forward the attached resolution to AVICC.
2. That the Board provides alternate direction.

FINANCIAL IMPLICATIONS

Under current legislation, when a property is forfeited to the Province, all outstanding liens, notices on title and unpaid amounts become null and void pursuant to the *Taxation (Rural Area) Act*. This includes any outstanding costs incurred by a regional district for the remediation of hazardous conditions, which are typically expensive undertakings. In such cases, there is no alternative for a regional district but to assign those costs back to the service area participants. Changes to provincial legislation that would permit a regional district to recover remediation costs after property forfeiture would lessen the burden on the regional district taxpayer.

STRATEGIC PLAN IMPLICATIONS

The preparation of draft resolutions for consideration of the Board and submission to the AVICC aligns with the Board's key focus area within the Strategic Plan of 'Relationships'. Through the AVICC resolutions process, the Board is provided with opportunities for the RDN to partner with other governments to advance our regions interests.



Tom Armet
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2016.12.23

Reviewed by:

- J. Hill, Manager, Administrative Services
- P. Thompson, Acting General Manager
- P. Carlyle, Chief Administrative Officer

Attachments:

1. AVICC Resolution

Attachment No. 1 – AVICC Resolution

Hazardous Properties Remediation Costs

WHEREAS regional districts exercise their legislated authority to remediate properties of hazardous conditions and/or environmental contamination, the cost of which may be recovered from the property owners or added to taxes in arrears if unpaid on December 31st in the year in which the work is done;

AND WHEREAS if the taxes and debts remain unpaid, pursuant to the *Taxation (Rural Area) Act* a property may be forfeited to the Province and the Province is under no obligation to reimburse a regional district for the cost of remediating properties of hazardous conditions and/or environmental contamination;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urges the Province to enact legislation or provisions that enables regional districts to be reimbursed for the costs of remediating properties of hazardous conditions and/or environmental contamination that are subsequently forfeited to the Province on default of payment of the costs by the property owner.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY NOVEMBER 25 2016 at 2:00 PM
IN THE RDN BOARD ROOM**

Present:

H. Houle	Chairperson
J. Fell	Electoral Area F
C. Haime	District of Lantzville
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

Also in Attendance:

M. Young	Director, Electoral Area C
P. Thompson	Mgr. Long Range Planning
J. Holm	Mgr. Current Planning
J. Schile	Senior Planner, Long Range Planning
P. Sherman	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

Chair Houle requested that the minutes of the Agricultural Advisory Committee meeting held on August 26, 2016 be corrected to reflect that J. Thony is a member of the Coombs Farmers Institute and also that the District A Farmers' Institutes has a seat on the Board of the Coastal Invasive Species Committee.

MOVED Director J. Fell, SECONDED K. Wilson, that the minutes of the Agricultural Advisory Committee meeting held on Friday, August 26, 2016, be adopted as amended.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

J. Holm noted that the report, PL2016-151 - ALR Exclusion Application – Island Highway West – Electoral Area H, was incorrectly indicated as a Non-Farm Use Application on the agenda cover however the correct application type is on the report as an Exclusion Application.

REPORTS

PL2016-155 - ALR Non-Farm Use - 2575 Maxey Road – Electoral Area C

The applicant spoke about why he has applied to the Agriculture Land Commission for a non-farm use.

MOVED Director J. Fell, SECONDED K. Wilson, that application No PL2016-155, Kauwell/Rudischer, 2575 Maxey Road – Electoral Area 'C' be forwarded to the Agricultural Land Commission with a recommendation to approve the non-farm use within the ALR.

CARRIED

A recorded vote was requested.

The motion was CARRIED with Director Houle, Director Fell, Director Haime, M. Ryn, J. Thony, K. Reid, K. Wilson, G. Laird and R. Thompson voting in favour, and C. Watson opposed.

Recorded Vote: In favour – 9, Opposed - 1

PL2016-158 - ALR Non-Farm Use Application - 395 and 403 Lowry's Road – Electoral Area G

MOVED Director J. Fell. SECONDED R. Thompson that the application No PL2016-158, Morningstar Springs Farm Ltd., 395 and 403 Lowry's Road – Electoral Area 'G' be forwarded to the Agricultural Land Commission with a recommendation to approve the non-farm use within the ALR.

CARRIED

K. Reid left the meeting citing a potential perceived conflict of interest with the next agenda item, PL2016-151 - ALR Exclusion Application – Island Highway West – Electoral Area H.

PL2016-151 - ALR Exclusion Application – Island Highway West – Electoral Area H

M. Ryn requested to abstain from the vote on PL2016-151 - ALR Exclusion Application – Island Highway West – Electoral Area H and left the meeting before the motion.

The applicant spoke about why he has applied to the Agriculture Land Commission for an exclusion from the ALR.

MOVED Director J. Fell. SECONDED R. Thompson that the application No PL2016-151, Ezra Cook Holdings Ltd., Island Highway West – Electoral Area 'H' be forwarded to the Agricultural Land Commission with a recommendation to approve the ALR exclusion application.

CARRIED

K. Reid and M. Ryn returned to the meeting.

RDN Area 'H' ALR Boundary Preliminary Analysis – Draft Report on Existing Conditions

Andrea Shaw of Upland Consulting presented the draft report regarding the RDN Electoral Area 'H' ALR Preliminary Boundary Analysis.

Response to Changes to the Agriculture Land Reserve Use, Subdivision and Procedure Regulation – Gathering for Events

Discussion on the changes to the Agriculture Land Reserve Use, Subdivision and Procedure Regulation – Gathering for Events and RDN zoning bylaw amendments needed to address this matter.

The committee would like to have further input on the draft bylaw amendments.

A brochure on Gathering for Events in the ALR with an emphasis on 'respecting your neighbour' was supported by the committee.

ALC Final Decisions - Verbal Report from RDN staff

J. Holm provided an update on the Provincial Agricultural Land Commission decisions for previous applications that have been considered by the AAC.

Increasing Public Awareness of the Agricultural Area Plan and its Merits - Verbal Report from RDN staff

P. Thompson provided the committee with an update on the Agricultural Area Plan public awareness plans for 2017, including plans to attend the Islands Agriculture Show in February.

Provincial AAC Workshop – Verbal Report from RDN staff

J. Holm provided an update that the Ministry of Agriculture has advised they anticipate hosting a Provincial AAC Workshop in 2017. Details regarding the workshop will be provided to AAC members, when available, so they can consider attending. The Regional District of Nanaimo AAC Budget has dedicated funding for one member to attend. If more than one member plans to attend, this can be split among multiple members as members can share costs, such as travel.

AAC Membership Expiring at the End of this Year – Verbal Report from RDN staff

J. Holm noted that some committee member appointments would be expiring and that the applications for re-appointment/new appointment will be determined at the next RDN Board meeting.

BUSINESS ARISING FROM DELGATIONS OR COMMUNICATIONS

Jill Hatfield, Regional Agrologist for Vancouver Island North was introduced to the members.

NEW BUSINESS

J. Thony noted that the Coombs Farmers Institute has applied for a Provincial grant, Grow Local BC, a pilot project to provide a deeper connection between BC food, BC communities and the people who live in them.

ADJOURNMENT

MOVED Director J. Fell, SECONDED C. Watson, that this meeting be adjourned.

CARRIED

Time: 3:45 pm

CHAIRPERSON