

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 14, 2017
7:10 PM**

(RDN Board Chambers)
This meeting will be recorded

A G E N D A

PAGES

- 1. CALL TO ORDER**
 - 2. DELEGATIONS**
 - 3. MINUTES**
- 3-10 Minutes of the Regular Committee of the Whole meeting held Tuesday, January 10, 2017.
- That the minutes of the Regular Committee of the Whole meeting held Tuesday, January 10, 2017 be adopted.*
- 4. BUSINESS ARISING FROM THE MINUTES**
 - 5. COMMUNICATIONS/CORRESPONDENCE**
 - 6. UNFINISHED BUSINESS**
 - 7. CORPORATE SERVICES**
- 11-13 **7.1 Regional District of Nanaimo Name Change**
- 1. That the Minister of Community, Sport & Cultural Development be advised that the Regional District of Nanaimo will be undertaking a public process for the renaming of the Regional District.*
 - 2. That the Chair appoint three Directors to a Select Committee for the purpose of investigating and implementing a name change for the Regional District of Nanaimo.*
 - 3. That a consultant be engaged to assist with the rebranding and renaming process for the Regional District of Nanaimo, and that \$100,000 be added to the 2017 Budget for this purpose.*

8. REGIONAL AND COMMUNITY UTILITIES

- 14-20 **8.1 Bylaw No. 1170.05 - San Pareil Water Service Area Expansion, Electoral Area 'G'.**

That the Board give three readings to "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

- 21-24 **8.2 Engineering Services for Preliminary Design of the French Creek Pollution Control Center Stage 4 Expansion Project.**

1. *That the Board award AECOM the Preliminary Design of the Stage 4 Expansion to the French Creek Pollution Control Centre (FCPCC).*
2. *That the Board approve a total budget of \$429,277 to complete the Preliminary Design phase of the Project.*

14. ADDENDUM

15. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

16. NEW BUSINESS

17. IN CAMERA

That pursuant to Sections 90 (1) (a), (e), (j), (k), and (m) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to Board appointments, land acquisition, third-party business interests, a proposed service, and intergovernmental relations.

18. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 10, 2017 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	Chairperson
Director I. Thorpe	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. Yoachim	City of Nanaimo
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Also in Attendance:

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

Fraser Wilson and Gail Adrienne, Nanaimo and Area Land Trust, re Funding Request for 2017 Operational Uses.

Gail Adrienne and Fraser Wilson provided details of the accomplishments of Nanaimo Area Land Trust showcasing how Regional District of Nanaimo grant funds have been utilized and asked the Board for continued grant funding of \$30,000 for 2017.

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

Maeve O'Byrne, Dr. William Johnston, and Odai Sirri shared their vision of creating a community operated and built surgical centre in response to Island Health's Request for Proposal to provide publically funded surgical services in a private clinic in the Central Island region, and asked for the Board to provide a letter of support for the proposal.

COMMITTEE OF THE WHOLE MINUTES

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

MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Regular Committee of the Whole meeting held Tuesday, November 22, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Sarah E. Ross, City of Parksville, re 2017 Council Appointments to Board of Directors.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Sarah E. Ross, City of Parksville, regarding 2017 Council Appointments to the Board of Directors be received.

CARRIED

Arlene Paton, Ministry of Health, re Meeting at the 2016 UBCM Convention.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Arlene Paton, Ministry of Health, regarding a meeting at the 2016 Union of BC Municipalities Convention be received.

CARRIED

Denise Conway, Haven Society, re Donation Thank You.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Denise Conway, Haven Society, regarding a donation thank you be received.

CARRIED

Robin Campbell, Manna Homeless Society, re Request for Assistance.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Robin Campbell, Manna Homeless Society, regarding a request for assistance be received.

CARRIED

Stephanie Tipple, INfilm, re Functional Based Regional Funding.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Stephanie Tipple, INfilm, regarding a request for functional based regional funding be received.

CARRIED

Tauseef Waraich, Cowichan Valley Regional District, re Cowichan Valley Regional District Request for Waste Disposal Contingency Agreement.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Tauseef Waraich, Cowichan Valley Regional District, regarding Cowichan Valley Regional District request for a Waste Disposal Contingency Agreement be received.

CARRIED

Director Rogers, Regional District of Nanaimo, and Ross Peterson, re RDN State of Sustainability.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Director Rogers, Regional District of Nanaimo, and Ross Peterson, regarding Regional District of Nanaimo State of Sustainability be received.

CARRIED

Vancouver Island Economic Alliance, re Conference Board of Canada Event – January 25, 2017.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Vancouver Island Economic Alliance regarding the Conference Board of Canada Event – January 25, 2017, be received.

CARRIED

ADMINISTRATIVE REPORTS

2017 Regional Services Review.

MOVED Director Westbroek, SECONDED Director Houle, 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.

After debate the mover withdrew the motion with consent of the assembly.

MOVED Director Westbroek, SECONDED Director Stanhope, 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.

MOVED Director Westbroek, SECONDED Director Stanhope, that the Board amend the main motion by adding the words “and that staff have discussions with member municipalities and have a Director’s seminar to narrow down the preliminary list of services that may be considered for inclusion in a service review.

CARRIED

The vote was taken on the main motion as amended:

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, and that staff have discussions with member municipalities and have a Director’s seminar to narrow down the preliminary list of services that may be considered for inclusion in a service review.

CARRIED

Association of Vancouver Island and Coastal Communities Resolution Victim Services Programs.

MOVED Director Stanhope, SECONDED Director Thorpe, that the following resolution be forwarded to the Association of Vancouver Island and 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.

CARRIED

FINANCE

2017 Budget External Funding Requests.

MOVED Director Houle, SECONDED Director Stanhope, that the 2017 Budget include funding to the Coastal Invasive Species Committee (CISC) in the amount of \$16,500.

CARRIED

MOVED Director Thorpe, SECONDED Director Kipp, that the 2017 Budget include funding to the Island Roots Market Co-op in the amount of \$25,000.

CARRIED

2017 to 2021 Financial Plan Outstanding Items.

MOVED Director Stanhope, SECONDED Director Lefebvre, 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.

CARRIED

MOVED Director Stanhope, SECONDED Director Lefebvre, that District 69 Search and Rescue requisition funding and transfer to the Arrowsmith Search and Rescue Society be maintained at existing levels.

CARRIED

MOVED Director Stanhope, SECONDED Director Lefebvre, 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.

MOVED Director McPherson, SECONDED Director Rogers, that the Board amend the main motion by adding the word "referendums" after "service review requests,".

CARRIED

The vote was taken on the main motion as amended:

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, referendums and for feasibility studies for new amenities.

CARRIED

2017 Community Works Funded Projects Update.

MOVED Director Stanhope, SECONDED Director Rogers, that the Community Works Funds program project lists included in Attachment 1 be approved and that staff be authorized to continue work on the projects as needed.

CARRIED

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE SERVICES

WATER AND ASSET MANAGEMENT

Union of BC Municipalities Asset Management Planning Program – Grant Application 2017.

MOVED Director Rogers, SECONDED Director Stanhope, 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.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Regional Growth Strategy Bylaw 1615.01, 2016.

MOVED Director Lefebvre, SECONDED Director Westbroek, 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.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, that second reading of "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be rescinded.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, 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.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, that "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be referred to member municipalities and adjacent regional districts for acceptance.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, 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.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, that the section on minor amendments be reviewed as part of the next Regional Growth Strategy Review.

CARRIED

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

MOVED Director Thorpe, SECONDED Director Houle, that the Board direct 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.

CARRIED

BUILDING AND BYLAW

Association of Vancouver Island and Coastal Communities Resolution (2017) Hazardous Property Clean-ups and Environmental Remediation Costs.

MOVED Director McPherson, SECONDED Director Pratt, 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 for consideration at the 2017 Annual General Meeting and Convention.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

MOVED Director Fell, SECONDED Director McPherson, that the minutes of the Agricultural Advisory Committee meeting held Friday, November 25, 2016 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Nanaimo and Area Land Trust, re Funding request for 2017 Operational Uses.

MOVED Director Pratt, SECONDED Director Young, that the 2017 Budget include funding to the Nanaimo and Area Land Trust in the amount of \$30,000.

CARRIED

Island Health – Long Surgical Waits.

MOVED Director Stanhope, SECONDED Director Pratt, that the Regional District of Nanaimo endorse the proposal by Dr. Johnston and Maeve O'Byrne and send a letter with response to BC Bid Request for Proposal 868.

CARRIED

Manna Homeless Society – Request for Assistance.

MOVED Director Fell, SECONDED Director Westbroek, that the 2017 Budget include a one-time \$5,000 cash donation to the Manna Homeless Society from the District 69 Grants-in-Aid Service.

CARRIED

INfilm, re Functional Based Regional Funding.

MOVED Director Hong, SECONDED Director Pratt, that the request from INfilm be referred to staff to provide a report to the Board on their regional funding request.

CARRIED

Cowichan Valley Regional District Request for Waste Disposal Contingency Agreement.

MOVED Director McPherson, SECONDED Director Westbroek, that correspondence from Tauseef Waraich, Cowichan Valley Regional District (CVRD) requesting a Waste Disposal Contingency Agreement allowing use of the Regional District of Nanaimo's landfill be referred to the Solid Waste Management Select Committee (SWMSC) and that staff prepare an accompanying report for consideration at the SWMSC.

CARRIED

Regional District of Nanaimo State of Sustainability.

MOVED Director Rogers, SECONDED Director Westbroek, that Ross Peterson's letter regarding Regional District of Nanaimo state of sustainability be referred to the Sustainability Select Committee for their consideration.

CARRIED

NEW BUSINESS

Regional District of Nanaimo Name Change.

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board direct staff to provide initiative to determine the process that would allow the Regional District of Nanaimo to consider a change of name.

CARRIED

Potential Impact of Log Sorting and Storage on Gabriola and Mudge Island Residents.

MOVED Director Houle, SECONDED Director Stanhope, that the Board direct the Chair to write a letter to the Ministry of Forests, Lands and Natural Resource Operations requesting the Ministry consider the potential impact that log sorting and storage (file No. 14145505) may have on Gabriola and Mudge Island residents' transportation to and from Green's Landing Wharf.

CARRIED

Notice of Motion – Skogdag or Forest Day

Director Rogers noted that the following motion will be brought forward to the January 24, 2017 Board Agenda:

That the Regional District of Nanaimo facilitate a Skogdag or Forest Day sometime in the Spring as an opportunity for members of the forest community and forest industry to update the Regional District on current forestry activity and forest economics.

Directors' Roundtable

Directors provided updates to the Board.

IN CAMERA

MOVED Director Houle, SECONDED Director Thorpe, that pursuant to Sections 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.

CARRIED

TIME: 9:26 PM

ADJOURNMENT

MOVED Director McKay, SECONDED Director Westbroek, that this meeting be adjourned.

CARRIED

TIME: 9:41 PM

CHAIRPERSON

CORPORATE OFFICER

Upon completion of the consultation process and the passing of a Board resolution on the chosen name, a package would be prepared and sent to the Minister, which would include the following:

- Rationale for the request for a name change
- Proposed name
- Documents demonstrating consultation, letters sent, notifications provided on the website and in the newspaper
- Comments received during the consultation process
- A copy of the Board resolution requesting the name change

The process for renaming the RDN could include a full rebranding exercise to ensure that the new name fully reflects the region and its communities. A consultant, specializing in branding, would assist with the consultation process and undertake the necessary research on potential names.

Following the approval by the Ministry of the new name, the consultant would then prepare guidelines and recommend a new brand.

Should the RDN be renamed, the Board may also wish to consider requesting that a heraldic Coat of Arms be granted by the Governor General of Canada, recognizing the 50 year anniversary and new name of the Regional District. The average grant process time for a Coat of Arms is 12 to 14 months and would be commenced following the approval of the new name by the Ministry.

ALTERNATIVES

1. Proceed with a renaming process as follows:
 - That the Minister of Community, Sport & Cultural Development be advised that the Regional District of Nanaimo will be undertaking a public process for the renaming of the Regional District.
 - That the Chair appoint three Directors to a Select Committee for the purpose of investigating and implementing a name change for the Regional District of Nanaimo.
 - That a consultant be engaged to assist with the rebranding and renaming process for the Regional District of Nanaimo, and that \$100,000 be added to the 2017 Budget for this purpose.
2. Continue as the Regional District of Nanaimo.
3. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Staff suggest that a consultant be hired to assist with the renaming process. In addition to consulting fees, other costs include meeting expenses, hall rentals and newspaper advertising. Staff recommend that \$100,000 be added to the 2017 Budget to ensure that sufficient money is available for this project.


Should the Board be successful in their request for a name change, significant expense will be incurred, at a pace to be determined by the Board, to rebrand the RDN and to change all items bearing the current name such as stationary, vehicles, buses, parks and recreation facilities, publications, signage, the RDN website, etc. These costs could be upwards of \$300,000 if the items were rebranded all at once rather than waiting until the life span of an item has been rescheduled. Staff can provide more specific costs during the 2018 budget deliberations and recommend options for the rebranding to be done over a period of time.

The minimum cost for the design and grant process for a Coat of Arms is approximately \$6,000.

No additional costs would be incurred should the Board choose to continue as the Regional District of Nanaimo.

STRATEGIC PLAN IMPLICATIONS

Renaming the Regional District of Nanaimo supports the Key Focus Area of Governance – “The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community”. The current name of the Regional District links the area specifically to the Region’s largest municipality.



Joan Harrison
jharrison@rdn.bc.ca
January 20, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer

TO: Committee of the Whole **MEETING:** February 14, 2017

FROM: Chris Midgley **FILE:** 5500-22-SP-01
Manager, Water Services & Asset Mgmt.

SUBJECT: Bylaw No. 1170.05- San Pareil Water Service Area Expansion, Electoral Area 'G'

RECOMMENDATION

That the Board give three readings to "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

SUMMARY

The owners of 935 and 939 Shorewood Drive, located in the San Pareil neighbourhood of Electoral Area 'G' have petitioned the RDN to join the San Pareil Water Service Area. Enabling this to proceed requires an amendment to the service area boundary. There is adequate water supply and storage capacity to accommodate the two parcels in the water service. All infrastructure required to service the two parcels will be paid for by the owners of 935 and 939 Shorewood Drive. Once complete, ownership of the infrastructure will be transferred to the Regional District of Nanaimo through a legal transfer agreement. Amending the service area boundary is justified based on health and environmental considerations as groundwater in the area is under direct influence of surface water. This elevates the risk of contamination from pathogens commonly found in surface water. There are no direct financial implications to the Regional District of Nanaimo for amending the service area boundary, however including the two parcels in the service area can reduce infrastructure costs for future capital projects, while also improving the efficiency of the service area by sharing existing operations and maintenance costs across a larger number of parcels. Amending the San Pareil Water Service Area also advances the Board Strategic Priority to Focus on Service and Organizational Excellence.

BACKGROUND

The San Pareil Water Service Area (SPWSA) includes 289 parcels in the San Pareil neighbourhood. There are an additional 43 parcels within the neighbourhood that are not in the service area, including 935 and 939 Shorewood Drive (see Attachment 1: Location Plan). The owners of 935 and 939 Shorewood Drive (the Subject Properties) have petitioned the Regional District of Nanaimo (RDN) to join the SPWSA. Incorporating the Subject Properties in the SPWSA requires an amendment to the service area boundary as established in the *San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999*. An amendment bylaw to include the Subject Properties, *San Pareil Water Supply Local Service Area Bylaw Amendment No. 1170.05, 2017* is attached for consideration.

There is sufficient water supply and storage capacity to include the 43 unconnected properties in the SPWSA, including the properties at 935 and 939 Shorewood Drive. A 200mm diameter (8-inch) water main is located at the corner of Shorewood Drive and Juniper Road, in close proximity to the subject properties. The owners have agreed to extend this infrastructure at their expense in order to service the Subject Properties. Extension of the water main will be subject to the preparation of engineering

drawings at the owners' expense; review and acceptance by the RDN Project Engineer for Water Services; construction supervision; and submission of as-built drawings.

The Electoral Area 'G' Official Community Plan does not support the expansion of existing service areas outside of the Urban Containment Boundary (UCB) except to address health and environmental concerns. The San Pareil Neighbourhood is not in a designated UCB, however groundwater in the San Pareil neighbourhood is under direct influence of surface water. This increases the risk of pathogens in groundwater and is the reason for upgrading water treatment in the SPWSA to include ultraviolet (UV) treatment. This provides the necessary justification for including the Subject Properties in the water service area.

In the absence of a connection to the community water supply, these properties must be serviced with individual drinking water wells and septic disposal fields. The owners of 935 and 939 Shorewood Drive intend to develop single family residential dwellings on each of the two parcels in 2017.

ALTERNATIVES

1. Amend the San Pareil Water Supply Local Service Area boundary to include 935 and 939 Shorewood Drive in the San Pareil Water Service Area.
2. Do not amend the San Pareil Water Supply Local Service Area boundary to include 935 and 939 Shorewood Drive in the San Pareil Water Service Area, or provide alternate direction to staff.

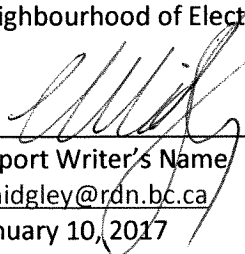
FINANCIAL IMPLICATIONS

If the Subject Properties are approved for inclusion, the watermain extension and related infrastructure to be paid for by the developer will become an RDN asset through a legal transfer agreement. This work can reduce the capital cost of infrastructure for future boundary amendments should they proceed. In addition, by adding parcels to the service area the parcel tax requisition for the SPWSA will be shared by a larger number of parcels. In the case of the SPWSA, two additional parcels will reduce the parcel tax for all parcels in the service area by an estimated \$3.17, or 0.7%, based on the revised budget for 2017.

A \$300 Boundary Amendment Fee is payable pursuant to Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002. This fee has already been paid by the owners of the Subject Properties. If the Subject Properties are not included into the SPWSA, the property owners will be required to locate an alternative water supply.

STRATEGIC PLAN IMPLICATIONS

Including the Subject Properties in the SPWSA advances the Board Strategic Priority to Focus on Service and Organizational Excellence. The provision of water is a core service provided by the RDN. The addition of two properties in the SPWSA will result in better quality water for the two parcels when compared to groundwater wells, and will increase the efficiency with which the service is delivered by sharing the same costs for operations and maintenance over a greater number of parcels. This represents a more effective and more efficient delivery of the water service in the San Pareil neighbourhood of Electoral Area 'G'.



Report Writer's Name
cmidgley@rdn.bc.ca
January 10, 2017

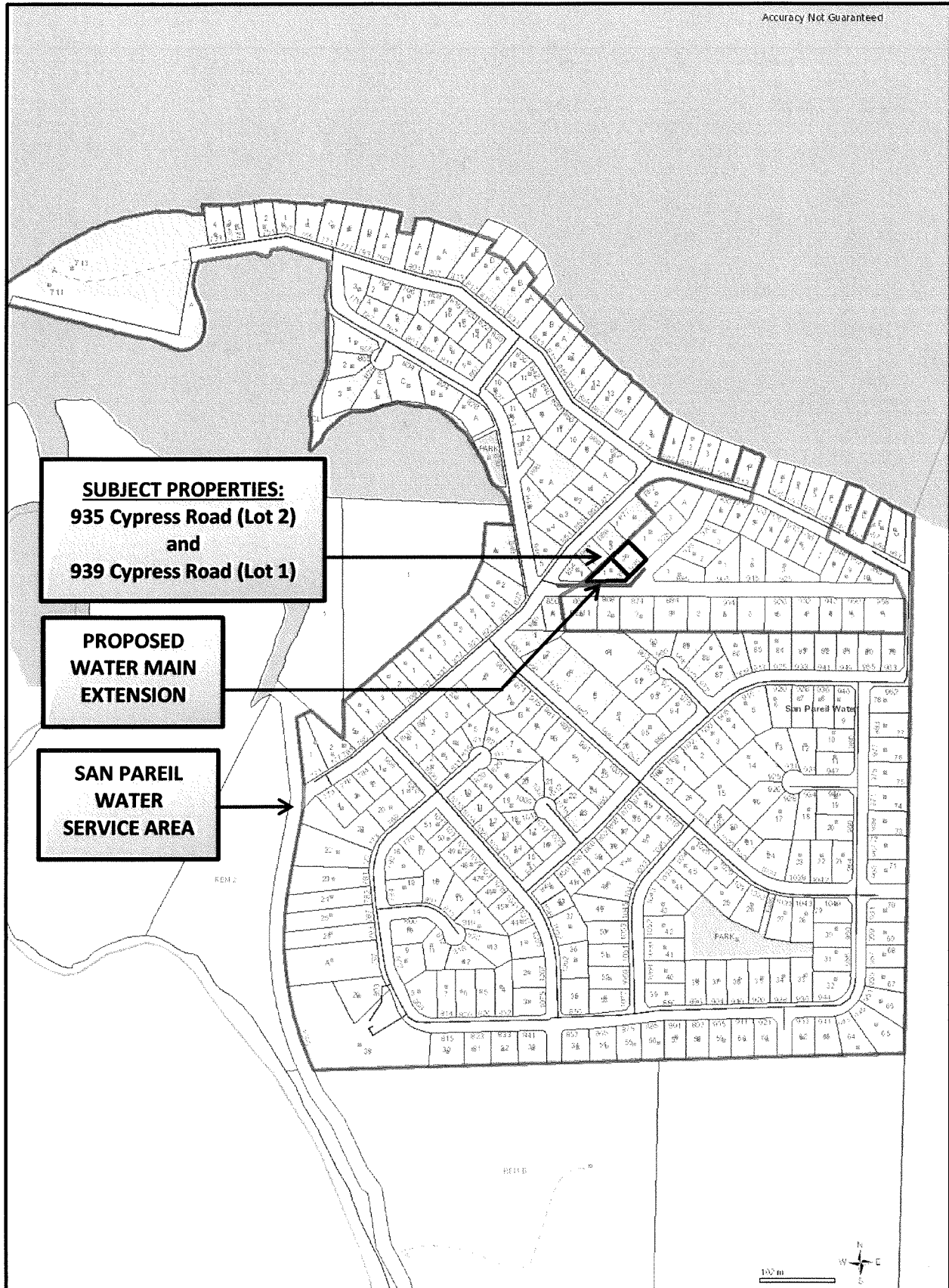
Reviewed by:

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

Attachments

1. Location Plan
2. San Pareil Water Service Area Bylaw Amendment No. 1170.05, 2017

Attachment 1: Location Plan



Attachment 2: San Pareil Water Service Area Bylaw Amendment No. 1170.05, 2017

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1170.05

**A BYLAW TO AMEND THE BOUNDARIES OF THE
SAN PAREIL WATER SUPPLY LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo established the San Pareil Water Service pursuant to Bylaw No. 1170, cited as "San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lots 1 and 2, District Lot 1, Nanoose Land District, Plan 21190;

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

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

1. Amendment

"San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999" is amended as follows:

- a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited for all purposes as the "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

Introduced and read three times this 14th day of February, 2017.

Adopted this ___ day of _____ 2017.

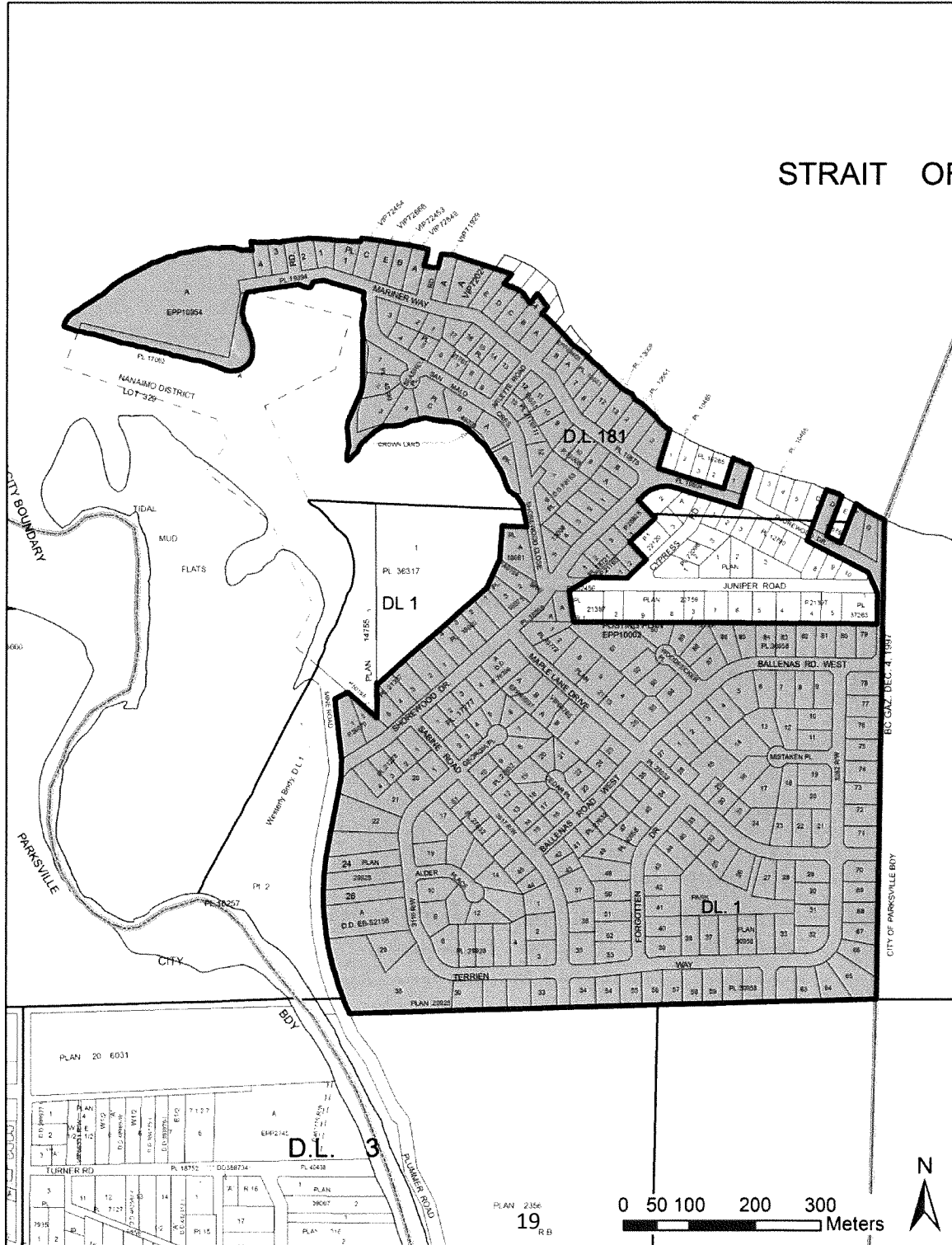
CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017"

 Chairperson

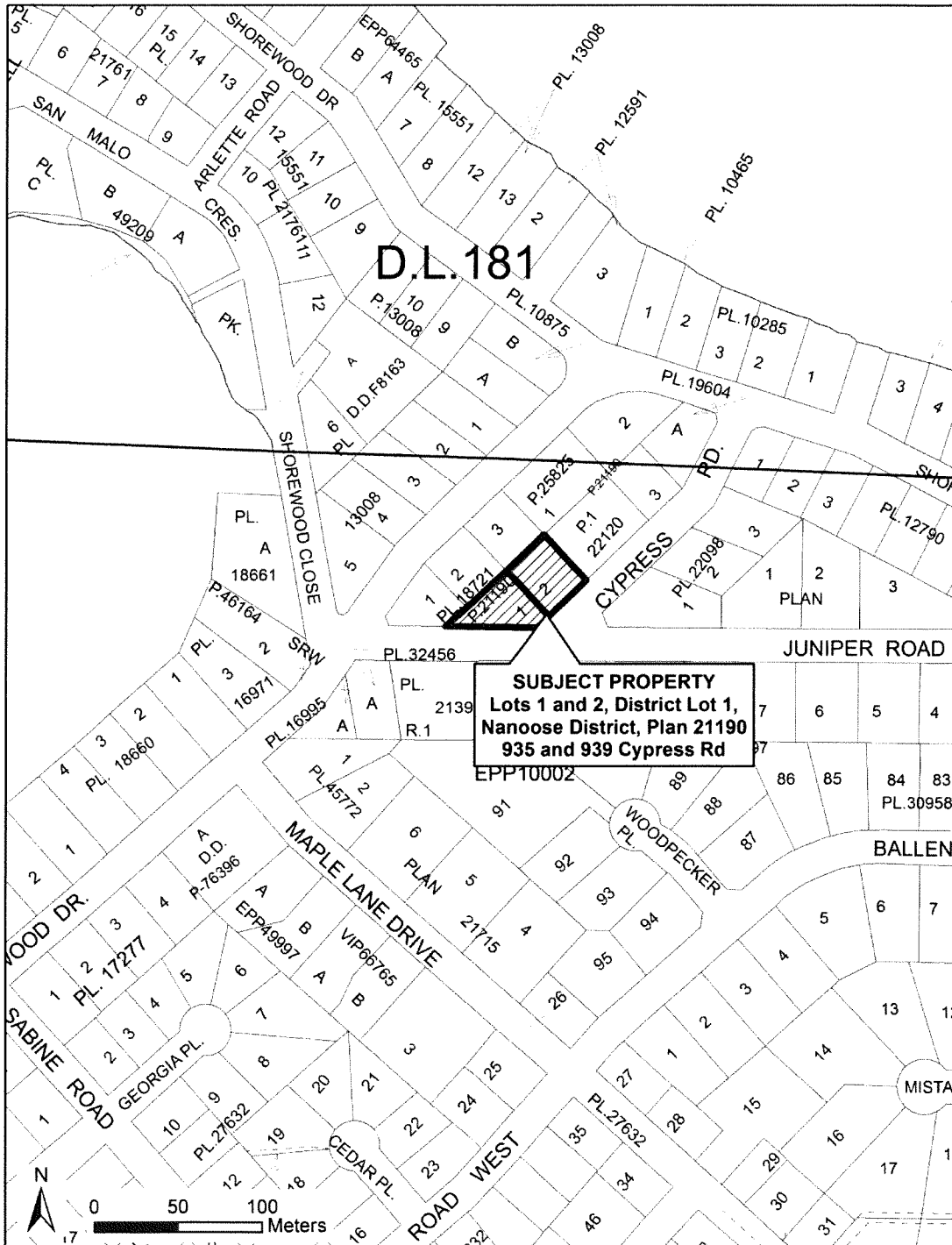
 Corporate Officer



Schedule 'B' to accompany "San Pareil Water Supply Local
Service Area Amendment Bylaw No. 1170.05, 2017"

Chairperson

Corporate Officer



TO: Regional District of Nanaimo
Committee of the Whole

MEETING: February 14, 2017

FROM: Michael Desilets, P. Eng.
Project Engineer

FILE: 5330-20-FCPCC-EXPAN

SUBJECT: Engineering Services for Preliminary Design of the French Creek Pollution Control Center Stage 4 Expansion Project

RECOMMENDATIONS

1. That the Board award AECOM the Preliminary Design of the Stage 4 Expansion to the French Creek Pollution Control Centre (FCPCC).
2. That the Board approve a total budget of \$429,277 to complete the Preliminary Design phase of the Project.

SUMMARY

The Stage 4 Expansion of the FCPCC is a key priority in the Regional District of Nanaimo (RDN) Ministry-approved Liquid Waste Management Plan (LWMP). Expansion of the plant is required in order to accommodate growth in the service area and ensure the RDN's ability to meet the recently updated Provincial and Federal Government wastewater effluent regulations. The Preliminary Design of the Stage 4 Expansion is the next step in achieving this key infrastructure priority.

AECOM's fixed-fee for the services is \$373,284 and staff recommend a 15% contingency allowance of \$55,993 to allow for flexibility in the scope of work or inclusion of value-added work, for a total project budget of \$429,277 to complete the Preliminary Design.

BACKGROUND

The FCPCC was constructed in 1978 and provides wastewater treatment to Northern Communities within the RDN as shown in the attached service area map. The FCPCC is reaching its current capacity and needs to be expanded to accommodate growth in the service area, and ensure the RDN's ability to meet the recently updated Provincial and Federal Government wastewater effluent regulations. Recent Engineering studies recommended that the RDN proceed with planning of the Stage 4 Expansion and completion of the Preliminary Design phase as the next step. The Stage 4 Expansion will provide sufficient capacity to meet the service needs of the RDN Northern Communities until the year 2035.

A Request for Proposal (RFP) was prepared in consultation with FCPCC Operations staff and publically advertised on October 28, 2016. The RFP closed on January 10, 2017 and three (3) compliant Proposals were received from:

- Stantec Consulting Ltd.
- Tetrattech Canada Inc.
- AECOM

The proposals were evaluated by a selection committee consisting of RDN Wastewater and Engineering Services Staff. The evaluation utilized a two-step process whereby selection was made on the basis of technical merit before reviewing the financial details of the proposals. Proposals were evaluated using the following criteria and weighting:

- Technical Submission - 70% of total proposal score.
The RFP specified the following evaluation criteria for the Technical Submissions:
 - Project Understanding
 - Design Approach
 - Project Delivery
 - Proponent Team
- Financial Submission - 30% of total proposal score.

It was determined that the highest ranked Technical Submission was provided by AECOM. AECOM also provided the highest ranked financial submission, and the corresponding lowest total fixed-fee for the scope of services.

AECOM have successfully completed many wastewater treatment projects in BC, including new plants and plant expansions with specific relevance to the FCPC. AECOM also has extensive experience and knowledge of the FCPC having conducted many past design and engineering studies for the plant. AECOM is currently the Engineer of Record for the RDN's Greater Nanaimo Pollution Control Centre (GNPCC) Secondary Treatment Upgrade Project. AECOM is based in Burnaby and have offered a team of well-experience and qualified experts that will be dedicated to the Project.

ALTERNATIVES

1. Award the engineering services contract for the FCPC Stage 4 Expansion Project to AECOM.
2. Do not award the engineering services contract and provide alternate direction to Staff.

FINANCIAL IMPLICATIONS

Expansion of the FCPC treatment capacity is identified as a key action in the Wastewater Services Department's 5-year Financial Plan. The Financial Plan was developed to allow for the preliminary design to be completed in 2017, followed by detailed design and construction, currently scheduled for 2018-2019. The Financial Plan accounts for a total anticipated Project cost of \$32,960,000 which includes anticipated engineering, permitting, and construction costs.

The Preliminary Design of the Stage 4 Expansion will be funded through a combination of transfers from the Northern Communities Wastewater Reserve Fund (15%) and Development Cost Charges (85%). The RDN has also submitted a grant application for the Canada-BC Clean Water and Wastewater Fund. The total eligible grant amount of \$290,500 will be allocated to the Preliminary Design of the Stage 4 Expansion Project if secured.

AECOM's financial submission included a total fixed-fee for the Preliminary Design services of \$373,284. A 15% contingency allowance of \$55,993 is recommended to allow for flexibility in the scope of work or inclusion of value-added work that may be presented during this early stage of the design and provide an overall benefit to the Project. This will account for such items as additional geotechnical work, potential advancement of associated environmental and permitting work that would benefit the overall project schedule, and value-added design propositions as deemed appropriate. Any proposed additional costs during the Preliminary Design phase will be evaluated on the basis of offering future savings during

subsequent detailed design and construction phases, to which these costs may otherwise be deferred. The recommended total Project Budget of \$429,277 is within the engineering allowance of the Stage 4 Expansion Project costs and accounted for in the 2017 fiscal year budget.

STRATEGIC PLAN IMPLICATIONS

The RDN's Ministry-approved LWMP identifies expansion of the FCPC as a main priority. Completion of the Preliminary Design is the first step in achieving this priority and fulfilling our commitment to manage liquid resources in a manner that meets the goals and needs of our residents and environment now and into the future. Achievement of this priority directly aligns with the 2016-2020 Board Strategic Plan.

Wastewater treatment is one of the RDNs core services and the FCPC is a key asset and critical infrastructure integral to the meeting the ongoing service needs of the Region. The Stage 4 Expansion of the FCPC is supported by the strategic priorities of protecting and enhancing our environment and funding infrastructure in support of our core services.

The expansion will allow the RDN to provide treatment capacity to the service area until the year 2035, and ensure the ability of the RDN to meet the Provincial and Federal Governments recently updated wastewater effluent regulations.



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February 1, 2017

Reviewed by:

- S. De Pol, Manager, Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. FCPC Service Area Map

FCPCC Service Area

Strait of Georgia

SURFSIDE

QUALICUM BEACH

FRENCH CREEK

PARKSVILLE

PACIFIC SHORES

ISLAND HIGHWAY WEST

INLAND ISLAND HIGHWAY

ALBERNI HIGHWAY

ISLAND HIGHWAY EAST

